



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of Bognor Regis Town Council will take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis** at **6.30pm on MONDAY 31st MARCH 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 31st March 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.

Glenna Frost

DATED this 24th DAY of MARCH 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 27th January 2025

5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. To receive an update from the Events Officer on the Events Programme for 2025 including: -
 - To note the introduction of a road closure fee, by ADC, and to consider making additional budgetary provision to accommodate this unforeseen expenditure
8. Final update and ratification of expenditure on Events Programme for 2024
9. To receive the Town Force Report
10. To ratify release of 2025-2026 Partnership Funding for CCTV, Bognor Regis Seafront Lights (Year 2 of 3), Southdowns Music Festival (Year 2 of 3), Bognor Regis Heritage & Arts Partnership Board (Year 2 of 3), Bognor Pier Trust CIC (Year 1 of 3), Bognor Regis Carnival Association (Year 1 of 3), Bognor Regis Seafront Lights Illuminate Event (Year 1 of 3), and Bognor Regis BID for Town Centre Warden
11. To consider the Internal Audit Report 2024/25 (Interim update)
12. To note the Notes of the ADC/BRTC Liaison Meeting held on 11th March 2025 and agree any next steps
13. To review the use of variable Direct Debits, Standing Order mandates and BACS payments as required under 7.9, 7.10 and 7.11 of the Financial Regulations
14. To consider a recommendation from the Environmental and Leisure Committee that the remaining balance of £2,324.20, that had been reallocated for the Committee to use towards funding for Correx boards, be put back into General Reserves and reallocated to the Town Market Officer for use in events and promotional materials (Min. 78 of the Environmental and Leisure Committee Meeting held on 3rd February 2025 refers)
15. To consider the Motion, deferred by Council, regarding the formation of a Working Party relating to the future of Bognor Regis Town Hall, and to agree its membership and Terms of Reference (Min. 163 of the Council Meeting held on 10th March 2025 refers)
16. To receive the report from the Health & Safety Inspection of the Town Council offices and Town Force Lock-up undertaken by WorkNest on 10th March 2025
17. Earmarked Reserves - consideration of return to General Reserves of any EMR's identified by the Clerk as no longer being required and their possible alternative uses
18. Report on Town Centre Issues including any reports on meetings with the BID Management Board
19. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for January and February 2025
20. Community Warden Service including: -
 - To note the process for the procurement of a Community Warden Service in the Town for 2025-2026
 - To note that an Extraordinary Meeting of the Policy and Resources Committee will be held at 6.30pm on Monday 14th April 2025 to consider and agree the award of the contract
21. Councillors' Allowances including: -
 - To consider whether to increase Councillors' Allowances up to a maximum of £688.40 per annum (equating to 10% of the District Basic Allowance) or whether this should remain unchanged – Min. 115.5 refers

- To consider whether any increase, should this be agreed be backdated to 1st April 2024 in line with the District Council's Basic Allowance or commence from 1st April 2025
 - To note that any increase in the Councillors' Allowance will result in a budget overspend until the budget can be amended next year.
22. Rolling Capital Programme including: -
- To ratify expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up
 - To ratify expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up
 - To ratify expenditure of £719.25 excluding VAT for removal of the cold-water storage tank within the ceiling void at the Town Force Lock-up and reconnection of the pipework to the mains water supply. Also to fit new basin taps in the toilets
 - To ratify expenditure of £2,280 excluding VAT for new computer and laptops
23. Financial Reports including: -
- To note Committee I&E Reports for the month of [February 2025](#) - 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 January and February 2025, 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 a BACS payment to cover expenditure of £4,391.58 including VAT for the purchase of 3 seafront showers funded from the Town Council's CIL Receipts
24. Correspondence
25. To resolve to move to Confidential Business (S.O. 3d) – (contractual and staffing)
26. 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
27. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 31st March 2025

Agenda items **26** and **27** 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 27th JANUARY 2025

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
1 Member seated in the public gallery
1 member of the public

Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and former Mayor, Jim Brooks

The Meeting opened at 6.33pm

110. 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.

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

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

112. DECLARATIONS OF INTEREST

The Chair addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, Members and Officers should make their declaration by stating:

- a) the item they have the Interest in
- b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest

- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time.

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

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

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

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

113. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th DECEMBER 2024 AND THE EXTRAORDINARY MEETING HELD ON 13th JANUARY 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 9th December 2024 and the Extraordinary Meeting held on 13th January 2025 and these were signed by the Chair.

114. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.35pm

A member of the public expressed sadness at the passing of Town Councillor Jim Brooks who, they said, would be missed immensely. It was proposed that a plaque be erected, or a street named, in Jim's memory.

A Member seated in the public gallery asked if the Town Council would consider taking on the management of the current Town Centre Business Warden, when the contract with the Bognor Regis BID comes to an end.

The Chair reconvened the Meeting at 6.37pm

115. CLERK'S REPORT FROM PREVIOUS MINUTES

115.1 18th November 2024 - Min. 88 Town Force Hours for Outside Event Organisers

Members had previously discussed the additional Town Force hours received by some event organisers over and above those that the Committee had previously allocated. As a result of the debate, it had been agreed that on this occasion the charges would be held in abeyance, but the event organisers identified should be written to and advised that if they go beyond their allocated hours in the future, then they will be charged. The following responses had been received from two of the event organisers: -

Bognor Prom 10k Road Race

"I've received a letter from Glenna Frost, sent to my predecessor Mr Stevenson-Gill concerning an overrun of allocated manhours for the 2024 race.

I appreciate the comments and hopefully we will keep the time the TF guys spend with us under those allocated.

The 2025 Race is being held on the 18th May and due to moving the race village to the South of West Park we will be requiring more barriers. I think the delivery, positioning and retrieval of the barriers was the main reason for the overrun. Would it be possible to collect the barriers on Friday the 16th from your depot, position them ourselves and return them on the Monday 19th?

We appreciate your assistance with the race and your guys do a superb job."

Bognor Regis Armed Forces Day

"Thank you for your letter regarding Town Force Hours used for the Bognor Regis Armed Forces Day event this year which were exceeded by 10 Hours.

Please will you sincerely thank the Policy and Resources Committee on behalf of the Bognor Regis Armed Forces Day Committee for not charging us for these extra hours and that they can be rest assured we will take every step possible not to let this happen again in the future.

Our sincere thanks."

115.2 23rd September 2024 - Mins. 57.11 and 57.13 Update to Event Dates for 2025

Members were informed that Wednesday 29th October 2025 is the date that has been set by the Events Officer to hold a Halloween event during the

week of half term in Hotham Park. Further details regarding the content of the event will be reported to Members at a future meeting.

Saturday 6th December 2025 has provisionally been booked as the date for the Carols in the Park event. This follows on from the Switch-On event the previous Saturday and enables the Rotary Club to provide assistance, which would not be possible if the event were to be held any later in the month owing to their other commitments during December.

115.3 23rd September and 18th November 2024 - Mins. 61 and 77.2 High Street Bench Relocation

Members noted that the relocation of the High Street bench to York Road finally took place in the middle of January following the delay owing to the erection of scaffolding in the location of the bench towards the end of last year, which prohibited its removal at that time.

115.4 3rd June 2024 - Min. 7.3 UKSPF Bike Repair Stations Project

Members were previously advised that everything was in place in relation to the UKSPF Bike Repair Stations project except the legal documentation with regards to the leases to allow for these to be installed on ADC land. Leases for Hothamton Car Park, land adjacent to Rock Gardens and land adjacent to Gloucester Road had now finally been completed and signed off. The draft lease for Hotham Park Car Park has been approved as drafted with the final document awaited from the District Council's Legal Department. Once this is received it will be signed off by the Clerk and returned to ADC for countersigning and completion. Town Force can then proceed with the installation over the next couple of weeks and the project will be promoted to the public. In view of the length of time and work involved in reviewing the documentation, an interim invoice to cover the work undertaken thus far has been received from the Council's Solicitor, which has been paid.

115.5 25th March 2024 Min. 150 Councillors' Allowances

Following a review by the District Independent Remuneration Panel (IRP) in early 2024, it was recommended that the District Council's Basic Allowance be increased to £6,638 with effect from 1st April 2024. This was subsequently approved by ADC Full Council on 13th March 2024. The Parish Basic Allowance is linked to the District Basic Allowance and is also subject to being inflated in line with officer pay. The Local Authorities (Members' Allowances) (England) Regulations 2003, therefore allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

At the March Policy and Resources Committee Meeting, Members approved an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line

with the recommendation payable from 1st April 2024. This resulted in a budget overspend in 2024-25 with the budget amended to reflect this increase for the 2025-26 financial year.

Notification has now been received from ADC regarding the 2024 Staff Pay Award and following a number of meetings with various departments at ADC including the newly appointed Independent Remuneration Panel, it is confirmed that a percentage of 3.70% will be added to the Basic Allowance. This has resulted in the District Basic Allowance increasing from £6,638 to £6,884 per annum with effect from April 2024.

Members will now need to consider whether they wish to increase the Councillors' Allowance once again from the current annual figure of £663.80 to £688.40 (equivalent to an increase of £24.60 per annum) and whether this should be backdated. Therefore, an item will be placed on the next agenda for Members consideration.

115.6 8th January 2024 Min. 106.2 Southdowns Music Festival Partnership Funding

Following agreement by Members last year, to support the Southdowns Music Festival by entering into a three-year Funding Agreement, Members noted that a certified copy of their Financial Statement for the 2024 event as a condition of their Funding Agreement has been received.

115.7 NALC Sector Standards survey

On the 8th of January 2025, the Deputy Clerk emailed all Members informing them that the Ministry of Housing, Communities & Local Government had recently issued a local government standards consultation. Views are being sought on introducing a mandatory minimum code of conduct for local authorities in England, and measures to strengthen the standards and conduct regime to ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension. A link to the consultation, and one being simultaneously run by NALC, was provided in the email, along with an explanation that whilst there was the option to respond as an elected Member, Council Officer or Corporate Body, some of the latter questions in both surveys were based on individual experiences. Therefore, Members were advised that should they wish to take part in either survey, then they should do so individually, by the deadline date of 26th February 2025.

116. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2025 – REPORT BY EVENTS OFFICER

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

Reference was made to those organisations who had exceeded the hours allocated to their 2024 events, for which the Committee had decided not to subsequently charge for. The question was asked as to why it was recommended in the report that those same organisations be awarded a greater number of hours in 2025 than those given in 2024. Other Members understood this to be as a result of lessons being learnt and felt that the Town Council should continue to support these external events. There was the risk that by under-allocating hours, the Town Force team could be asked to unexpectedly work longer than had been agreed and that increasing the hours allocated could avoid this from happening.

A Member noted that there was no recommendation for Town Force hours to be allocated to the Council's new Town Centre Officer, anticipated to be in place from April 2025. The Chair stated that if there were to be new events, requiring Town Force hours, then a budget would be needed.

Members unanimously **AGREED** the recommended Town Force hours for 2025 external town events.

117. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**, including reference to the Town Force Vehicle Maintenance Budget being overspent in the current financial year owing to unforeseen expenditure.

Following a query around whether alternative, larger accommodation for Town Force had been identified, the Town Clerk advised that, to date, no alternative had been found but that there was a watching brief being kept whilst the lease for the current accommodation ran its course.

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

The Deputy Clerk's report, including the Bognor Regis BID Team December Update attached, was **NOTED**.

A Member was of the understanding that the Bognor Regis BID was no longer operating. However, as explained by the Chair, this was not the case but the full-time role of the BID COO had been replaced by the part-time role of the BID Facilitator.

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

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

Having considered the responses received from both Arun District Council (ADC) and West Sussex County Council (WSCC) relating to any available

space they might have that could be used to store equipment for community groups, the suggestion of vacant land on which storage containers could be placed was proposed.

The potential consequences of the English Devolution White Paper on the future of both the district and county council were raised with concern about what might happen to the assets currently under the control of both authorities and the suggestion that the Town Council should express an interest in securing such assets.

There was a proposal that Officers should write again to ADC and WSCC to enquire about available land they might have on their estate portfolio, whilst also looking into the cost of storage containers to be placed on such land.

It was further proposed that whilst writing to ADC, both the Leader of the Council and Director of Growth be included and that the pathway for the Town Council to secure assets of the district council be explored ahead of any Devolution.

It was unanimously **AGREED** that, prior to letters being written to ADC and WSCC, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence.

120. 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

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for November and December 2024, was **NOTED**.

121. INTERNAL AUDIT INCLUDING: - TO REVIEW THE 2025/26 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2025/26 to the Town Council.

122. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report, including the Overall Summary and Action Plan attached, was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2024/2025 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

123. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 17th MARCH 2025

The Deputy Clerk's report, including the agenda for the Electors Meeting held in 2024 that was attached, was **NOTED**.

Given that there was no cost to the Council and based on the historic low number of attendees at the meeting, it was proposed that the Annual Town Meeting of Electors for 2025 be held in the Council Chamber at the Town Hall. There was some discussion about the seating arrangements, with a reminder that this was a meeting for electors, not a meeting of the council, and that seating should reflect this with elected Members seated amongst members of the public.

Members proposed that items on the agenda to stimulate the debate could include the level of crime in Bognor Regis and policing on the street, as well as Devolution. It was acknowledged that if both topics were discussed then there could be a tight timeframe. With 30 minutes allotted to the invited speakers for each topic proposed, it was suggested that those wishing to speak in the audience be allowed 2 minutes to do so and that this be communicated at the start of the meeting.

Members **RESOLVED** to **AGREE** that the Sussex Police and Crime Commissioner, Katy Bourne, and Chief Constable Jo Shiner, be invited to take questions around policing, and that the CEO of Arun District Council, Dawn Hudd, be invited to talk about Devolution. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 17th March 2025, whereby doors will open at 6.30pm with the meeting commencing at 7pm.

124. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 10th DECEMBER 2024 AND AGREE ANY NEXT STEPS – MIN. 90 REFERS

The Deputy Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 10th December 2024 previously circulated to Councillors, was **NOTED**.

As detailed in the report, the Town Council had been asked at the Liaison Meeting to provide an update to ADC on whether there is an intention to take forward the draft Vision that had been worked on previously. 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.

In response, a Member wanted to know how progressed ADC's Masterplan for Bognor Regis was, whether there was a Working Group, whether this piece of work was delegated to ADC Officers or Councillors, and what impact the announcement for Devolution might have on progressing the Masterplan. Officers will seek answers to these questions at the next Liaison Meeting with ADC, and report back to the Committee at a future meeting. Another Member replied to say that in a recent newsletter circulated to all Town Councillors, the CEO of ADC had addressed the topic of Devolution and had stated that the business of the district council would continue as usual until further notice. It was therefore important, in their opinion, that the Town Council has a voice and should welcome the opportunity to feed into the Bognor Regis Masterplan.

It was **AGREED** that the Town Council's draft Vision be circulated to all Councillors, in its current form, asking that they ready themselves for considering the document at a future meeting whereby any new ideas could be put forward.

125. REGENERATION INCLUDING: - TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – COUNCIL MIN. 135 REFERS

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

It was proposed that the Town Council facilitates a meeting with ADC and WSCC where regeneration updates be given. Whilst the format would be different to that of the now dissolved Bognor Regis Regeneration Board, lines of communication would be kept open, where other groups could be invited including representatives from the University of Chichester Bognor Regis campus.

It was **AGREED** that ways in which the Town Council could facilitate Bognor Regis Regeneration Meetings would be investigated by the Town Clerk, in liaison with the Vice-Chair of the Committee.

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

The Clerk suggested that, owing to the contractual nature around the provision, the item be moved to the end of the meeting and considered under Confidential Business.

127. It was **RESOLVED to vary the order of business and move Agenda item 17 to follow Agenda item 23 – S.O. 10(a)(vi).**

128. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR SATURDAY 30th NOVEMBER 2024 – MIN. 91 REFERS

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

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

129. 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 13th JANUARY 2025 REFERS

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

Cllr. Wells declared an Ordinary Interest as a member of the Bognor Pier Trust C.I.C. and confirmed that he would not take part in the discussion or vote

The Chair reconfirmed that his recommendations to the Extraordinary Meeting on 13th January 2025 had been 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 Town Clerk, 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 was being recommended that a reduction of £1,000 be applied per annum to the amounts awarded to each organisation in Years 2 and 3.

Members **RATIFIED** the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1st April 2025, as follows: -

Bognor Pier Trust C.I.C. -	Year 1: £3,919.15
	Year 2: £2,919.15
	Year 3: £1,919.15
Bognor Regis Carnival Association -	Year 1: £4,500
	Year 2: £3,500
	Year 3: £2,500
Bognor Regis Seafront Lights (Illuminate event) -	Year 1: £5,000
	Year 2: £4,000
	Year 3: £3,000

130. CHANGES TO THE CONSTITUTION FOLLOWING UPDATES AND MINOR AMENDMENTS

The Deputy Clerk's report, and the draft Constitution with proposed updates and minor amendments attached, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to Council the **ADOPTION** of the Constitution, as proposed, without any further suggested changes.

131. FINANCIAL REPORTS INCLUDING: -

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

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

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

131.2 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)

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

131.3 To ratify the use of two BACS payments to cover expenditure for the Christmas Switch-On event 2024

Members **RATIFIED** the use of two BACS payments as detailed.

132. CORRESPONDENCE

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

133. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 17, 24 and 25 (contractual).

134. TO FURTHER CONSIDER THE PROVISION OF COMMUNITY WARDEN COVER IN THE TOWN CENTRE FOR 2025-2026 – COUNCIL MIN. 129.1 REFERS (DEFERRED EARLIER IN THE MEETING – MIN. 126 REFERS)

The Deputy Clerk's report, and the BID's Community Warden report for December 2024 attached, was **NOTED**.

The Town Clerk reminded Members that it had been resolved that provision for a 7-day Warden service be included in the 2025/2026 Budget, to be offset against Revenue with the amount going into Reserves adjusted accordingly. 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 of the additional Warden in December 2024 had been received (Min. 129.1 refers).

It had been hoped that the data for the additional Warden would have been recorded separately to the usual monthly Warden report, however this had not happened. Nonetheless, 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 in December than the previous months.

Members were reminded that the level of Warden cover agreed, and the contractual costs associated with this service, would determine the procurement process that the Town Council would need to adhere to. The Town Clerk detailed the estimated costs associated with the varying levels of cover proposed. In accordance with Financial Regulations, for contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts (F.R. 5.7). Alternatively, the procurement for an additional Warden could come under the Bognor Regis BID, as was the case for the current Warden contract.

The Town Clerk advised that she had spoken, as requested by Members, with Haywards Heath Town Council about their experience of providing Community Wardens. They had been making this provision for almost 10 years, for which they had full control, and explained that whilst their Wardens were centered around the Town Centre, they also did outreach work at the allotments and cemetery, for instance, for which they had access to a van.

Following comments around the decision being based on the needs of the Town, over the cost associated with the level of provision, and having fully understood the cost implications of what was being agreed, Members unanimously **RESOLVED** to **AGREE** that provision of a 7-day Warden service should be in place for 12-months for which the costs will be offset against Revenue and the amount going into Reserves adjusted accordingly.

It was further **AGREED** that the management arrangements for this provision would fall to the Town Council, and that Members would suggest to the Town Clerk what requirements of the role should be included in the specification to be used for the tendering process.

135. 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

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

136. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 13th JANUARY 2025

The Chair gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing), and the Committee **NOTED** the Deputy Clerk's report (confidential).

The Committee unanimously **AGREED** to **RATIFY** the following recommendations: -

136.1 The recommendation that the updated Local Government Pensions Scheme (LGPS) Employer's Discretion Policy be adopted and that it be referred to Council for noting.

136.2 In order to meet the business needs of the Town Council, there be a restructuring of staff with a new post, remunerated on SCP 5-11 (pro rata), effective 1st May 2025.

136.3 The job description for the new Town Market Officer role that is due to come into effect from 1st April 2025.

The Meeting closed at 8.19pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025

AGENDA ITEM 7 - TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2025 INCLUDING: - TO NOTE THE INTRODUCTION OF A ROAD CLOSURE FEE, BY ADC, AND TO CONSIDER MAKING ADDITIONAL BUDGETARY PROVISION TO ACCOMMODATE THIS UNFORESEEN EXPENDITURE

REPORT BY THE EVENTS OFFICER

FOR DECISION

UPDATE ON THE EVENTS PROGRAMME FOR 2025

VE Day – Thursday 8th May

Two Scots Guards Pipers and an electric LED Violinist have been booked in to perform.

Drive Through Time – Sunday 6th July

Two Sponsors have been secured for the event, Headline sponsor of Richmond Motor Group, and a Bronze Sponsorship package with Robins Row Insurance.

Clowns International 75th Anniversary Funday – Sunday 27th July

Budget - £800.00

Clowns International have advised that for the 75th Anniversary, owing to a lacking number of clowns able to attend the event, they will be seeking a smaller, indoor venue. However, they will be looking to hold the 80th Anniversary in Hotham Park, which will enable more time for further detailed planning to increase clown numbers and expand the event.

Whilst it is regrettable that the Clowns Funday will no longer be taking place on Sunday 27th July, arrangements have been made for the Bognor Regis Concert Band to perform on the bandstand on the day, as a part of their sponsorship deal with the Town Council.

It is the Officer recommendation that the identified budget of £800.00 for the Clowns International 75th Anniversary Funday event be vired over to the Funshine Days to enhance the programme and enable more free activities for children throughout the Summer holidays.

DECISION

Do Members **RESOLVE** to **AGREE** to vire the £800.00 budget previously identified for the Clowns International Funday over to the Funshine Days?

Sunday Afternoon Concerts – various dates in Summer

The four-concert programme has been booked in.

Funshine Days – Every Tuesday, Wednesday and Thursday between 5th – 28th August

The full 12-day programme has been booked in.

Halloween Event - Friday 31st October

A bespoke Halloween themed laser and music show will be brought into Hotham Park. The event originally planned for 29th October 2025 has now been moved to Friday 31st October 2025. The date has been changed to increase footfall by falling on the eve of actual Halloween and so as not to clash with an event at Butlin's on 29th October. Further details of the event are still in the planning stages, so no further update is available at this time.

Carols in the Park - Sunday 7th December

Chichester Concert Band are booked in to perform at the event as the Bognor Concert Band are unavailable. Further details of the event are still in the planning stages, so no further update is available at this time.

French Market - TBC

The planned French Market in the Town Centre for Summer 2025 has involved numerous correspondence with the organisers since October 2024 to try and secure a date and full content of vendors. The last correspondence from the Market advised they were having difficulty securing vendors to come to Bognor Regis, this has been chased on numerous occasions, and an update is awaited. This will be passed over to the new Town Market Officer as organisation of markets will now fall within their remit.

TO NOTE THE INTRODUCTION OF A ROAD CLOSURE FEE, BY ADC, AND TO CONSIDER MAKING ADDITIONAL BUDGETARY PROVISION TO ACCOMMODATE THIS UNFORESEEN EXPENDITURE

Following a resolution of ADC's Environment Committee, at their meeting held on 21st November 2023, an administration fee of £98 has been introduced by Arun for each road closure application submitted to them. This fee is applicable to town/parish councils even where the reason for the road closure is to put on a free event, bringing footfall into the town, and possibly increasing car parking revenue.

In liaison with Officers at Arun, it has been agreed that the fee to close the roads for the annual Remembrance Sunday service in November will be waived and it is possible that the road closure for our VE Day event in May will also be exempt, but this is yet to be confirmed.

AGENDA ITEM 7

There are two events in the Town Council's 2025 programme that would be impacted by the introduction of this admin fee, the BMX Stunt Show in August and the Christmas Switch-On in November.

Owing to this unforeseen expenditure Members are being asked to consider that budgetary provision for these admin fees, in relation to 2025 events, be funded from the Earmarked Reserves of £3,900 ADC/Grant Aid match-funding that was intended to increase footfall in the Town Centre. Whilst it is anticipated that the admin fee will only apply to two of our 2025 events, it might be prudent to allow for a little more, such as VE Day, to cover all eventualities.

DECISION

Do Members **RESOLVE** to **AGREE** that expenditure of up to £400, towards the cost of road closure admin fees for 2025, be funded from the Earmarked Reserves of the ADC/Grant Aid match-funding?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025

AGENDA ITEM 8 - FINAL UPDATE AND RATIFICATION OF EXPENDITURE
ON EVENTS PROGRAMME FOR 2024

REPORT BY THE EVENTS OFFICER

FOR INFORMATION
& DECISION

Members are asked to note the combined finances for the main Town Council events in 2024 namely, Drive Through Time, Proms in the Park, D-Day Beacon Lighting, Book Day, Eco Day, Sunday Afternoon Concerts, Funshine Days, Hampshire Avenue Funweek and the Christmas Light Switch-On event.

The total combined budget for all events was £38,500.00 including funding from Earmarked Reserves as additional funding towards the Sunday Afternoon Concerts and when expenditure of £44,788.57 and income of £4,743.84 are taken into account, the result is an overspend of £1,544.73.

This is due to small overspends and underspends across the various events. It includes items such as outstanding income still to be received from a concessionaire, which is being chased and unexpected reimbursement of accommodation costs to a main supplier owing to the postponement of Book Day due to bad weather. This additional expenditure needed to be covered to ensure the event was not lost completely including the associated budget and allowed for the event to be rescheduled. Other additional costs related to this postponement were also unavoidable such as bin hire and publicity costs. Unexpected expenditure was also not budgeted for relating to the Christmas Switch-On event as a result of hire charges being incurred for use of the Town Hall on the Saturday of the event, which was used as a base for the performers.

DECISION

Members are asked to **NOTE** the finances for the main Town Council events in 2024 and furthermore, **RATIFY** the overspend of £1,544.73.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

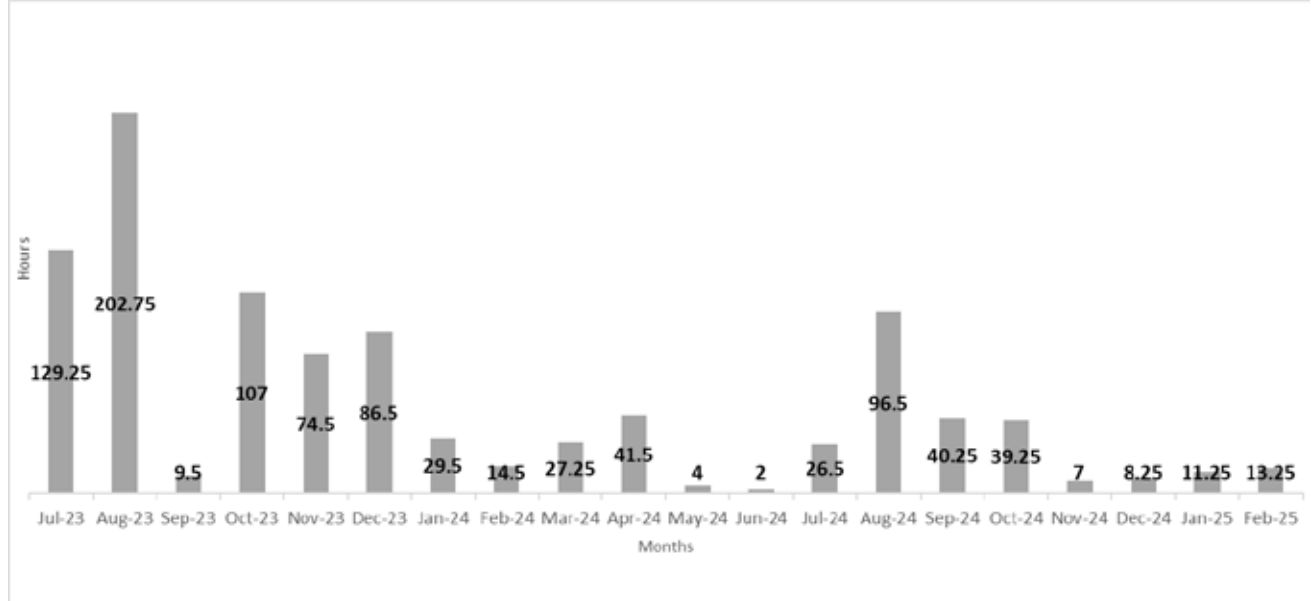
AGENDA ITEM 9 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Graffiti

As the graph below shows, Town Force time spent on dealing with graffiti has slightly increased over the last 4 months.



Town Force Equipment and Vehicles

All TF grounds maintenance machinery and both generators have been serviced.

The cherry picker passed its 6 monthly LOLER inspection. A new switch for one of the legs had to be installed and the oil changed to resolve the machine's slow response in cold temperatures.

Town Force training

A member of staff successfully completed the Safe Use of Pesticides (PA1) and Handheld Applicator (PA6) courses.

Town Force Accommodation

Essential repairs and improvements to the yard and the team's welfare facilities have now been completed.

The intruder alarm and fire extinguishers have been serviced.

The Electrical Installation Condition inspection was carried out on 12th March and a report is currently being awaited.

Annual Asset inspection

Olby's Clock in the High Street has been serviced, with TF assisting the contractor by providing and operating the MEWP.

Owing to the extent of the improvements to the exterior of the Picturedrome, the annual inspection of assets has had to be delayed.

Horticultural Activities

More bedding plants have been lost from Queensway, with about half of the planters currently empty. Bedding plants are also needed for a seafront bed. There being no spare plants left at the yard, the team will be purchasing some, utilising the underspend in the horticultural supplies budget.

The Annual Application for Third Party Attachments (hanging baskets) to be installed to the lampposts in Aldwick Road and Queensway has been submitted to Enerveo.

The Contractor is booked to cut the grass and hedge along the Shripney Road central reservation on 3rd April. WSCC have also confirmed the road space booking.

Sponsored Planters

Henry Adams Lettings are not renewing their contract when it terminates next month.

The A29/Orchard Way Yucca planter is now sponsored.

Planters currently available for sponsorship are 2 x Durban Road/Orchard Way planters.

Picturedrome

The team is currently carrying out external redecoration, having completed removal of black paint from the lower brickwork, removal of discoloured and crumbling mortar and re-pointing.

Town Force have also removed weeds from around the building, trimmed back buddleia in the car park, removed weeds and dead material from the flower pots and railing troughs, removed metal signage, redundant cables and boxes from the front elevation of the building, built a gate on the Linden Road side of the building, pressure washed the driveway, stained all woodwork and they continue to litter pick the area once a week.

Revenue generating jobs

- Painting of a bus shelter for Aldwick PC;
- Improvements to the exterior of the Picturedrome as detailed above;
- Playground equipment repairs and painting and replacement of rotten posts from the Conservation area at South Bersted Primary School;
- Ongoing planter maintenance for Felpham Parish Council;
- Ongoing planter and flower bed maintenance and replacement of a broken flowerpot for BRWM Hospital;
- Replacement of metal and fabric banners throughout the town centre and 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 assisted with a clear out of the events equipment cupboard, installed 4 x bike repair stations, collected paperwork from the Solicitors and delivered it to the office, adjusted the timer on the Town Hall balcony lights and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 10 - TO RATIFY RELEASE OF 2025-2026 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 2 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 2 OF 3), BOGNOR PIER TRUST CIC (YEAR 1 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 1 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 1 OF 3), AND BOGNOR REGIS BID FOR TOWN CENTRE WARDEN

REPORT BY THE TOWN CLERK

FOR DECISION

Provision has been made by the Town Council for the following revenue partnership contributions in the 2025-2026 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £2,000 - CCTV
- £4,500 - Bognor Regis Seafront Lights (BRSFL) (year 2 of 3-year agreement)
- £8,000 - Southdowns Music Festival (SMF) (year 2 of 3-year agreement)
- £2,000 - Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 2 of 3-year agreement)
- £3,919.15 - Bognor Regis Pier Trust CIC (BRPT) (year 1 of 3-year agreement)
- £4,500 - Bognor Regis Carnival Association (BRCA) (year 1 of 3-year agreement)
- £5,000 - Bognor Regis Seafront Lights Illuminate event (BRSFLI) (year 1 of 3-year agreement)
- £16,683 - Town Centre Warden (in partnership with BR BID)

DECISION

The Committee is invited to **RATIFY** the release of the 2025-2026 Partnership Funding of £2,000 for CCTV, £4,500 for BRSFL, £8,000 for SMF, £2,000 for BRHAPB, £3,919.15 for BRPT, £4,500 for BRCA, £5,000 for BRSFLI, and £16,683 BR BID for Town Centre Warden, as agreed as part of the Town Council's budget provision for the next financial year.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025

AGENDA ITEM 11 - TO CONSIDER THE INTERNAL AUDIT REPORT
2024/25 (INTERIM UPDATE)

REPORT BY TOWN CLERK

FOR DECISION

A copy of the Internal Audit Report 2024-25 (Interim Update) is attached for Members' consideration - **Appendix 1**.

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

DECISION

The Committee is invited to **NOTE** the Internal Audit Report 2024-25 (Interim Update) and **RECOMMEND** this to Council for **APPROVAL** whilst noting that no actions are required.



Bognor Regis Town Council

Internal Audit Report 2024-25 (Interim update)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

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

This report sets out the work undertaken in relation to the 2024-25 financial year undertaken both remotely at our offices and during our initial on-site visit on 22nd October 2024: further work has been undertaken remotely in agreement with the Clerk on 26th February 2025. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our two reviews to date for the year: we will update this report following our final update visit, which we have agreed with the Clerk will take place on Thursday 22nd May 2025 following closure of the year's accounts by the contract accountants.

Internal Audit Approach

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

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date this year, the Clerk and Council continue to maintain adequate and effective internal control arrangements with no issues identified at this stage of our review.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

We have to date: -

- Verified the accurate carry forward of opening balances in the financial ledger for 2024-25 to the detail in the 2023-24 Balance Sheet, Statement of Accounts and certified AGAR;
- Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Checked and agreed transactions in the main account cashbooks to the underlying bank statements for April & September 2024, plus January 2025;
- Checked and agreed the year-to-date transactions on the CCLA PSDF and Mayor's Charity accounts; and
- Verified the content and accuracy of bank reconciliations at 30th April & September 2024, plus 31st January 2025 and are pleased to again note that reconciliations continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs).

Conclusions

We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation. We shall undertake further work at our final on-site review examining and verifying the March 2025 main account transactions and the remaining transactions for the year on the other two accounts. We shall also, following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensure the accurate disclosure of the combined cash and bank account balances in the 2024-25 Statement of Accounts and the AGAR at Section 2, Box 8.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both the SOs and Financial Regulations (FRs), together with the "Standing Orders for Contracts" were reviewed and re-adopted in October 2024, the FRs being brought into line with the 2024

revised NALC model document. We have examined the resultant documents and consider that they are appropriate for the Council's present requirements.

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

Finally in this area, we are also pleased to note that the 2023-24 AGAR has been "signed off" by the external auditors with no matters of concern raised. We also note the appropriate disclosure of the Notice of Public Rights for 2023-24 for the requisite thirty working days.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to record that they continue to operate effectively and in line with good working practice. We have as part of this interim update review selected a further sample with 40 payments processed in the financial year to mid-February 2025 examined. The extended test sample totals £320,000 equating to 58% by value of non-pay related payments in the year to that date including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted to HMRC quarterly and have agreed detail of the final 2023-24 and first three quarterly reclaims for 2024-25 to the Omega accounts noting appropriate repayment by HMRC.

Conclusions

We are pleased to record that no issues or concerns have been identified in this area to date this year warranting formal recommendation. We shall extend our review of payments covering the remainder of the financial year based on the same criteria at our final review. We shall also examine the year's final quarterly VAT reclaim.

Assessment and Management of Risk

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

We note that the LCRS software will again be used to record the Council's assessed risks, detail of which will be submitted to the March 2025 full Council meeting for formal approval and adoption: we will review the documentation at our final visit. We are also pleased to note the formal re-adoption of the Council's Risk Management Policy at the October 2024 full Council meeting: we have reviewed the document and consider it appropriate for the Council's present requirements when supplemented by the above referenced LCRS Risk Register detail.

The Council is insured by Aviva with cover effective to August 2025: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £1.2 million all of which we consider appropriate for the Council's present requirements.

Conclusions

There are no matters arising in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to risk management at future visits.

Budgetary Control & Reserves

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

We are pleased to note that, following due deliberation, the Council approved the budget and precept for 2025-26 at the full Council meeting in January 2025 setting the latter at £1,054,043.

We again note that periodic budget monitoring reports continue to be presented to and considered by members and have examined the latest position (at mid-February 2025) with no significant unidentified or un-anticipated variances arising warranting further enquiry or explanation: at that date, expenditure equated to 88% of the approved budget whilst income stood at 100%, neither of which give cause for concern.

Conclusions

We shall undertake further work in this area at our final review visit examining the year's overall budget outturn and assessing the continued appropriateness of the level of retained reserves at the financial year-end to meet the Council's ongoing revenue spending requirements and potential development aspirations.

Review of Income

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

We note that members have approved a change in the allotment rental year to start, in future, from 1st April annually (formerly 1st October). This change will be implemented from 1st April 2025 with a consequent half-year's charge being levied from 1st October 2024. The allotment officer has, consequently, raised invoices for the half year and kindly provided us with an updated copy of the spreadsheet at the time of this update review, detailing for each plot the half-yearly rent due and date of payment by the tenants. We are pleased to note that currently all but 1 of the tenants (Plot 10A) have paid their rents.

At this update review, we have examined the schedule of Town Force (TF) external job quotes kindly provided by the TF Manager reviewing the resultant invoices for consistency with detail in the schedule, also checking, through the Rialtas Sales Ledger, that the resultant invoices have been settled within a reasonable time frame and are pleased to record that no issues arise in terms of long standing unpaid accounts in relation to the examined TF invoices.

We have also again reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting the action in hand to pursue and recover the few long-standing unpaid debts all of which are subject to repayment by instalment agreements. Consequently, no issues arise in this area warranting formal comment or recommendation: we shall check on the further progress made in recovering these few long-standing debts at our final review for the year.

Conclusions

We are pleased to record that no significant issues or concerns arise in this area warranting formal comment or recommendation. We shall undertake further work on the Council's income streams at our final review visit.

Petty Cash Account

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

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the expenditure incurred and repaid for a three-month period ending in mid-October 2024 ensuring that

each transaction is supported by an appropriate till receipt and that any applicable VAT has been separately identified for recovery.

We also checked during our first visit for the year the physical cash holding, together with un-reimbursed expense vouchers, noting that the combined value of cash and as yet un-reimbursed payment vouchers at that time matched the £300 imprest holding.

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

Conclusions

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

Review of Staff Salaries

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

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

- Agreed the gross salaries paid to each employee for two months, September & December 2024, the latter month being checked to ensure the accurate application of the 2024-25 national pay agreement and arrears backdated to 1st April 2024;
- Verified the tax and NI deductions applied for both months to each employee;
- Checked the pension deductions for both months to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Where staff are paid for overtime hours worked, agreed the payments made in September 2024 only to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

Conclusions and recommendation

We are pleased to record that no issues arise in this area warranting formal comment or recommendation, having clarified one potential issue with the Town Clerk.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an

appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

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

We have checked and agreed the first half-yearly PWLB loan repayment instalment as part of the previously referenced supplier payment test sample.

Conclusions

No issues arise in this area currently. We shall continue to monitor the Council's approach to treasury management at future reviews and will ensure, once the accounts are closed and AGAR financial data advised by the contract accountants, the accurate disclosure of the residual loan liability at 31st March 2025 by reference to the detail recorded in the UK Debt Agency website.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

**AGENDA ITEM 12 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON
MEETING HELD ON 11th MARCH 2025 AND AGREE ANY NEXT STEPS**

REPORT BY THE TOWN CLERK

FOR DECISION

It was reported to Members at the Committee Meeting held on 18th 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 11th March 2025, 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 14th March 2025.

DECISION

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 11th March 2025 and **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 13 - TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 7.9, 7.10 AND 7.11 OF THE FINANCIAL REGULATIONS

REPORT BY THE TOWN CLERK

FOR DECISION

Clauses 7.9, 7.10 and 7.11 of the Town Council's Financial Regulations require this Committee to reapprove the use of variable Direct Debits annually, with Standing Order Mandates and BACS payments reapproved at least every two years.

The Town Council currently has no regular payments made using BACS.

The list below summarises all of the Direct Debits and the Standing Order Mandate in force as at 1st March 2025 and Members are invited to **APPROVE** these for continued future use.

Arun District Council	Direct Debit	Business Rates for Lock Up
Adobe	Direct Debit (Card)	Software fee
BNP Paribas	Direct Debit	Copier Lease
British Gas	Direct Debit	Energy charges for Lock Up
Everflow Water	Direct Debit	Water for Lock Up/Allotments
FP Mailing	Direct Debit	Franking machine/postage
Hendy Group	Direct Debit	Connect van - vehicle repairs
ICO	Direct Debit	Data Protection fees
Limpio Office Solutions	Direct Debit	Photocopier charges/copier toner
National World Publishing	Direct Debit	Subs Bognor Observer
Portsmouth Communications	Direct Debit	Phone charges
PWLB	Direct Debit	Loan repayments
SSE	Direct Debit	Street lighting energy charges
Telefonica UK Ltd/O2	Direct Debit	Mobile phone charges
Vodafone	Direct Debit	Mobile phone charges
Wider Plan	Standing Order	KiddiVouchers payment
Worldline IT Services UK Ltd	Direct Debit	Fuel charges
Zoom Video Comms	Direct Debit (Card)	Remote meeting platform

DECISION

To **APPROVE** the continued future use of the listed Direct Debits and the Standing Orders Mandate.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 14 - TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE REMAINING BALANCE OF £2,324.20, THAT HAD BEEN REALLOCATED FOR THE COMMITTEE TO USE TOWARDS FUNDING FOR CORREX BOARDS, BE PUT BACK INTO GENERAL RESERVES AND REALLOCATED TO THE TOWN MARKET OFFICER FOR USE IN EVENTS AND PROMOTIONAL MATERIALS (MIN. 78 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 3rd FEBRUARY 2025 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

At the Policy and Resources Committee Meeting held on 25th September 2023, Members agreed the Lamp Post Banner Maintenance Earmarked Reserves of £3,000 for 2022/23 could be returned to General Reserves and reallocated for the Events, Promotion and Leisure Committee to use towards funding for Correx boards (Min. 61 refers). However, at the Environmental and Leisure Committee Meeting held on 3rd February 2025, Members unanimously agreed to discontinue the use of Correx post sleeves for the promotion of events owing to their unsuitability to withstand damage.

Members resolved to recommend to the Policy and Resources Committee that the remaining balance of £2,324.20, that had been reallocated for the Committee to use towards funding for Correx boards, be put back into General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

DECISION

Do Members **RESOLVE** to **AGREE** that the remaining balance of £2,324.20, intended to be used for Correx boards, be put back into General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 15 - TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING THE FORMATION OF A WORKING PARTY RELATING TO THE FUTURE OF BOGNOR REGIS TOWN HALL, AND TO AGREE ITS MEMBERSHIP AND TERMS OF REFERENCE (MIN. 163 OF THE COUNCIL MEETING HELD ON 10th MARCH 2025 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 10th March 2025, Members were invited to consider the following Motion from Cllr. Goodheart, which had been seconded by Cllr. Dawes: -

“Bognor Regis Town Hall - Cllr. Dawes and I are presenting this Motion to the Council because we believe that at some date in the future, BRTC will have the opportunity to acquire the Town Hall when ADC decides to relinquish its responsibilities and put it on the market. This Motion is to make sure the Town Council is ready for this scenario and is in a good position to engage with ADC and negotiate a favourable deal, as the building is Listed and is a community asset which should be gifted to BRTC. Hopefully, you will support this Motion, in principle, and we can all participate in the discussion that will follow. In preparation for this, I believe we should explore the many different opportunities for which we could use the building both now, and in the future. Setting up a Members/Officers Working Party might be the best vehicle to build up a programme of ideas and uses for the building.

- A small budget will be needed to cover the cost of pulling a team together*
- Working Party to work out the items to be on the agenda and to create a working schedule*
- Engage a professional grant finder/writer to apply for lottery funding etc.*
- Engage a structural engineer to enable us to understand what the building needs, to make it fit for purpose – cost implications*
- Engage an architect/designer*
- There are many trusts that can be approached which support Listed buildings*
- Consider incorporating new works to transform the building into a multi-functioning building*
- Need to be able to earn an income from the building*

This Motion will give every Member the chance to show support for BRTC to acquire an incredible asset for the Town’s future – The Town Hall.”

continued...

Members briefly discussed the timing of this Motion, given the current local government reorganisation. In reference to an accommodation review that ADC had begun, the findings from which are due to be shared in February 2026, a dual-hatted Councillor conceded that the announcement of devolution and local government reorganization had meant that much of the District Council's time was currently being 'swallowed up', including the consideration of their assets. Nonetheless, another Councillor expressed concern that with the speed that devolution was moving forward, this may be the Town Council's 'last chance' to gain ownership of the Town Hall. With this matter having been raised with ADC over a year ago, he felt that ownership of the listed building should be treated differently to ADC's other assets, and made a 'top priority', stating that he would be writing a letter to the CEO emphasising this.

In the absence of the proposer of the Motion, it was agreed that consideration regarding the formation of a Working Party be deferred to the next Policy and Resources Committee Meeting (Min. 163 refers).

Should Members be minded to agree to the formation of a Working Party, in relation to the future of Bognor Regis Town Hall, then they will be asked to agree the membership and consider recommending to Council the adoption of the proposed Terms of Reference for the Working Party (attached as **Appendix 1**).

Members are reminded of an email that was circulated on 7th March 2025 to dual-hatted Members, with all other Members copied in, giving feedback from the Monitoring Officer heeding caution to those Members who sit both on the Town and District Council in deciding to what extent they choose to be involved in discussions about the Town Hall. The advice was to consider carefully where they want to be involved with decision-making in relation to the Town Hall – whether that is at the Town Council or the District Council. They also need to be mindful of how what they say in one arena may impact on their ability to take part in future decision-making in another arena.

DECISIONS

Do Members **AGREE** to the formation of a Working Party in relation to the future of Bognor Regis Town Hall?

If so, Members are asked to **AGREE** the membership of the Working Party, whilst **NOTING** the advice of the Monitoring Officer in relation to dual-hatted Councillors, and further **AGREE** its Terms of Reference to be recommended to Council for adoption.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN HALL

WORKING PARTY

Adopted by the Council at its Meeting held on ????

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS TOWN HALL WORKING PARTY

This is a Working Party of the Policy and Resources Committee

Membership: ????????

Quorum = n/a

Function of the Working Party Column 1	Delegation of Functions Column 2
<p>1.To work with Arun District Council, Officers, Engineers, Architects and other Partners and Agencies to determine the viability of any proposals relating to the Town Council and the future of Bognor Regis Town Hall</p> <p>2. To give consideration to ways in which Bognor Regis Town Hall might be transformed into a multi-functioning building that is fit for purpose and of value to the Town Council and the community</p> <p>3.To investigate means of achieving the necessary funding for costs associated with any proposals relating to the future of Bognor Regis Town Hall</p> <p>4. To recommend any programme and budgets to Policy and Resources Committee</p> <p>5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome</p>	<ul style="list-style-type: none"> Working Party to make recommendations to the Policy and Resources Committee

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 16 - TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES AND TOWN FORCE LOCK-UP UNDERTAKEN BY WORKNEST ON 10th MARCH 2025

REPORT BY THE TOWN CLERK

FOR DECISION

The annual Health & Safety Inspection and Audit was carried out by the Town Council's consultants, Worknest on 10th March 2025.

A copy of the Safety Action Plan for the Town Hall Offices and Town Force Lock-Up are attached as **Appendix 1**.

It should be noted that many of the identified actions for the Town Hall actually fall within the remit of Arun District Council as Landlord and these matters will be followed up with them.


DECISION


Members are invited to **NOTE** the 2025 Health & Safety Inspection Safety Action Plan for the Town Hall Offices and Town Force Lock-Up.

Assessment/Inspection Visit – 10th March 2025

Bognor Regis Town Council

BRTC Managers: Glenna Frost (Town Clerk), Joanne Davis (Deputy Clerk) & Erika Adams (Town Force Manager)
Worknest Auditor: Victoria Sigrist (Health & Safety Consultant)

 Bognor Regis Town Council

 Audit

Medium

Action Required: Electrical Safety- Fixed Wiring

Recommendation

A new partial installation was fitted in 2022 by Paine Manwaring and should be tested in 2025. There was no documentation available to confirm that the whole installation has been tested and rated to be satisfactory. This is the responsibility of ADC. It is understood that a request has been made to ADC for this information.

Status


Not Due


Due

Due Date

08/06/2025



 Bognor Regis Town Council

 Audit

Medium

Action Required: Gas- Controls

Recommendation

Gas installation servicing is the responsibility of ADC, and records were not available. It is understood that a request has been made to ADC for this information.

Status


Not Due


Due

Due Date

08/06/2025



 Bognor Regis Town Council

 Audit

Medium

Action Required: Legionella Management - General Controls

Recommendation

Legionella management is the responsibility of ADC. It is not known whether temperature monitoring or flushing of infrequently used outlets is carried out. Contact ADC to confirm that all actions identified by the risk assessment have been implemented.

Status

Not Due


Due

Due Date

08/06/2025



 Bognor Regis Town Council - Town Force

 Audit

Medium

Action Required: Grounds Maintenance- Noise & Vibration

Recommendation

Employees are provided with noise protection PPE, that still enables them to communicate with each other if required. Ensure that recorded periodic checks are carried out of the condition of hearing protection.

Status


Not Due

Due

Due Date

08/06/2025



 Bognor Regis Town Council - Town Force

 Audit

Medium

Action Required: Contractor Management- Competence

Recommendation

Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use. Ensure that you retain evidence of insurance, qualifications and risk assessments and method statement where appropriate.

Status

Not Due

Due

Due Date

08/06/2025



BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025

AGENDA ITEM 17 - EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES

REPORT BY TOWN CLERK

FOR DECISION

A list of the Town Council's Earmarked Reserves as at 27th March 2025 is attached at **Appendix 1**.

The amounts that are shown in **blue** on the appendix have been identified by the Town Clerk as being no longer required for their specified purpose. It is therefore proposed that these funds should now be returned to General Reserves.

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

DECISIONS

Do Members **AGREE** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves?

Do Members further **AGREE** that having returned these funds to General Reserves that £10,000 be reallocated to the Election Fund (322) to assist with the costs of the forthcoming By-election with the balance remaining being reallocated to the Economic Development Fund (320)? This will help to replenish various funds being expended in 2025-2026 from this EMR for example funding of the new Community Warden Service provision and additional funding of the Youth and Young Persons Budget.

Members are also advised that within the P&R Grant Aid EMR (333) a figure of £3,900 being the balance of funds from the 2022-23 ADC Match-funding Grant remain. It should be **NOTED** that this figure may have been reduced by £400 subject to the decision taken by Members under agenda item 7

AGENDA ITEM 17

regarding the proposal to allocate funding towards the cost of road closure admin fees for 2025.

As the criteria for this funding was to help to promote tourism by bringing people into the Town and in view of the small amount of funding left in this pot, it is the Officer recommendation that this funding be reallocated instead to the new Town Market Officer's budget to use for events in the Town Centre in line with the original purpose of these funds.

DECISION

Do Members **AGREE** that the remaining balance of the 2022-23 ADC Match-funding Grant be reallocated instead to the new Town Market Officer's budget to use for events in the Town Centre in line with the original purpose of these funds?

EARMARKED RESERVES AS AT 27th MARCH 2025

Rolling Capital Programme (315)	205,383.38
Economic Development (320)	349,000.00
Civic Fund (321)	3,779.64
Election Fund (322)	0.00
Allotments (325)	1,801.61
Promotions & Publicity Committee (326)	5,390.00 Less £5,000.00
Administration (327)	8,040.00
Events Underspend (328)	7,915.95 Less £534.40
P&R Projects (330)	13,565.28 Less £7,565.28
E&L Projects (331)	8,517.20 Less £4,122.00
P&R Grant Aid (333)	8,494.93 Less £2,400.00
Tourism & Events Support (334)	74.02
Parking Scheme (335)	28,661.00 Less £28,661.00
South East in Bloom (337)	5,892.74 Less £1,825.52
Xmas Lights/Switch On (338)	12,620.21 Less £120.21
Events Sponsorship (339)	1,776.87 Less £1,776.87
BRTC funding of SRB (340)	964.56 Less £964.56
SRB WSCC Contribution (341)	500.00 Less £500.00

Street Scene Budget savings (342)	27,568.16
Decking Areas Maintenance (343)	4,378.58
<u>Ward Allocations</u>	
Marine (346)	49.00 Less £49.00
Hotham (347)	724.00 Less £724.00
Website (349)	1,476.50 Less £1,476.50
Councillor Training (350)	3,604.00
Town Force H&S Personal Safety Provision (354)	445.90
Staff Training Admin & Town Force (361)	6,701.00
Town Crier (362)	3,224.82
CIL 2020-21 (364)	685.99
CIL 2023-24 (367)	7,680.32
CIL 2024-25 (368)	5,981.91

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

**AGENDA ITEM 18 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY THE TOWN CLERK

FOR INFORMATION

Unfortunately, the BID Board Meeting scheduled to take place on 13th March 2025 was moved to a date on which the Town Clerk, Deputy Clerk and Civic & Office Manager could not attend (20th March 2025). However, based on pre-meeting information supplied by the BID, the following issues were discussed:

Love Bognor Regis Digital Marketing Strategy:

The Board received a presentation from Seaglow in relation to their proposals for a Digital Marketing Strategy in terms of Love Bognor Regis. The Strategy aims to reshape perceptions of Bognor Regis, increase engagement and drive visitors, investment, and local pride. Aligned with the Town's values, the Strategy will challenge outdated stereotypes, promote local businesses and events, and strengthen community connections.

Station Square Railings:

An Equality Impact Assessment, completed by the BID Facilitator, was presented to the Board in relation to the installation of railings on the planters on the Bognor Regis Railway Station forecourt. This initiative was intended to mitigate the antisocial behaviour that frequents this location, including sitting on the planters whilst consuming alcohol, with the BID securing £22k of funding from WSCC, ADC and Sussex Police to deliver the project. It is expected that landlord's consent from Govia Thameslink Railway (GTR), to install the railings on planters located on GTR property, will be applied for by the BID in the coming weeks.

Next Meeting:

The next Full Board Meeting is scheduled to take place on 5th June 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.brbrid.org).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

**AGENDA ITEM 19 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY
WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS
CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2025**

REPORT BY TOWN CLERK

FOR DECISION

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 January and February 2025.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for January and February 2025.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 10th February 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.

Indicator	Source	Last month (Dec 24)	Jan 25	Change
Total number of hours delivered	Invoice	204 Core 220 Additional	200 Core	
Number of engagements with business representatives	BIDBASE	182	1,203	+1,021
Number of businesses engaged with:	BIDBASE	54	67	+13
Total number of incidents reported on DISC by the warden:	DISC portal	0	0	
Total number of incidents reported on DISC by 45 Town Centre Business users:	DISC portal	3 (from 1 reporter)	3 (from 1 reporter)	
£ value of stock recovered by warden:	Warden/ businesses	£3,633.02	£3,807.99	+£174.97
Number of stock recovery incidence	Warden/ businesses	60	53	-7

Narrative:

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.

Recorded interactions with businesses have now returned to the normal level, technical issues have been resolved. Next step is to encourage businesses to use DISC effectively.



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 7th March 2025

As valued funding partners for the 6/7 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.

Indicator	Source	Last month (Jan 25)	Feb 25	Change
Total number of hours delivered	Invoice	200 Core	192 Core	-8
Number of engagements with business representatives	BIDBASE	1,203	1,050	-153
Number of businesses engaged with:	BIDBASE	67	64	-3
Total number of incidents reported on DISC by the warden:	DISC portal	0	0	
Total number of incidents reported on DISC by 45 Town Centre Business users:	DISC portal	3 (from 1 reporter)	3 (from 3 reporter2)	
£ value of stock recovered by warden:	Warden/ businesses	£3,807.99	£3,412.12	-£395.87
Number of stock recovery incidence	Warden/ businesses	53	40	-13

Narrative:

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.

Recorded interactions with businesses have now returned to the normal level, technical issues have been resolved. Next step is to encourage businesses to use DISC effectively.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 20 - COMMUNITY WARDEN SERVICE INCLUDING: -

- **TO NOTE THE PROCESS FOR THE PROCUREMENT OF A COMMUNITY WARDEN SERVICE IN THE TOWN FOR 2025-2026**
- **TO NOTE THAT AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE WILL BE HELD AT 6.30PM ON MONDAY 14th APRIL 2025 TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT**

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

Members have on previous occasions considered the procurement of a Community Warden Service for the Town and have resolved to take the following actions: -

At the Council Meeting on 6th January 2025, Members approved the provision for a 7-day Warden Service be included in the 2025/2026 Budget, allowing 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.

Subsequently the Policy and Resources Committee on 27th January 2025 approved the provision of a 7-day Warden Service to be in place for 12-months also agreeing that the costs be offset against Revenue and the amount going into Reserves adjusted.

It was further agreed that the management arrangements for this provision would fall to the Town Council, and that Members would suggest to the Town Clerk what requirements of the role should be included in the specification to be used for the tendering process.

- **TO NOTE THE PROCESS FOR THE PROCUREMENT OF A COMMUNITY WARDEN SERVICE IN THE TOWN FOR 2025-2026**

The Clerk having consulted Members on the scope and detailed provision of a Community Warden Service developed a tender document for the procurement of the service with the assistance of consultant Glyn Chambers, who has worked with the Town Council on various projects in the past. The relevant legislation for this procurement is The Procurement Act 2023 which from 24th February 2025 requires that contracts with values above and below a set financial limit are required to be published on the Find a Tender Service. This process covers the full life cycle of the contract from pipeline to termination. The UK governments Find a Tender Service provides a platform for public sector notices about procurement and contracts to be published and for which suppliers can search and apply for.

Continued.....

AGENDA ITEM 20

The Community Warden Service was published on Find a Tender on Friday 14th March 2025 with a closing date for the submission of tenders by 12 noon on 4th April 2025. With all written tenders only, to be returned to the Clerk by that date.

The tenders will be opened on 8th April 2025, following which all tenders will be evaluated by the Clerk using an evaluation model based on 60% quality and 40% cost to identify the bid which is the most competitively advantageous.

Regarding the contract period, owing to the length of time that was required to advertise the contract on Find a Tender it has been necessary to arrange for a month's additional cover for the month of April through the BR BID's contract with SWL Security as had been done in December 2024 with the total tender amount adjusted accordingly. It follows that the maximum budget for this contract for 2025-26 is now £60,000 plus VAT for a contract period of 11 months.

DECISION

Members are asked to **NOTE** the process for the procurement of a Community Warden Service in the Town for 2025-2026 as detailed above.

- **TO NOTE THAT AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE WILL BE HELD AT 6.30PM ON MONDAY 14th APRIL 2025 TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT**

Details of the evaluation and resulting successful bid based on this information will be presented to Members at the Extraordinary Policy and Resources Committee Meeting on the 14th April 2025. Members will then be asked to consider and agree the award of the contract.

DECISION

Members are asked to further **NOTE** that an Extraordinary Meeting of the Policy and Resources Committee will be held at 6.30pm on Monday 14th April 2025 to consider and agree the award of the contract.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 21 - COUNCILLORS' ALLOWANCES INCLUDING: -

- **TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £688.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED - MIN. 115.5 REFERS**
- **TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1st APRIL 2024 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1st APRIL 2025**
- **TO NOTE THAT ANY INCREASE IN THE COUNCILLORS' ALLOWANCE WILL RESULT IN A BUDGET OVERSPEND UNTIL THE BUDGET CAN BE AMENDED NEXT YEAR**

REPORT BY THE TOWN CLERK

FOR DECISION

BACKGROUND

The policy of the Town Council in the past has been to pay Members an allowance known as the 'Basic Parish Allowance' to recognise the time and effort they put into their parish duties. When paying this allowance, the Town Council has to have regard to any recommendations from the District Council's Parish Independent Remuneration Panel.

Members will recall that Councillors' Allowances including whether to continue paying the Basic Parish Allowance during this administration and continuation of payment of a travelling and subsistence allowance to Members whilst on agreed Town Council duties outside of the town was considered at the Annual Town Council Meeting held on 22nd May 2023. Following discussion, continuation of both allowances was subsequently agreed (Min. 25 refers).

- **TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £688.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED - MIN. 115.5 REFERS**

The Clerk reported at the Policy and Resources Committee Meeting on 27th January 2025 (Min. 115.5 refers) that following a review by the District Independent Remuneration Panel (IRP) in early 2024, it was recommended that the District Council's Basic Allowance be increased to £6,638 with effect from 1st April 2024. This was subsequently approved by ADC Full Council on 13th March 2024. The Parish Basic Allowance is linked to the District Basic Allowance and is also subject to being inflated in line with officer pay. The Local Authorities (Members' Allowances) (England) Regulations 2003, therefore allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

Continued.....

At the March 2024 Policy and Resources Committee Meeting, Members approved an increase to the Councillors' Allowance to the limit of £663.80 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation payable from 1st April 2024. This resulted in a budget overspend in 2024-25 with the budget amended to reflect this increase for the 2025-26 financial year.

The Clerk further reported that notification had been received from ADC regarding the 2024 Staff Pay Award and following a number of meetings with various departments at ADC including the newly appointed Independent Remuneration Panel, it was confirmed that a percentage of 3.70% would be added to the Basic Allowance. This resulted in the District Basic Allowance increasing from £6,638 to £6,884 per annum with effect from 1st April 2024.

Members would now need to consider whether they wished to increase the Councillors' Allowance once again from the current annual figure of £663.80 to £688.40 (equivalent to an increase of £24.60 per annum) and whether this would be backdated.

DECISION

Members are now asked to consider and **RESOLVE** whether an increase to the Councillors' Allowance to the limit of £688.40 per annum equating to 10% of the District Council's Basic Allowance is approved in line with the recommendation by the District Independent Remuneration Panel (IRP) or whether this should remain unchanged.

- **TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1st APRIL 2024 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1st APRIL 2025**

Subject to agreement being reached to increase the Councillors' Allowance, Members will need to consider whether this should be backdated in line with the District Council's Basic Allowance to 1st April 2024 or alternatively should this instead commence from 1st April 2025.

DECISION

If Members **AGREE** to an increase should this be backdated to 1st April 2024 or instead commence from 1st April 2025?

- **TO NOTE THAT ANY INCREASE IN THE COUNCILLORS' ALLOWANCE WILL RESULT IN A BUDGET OVERSPEND UNTIL THE BUDGET CAN BE AMENDED NEXT YEAR**

Should Members decide that the allowance is be increased to £688.40 per annum then the budget will need to be adjusted for the 2026-27 financial year to account for the increase. Continued.....

It should be noted that any decision to increase the allowance will therefore result once again in a budget overspend in 2025-26, until the budget can be amended accordingly in 2026-27, which may ultimately result in a potential increase in the Precept.

DECISION

Members are also asked to **NOTE** that should it be agreed to increase the Councillors' Allowance this will result in a budget overspend until the budget can be amended next year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 22 - ROLLING CAPITAL PROGRAMME INCLUDING: -

- **TO RATIFY EXPENDITURE OF £962.50 EXCLUDING VAT FOR A REPLACEMENT SINK UNIT, WATER HEATER AND PRESSURE REDUCING VALVE AT THE TOWN FORCE LOCK-UP**
- **TO RATIFY EXPENDITURE OF £398.00 FOR 4 X REPLACEMENT LED LIGHT FITTINGS TO BE SUPPLIED AND FITTED AT THE TOWN FORCE LOCK-UP**
- **TO RATIFY EXPENDITURE OF £719.25 EXCLUDING VAT FOR REMOVAL OF THE COLD-WATER STORAGE TANK WITHIN THE CEILING VOID AT THE TOWN FORCE LOCK-UP AND RECONNECTION OF THE PIPEWORK TO THE MAINS WATER SUPPLY. ALSO TO FIT NEW BASIN TAPS IN THE TOILETS**
- **TO RATIFY EXPENDITURE OF £2,280 EXCLUDING VAT FOR NEW COMPUTER AND LAPTOPS**

REPORT BY THE TOWN CLERK

FOR RATIFICATION

- **TO RATIFY EXPENDITURE OF £962.50 EXCLUDING VAT FOR A REPLACEMENT SINK UNIT, WATER HEATER AND PRESSURE REDUCING VALVE AT THE TOWN FORCE LOCK-UP**

As reported by the Town Force Manager at the Policy and Resources Committee Meeting on 27th January 2025, essential repairs and improvements to the yard and the team's welfare facilities were in progress. Although much of this work was done by Town Force staff, trades such as electricians, plumbers and a glazing repair contractor, had to be brought in for tasks the team is not qualified for resulting in the above expenditure being necessary.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up.

- **TO RATIFY EXPENDITURE OF £398.00 FOR 4 X REPLACEMENT LED LIGHT FITTINGS AT THE TOWN FORCE LOCK-UP**

Similarly, as reported above, electricians were engaged to supply and fit 4 x replacement LED light fittings at the Town Force Lock-up resulting in the above expenditure being required.

DECISION

Members are therefore invited to **RATIFY** expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up.

- **TO RATIFY EXPENDITURE OF £719.25 EXCLUDING VAT FOR REMOVAL OF THE COLD-WATER STORAGE TANK WITHIN THE CEILING VOID AT THE TOWN FORCE LOCK-UP AND RECONNECTION OF THE PIPEWORK TO THE MAINS WATER SUPPLY. ALSO TO FIT NEW BASIN TAPS IN THE TOILETS**

As part of the improvements at the Town Force Lock-up, plumbers were engaged to carry out the works as detailed above.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £719.25 excluding VAT for removal of the cold-water storage tank and reconnection of the pipework to the mains water supply and the fitting of new basin taps in the toilets at the Town Force Lock-up.

- **TO RATIFY EXPENDITURE OF £2,280 EXCLUDING VAT FOR NEW COMPUTER AND LAPTOPS**

With the recruitment of two new members of staff happening over the next couple of months it is necessary to purchase the following equipment at a total cost of £2,280: -

1 x Dell OptiPlex - 7020 Micro PC
1 x Dell Latitude 14 - 5450 Laptop
1 x Dell Latitude 15 - 5540 Laptop

DECISION

The Committee is therefore invited to **RATIFY** the expenditure of £2,280 excluding VAT for the items as noted above.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025

AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF FEBRUARY 2025 - PREVIOUSLY COPIED TO COUNCILLORS

The financial reports for the month of February 2025 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

DECISION

To **NOTE** receipt of the financial reports for the month of February 2025.

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2025, 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. Mrs. Warr has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January and February 2025.

DECISION

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2025, undertaken by Cllr. Mrs. Warr in line with the Council's Financial Regulations.

Continued.....

- **TO RATIFY THE USE OF A BACS PAYMENT TO COVER EXPENDITURE OF £4,391.58 INCLUDING VAT FOR THE PURCHASE OF 3 SEAFRONT SHOWERS FUNDED FROM THE TOWN COUNCIL'S CIL RECEIPTS**

Payment for the purchase of 3 new seafront showers was made by BACS payment through the Co-operative Bank on 18th March 2025. This had become necessary owing to the supplier not accepting payment by cheque any longer and the value of the invoice being in excess of the limit available on the Council's debit card.

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

DECISION

To **RATIFY** the use of the BACS payment as noted above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 31st MARCH 2025**

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. NALC Jobs Newsletter 03.03.2025
2. WSCC 11th March 25 Cabinet Agenda – Circulated to all Councillors 03.03.2025
3. WSCC Bognor Regis Esplanade Resurfacing – Circulated to all Councillors and on social media 03.03.2025
4. WSCC News Release; Take back your life this No Smoking Day – Circulated to all Councillors and posted on social media 04.03.2025
5. VAAC Essential Safeguarding Training – Circulated to all Councillors 04.03.2025
6. NALC Events Newsletter - Circulated to all Councillors 04.03.2025
7. St Wilfrid's Hospice Newsletter – Circulated to all Councillors 05.03.2025
8. NALC Chief Executive's bulletin – Circulated to all Councillors 06.03.2025
9. HCLG Committee: Government response to disabled people in the housing sector report published – Circulated to all Councillors 06.03.2025
10. HCLG Committee: Evidence session on 11 March - Funding and sustainability of local government finance – Circulated to all Councillors 06.03.2025
11. HCLG Committee: Government response to the finances and sustainability of the social housing sector report published – Circulated to all Councillors 07.03.2025
12. The Sussex Police and Crime Commissioner; Disrupting retail crime: over 100 arrests made – Circulated to all Councillors 07.03.2025
13. Sussex Police Monthly Bulletin – Circulated to all Councillors 07.03.2025
14. NALC Jobs Newsletter 10.03.2025
15. Clerks & Councils Direct issue 158
16. WSCC and partners preparing next steps in devolution and local government reorganisation – Circulated to all Councillors and on social media 11.03.2025
17. VAAC Research Workshop – Circulated to all Councillors 11.03.2025
18. NALC Events Newsletter – Circulated to all Councillors 11.03.2025
19. WSCC News Release; New Economic Strategy launched to promote economic growth in West Sussex – Circulated to all Councillors 11.03.2025
20. VAAC Eco Networking Event – Circulated to all Councillors 12.03.2025
21. St Wilfrid's Hospice Set yourself an April challenge – Circulated to all Councillors 12.03.2025
22. WSCC News Release: next steps in devolution and local government reorganisation – Circulated to all Councillors 12.03.2025
23. Aoltek Bus Shelter Details 12.03.2025
24. NALC Chief Executive's bulletin – Circulated to all Councillors 13.03.2025
25. Hidden disabilities sunflower; sunflower extra is here 14.03.2025
26. The Sussex Police and Crime Commissioner; Tackling Retail Crime and Abuse – Circulated to all Councillors 14.03.2025
27. CCLA Investment Management - The good investor 14.03.2025
28. Environment & climate change March Newsletter 14.03.2025
29. NALC Jobs Newsletter 17.03.2025
30. Sussex Alerts Action Fraud news – Circulated to all Councillors and on social media 16.03.2025

AGENDA ITEM 24

- 31.** News Release - Arun Business Crime Reduction Partnership launch – Circulated to all Councillors and on social media 18.03.2025
- 32.** NALC Events Newsletter previously forwarded to Councillors 18.03.2025
- 33.** ADC Unauthorised encampments – Circulated to all Councillors 18.03.2025
- 34.** SALC Spring Newsletter 18.03.2025 – Circulated to all Councillors 18.03.2025
- 35.** VAAC E-bulletin update – Circulated to all Councillors 19.03.2025
- 36.** NALC Chief Executive Bulletin – Circulated to all Councillors 20.03.2025
- 37.** VAAC Eco Networking Event; reminder – Circulated to all Councillors 20.03.2025
- 38.** Parish Online Newsletter 21.03.2025
- 39.** West Sussex Local Government Reorganisation interim submission – Circulated to all Councillors 21.03.2025
- 40.** WSCC Residents e-Newsletter – Circulated to all Councillors 21.03.2025
- 41.** The Sussex Police and Crime Commissioner; Raising awareness of child exploitation – Circulated to all Councillors 21.03.2025
- 42.** NALC Jobs Newsletter 21.03.2025