



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: clerk@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 2nd JUNE 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 2nd June from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

Glenna Frost

DATED this 23rd DAY of MAY 2025

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chair and Vice-Chair of the Committee as agreed at the Annual Town Council Meeting held on 12th May 2025
2. Welcome by Chair
3. Apologies for Absence and their approval, subject to meeting the agreed criteria
4. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary, Other Registrable or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
5. To Approve the Minutes of the Meeting held on 31st March 2025, and the Minutes of the Extraordinary Meetings held on 14th April and 7th May 2025
6. Introduction to the new Bognor Regis Community Warden (if available)
7. ADJOURNMENT for public question time and statements
8. Clerk's report from previous Minutes
9. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
- Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Town Hall Working Party
10. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
- Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Town Hall Working Party
 - To note any recommendations from the Environmental and Leisure Committee made at their meeting on 19th May 2025 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group
 - To note any recommendations from the Planning and Licensing Committee made at their meeting on 20th May 2025 (Min. 8 refers)
11. Internal Audit – To consider the Internal Audit Report 2024/2025 (Final Update)
12. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2024/25
13. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2025 including: -
- 13.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) and to recommend approval to Council
- 13.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR)
- 13.3 To Recommend Approval to Council of the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk
- 13.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2025 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk
- 13.5 To consider the Accounting Statements for 2024/2025 (Section 2 of the AGAR)
- 13.6 To Recommend Approval to Council of the Accounting Statements for 2024/2025 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
14. To receive an update from the Town Markets Officer on the planned

programme of market-style events for 2025/2026

15. Grant Aid including: -
 - To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
16. To receive the Town Force Report
17. To receive any update in relation to Boom Community Bank – Min. 86 refers
18. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for March and April 2025
19. To receive and note the monthly report for the Town Council's Community Warden for April and May 2025
20. Report on Town Centre Issues including any reports on meetings with the BID Management Board
21. To consider a request to establish a Bognor Regis Town Action Group including: -
 - To agree membership of the Action Group
 - To agree the Terms of Reference for the Group
 - To consider any budgetary provision if required
22. To consider annual review and recommend to Council the Risk Management Policy
23. To ratify the additional cost of Community Warden provision for the month of April 2025 – Min. 142.6 refers
24. To ratify the Town Council's contribution of £6,000 towards the Business Crime Reduction Partnership to enable access to DISC for the Community Warden
25. To ratify donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman
26. To note Earmarked Reserves as at 31st March 2025
27. Rolling Capital Programme including: -
 - To ratify expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables
 - To ratify expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers
28. Financial Reports including: -
 - To note Committee I&E Reports for the month of [April](#) 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 March and April 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)
29. Correspondence
30. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
31. 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

Agenda item **31** will contain confidential items and require a resolution to exclude public and press.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 2nd JUNE 2025**

AGENDA ITEM 1 – TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 12th MAY 2025

REPORT BY THE TOWN CLERK

FOR NOTING

At the Annual Town Council Meeting, held on 12th May 2025, Members agreed that Cllr. Bob Waterhouse be appointed as Chair of the Policy and Resources Committee for the 2025/26 municipal year and that Cllr. Paul Wells be appointed as Vice-Chair.

DECISION

Members are asked to **NOTE** the appointment of Cllr. Waterhouse as the Chair, and Cllr. Wells as Vice-Chair, of the Policy and Resources Committee for the 2025/26 municipal year.



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st MARCH 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart (during Min. 141), Miss. C. Needs, N. Smith, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Miss. K. Fitzpatrick (Events Officer) (until Min. 145)
1 Member seated in the public gallery
3 members of the public

The Meeting opened at 6.30pm

137. 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.

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

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

139. 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, and in the Bognor Regis Heritage & Arts Partnership Board's Puppet Party event

140. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th JANUARY 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th January 2025 and these were signed by the Chair.

141. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.32pm

A member of the public seated in the public gallery, although having submitted in writing prior to the meeting, asked the following: -

- 141.1** *"Does the Chairman share my pleasure that Town Force celebrates its Quarter Century in 2025 and that the vision of Past Mayor Cllr Roger Nash who proposed this has born such positive fruit over these years? Also, will he understand my satisfaction that, as his predecessor in 2000, I was able to find savings that enabled not only the staffing and operation of Town Force but also an extra member of staff for the Clerk's Office whilst, at the same time, reducing the Precept?"*

Cllr. Goodheart arrived at the Meeting

In response, the Chair confirmed their shared satisfaction in relation to the Council's Town Force team, whose achievements are observed daily.

The member of the public was congratulated on the savings achieved, that enabling staff recruitment, with which they were involved.

141.2 *"The Combined Mayoral Bid for the 3 Sussex Authorities is proceeding, various ideas are in place for unitaries to replace the current West Sussex County and District Councils. As yet, there is no form guidance from central government about the future of parish-level councils, though this is likely to be forthcoming soon, but this is no good reason to delay Council consideration of the opportunities which will be on offer when it is obvious that the current state of parishing in Arun leaves much to be desired and is unlikely to meet standards for best interaction with the new system.*

It is clear that e.g. Horsham will seek a parish council, Worthing also is likely, which means that their Town Councils would serve their total populations. At this time, the parishing situation in Arun is that of 24 parishes, only 3 have councils where all members are voted-for, and the wholly unacceptable truth is that under 20% of serving parish councillors are voted-for, the rest are either uncontested or coopted.

These latter not-voted-for councillors control between them around £2.5 million of residents' money every year. This is a huge and unacceptable democratic deficit., a cosy club. One also that is open to e.g. far-right groups infiltrating the parish system without being voted for as has occurred in a nearby rural parish.

As progress is made on upper-tier reorganisation and devolution, surely now is the time to start to engage in consideration of viable, democratic, voted-for parish councils which will be acceptable in terms of engagement with the new Combined Mayoral and Unitary structures.

Arun has the power to consider parishing arrangements, this Council should not heed the notion that we can wait - that was the same advice the Council had in 2000 re Town Force, what a mistake that would have been for the Town."

The Chair stated that parishing arrangements were not the remit of the Town Council. The Chair and Vice-Chair had attended a Parish Briefing on Devolution, and local government reorganisation, earlier that day and were led to believe that further guidance on the matter was expected in July 2025 within which more reference to parish councils would be included.

141.3 *"Will the Committee/BRTC be examining which assets now held by Arun could be transferred to Town ownership including the Town Hall, Hotham Park, The Regis Centre, Westloats recreation ground, Bognor Regis Youth and Community Centre, The 39 Club and more."*

It was confirmed, by the Chair, that the Town Council was considering these matters, with the likelihood that a Working Party would be

established as discussions with Arun District Council commence. Reference was also made to the Community Asset Transfer Policy recently adopted by Arun.

- 141.4** A Member seated in the public gallery spoke of the newly appointed Business Crime Reduction Partnership (BCRP) Manager, and the hope that crime reporting would improve as a consequence, and of the need for Warden provision in the Town Centre to be coordinated, including data sharing and coverage. On the advice of the Clerk, it was suggested that the Member formally request that this matter be considered by the Policy and Resources Committee at a future meeting. It was further suggested that the BCRP Manager be invited to give a presentation to the Committee.

The Chair reconvened the Meeting at 6.43pm

142. CLERK'S REPORT FROM PREVIOUS MINUTES

142.1 27th January 2025 - Min. 115.4 UKSPF Bike Repair Stations Project

Members were updated at the previous meeting that the legal documentation with regard to the leases to allow for these to be installed on ADC land was almost complete with the final Hotham Park Car Park lease due to be signed off by the Clerk and returned to ADC for countersigning and completion shortly. This has now been executed. Installation of the Bike Repair Stations was undertaken by Town Force and a press release issued promoting the project. Unfortunately, subsequent to installation the Bike Station on the land adjacent to Rock Gardens has been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. Having contacted the supplier regarding costs it appears that the carriage charge for replacement tools is excessive so further investigation into this is required.

142.2 27th January 2025 - Min. 119 Potential sites in Bognor Regis for Event Organisers to use for storage

Following further discussion regarding this matter at the previous meeting, 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. Despite the

Deputy Clerk emailing Members of the Committee on 12th February 2025 reminding them of this requirement, no assets have been identified to the Clerk to date to enable progression of this further.

142.3 27th January 2025 - Min. 129 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)

Members ratified the funding to be awarded to Bognor Regis Seafront Lights (Illuminate Event) over a three-year period commencing with funding of £5,000 for Year 1 at their January meeting. Bognor Regis Seafront Lights were notified of the award, and the following response has been received: -

"Thanks to the Town Council for its generosity in supporting this exciting event. However, we are concerned about additional costs associated with the event that have become more apparent as it was investigated further. As the cost therefore maybe greater than the Council's offer, any additional costs would fall to our own funds which we are not willing to agree to. It could be that additional sponsorship from elsewhere might be able to be sought; simultaneously we are also looking if there may be cheaper providers out there which would help.

Thus, in summary, we think it best to somehow 'park this' until I am able to firm up more details and then hopefully come back to you. I don't want to bank your cheque if it might not happen this year."

The funding will therefore be moved to Earmarked Reserves until further information becomes available from BRSFL.

142.4 27th January 2025 - Min. 129 Partnership Funding Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival

Members also ratified the funding to be awarded to Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival over a three-year period commencing with funding of £3,919.15 for Year 1 at their January meeting. Bognor Pier Trust C.I.C. were notified of the award, and the following response has been received: -

"Thank you, that is fantastic news for the 2025 Event and going forward.

I am pleased to say that Lenny the Lion puppet / ventriloquist act will be making an appearance. He was a TV hit in the 60s and has been acquired by one of the puppeteers who performs at the Event.

He should be a great attraction for the children."

142.5 27th January 2025 - Min. 129 Partnership Funding Bognor Regis Carnival Association

Members further ratified the funding to be awarded to Bognor Regis Carnival Association for the Carnival event over a three-year period commencing with funding of £4,500 for Year 1 at their January meeting.

Bognor Regis Carnival Association were notified of the award, and the following response has been received: -

"Thanks so much for this email. Carnival are delighted with the Partnership and will as always promote the Town fully."

Partnership Funding Agreements had previously been sent to all of the funding recipients for their agreement and signing. Once returned these will be countersigned by the Clerk with one copy being returned to the various organisations for their records.

142.6 27th January 2025 - Min. 134 Provision of Community Warden Cover in the Town Centre for 2025-2026

Members will note the update on progress later in the meeting under Agenda item 20 where it is reported that owing to the length of time that was required to advertise the contract on the Government website Find a Tender it has been necessary to arrange for a month's cover for April through the BR BID's contract with SWL Security as had been done in December 2024. The total tender amount for the new service has therefore been adjusted accordingly and the contract period reduced to 11 months.

The cost for the April cover will be £5,208 excluding VAT for the month based on the requirements of 7 days a week. This will once again be invoiced to the Bognor Regis BID and recharged to the Town Council for reimbursement, as had been done in December 2024. This will be referred to the next meeting to enable this expenditure to be ratified.

Provision will be for 8 hours a day to include both the Bank Holidays. A slightly different shift pattern to the BID's warden is also being implemented with Monday to Thursday 10am to 6pm, Friday and Saturday 12noon until 8.00pm so as to cover the early nighttime economy when people are coming out hopefully in the good weather to the bars and restaurants and Sunday 11am to 7pm again to provide cover for the early nighttime economy as we start to go into the warmer weather.

142.7 18th November 2024 - Min. 91 Provision of Warden Cover in the Town Centre for December 2024

Members are asked to Note that on receipt of the invoice from the Bognor Regis BID for the provision of the additional warden for the month of December 2024, the original amount quoted for the cover had been reduced from the amount previously reported of £4,649.28 excluding VAT to £4,408.80. This difference relates to a day and a half when there was no additional cover provided.

142.8 3rd June 2024 - Min. 7.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Members will recall that in 2024 it was agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a

three-year Funding Agreement. The BRHAPB Year 1 Funding Review has now been received from the Chair of Bognor Pier Trust C.I.C. who administer the funding and its activities. A copy of the Funding Review provided will be circulated to Members of the Committee in due course for their information.

142.9 28th October 2024 - Council Min. 102 Presentations to Councillors from various organisations

Members may recall that it was agreed previously to invite presentations from: - Bognor, Poole, Worthing Leisure Ltd – to share the future plans for Bognor Regis Pier; Chichester Chamber of Commerce – in relation to the member benefits that the Chamber can bring to Bognor Regis and Bishop Tufnell Ce (Aided) Primary School – to receive a presentation from students on sewage issues. Two of the three presentations have now taken place, however despite trying to make arrangements with the Primary School to fix a date for their presentation, this has not been possible and would therefore not be progressing.

142.10 2nd September 2024 - Council Min. 73.2 Parking issues outside of Bognor Regis Town Hall

Following Members request to ADC to consider policing the parking outside the front of the Town Hall, as landowners, with ticketing hopefully acting as a deterrent, ADC have confirmed the introduction of parking enforcement within this area is being implemented to resolve the unauthorised parking. Although it was planned to commence this on 1st April, this has been delayed until 1st May to enable time for appropriate signage and communications to members of the public to take place. Repainting of the markings to show the dedicated spaces including disabled parking was undertaken today with the front barriered off over the weekend to ensure that the area remained free of vehicles so as not to impede these works.

The parking enforcement contractors have confirmed they operate a 24/7 service and will be undertaking regular patrols throughout the day and on weekends. ADC has advised that if anyone is attending the Town Hall for longer than the free parking time, alternative longer stay parking is available within the Regis Centre car park. Members will therefore need to be mindful of this and park in the car park when attending evening meetings to ensure that they do not receive a fine for unauthorised parking.

Members are also advised that following the proposal to remove the historic parking space dedicated for use by the Town Clerk in the parking area outside the Town Hall, it has now been confirmed that this space will be retained, although this will be located in an alternative position.

143. 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

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

Members **RESOLVED** to **AGREE** to vire the £800.00 budget previously identified for the Clowns International Funday over to the Funshine Days.

Members unanimously **RESOLVED** 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.

The Events Officer was commended for their work, for which positive feedback was regularly received by Members.

144. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2024

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

Members **NOTED** the finances for the main Town Council events in 2024 and furthermore, unanimously **RATIFIED** the overspend of £1,544.73.

The Events Officer left the Meeting

145. TO RECEIVE THE TOWN FORCE REPORT

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

Members congratulated the Town Force team on the work that they had carried out on the Picturedrome cinema building.

146. 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

Cllr. Wells declared an Ordinary interest in the Bognor Pier Trust CIC

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

- 146.1** Members requested that more information be sought from Arun District Council, responsible for the CCTV, in terms of what the Town Council's funding was paying for and who has access to the footage.

Release of the Partnership Funding for 2025-2026 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.2** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Seafront Lights (BRSFL) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.3** Release of the Partnership Funding for 2025-2026 of £8,000 for Southdowns Music Festival (SMF) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.4** Release of the Partnership Funding for 2025-2026 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.5** Release of the Partnership Funding for 2025-2026 of £3,919.15 for Bognor Regis Pier Trust CIC (BRPT) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.6** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Carnival Association (BRCA) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.7** Release of the Partnership Funding for 2025-2026 of £5,000 for Bognor Regis Seafront Lights Illuminate event (BRSFLI) (year 1 of 3- year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

As detailed earlier, under Minute 142.3, following concerns raised by BRSFL in relation to increasing costs for the Illuminate event, the funding will be moved to Earmarked Reserves until further information becomes available from BRSFL.

- 146.8** Release of the Partnership Funding for 2025-2026 of £16,683 for Town Centre Warden (in partnership with BR BID), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

147. TO CONSIDER THE INTERNAL AUDIT REPORT 2024/25 (INTERIM UPDATE)

The Town Clerk's report, and the Internal Audit Report 2024/25 (Interim Update), was **NOTED**. The Clerk was thanked for the solid amount of work undertaken with the Internal Audit.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2024/25 (Interim Update) to Council for **APPROVAL**.

148. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 11th MARCH 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 11th March 2025, was **NOTED**.

Comment was made that an elected representative should be in attendance at the Liaison Meetings, and Arun's CEO, as had been the case in the past. Members were reminded that the new format for Liaison Meetings had been as directed by the new CEO and that Members were welcome to raise issues with the Clerk to raise on their behalf, or directly with Arun in their capacity as dual-hatted Councillors, where relevant.

Members **AGREED** to ask Arun to reconsider and allow for an elected representative to participate in the Liaison Meetings, with the CEO and Leader of Arun also in attendance.

149. 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

The Town Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

150. 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)

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

Members unanimously **RESOLVED** 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.

151. 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)

The Town Clerk's report, including the proposed Terms of Reference for the Working Party appended to the report, was **NOTED**.

Having **NOTED** the advice of the Monitoring Officer in relation to dual-hatted Councillors, Members **AGREED** to the formation of a Working Party in relation to the future of Bognor Regis Town Hall with the membership to include 5 Members and, if additional Members come forward expressing a wish to be part of the Working Party, that named substitutes be included in the Terms of Reference. Nominations included Cllrs. Goodheart, Waterhouse and Wells and it was agreed to offer places on the Working Party to non-Committee Members with all nominations brought to the June Meeting for a final decision on the membership.

It was further **AGREED** to **RECOMMEND** to **COUNCIL** the proposed Terms of Reference for the Working Party, without any suggested amendments.

152. 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

The Town Clerk's report, and the attached 2025 Health & Safety Inspection Safety Action Plan for the Town Hall and Town Force Lock-Up, was **NOTED**.

153. 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

The Town Clerk's report, and the list of the Town Council's Earmarked Reserves as at 27th March 2025 attached, was **NOTED**.

Members unanimously **RESOLVED** 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.

It was further unanimously **RESOLVED** that, having returned these funds to General Reserves, £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

to 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.

In relation to the remaining balance of the 2022-23 ADC Matchfunding Grant, following the reduction by £400 as detailed in the report, Members unanimously **RESOLVED** that this 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.

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

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

155. 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

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2025, was **NOTED**.

156. 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

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

Members unanimously **NOTED** the process for the procurement of a Community Warden Service in the Town for 2025-2026, as detailed in the report, and further **NOTED** 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.

157. 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

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

Members **RESOLVED** to **APPROVE** an increase to the Councillors' Allowance to the limit of £688.40 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2025. Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1st April 2024.

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

158. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

158.1 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

Members **RATIFIED** expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up.

158.2 To ratify expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up

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

158.3 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

Members **RATIFIED** 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.

158.4 To ratify expenditure of £2,280 excluding VAT for new computer and laptops

Members **RATIFIED** expenditure of £2,280 excluding VAT for new computer and laptops.

159. FINANCIAL REPORTS INCLUDING: -

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

159.1 To note Committee I&E Reports for the month of February 2025 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2025.

- 159.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 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)**

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

- 159.3 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**

Members **RATIFIED** the use of the BACS payment as detailed.

160. CORRESPONDENCE

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

161. 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).

162. 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.

163. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 31st MARCH 2025

The Committee **AGREED** to **RATIFY** the recommendation that the Committee Clerk's hours be increased from 12 per week to 15, effective 14th April 2025.

The Meeting closed at 7.49pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 14th APRIL 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Chloe Jones (ADC Business Crime Reduction Partnership
Manager) (part of meeting)
Miriam Nicholls (ADC Business and Economy Manager)
(part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.30pm

164. 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.

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

No apologies for absence had been received from Cllr. Mrs. Warr. This absence could not, therefore, be approved.

166. 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 member of the Business Crime Reduction Partnership scheme through his business

167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.32pm

A Member seated in the public gallery spoke of the benefits of the Community Warden service to be provided by the Town Council, and his desire, as the owner of a business in the Town Centre, to see clear communication and coordination between the Community Warden and the Business Warden who he felt, in order to achieve this, should both come under the auspices of the Town Council.

168. PRESENTATION FROM THE NEW ADC BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGER ON WHAT ARUN BCRP INVOLVES AND ITS POSITIVE IMPACT ON BUSINESS IN THE TOWN CENTRE

The Chair welcomed Chloe Jones, ADC BCRP Manager, and Miriam Nicholls, ADC Business and Economy Manager, to the meeting.

The BCRP Manager shared slides with those present and explained the role of the Manager, the work carried out with partnership agencies, the

disc system, and the working relationship with and training offered to businesses in Littlehampton and Bognor Regis.

The role requires the administration of the disc system and the subsequent reporting to relevant authorities. In the first few weeks since taking on the role, the BCRP Manager had been focusing on getting to know local businesses and encouraging them to use disc consistently.

Questions from those present included: -

Q: Who is on the BCRP Management Board for Bognor Regis?

A: BCRP Members will be asked to nominate Board Members in due course.

Q: What is causing the gap between anecdotal reporting and police records?

A: Police aren't aware of a lot of what businesses are witnessing primarily because of a lack of consistent reporting. It is acknowledged that a perceived lack of action in response to reporting has created apathy amongst some businesses in using disc and this is something that the BCRP Manager is addressing and hopes to change the mindset, with assurance being given that action will be taken.

Q: The Town Council is not currently a member of the BCRP. With the provision, by the Town Council, of a Community Warden, how does that work in terms of data sharing with the BCRP?

A: As the Town Council are not a funding partner of the BCRP, the Community Warden could not have access to disc. Data protection and protocols ties disc down to businesses and partners.

Q: The Town Council part funds, with the BID, the Business Warden, who has access to disc, so why is the Town Council not considered to be a 'funding partner'?

Q: Does disc reporting go through to the Police to identify 'hot spots'?

A: Any disc reports of crime get passed to the Police. More reports from an area will often see funding follow.

The Chair thanked Chloe and Miriam for their time and they left the Meeting

Meeting reconvened at 7.13pm

169. 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 7, 8 and 9 (contractual).

170. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT - MIN. 156 REFERS

The Town Clerk's confidential report, and the appendix detailing the evaluation results of the tender bids received, was **NOTED**.

170.1 Members were reminded that a budget of £65,000 had been agreed to provide a Community Warden from 1st April 2025 for 12 months. However, as reported at the March meeting (Min. 156 refers), owing to delays arising from the procurement process, the Town Council had made a one-off payment to provide a Warden for the month of April with the tender contract amended to 11 months and the budget reduced to reflect this. It was confirmed that the tender bids received were all within the maximum budget of £60,000 plus VAT.

170.2 Discussion took place about the revelation, from a question put to the BCRP Manager earlier in the meeting, that the Town Council's Community Warden would not apparently be granted access to disc because the Town Council were not deemed to be a 'funding partner'. Questions arose around what level of contribution the Town Council would be required to make as a BCRP funding partner, and what level of contribution other funding partners are making.

The four dual-hatted Councillors present at the meeting offered to jointly write to the Chief Executive Officer and Leader of the Council of Arun, in asking that the Town Council's prohibition in accessing disc be reconsidered. This action was unanimously **AGREED**.

170.3 Members unanimously **RESOLVED** to **AGREE** the award of the Contract for the provision of the Bognor Regis Community Warden Service commencing 1st May 2025 to 31st March 2026 to Tender Bid 1.

171. TO CONSIDER AND AGREE THE CO-ORDINATION OF WARDEN PROVISION IN BOGNOR REGIS INCLUDING DATA SHARING AND COVERAGE – MIN. 141.4 REFERS

Having noted the sentiments expressed by Cllr. Dawes, there was a shared agreement that the best way in which effective co-ordination of the new Community Warden and the current Business Warden could be achieved would be through a single line of management and reporting for both Wardens. Given that the Town Council's Community Warden contract had been awarded to the same service provider as that used by the BID for the Business Warden, there was a degree of optimism that this level of co-ordination could be achieved.

It was unanimously **AGREED** that, once further discussions had taken place with ADC around the Town Council's access to disc, the Clerk would discuss with the relevant parties ways in which the co-ordination of both the Community Warden and Business Warden in Bognor Regis could be achieved.

The Deputy Clerk left the Meeting

172. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 14th APRIL 2025

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

- That the status quo should be retained, with no dissolution of The Bognor Pier Company Ltd. at this time.
- That the position of Director of The Bognor Pier Company Ltd. should remain as part of the roles and responsibilities of the new Town Clerk as well as Director of the dormant company Bognor Regis Ltd. as is currently the position.
- That the scale range for the new Clerk be amended to SCP 53-58 with a final decision being taken on which starting SCP point would be applicable to the appointment within that range once a suitable candidate has been found and subject to their experience.
- The increase in the Deputy Clerk's salary, who is remunerated as a percentage of the salary for the new Clerk, be approved.
- That a Task and Finish Group be set up to work with the Clerk on the preparation of various draft documents for the recruitment process.
- The appointment of Cllrs. Waterhouse, Wells and Mrs. Yeates to the Task and Finish Group be approved.

The Meeting closed at 7.58pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 7th MAY 2025

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)

The Meeting opened at 6.37pm

173. 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.

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

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

175. 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.

Mrs. G. Frost declared an Ordinary Interest in Agenda item 6 as the current Town Clerk

176. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

177. 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 (staffing), it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d).

178. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 7th MAY 2025

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

- That the number of Policy and Resources Committee Members to be seated on the interview panel for the Town Clerk interview process be reduced from five Members plus the Mayor, as currently stated in the Policy and Resources Committee Terms of Reference, to four Members plus the Mayor.
- That to enable a balanced representation of the political standing of Bognor Regis Town Council, the interview panel should be made up

of 3 x Liberal Democrats (Mayor, Chair and Vice-Chair), 1 x Labour representative and 1 x Independent representative of the Policy and Resources Committee. The final decision on inclusion of an Independent representative would be made once agreement had been reached regarding the allocation of their seats at the Annual Town Council Meeting on 12th May 2025.

- That the job description, person specification and advert proposed, with a minor addition to the wording relating to assets, be adopted in relation to the recruitment of a new Town Clerk.
- That the process for interview in relation to the recruitment of a new Town Clerk as suggested, that had been used by other councils supported by West Sussex Association of Local Councils (WSALC), be used.
- That a budget of £300 be set, to be funded from General Reserves, for the provision of catering for the two-day interview process for applicants, subject to the final number of applicants being invited to interview.
- That the topic for the presentation by candidates would be *'describe the challenges and opportunities facing the Town Council over the next three years'*.

The Meeting closed at 6.59pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 2nd JUNE 2025**

AGENDA ITEM 9 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

Membership includes the following representatives: -

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

The proposed new appointments are therefore: -

Mayor - Cllr. Mrs. G. Yeates

Deputy Mayor & Group Leader - Liberal Democrats - Cllr. P. Wells

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

Group Leader - Labour - Cllr. R. Nash

Town Clerk - Mrs. G. Frost

Deputy Clerk - Mrs. J. Davis

Civic & Office Manager - Mrs. R. Vervecken

DECISION

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

· BOGNOR REGIS TOWN HALL WORKING PARTY

At the Policy and Resources Committee Meeting held on 31st March 2025, it was agreed that membership of the Working Party would include 5 Members and, if additional Members came forward expressing a wish to be part of the Working Party, that named substitutes would be included in the Terms of Reference (Min. 151 refers).

Nominations from those present at the Policy and Resources Committee included Cllrs. Goodheart, Waterhouse and Wells, with Cllr. Dawes subsequently expressing an interest to be included in the membership.

Members are reminded that it is the advice of the Monitoring Officer that dual-hatted Councillors carefully consider 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.

The proposed new appointments are therefore: -

Cllr. Dawes

Cllr. Goodheart

Cllr. Waterhouse
Cllr. Wells
Vacancy for one Member

DECISION

To consider any further nominations and **APPROVE** the membership of the Bognor Regis Town Hall Working Party.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE – 2nd JUNE 2025**

AGENDA ITEM 10 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 19th May 2025 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 20th May 2025 (Min. 8 refers)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. As part of this process the Policy and Resources Committee Terms of Reference are also reviewed.

Members are asked to note that any Sub-Committee or Working Group Terms of Reference would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at **Appendix 2**.

It is the Officer recommendation that the Member representation be amended to reflect the change in use of the term Chair, rather than Chairman.

BOGNOR REGIS TOWN HALL WORKING PARTY

With the Terms of Reference recommended to Council, by this Committee, and subsequently adopted at the Annual Town Council Meeting held on 12th May 2025 (Min. 21.2 refers), a review is not required at this time.

ENVIRONMENTAL AND LEISURE COMMITTEE

A copy of the Environmental and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 19th May 2025 (Min. 9 refers), with no amendments recommended, is attached for consideration at **Appendix 3**.

There are no further Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Allotments Sub-Committee (attached at **Appendix 4**) were also considered by the Committee at the meeting with no amendments recommended.

There are no further Officer recommendations for amendment.

Members are invited to further note that the Terms of Reference for the Bognor Regis In Bloom Working Group (attached at **Appendix 5**) were also considered by the Committee at the meeting with no amendments recommended.

There are no further Officer recommendations for amendment.

PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 20th May 2025 (Min. 8 refers), with no amendments recommended, is attached for consideration at **Appendix 6**.

There are no further Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 to 6** and **RECOMMEND TO COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on 2nd January 2024

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

10 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&R) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the matter shall be determined by Council.

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts.	<ul style="list-style-type: none"> Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> Committee
1.3	To advise Council on new or revised policies.	<ul style="list-style-type: none"> Committee after considering the advice of the Town Clerk and recommendations from other committees
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To agree terms of reference of any sub-committees established by itself.	<ul style="list-style-type: none"> Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> Management Overview to Committee RFO / Town Clerk in accordance with Financial Regulation and for Operational Management
3.2	To formulate the annual budget for Council and submit recommendations on Budget & Precept requirements (including recommendations on savings and efficiency gains) by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> Committee Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chair and political group leaders

3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
3.4	Approval of variation, overspend, and virement in accordance with Financial regulations.	<ul style="list-style-type: none"> • Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
3.6	To advise Council on borrowing policy, investment & treasury management.	<ul style="list-style-type: none"> • Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters. • Town Clerk for tendering & changes of cover such as an increase to public liability cover, or loss of business, i.e. changing cover by adding a new section
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> • Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial Regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing Orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations.
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> • Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> • Oversee to ensure delivery of sponsored events • To negotiate the return of sponsorship money if events do not take place

4.4	Grants and sponsorship for cultural activities in the Town	• Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	• Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	• Committee
4.7	Powers to make grants for bus services or taxi concession	• Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	• Committee under the direction of Council • Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	• Management Overview to Committee • Operational Management to Town Clerk
5.2	Amendments & updates to layout of website	• Town Clerk for updates & layout • Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	• Management Overview to Committee • Operational Management to Town Clerk
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	• Management Overview to Committee • Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	• Management Overview to Committee • Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	• Committee • Town Clerk to determine underlying Action & Project Plans
7.4	To promote efficiency, value for money and an integrated approach to management and to manage any formal quality systems, risk assessments, local council awards and self assessments programmes.	• Management Overview to Committee • Operational Management to Town Clerk • Approval of operational procedures to Town Clerk
7.5	To promote customer care and equality in service delivery and access.	• Management Overview to Committee • Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	• Management Overview to Committee • Operational Management to Town Clerk
8.2	To promote the public face of the Council through the management of public and media relations. Design and presentation of the council website, including content of Civic, governance and policy pages (content of website pages relating to promotion to E&L Committee)	• Management Overview to Committee • Operational Management to Town Clerk
8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	• Management Overview to Committee • Operational Management to Town Clerk
8.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	• Management Overview to Committee • Operational Management to Town Clerk

9.	Land & Asset Management	
9.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> • Town Clerk (Chair to verify annually)
9.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.3	Provision of common land	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.4	Responsibility for energy conservation and disabled access in the Council's facilities.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.6	<p>Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215</p> <p>Power to provide and equip community buildings, Local Government Act 1972, S133</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
10.	Audit	
10.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit brief.	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures
10.2	To receive, approve and action audit reports.	<ul style="list-style-type: none"> • Committee generally, Council if change of policy required. • Council to receive external audit reports.
10.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Management Overview to Committee • Policies reserved for Council • Operational Management to Town Clerk
11.	Crime & Disorder	
11.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management and maintenance of any CCTV.
11.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> • Committee/ Town Clerk in accordance with Council direction.
11.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee
11.4	To liaise with the Police & Crime Commissioner	<ul style="list-style-type: none"> • Committee to respond to consultations • Operational Management to Town Clerk
11.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.	Town Development	
12.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.2	Power to provide conference & other facilities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.3	To promote regeneration in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.4	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> • Management Overview to Committee, in conjunction with Planning Committee • Operational Management to Town Clerk
12.5	To support skills & training for local businesses	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.	Personnel To administer personnel matters on behalf of the Council after considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • Committee, but Town Clerk reserved for Council, except increments which are determined by Committee
13.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> • All other staff to Committee including payment of honoraria
13.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
13.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee, including discretionary provisions of National Joint Agreement
13.5	Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Town Clerk to be endorsed by Council

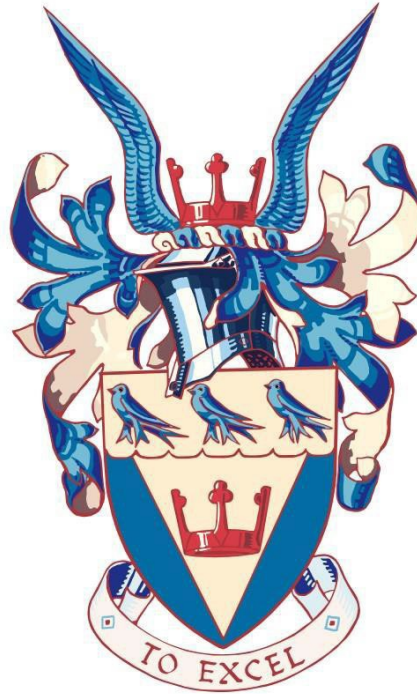
		<p>Selection of long list for Town Clerk list by personnel advisor.</p> <ul style="list-style-type: none"> • Selection of final short list for Town Clerk – Chair & Vice Chair, plus Mayor & Deputy Mayor • Final Interview - 5 members of Committee & Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee
13.6	Disciplinary matters under the Council's Disciplinary Procedure	<ul style="list-style-type: none"> • Town Clerk with appeal to Policy and Resources Committee. Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&R and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
13.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
13.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Committee for administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions Pensions Discretions Policies to Committee
13.9	Approval of job descriptions & person specifications	Town Clerk except Committee in the case of Town Clerk
13.10	Absence issues under the Council's Attendance Management Guidelines	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk
13.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council

13.12	Competence Procedure	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
13.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk Model Contract approved by Committee
13.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> Committee
13.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> Committee
13.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> Council
13.17	Health & Safety	<ul style="list-style-type: none"> Committee for approval of Policy other than General Statement & Organisation which are reserved for Council Management overview by Committee Operational Management to Town Clerk on advice from consultants
13.18	Grievance Procedure	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
13.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> Town Clerk for all staff often delegated to direct manager. Mayor, P&R Chair and one other Member of Committee for Town Clerk
13.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
13.21	Training & Development Plan	<ul style="list-style-type: none"> Town Clerk

13.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> Town Clerk to administer Committee to monitor & recommend to Council
13.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> Town Clerk to administer Committee to monitor & recommend to Council
14.	Burial Facilities	
14.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, S9 & S10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> Acquisition & provision reserved for Council Management Overview to Committee Operational Management to Town Clerk
14.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
14.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
15.	Public Realm & Public Facilities	
15.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
15.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk

16.	Events	
16.1	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	<ul style="list-style-type: none"> Committee
16.2	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view.	<ul style="list-style-type: none"> Committee

16.3	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee
16.4	To agree budget expenditure for each event under delegated powers within the overall budget allocation and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> • Committee
16.5	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> • Town Clerk
16.6	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the over-riding consideration when determining whether an event proceeds.	<ul style="list-style-type: none"> • Town Clerk
16.7	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated.	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
17.	Entertainment & the Arts outdoors	
17.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145.	<ul style="list-style-type: none"> • Committee
17.2	Power to promote lotteries, Gambling Act 2005.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
18.	Markets	
18.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters.	<ul style="list-style-type: none"> • Management Overview to Committee within policy & budget • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE **SUB-COMMITTEE (STAFFING)**

Adopted by the Council at its Meeting held on 22nd May 2023

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

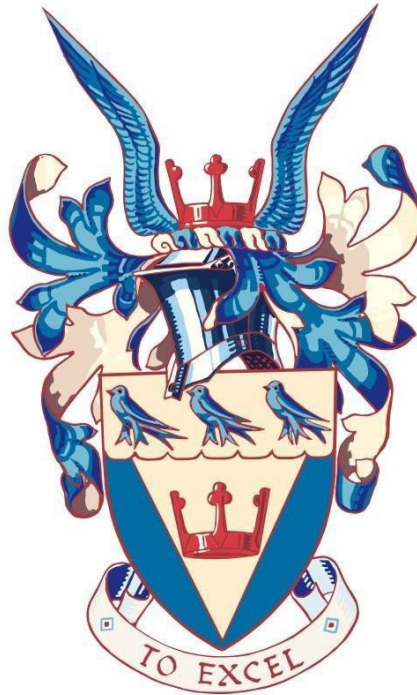
This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Mayor and Deputy Mayor, Chair**man** **of Policy and Resources Committee and Group Leaders from the political groups**

Staff representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Town Clerk, Deputy Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training & Development4. Pensions5. Duty of Care	<ul style="list-style-type: none">• To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ENVIRONMENTAL AND LEISURE **COMMITTEE**

Adopted by the Council at its Meeting held on 2nd January 2024

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ENVIRONMENTAL AND LEISURE COMMITTEE

10 Members of the Authority

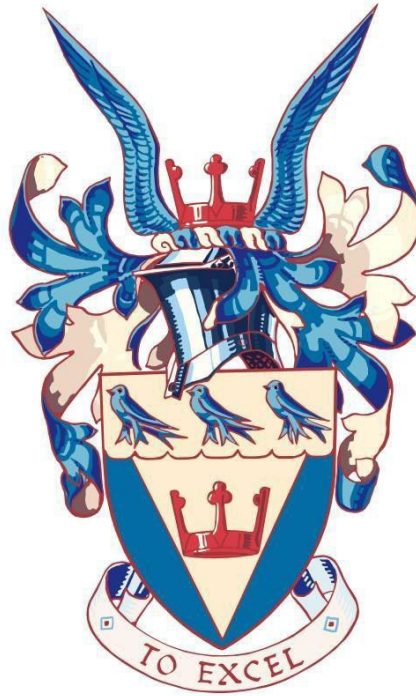
Quorum = 3

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Promotions, Publicity & Marketing	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards 	<ul style="list-style-type: none"> • Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy	<ul style="list-style-type: none"> • Committee
1.3	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Environmental and Leisure Committee	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
2	Leisure & Recreation	
2.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 & 10	<ul style="list-style-type: none"> • Committee for Management Overview • Town Clerk for operational management
2.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> • Acquisition to Council • Management & development to Committee within budget & policy • Town Clerk for operational management

2.3	Management & enhancement of Play areas	Management & development to Committee within budget & policy <ul style="list-style-type: none"> Town Clerk for Operational management
3.	Allotments	
3.1	To provide and manage allotments, improve land and let rights under S23, 26 & 42 of the Small Holding Allotments Act 1908	<ul style="list-style-type: none"> Operational Management to Town Clerk Management Overview & development
4.	Tourism & Christmas Lights	
4.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights.	<ul style="list-style-type: none"> Grants to Policy Committee Management Overview to Committee within budget Operational Management to Town Clerk
5.	Meteorological Office	
5.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.	Children and Young People	
6.1	Support public and community services and facilities for the young.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.2	Co-ordinate the involvement of children and young people in decision-making.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.3	Support to children and young people in their communities.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 22nd May 2023

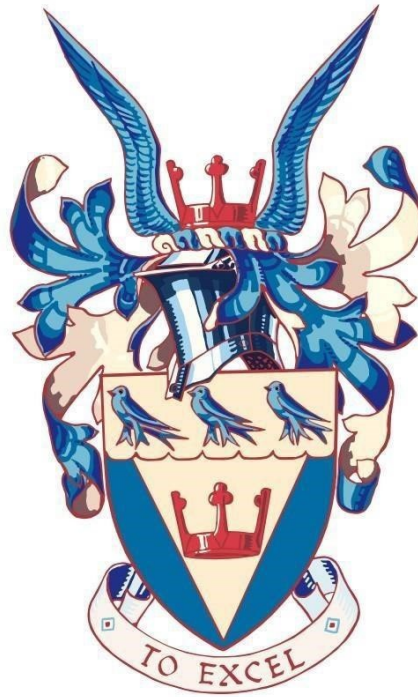
BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management• Sub-Committee as directed by Committee• Town Clerk for operational management• Sub-Committee as directed by Committee• Town Clerk for Operational management



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM **WORKING GROUP**

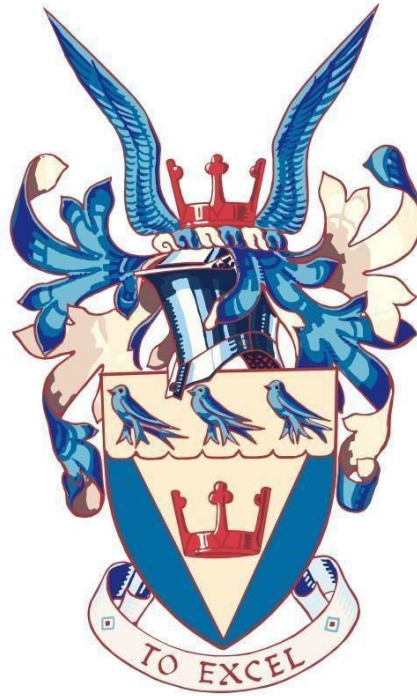
Adopted by the Council at its Meeting held on 2nd January 2024

This is a Working Group of the Environmental and Leisure (E&L) Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none"> 1. The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South-East in Bloom. 2. The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Environmental and Leisure (<i>E&L</i>) Committee. 	
Bognor Regis In Bloom Competition	
(i) Promote the competition through the media and other methods	• Working Group within Budget
(ii) Collate, plan and judge all entries received at the office	• Working Group within Budget
(iii) Organise presentation evening, awards and certificates	• Working Group within Budget
South & South East in Bloom Competition	
(i) Collate material over the year for inclusion in the portfolio	• Working Group within Budget
(ii) Complete application to competition and representatives of the Working Group to attend seminars and presentations	• Working Group within Budget
(iii) Promote South & South East in bloom through media, schools and other organisations	• Working Group within Budget
(iv) Organise planting competitions	• Working Group within Budget
(v) Liaise with BRTC and ADC on planting programs / projects planned for year	• Working Group within Budget
(vi) Plan route and itinerary for judging day	• Working Group within Budget
(vii) Organise planting displays at national events to promote the town of Bognor Regis	• Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 2nd January 2024

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

10 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- Management Overview: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- Operational Management: That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2	
1. Planning and Development Control			
To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations		<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members 	
2	Referring any Planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk 	
3	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members 	
4	To comment on Tree Preservation applications or the making of Orders	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members 	
5	To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council 	
6	To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members 	
7	To make observations on Hazardous Substance applications	<ul style="list-style-type: none"> • Committee 	
8	Responding to consultations from adjoining parishes	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members 	

9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk

24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee
28.	Environment	
28.1	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.2	Issues involving ancient monuments & areas of archaeological interest.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.3	To approve & action any Environmental Audits.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.4	To promote environmental awareness.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.5	To work in partnership on sustainability and transition for the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

28.6	To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.	Environmental & Public Health	
29.1	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.2	Power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
29.3	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
29.4	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chair in cases of urgency
29.5	Waste & recycling.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.	Public Realm & Public Facilities	
30.1	Provision of litter receptacles, Litter Act 1983, S5&6.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.2	Provision and maintenance of street furniture and directional signs in the public realm.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.3	Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.4	Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
30.5	To promote and support floral and planting Initiatives, Local Government Act 1972, S144.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.	Clocks	
31.1	Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
31.2	Liaison with private owners of publicly viewed clocks, to support and encourage high standards.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 2nd JUNE 2025

AGENDA ITEM 11 - INTERNAL AUDIT - TO CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)

REPORT BY TOWN CLERK

FOR DECISION

A copy of the Internal Audit Report 2024/2025 (Final 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 reviews.

DECISION

The Committee is invited to **NOTE** the Internal Audit Report 2024/2025 (Final Update).



Bognor Regis Town Council

Internal Audit Report 2024-25 (Final update)

Stuart J Pollard

Director
Auditing Solutions Limited

Background

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

This report sets out the work undertaken in relation to the 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 with this final review also undertaken remotely on 16th May 2025. We thank the Clerk and her staff in assisting the process, providing all necessary documentation to facilitate the conduct of our three reviews for the financial year.

Internal Audit Approach

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

Overall Conclusions

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

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

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

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

Consequently, we have: -

- Verified the accurate carry forward of opening balances in the financial ledger for 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 cashbook to the underlying bank statements for April & September 2024, plus January and March 2025.
- Checked and agreed the full year's transactions on the PSDF and Mayor's Charity accounts; and
- Verified the content and accuracy of bank reconciliations at 30th April & September 2024, plus 31st January and March 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); and
- Ensured the accurate disclosure of the combined year-end cash and bank balances in the year's AGAR at Section 2, Box 8.

Conclusions

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

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 also take this opportunity to

advise the Town Clerk and Council that NALC have very recently issued revised sets of both the model SOs and FRs and suggest that when the Council's extant documents are next reviewed, they are aligned to these latest NALC documents.

We have reviewed the minutes of Full Council and Standing Committee meetings (except Planning and Licensing) reading those for the year as posted on the Council's website to ensure that no issues affecting the Council's financial stability either in the short, medium or longer term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred 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 this year: we shall continue to review the Council's approach to governance issues at future reviews, also continuing our review of minutes.

Review of Expenditure

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds and are pleased to record that they continue to operate effectively and in line with good working practice. We have as part of this final update review selected a further test sample with a total of 45 payments processed in the financial year examined. The extended test sample totals £373,600 equating to 59% by value of non-pay related payments in the year including all payments in excess of £4,000 plus every 40th payment as recorded chronologically in the Omega cashbooks.

We note that VAT returns continue to be submitted to HMRC quarterly and have agreed detail of the final 2023-24 and four 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 this year warranting formal recommendation.

Assessment and Management of Risk

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

We are pleased to note the completion of a formal review and re-adoption of the Council's financial risk register, recorded in the LCRS risk management software, at the Council meeting in March 2025. We have reviewed the Overall Summary noting that of the assessed individual risks, all have been scored accordingly with none identified as "uncontrolled".

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 note that, following due deliberation, the Council approved its budget and precept requirement for 2025-26 setting the latter at 1,054,043 at its meeting in January 2025.

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

We note that, as at 31st March 2025, total reserves have increased to £1,587,785 (£1,518,469 at the prior year-end), comprising a raft of specific earmarked (EMR) items of £1,111, 035 (£1,028,929 at 31st March 2024): the EMRs, including £378,080 in a Capital Financing Reserve, leaving a General Fund balance of £476,750 (£489,540 at 31st March 2024), which equates to approximately 5 months' revenue expenditure at the 2024-25 level and sits comfortably within the generally recognised holding of between 3 and 12 months' such spending.

Conclusions

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

Review of Income

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

We note that members have approved a change in the allotment rental year to start, in future, from 1st April annually (formerly 1st October). This change has been 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 final update review, detailing for each plot the half-yearly rent due and date of payment by the tenants. We are pleased to note that at the year-end all but 1 of the tenants (Plot 10A) recorded as having paid their rents.

At our January update, we 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 year-end noting the action in hand to pursue and recover the few long-standing 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 review area.

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 also 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

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 at our interim update review.

Fixed Asset Registers

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

information disclosed in the more detailed Statement of Accounts prepared for presentation to the Council.

In line with the Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year and recorded in the Council's detailed Statement of Accounts prepared by DCK Accounting has been "added back" to arrive at the effective purchase cost which, together with the value of new assets acquired in year (£4,875), less the disposals (£3,573 at purchase cost), has been recorded in the AGAR at Section 2, Box 9, the resultant value of which (£2,043,646) we have checked and agreed to the supporting detailed asset register as part of this final review.

Conclusions

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

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's transactions verified by reference to the underlying monthly statements. We are also pleased to record that the Council has a formal and appropriate Treasury Management Policy in place.

We have checked and agreed the two half-yearly PWLB loan repayment instalments as part of the previously referenced supplier payment test sample, also at this final review, ensuring the accurate disclosure of the residual loan liability in the AGAR at Section 2, Box 10, by reference to the UK Debt Management Agency's audit advice.

Conclusions

We are pleased to record that no issues arise in this area warranting formal comment or recommendation. We shall continue to monitor the Council's approach to treasury management at future reviews.

Statement of Accounts and Annual Return

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

Conclusions

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 2nd JUNE 2025**

**AGENDA ITEM 13 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2025**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2025 no later than 30th June 2025 - copy attached as **Appendix 1**.

AGAR - Annual Internal Audit Report 2024/25 (Page 3)

This has been completed and signed by Mr. S. Pollard from Auditing Solutions Ltd. following the completion of his final inspection for 2024/2025 (this is also attached).

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

Section 1 - Annual Governance Statement 2024/25 (Page 4)

Section 2 - Accounting Statements for 2024/25 (Page 5)

Section 3 - External Auditor's Report & Certificate 2024/25 (Page 6)

The audit will be undertaken by Moore.

13.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) and to recommend approval to Council

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

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement, and the Council therefore reviewed its internal control procedures and practices, at its meeting on 10th March 2025, Council Min. 158 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These controls include items such as income and expenditure controls as well as other controls.

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

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

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

- The Council's Annual Assessment/Review of Risks for 2024/2025 was considered by the Policy and Resources Committee at its meeting on 27th January 2025 (Min. 122 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2024/2025 considered at the meeting are attached at **Appendix 3**.
- The Policy and Resources Committee considered the Internal Audit Plan for 2024/2025 at its meeting on 29th January 2024 (Min. 119 refers). A copy of the report considered at the meeting is attached at **Appendix 4**.
- The Policy and Resources Committee considered the First Interim Internal Audit Report 2024/2025 at its meeting on 18th November 2024 (Min. 87 refers) with no significant issues or actions required identified by the Internal Auditor during this review. As a result, the Internal Audit Report 2024-25 (First Interim) was recommended to Council for approval.
- The Policy and Resources Committee subsequently considered the Interim Update Internal Audit Report 2024/2025 at its meeting on 31st March 2025 (Min. 147 refers). Once again, no significant issues or actions required had been identified by the Internal Auditor during this review with the report therefore recommended to Council for approval.
- The Final Update Internal Audit Report 2024/2025 is to be received earlier in this meeting under Agenda item 11 and again I am pleased to report that no significant issues or actions required have been identified by the Internal Auditor.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

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

13.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chair and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2025, that:

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

By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

DECISION

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

- 13.3 To Recommend Approval to Council of the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2024/2025 and that Section 1 is signed by the Chair of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 13.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2025 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk**

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

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2025 and agree that these be signed by the Chair of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 13.5 To consider the Accounting Statements for 2024/2025 (Section 2 of the AGAR)**

Section 2 - Summarises the Accounting Statements for 2024/2025 and is signed by the RFO, prior to presentation for Members' consideration and approval, and then by the Chair of Full Council.

DECISION

Members are invited to consider the Accounting Statements for 2024/2025 as detailed on Section 2 of the AGAR.

- 13.6 To Recommend Approval to Council of the Accounting Statements for 2024/2025 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2024/2025 and agree that Section 2 is signed by the Chair of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2024/2025 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

Bognor Regis Town Council

www.bognorregis.gov.uk

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

22/10/2024

26/02/2025

16/05/2025

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 16/05/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

BOGNOR REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

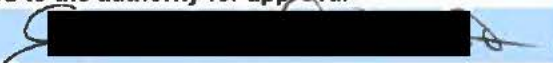
Section 2 – Accounting Statements 2024/25 for

BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,059,470	1,163,400	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,009,819	999,504	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	193,286	158,243	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-556,248	-543,905	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-58,560	-119,466	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-484,367	-448,071	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,163,400	1,209,705	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,209,160	1,224,071	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,042,344	2,043,646	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	925,561	832,802	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓ The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

23/05/2025

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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



Bognor Regis Town Council
Assessment for year 2024 To 2025

LCRS 7b - All Action Plans

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

There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2024 - 2025.

No of issues listed: 0

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Claire Needs _____

Signed by responsible Finance officer - Glenna Frost _____

How to complete (individual risk section):

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2024 To 2025

P&R C'ttee 2nd June 2025
Agenda item 13 - Appendix 3

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2024 To 2025

P&R C'ttee 2nd June 2025
Agenda item 13 - Appendix 3

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

Completed by: Joanne Davis

Date: 21 January 2025

Position: Deputy Clerk

How to complete:

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

AGENDA ITEM 12

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

AGENDA ITEM 12 - INTERNAL AUDIT INCLUDING: -

REPORT BY THE TOWN CLERK

FOR NOTING & DECISION

TO REVIEW THE 2024/25 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

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

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

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

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

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

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

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

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal

controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

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

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

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

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

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

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

Annual Audit Plan for 2024/25

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

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

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

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

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

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

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

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

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

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

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

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

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2024/25 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2025

Bognor Regis Town Council

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31 March 2025

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Bognor Regis Town Council

Council Information

31 March 2025

(Information current at 2nd June 2025)

Mayor

Cllr Mrs G. Yeates

Councillors

Cllr P. C. Wells (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr D. Dawes

Cllr S. Goodheart

Cllr R. A. Nash

Cllr Miss C. Needs

Cllr F. R. J. Oppler

Cllr P. Ralph

Cllr N. Smith

Cllr M. Stanley

Cllr Mrs J. L. Warr

Cllr B. Waterhouse

Cllr M. D. White

Cllr P. J. Woodall

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2025

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2025 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2025, and its income and expenditure for the year ended 31 March 2025.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Cost of Support Services

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

Pensions

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

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

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

Bognor Regis Town Council
Income and Expenditure Account
31 March 2025

	Notes	2025 £	2024 £
Income			
Precept on Principal Authority		999,504	1,009,819
Grants Receivable		15,760	44,919
Rents Receivable, Interest & Investment Income	2	66,714	65,886
Charges made for Services		59,645	54,508
Other Income		16,124	27,065
Total Income		1,157,747	1,202,197
Expenditure			
Direct Service Costs:			
Salaries & Wages		(330,911)	(350,626)
Grant-aid Expenditure		(25,105)	(57,924)
Other Costs	1	(249,028)	(250,359)
Democratic, Management & Civic Costs:			
Salaries & Wages		(212,994)	(205,622)
Other Costs	1	(195,770)	(142,879)
Total Expenditure		(1,013,808)	(1,007,410)
Excess of Income over Expenditure for the year.		143,939	194,787
Exceptional Items			
(Loss)/Profit on the disposal of fixed assets		-	908
Net Operating Surplus for Year		143,939	195,695
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(92,759)	(29,996)
Capital Expenditure charged to revenue	12	(4,875)	(60,859)
Reverse profit on asset disposals		-	(908)
Transfer (to) Earmarked Reserves	20	(59,095)	(111,876)
(Deficit) for the Year (from) General Fund		(12,790)	(7,944)
Net Surplus/(Deficit) for the Year		46,305	103,932
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	59,095	111,876
(Deficit) for the Year (from) General Fund		(12,790)	(7,944)
		46,305	103,932

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

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

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2025

Reserve	Purpose of Reserve	Notes	2025 £	Net Movement in Year £	2024 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	378,080	23,011	355,069
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	732,955	59,095	673,860
General Fund	Resources available to meet future running costs		476,750	(12,790)	489,540
Total			1,587,785	69,316	1,518,469

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

Bognor Regis Town Council

Balance Sheet

31 March 2025

	Notes	2025 £	2025 £	2024 £
Fixed Assets				
Tangible Fixed Assets	11		1,239,026	1,308,665
Current Assets				
Debtors and prepayments	14	68,366		50,943
Cash at bank and in hand		1,224,071		1,209,160
		<u>1,292,437</u>		<u>1,260,103</u>
Current Liabilities				
Current Portion of Long Term Borrowings	17	(64,224)		(92,759)
Creditors and income in advance	15	<u>(82,732)</u>		<u>(96,703)</u>
Net Current Assets			1,145,481	1,070,641
Total Assets Less Current Liabilities			2,384,507	2,379,306
Long Term Liabilities				
Long-term borrowing	17		(768,578)	(832,802)
Deferred Grants	18		<u>(28,144)</u>	<u>(28,035)</u>
Total Assets Less Liabilities			<u>1,587,785</u>	<u>1,518,469</u>
Capital and Reserves				
Capital Financing Reserve	19		378,080	355,069
Earmarked Reserves	20		732,955	673,860
General Reserve			<u>476,750</u>	<u>489,540</u>
			<u>1,587,785</u>	<u>1,518,469</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2025, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 2nd June 2025 .

Signed:
Cllr Mrs G. Yeates	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

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

Bognor Regis Town Council

Cash Flow Statement

31 March 2025

	Notes	2025 £	2025 £	2024 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(543,904)		(556,249)
Other operating payments		(456,917)		(446,873)
		<u>-</u>		<u>-</u>
			(1,000,821)	(1,003,122)
<i>Cash inflows</i>				
Precept on Principal Authority		999,504		1,009,819
Cash received for services		71,497		60,400
Revenue grants received		<u>15,760</u>		<u>44,919</u>
			1,086,761	1,115,138
Net cash inflow from Revenue Activities	23		85,940	112,016
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(40,761)		(14,510)
<i>Cash inflows</i>				
Interest received		<u>67,366</u>		<u>64,523</u>
Net cash inflow from Servicing of Finance			26,605	50,013
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(4,875)		(61,767)
<i>Cash inflows</i>				
Sale of fixed assets		<u>-</u>		<u>908</u>
Net cash (outflow) from Capital Activities			(4,875)	(60,859)
Net cash inflow before Financing			<u>107,670</u>	<u>101,170</u>
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(92,759)	(29,996)
Net cash (outflow) from financing and liquid resources			<u>(92,759)</u>	<u>(29,996)</u>
Increase in cash	24		<u>14,911</u>	<u>71,174</u>

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

1 Other Costs Analysis

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

Direct Service Costs

	2025	2024
	£	£
Theatres & Public Entertainment	56,178	59,805
Allotments	4,410	4,421
Tourism Policy, Marketing & Development	1,209	531
Visitor Information	872	911
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	154,826	166,755
Community Development	75,151	98,349
Street Lighting	6,908	6,822
Off-street Parking	-	(7,000)
Other Services to the Public	(27,421)	(24,311)
Less: Grant-aid Expenditure	(25,105)	(57,924)
Total	249,028	250,359

Democratic, Management & Civic Costs

	2025	2024
	£	£
Corporate Management	97,368	89,173
Democratic Representation & Management	51,759	8,105
Civic Expenses	7,753	6,317
Mayors Allowance	3,000	3,000
Members' Allowances	9,183	7,720
Interest Payable	26,707	28,564
Total	195,770	142,879

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

2 Interest and Investment Income

	2025	2024
	£	£
Interest Income - General Funds	66,714	65,886
	66,714	65,886

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

4 Related Party Transactions

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 22nd May 2023 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 22nd May 2023 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2025	2024
	£	£
Fees for statutory audit services	2,100	2,100
Total fees	2,100	2,100

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2025	2024
	£	£
Recruitment Advertising	-	690
Publicity	6,955	4,377
Newsletter	1,400	2,909
Council Website	345	-
	8,700	7,976

8 Members' Allowances

	2025	2024
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	9,183	7,720
	12,183	10,720

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

9 Employees

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

	2025 Number	2024 Number
Full-time	10	10
Part-time	3	5
Temporary	-	2
	<u>13</u>	<u>17</u>

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

10 Pension Costs

The council participates in the West Sussex Superannuation Fund. The West Sussex Superannuation Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2025 was £75,617 (31 March 2024 - £79,601).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 18.20% of employees' pay from 1st April 2025 (year ended 31 March 2025 – 18.20%,.

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as West Sussex Superannuation Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

11 Tangible Fixed Assets

	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2024	294,960	242,003	69,774	1,435,607	2,042,344
Additions	-	4,875	-	-	4,875
Disposals	-	(3,573)	-	-	(3,573)
At 31 March 2025	<u>294,960</u>	<u>243,305</u>	<u>69,774</u>	<u>1,435,607</u>	<u>2,043,646</u>
Depreciation					
At 31 March 2024	(253,492)	(234,507)	(6,290)	(239,390)	(733,679)
Charged for the year	(22,124)	(4,099)	(413)	(47,878)	(74,514)
Eliminated on disposal	-	3,573	-	-	3,573
At 31 March 2025	<u>(275,616)</u>	<u>(235,033)</u>	<u>(6,703)</u>	<u>(287,268)</u>	<u>(804,620)</u>
Net Book Value					
At 31 March 2025	<u>19,344</u>	<u>8,272</u>	<u>63,071</u>	<u>1,148,339</u>	<u>1,239,026</u>
At 31 March 2024	<u>41,468</u>	<u>7,496</u>	<u>63,484</u>	<u>1,196,217</u>	<u>1,308,665</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

11 Tangible Fixed Assets (cont'd)

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, the Valuation Agency. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2025	2024
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	4,875	61,767
	<u>4,875</u>	<u>61,767</u>
was financed by:		
Capital Receipts	-	908
Revenue:		
Capital Projects Reserve	-	30,000
Equipment Replacement Reserve	1,215	30,859
Precept and Revenue Income	3,660	-
	<u>4,875</u>	<u>61,767</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

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

Infrastructure Assets

Street lights - 44

Footpath/Esplanade Lighting
Allotment and Met Site Fencing
Other street furniture

Community Assets

Public clocks - 3
Allotments
Council Regalia

Other Assets

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

14 Debtors

	2025	2024
	£	£
Trade Debtors	21,464	13,289
VAT Recoverable	6,568	3,405
Prepayments	35,649	28,912
Accrued Interest Income	4,685	5,337
	<hr/> 68,366	<hr/> 50,943

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

15 Creditors and Accrued Expenses

	2025	2024
	£	£
Trade Creditors	8,778	16,036
Other Creditors	45,516	42,981
Accruals	9,408	8,388
Accrued Interest Payable	-	14,054
Income in Advance	19,030	15,244
	<u>82,732</u>	<u>96,703</u>

16 Financial Commitments under Operating Leases

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

	2025	2024
	£	£
Obligations expiring within one year	225	-
Obligations expiring between two and five years	<u>2,647</u>	<u>2,100</u>
	<u>2,872</u>	<u>2,100</u>

17 Long Term Liabilities

	2025	2024
	£	£
Public Works Loan Board	<u>832,802</u>	<u>925,561</u>
	<u>832,802</u>	<u>925,561</u>

	2025	2024
	£	£
The above loans are repayable as follows:		
Within one year	64,224	92,759
From one to two years	66,204	64,224
From two to five years	211,155	204,816
From five to ten years	398,040	386,005
Over ten years	<u>93,179</u>	<u>177,757</u>
Total Loan Commitment	832,802	925,561
Less: Repayable within one year	<u>(64,224)</u>	<u>(92,759)</u>
Repayable after one year	<u>768,578</u>	<u>832,802</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

18 Deferred Grants

	2025	2024
	£	£
Capital Grants Applied		
At 01 April	28,035	27,412
Released to offset depreciation	-	623
Extinguished and/or transferred	109	-
At 31 March	28,144	28,035
Total Deferred Grants		
At 31 March	28,144	28,035
At 01 April	28,035	27,412

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2025	2024
	£	£
Balance at 01 April	355,069	339,209
Financing capital expenditure in the year		
Additions - using capital receipts	-	908
Additions - using revenue balances	4,875	60,859
Loan repayments	92,759	29,996
Disposal of fixed assets	(3,573)	(6,195)
Depreciation eliminated on disposals	3,573	6,195
Reversal of depreciation	(74,514)	(75,280)
Deferred grants released	(109)	(623)
Balance at 31 March	378,080	355,069

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

20 Earmarked Reserves

	Balance at 01/04/2024	Contribution to reserve	Contribution from reserve	Balance at 31/03/2025
	£	£	£	£
Capital Projects Reserves	268,000	126,719	-	394,719
Asset Renewal Reserves	193,256	30,000	(17,873)	205,383
Other Earmarked Reserves	212,604	45,934	(125,685)	132,853
Total Earmarked Reserves	673,860	202,653	(143,558)	732,955

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2025 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2025 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

23 Reconciliation of Revenue Cash Flow

	2025	2024
	£	£
Net Operating Surplus for the year	143,939	194,787
Add/(Deduct)		
Interest Payable	26,707	28,564
Interest and Investment Income	(67,366)	(64,523)
(Increase)/Decrease in debtors	(17,423)	20,044
Increase/(Decrease) in creditors	83	(66,856)
Revenue activities net cash inflow	85,940	112,016

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

24 Movement in Cash

	2025	2024
	£	£
Balances at 01 April		
Cash with accounting officers	330	330
Cash at bank	1,208,830	1,137,658
	<u>1,209,160</u>	<u>1,137,988</u>
Balances at 31 March		
Cash with accounting officers	331	330
Cash at bank	1,223,740	1,208,830
	<u>1,224,071</u>	<u>1,209,160</u>
Net cash inflow	<u>14,911</u>	<u>71,172</u>

25 Reconciliation of Net Funds/Debt

	2025	2024
	£	£
Increase in cash in the year	14,911	71,172
Cash outflow from repayment of debt	92,759	29,996
Net cash flow arising from changes in debt	<u>92,759</u>	<u>29,996</u>
Movement in net funds in the year	<u>107,670</u>	<u>101,168</u>
Cash at bank and in hand	1,209,160	1,137,988
Total borrowings	(925,561)	(955,557)
Net funds at 01 April	<u>283,599</u>	<u>182,431</u>
Cash at bank and in hand	1,224,071	1,209,160
Total borrowings	(832,802)	(925,561)
Net funds at 31 March	<u>391,269</u>	<u>283,599</u>

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 2nd June 2025), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2025

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2024</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2025</u> £
<u>Capital Projects Reserves</u>				
Economic Development	268,000	126,719		394,719
	<u>268,000</u>	<u>126,719</u>	<u>0</u>	<u>394,719</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	193,256	30,000	(17,873)	205,383
	<u>193,256</u>	<u>30,000</u>	<u>(17,873)</u>	<u>205,383</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	4,240		(1,622)	2,618
Election Fund	13,146	10,000	(13,146)	10,000
Allotments	1,602	1,500		3,102
Promotions/Publicity	5,600	2,490	(5,210)	2,880
Administration	8,040	500		8,540
Events underspend	9,034	3,000	(4,652)	7,382
P & R Projects	8,000	6,000	(8,000)	6,000
E & L Projects	8,458	735	(4,798)	4,395
Road Closure Admin Fees		400		400
Grant Aid	14,395		(8,700)	5,695
Tourism & Events Support	469	482	(395)	556
Parking Scheme (Traders Contribution)	28,661		(28,661)	0
S East in Bloom	5,893	1,526	(1,826)	5,593
Christmas Lights/Switch on	13,000	500	(500)	13,000
Events Sponsorship	1,777		(1,777)	0
BRTC Funding of SRB Projects	965		(965)	0
WSCC SRB Contribution	500		(500)	0
Street Scene Enhancement	27,568			27,568
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	0			0
Ward Allocation - Marine Ward	49		(49)	0
Ward Allocation - Hotham Ward	724		(724)	0
Ward Allocation - Pevensey Ward	0			0
Website	1,477		(1,477)	0
Councillor Training	3,604			3,604
Town Force Equipment	487		(487)	0
Personal Safety Provision	799		(353)	446
Bike Repair Project	2,175	325	(2,175)	325
Staff Training	8,233	1,223	(1,532)	7,924
Town Crier	4,537	1,493	(1,932)	4,098
Loan Repayment not taken	30,453		(30,453)	0
CIL 2020/21	712		(26)	686
CIL 2021/22	1,209		(1,209)	0
CIL 2022/23	2,419		(2,419)	0
CIL 2023/24		9,778	(2,097)	7,681
CIL 2024/25		5,982		5,982
	<u>212,604</u>	<u>45,934</u>	<u>(125,685)</u>	<u>132,853</u>
TOTAL EARMARKED RESERVES	<u>673,860</u>	<u>202,653</u>	<u>(143,558)</u>	<u>732,955</u>

Bognor Regis Town Council

31 March 2025

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	54,264	50,257
Open Spaces	2,192	313
Tourism	9,481	10,667
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	389,952	382,881
Street Lighting	7,253	6,908
Other Services to the Public	94,578	92,373
Net Direct Services Costs	559,720	545,399
Corporate Management	244,949	279,602
Democratic & Civic	35,266	70,571
Net Democratic, Management and Civic Costs	280,215	350,173
Interest & Investment Income	(40,000)	(66,714)
Loan Charges	89,013	119,466
Capital Expenditure	-	4,875
Transfers to/(from) other reserves	110,700	59,095
(Deficit from) General Reserve	(144)	(12,790)
Precept on Principal Authority	999,504	999,504

Bognor Regis Town Council

31 March 2025

Annual Report Tables

Table. 2 – Service Income & Expenditure

	Notes	2025 £	2025 £	2025 £	2024 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES					
Cultural & Heritage}		57,047	(6,790)	50,257	32,822
Open Spaces		4,410	(4,097)	313	1,514
Tourism		10,667	-	10,667	8,814
ENVIRONMENTAL SERVICES					
Community Safety (Crime Reduction)		2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES					
Economic Development (including markets)		330,227	(22,497)	307,730	356,687
Community Development		75,151	-	75,151	78,349
HIGHWAYS, ROADS & TRANSPORT SERVICES					
Street Lighting		6,908	-	6,908	6,822
Parking Services		-	-	-	(7,000)
OTHER SERVICES					
Other Services to the Public		118,634	(26,261)	92,373	81,893
CENTRAL SERVICES					
Corporate Management		310,362	(30,760)	279,602	266,376
Democratic & Civic		51,759	-	51,759	8,105
Civic Expenses		19,936	(1,124)	18,812	15,972
Net Cost of Services		987,101	(91,529)	895,572	852,354

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

AGENDA ITEM 14 - TO RECEIVE AN UPDATE FROM THE TOWN MARKETS OFFICER ON THE PLANNED PROGRAMME OF MARKET-STYLE EVENTS FOR 2025/2026

REPORT BY THE TOWN MARKETS OFFICER

FOR INFORMATION

UPDATE ON THE EVENTS PROGRAMME FOR 2025

The Town Markets Officer role was newly created earlier this year and, as such, there were no existing Town Council documents relating to markets. Processes, correspondence templates and application forms have since been designed by the Town Markets Officer, as well as research being carried out to support the creation of legally binding Terms and Conditions for traders.

Whilst the primary function of the role is to deliver markets and activities that will increase footfall in the town centre, it also serves as an opportunity to address antisocial behaviour that takes place. With this in mind, the Town Markets Officer attended a multi-partnership meeting on 16th May 2025, at which issues affecting businesses in the town, such as antisocial behaviour, were discussed. This attendance allowed for the Officer to become familiar with the profile of the town centre and was an opportunity to meet and network with key partners.

Taking into account the town's current antisocial behaviour issues, the Officer has created some activities as 'quick wins' that have the potential to increase footfall, while the time needed to deliver more routine, general markets is taken.

A summary of these activities is below: -

Community Information Superhighway - Sunday 20th July 2025

On 20th July 2025, the first weekend of the school holidays, the pedestrian precinct in London Road will turn into the 'Community Information Superhighway'. We are bringing together community and support groups, clubs and organisations to showcase themselves directly to the people of Bognor Regis, in the style of a general market.

The purpose of the event is to: - highlight organisations and raise awareness; entice new members/volunteers; publicise upcoming events (including kids summer holiday activities); offer services and/or advice beneficial to the community; offer signposting to relevant organisations.

Currently signed up are: - BRTC, WSCC, ADC, Air Cadets, Army Cadets, Bognor Regis Yacht Club, The Arena, Bognor Regis Lions Club, Bognorphenia, Aldingbourne Trust, The Phoenix Centre, Family Support Network, My Sister's House, West Sussex Fire & Rescue and Sussex Underwater. There is also a reserve list.

West Sussex Fire & Rescue Service have kindly agreed to attend with a fire engine although, if operational needs dictate, they will have to leave. If this were to happen, volunteers would remain.

Nothing will be on sale at this event as we are trading information. Individual pitch holders have been advised to apply for a street collection licence to raise funds, if applicable.

Whilst the Town Markets Officer will be supported by the Events team, to provide information on forthcoming events in Bognor Regis, Councillors are also invited to attend as this will be a great opportunity for public engagement and, similar to the drop-in sessions, be on hand to answer any questions.

In order to maximise our footprint across the town centre, given the popularity of the event that has seen the need for a reserve list, permission has been sought to have a number of pitches on the railway station forecourt. Whilst permission in principle has been granted, confirmation from the Station Manager is awaited.

All appropriate licences have been granted for this event, for which there are no charges.

Artisan and Craft Market - Sunday 3rd August 2025

Again, utilising the pedestrian precinct in London Road, we shall be bringing together local makers and do'ers to showcase their handmade products. All stallholders are local to Bognor Regis.

Pitch fees for this event are £20 for a 3m x 3m gazebo.

At the time of writing, this event is still subject to licenses being granted by ADC. The licence for this event would cost £276. Currently 7 stall holders have signed up, generating a projected income, so far, of £140.

999 Day – Sunday 17th August 2025

A 999 emergency services day event was in the early stages of planning however, ADC have applied for licences for a duplicate event on 14th August. As a result, I have offered my help and assistance to ADC's event as it was further along than ours. This event will be replicated the week before in Littlehampton.

BMX Stunt Show - Friday 29th August 2025

Working in tandem with the BRTC Events Manager, it is our aim to bolster the BMX Stunt Show event with a complimentary 'market', focusing on cycling, exercise, health and wellbeing, and general fitness.

Take up on this event from traders/stallholders has been slow to date, however, Sussex Police have committed to attend and will be cycle marking. Arun Wellbeing will also be in attendance promoting general health and wellbeing. Cycle-related retailers, as well as gyms, will be recontacted in an effort to sell some pitches.

There will be a mix of paying and non-paying stallholders and it is aimed to recoup some of the licencing costs of £276 through paying pitches.

Southdowns Music Festival - 19-21st September 2025

Historically, Diamond Sussex events have organised a successful craft market on the festival footprint and it is anticipated that this will continue to be the case, moving forward.

Nonetheless, it is hoped that the Town Markets Officer can meet with the event organisers, to discuss options for the Town Council to become involved, in the near future.

French Market – TBC

France at Home, one of, if not the UK's biggest French Market Operator has ceased trading due to retirement. Other Market Operators contacted have either not been available or are already over committed to other projects.

Taking a proactive approach, contact was made with the Bognor Regis Twinning Association who provided the contact details for International Relations at Saint-Maur-des-Fossés City Hall. Initial introductory emails have been exchanged as we look to see whether there are traders from the French region who could deliver a market in Bognor Regis. Diplomatically, this would be a fantastic opportunity to strengthen our Twinning bonds.

Cost-wise, after the initial outlay of £276 for 'one off market licence' we would need to come to an agreement regarding accommodation and transport costs for the traders and balance these costings with any fees that we would implement.

This event could end up being quite costly, however, this outlay balanced with the Council's aspirations for the town could make these costings justifiable, given the coverage the event would hopefully receive, the footfall that it brings and the overall 'wow factor'.

General Market – TBC

Since the commencement of the Town Markets Officer role, the postholder has spoken to many market operators and stallholders in person, via email and through social media. Many of these traders are booked solidly, as you would expect, and as a result either have no availability, are tied into contracts or are reluctant to leave an existing, historically successful market to join a new one.

Many leading Market Operators have ceased trading since COVID, and markets as a whole have seen a downturn. That said, Bray Associates, who currently facilitate the Chichester Markets and operate across the South of England met with the Town Markets Officer on 22nd May, with a view to partnering on a Thursday General Market. Discussions were positive and a formal letter of interest is awaited.

The licence for this would be £3,018. If there were an average of 8 traders per market, at £20 per pitch (currently being charged by Bognor BID on Tuesdays and Saturdays) this would be recouped after 19 markets. This low rate acts as an introductory offer.

Bognor Regis BID's intentions with regards to the General Market, moving-forward, will try to be ascertained with any opportunity for the Town Council to take on the General Market in 2026 explored. Should the BID still wish to continue with the market, in order to mitigate costs, potentially there would be an opening for BRTC and BID to work together, splitting costs. In the absence of the Deputy Clerk, who has another commitment, the Town Markets Officer will be attending the next BID Board meeting on 5th June, with a report brought back to the next Committee meeting.

Christmas Market – TBC

Again, stallholders would have committed to Christmas Markets for 2025 well in advance, however, it is hoped that a successful partnership with Bray Associates could lead to Bognor Regis hosting such an event in 2026.

BUDGET

A breakdown of the budget is attached as **Appendix 1**.

Town Markets Officer Budget 2025/2026 - as at 27.05.2025

Opening Balance:	£10,000	Working Budget provided for in 2025/2026
	£2,324.20	Reallocated (E&L Min. 78 refers)
	£3,500	Remaining ADC Match-Funding
TOTAL:	£15,824	

Income To Date	Received
Artisan & Craft Market (Sunday 3 August 2025) - Pitch fees @ £20 each	£40
Total income to date:	£40

Expenditure To Date	Spent
	£0
Total expenditure to date:	£0

Closing Balance: £15,864.20

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

AGENDA ITEM 15 - GRANT AID INCLUDING: -

- **TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED**
- **CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED**

REPORT BY TOWN CLERK

FOR DECISION

TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED

The Council's Corporate Strategy identifies the Council's priority headings, and these are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

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

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

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

The Grant Aid application pack consists of an application form, supported by the Town Council's Grant Awarding Policy and a map showing the wards of Bognor Regis. The documents used for 2025 are attached (**Appendices 1-3**). There are no changes suggested by Officers, besides from updating dates (as highlighted in red on the appendix).

DECISION

Members are invited to review the Town Council's Grant Awarding Policy and Grant Aid application form, **AGREE** any amendments, and **APPROVE** the Grant Aid application form for 2026.

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

As per the last round of Grant Aid funding, it would be the Officer recommendation that the Extraordinary Meeting of the Policy and Resources Committee, at which applications for Grant Aid 2026 will be decided upon, does not take place until after the 2026/2027 Budget has been adopted, and the Precept approved, by Council at the meeting to be held on 5th January 2026. Doing so would allow for consideration of any reduction to the Grant Aid Budget, should the Council be faced with tough decisions again in trying to keep any increase to the Precept at a minimum, particularly considering unforeseen circumstances such as Covid or the Cost-of-Living Crisis.

As provision for this Grant Aid funding will come from the Council's 2026/2027 Budget, monies will not be available to applicants until 1st April 2026.

DECISION

Based on the Officer recommendation, Members are invited to **AGREE** one of the following dates for the Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2026 applications will be considered: -

- a) Monday 12th January 2026 at 6.30pm
- b) Monday 26th January 2026 at 6.30pm



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2026

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

1. Name of your organisation

--

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

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

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

Please tick:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--------------	------------------------------	-----------------------------

4. Please tick the relevant information and supply the appropriate number

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

5. Please supply the following information

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

How many members do you have?

How many people use this service?

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

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

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

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

Please tick: Yes ☐ No ☐

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

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

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

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

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

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

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

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

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

Details of any safety issues:

Public Liability Insurance: Yes ☐ No ☐

Amount held:

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

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

Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time

6 months <input type="checkbox"/>	12 months <input type="checkbox"/>
-----------------------------------	------------------------------------

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

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

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

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

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

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

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

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 13th November 2025**, with all required documentation as outlined to:

~~Glenna Frost~~ Town Clerk
BOGNOR REGIS TOWN COUNCIL

clerk@bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL GRANT AWARDING POLICY

Policy Statement

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

Who can apply?

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

Key Principles

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

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

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

to make the Town as sustainable as possible.

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

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

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

Review of the Policy

The Grant Awarding Policy was reviewed by the Policy and Resources Committee in June 2025. The Policy is scheduled to be reviewed every 12 months.

GRANT AWARDING POLICY - GUIDANCE NOTES FOR APPLICANTS

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

Who may apply for a grant?

The Town Council will fund organisations: -

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

Who is not eligible to apply for a grant?

The Town Council may not fund: -

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

The Application

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

All applications: -

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

- Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
- For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
- Must be made on the form provided by this Council and must be emailed to the Town Clerk to arrive **not later than 5.00pm on Thursday 13th November 2025**. Late applications will not be considered.

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

How the application is determined

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

- Account will be taken of: -
 - The level of the organisation's own fundraising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Whilst there is no upper limit to the amount that an applicant can request from the grant budget available, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all residents and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a grant, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at an Extraordinary Meeting of the Policy and Resources Committee in January 2026 (for details of the date of the meeting, please see the Town Council notice boards or visit the Council's website).

Following determination of the application

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

- Successful applicants will be expected to attend the Mayor's Civic Reception in March 2026, to collect their cheques, unless there are exceptional circumstances (further information including an invitation will follow). Cheques will be post-dated to 1st April 2026.
- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



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

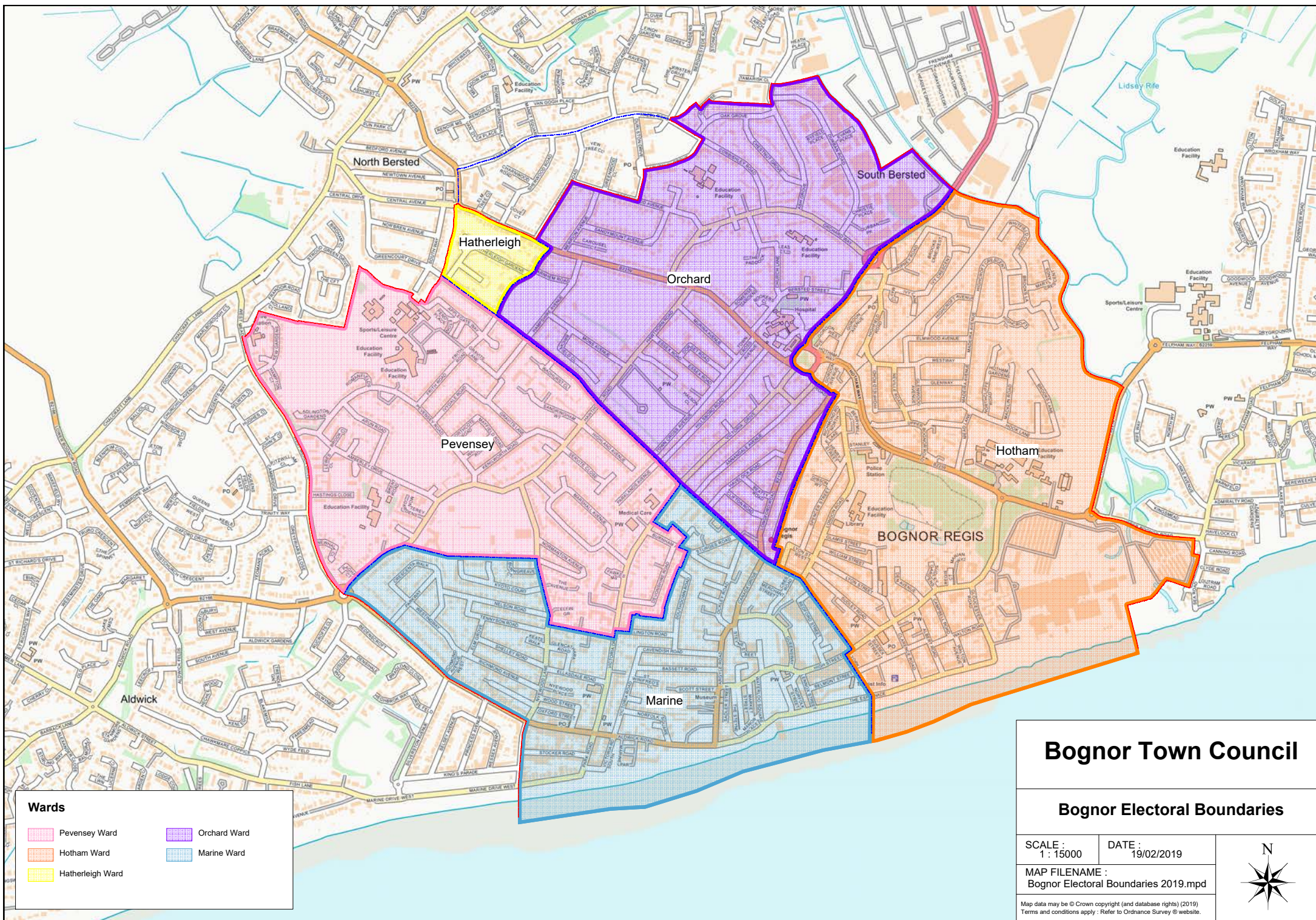
Data

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

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

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

Email: clerk@bognorregis.gov.uk



Wards

- Pevensey Ward
- Hotham Ward
- Hatherleigh Ward
- Orchard Ward
- Marine Ward

Bognor Town Council

Bognor Electoral Boundaries

SCALE :
1 : 15000

DATE :
19/02/2019

MAP FILENAME :
Bognor Electoral Boundaries 2019.mpd

Map data may be © Crown copyright (and database rights) (2019)
Terms and conditions apply : Refer to Ordnance Survey © website.



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

AGENDA ITEM 16 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Staffing

As we approach the busy summer season, the team is one man down, following the recent resignation of a staff member and they are facing a heavy workload with the summer bedding plant changeover, grass cutting and events support. Reduction of staff to three members means that the maintenance of the A29 Shripney Road central reservation cannot be undertaken until the Town Force team are once again fully staffed, and any new starters are confident in setting up the required traffic management system.

Following the resignation of a further member of Town Force to take up a position closer to home, two new team members have been recruited, with their start dates being 9th June and 20th June. Whilst the team will be fully staffed again next month, the loss of knowledgeable and experienced staff is significant. New staff will require onboarding, mentoring and training which will have an impact on productivity of the team.

Furthermore, another team member has a procedure planned for mid-July which will lead to a long-term absence from work and a temporary reduction in staff numbers back to three during the main season.

With the above issues in mind, careful consideration is being given to each and every request for Town Force assistance from 3rd parties as the main focus and priority has to be given to their own work. Further compromises may also be required to ensure staff wellbeing does not suffer whilst at work.

Town Force Accommodation

Following receipt of the Electrical Installation Condition Inspection Report which highlighted some C2 defects, remedials were promptly carried out.

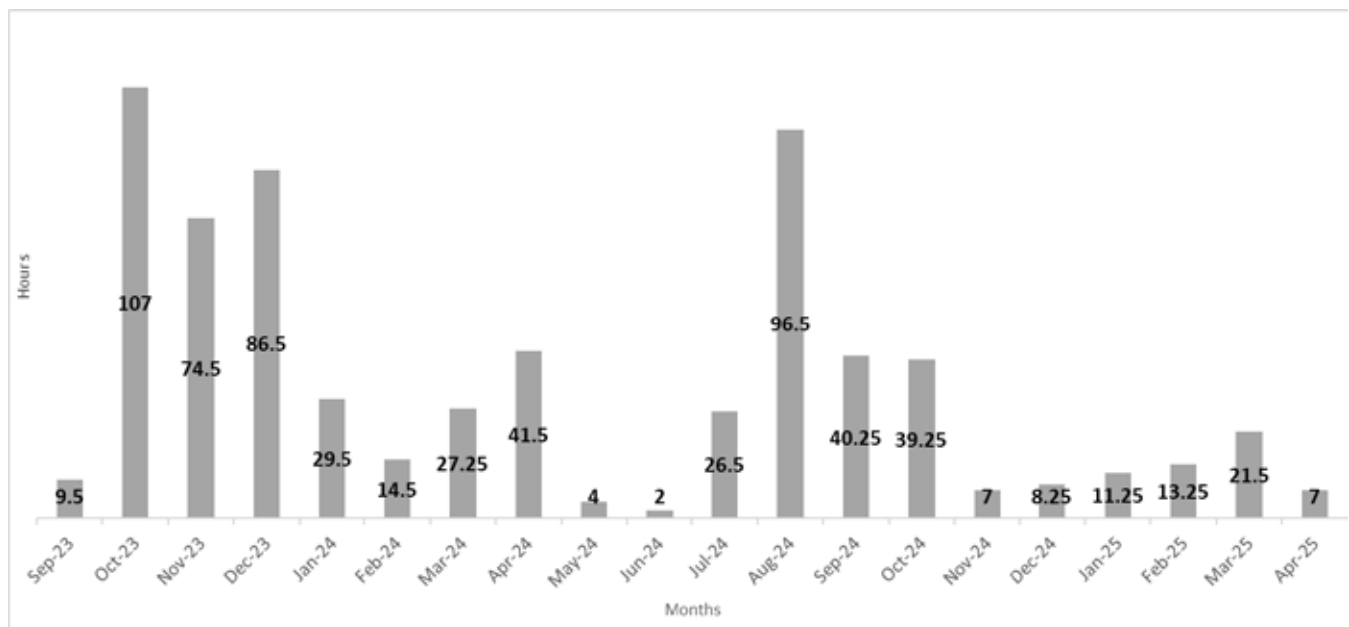
All actions arising from the Legionella risk assessment have been signed off, with onsite staff undertaking all preventative water hygiene tasks at the intervals prescribed by the relevant legislation.

Town Force Training

A Team member attended an Emergency First Aid at Work course and PASMA Mobile Scaffold Tower course to ensure that this professional qualification is held by at least one team member and the mobile scaffold tower can be used.

Graffiti

There was a slight increase in the levels of graffiti in March but overall, the situation remains under control.



Town Force Equipment and Vehicles

The cherry picker developed a major fault on the hydraulics which necessitated its repair by the manufacturer in Leicester. This has had an impact on a number of jobs that had to be delayed until after the machine is fixed.

All vehicles have been serviced and had reversing beeper alarms fitted to alert those nearby of the vehicle's movement. The BW66 Transit van has since developed a fault which requires a new clutch and hydraulic master cylinder. This essential repair will be undertaken on 29th and 30th May.

Horticultural Activities

Winter bedding plants are currently being removed in readiness for arrival of the summer bedding on 2nd June and 9th June. This will be followed by delivery and installation of hanging baskets and troughs to the High Street, Queensway, Railway station, seafront, Arcade and the Picturedrome cinema.

Seafront Showers

Following approval by the Planning and Licensing Committee, Community Infrastructure Levy (CIL) funding was used to purchase three replacement showers for the seafront. These were installed by a plumbing contractor in conjunction with Town Force on 7th May. Disinfection of the system following winter shutdown, as recommended by the Legionella Risk Assessment and BS8554:2015, was undertaken the day after and water to the showers turned on. Weekly flushing, monthly temperature monitoring and quarterly cleaning/descaling regimes have been initiated and are carried out by Town Force. 'Provided by BRTC' stickers have been made and will be installed as soon as the team's workload allows.

Seafront Beacon

The LPG gas safety check of the burner, hoses and connectors was carried out prior to the VE Day Beacon Lighting event. Owing to the breakdown of the TF cherry picker, it was necessary to hire one in to enable safe installation and removal of the beacon lighting equipment for the VE Day event.

Bike Repair Stations

Two out of the four stations were vandalised shortly after installation. The Rock Gardens station had all tools stolen whilst the Hotham Park one had the torx

key set taken. The manufacturer quote for replacement tools exceeded the annual budget available and as such, like for like tools have been sourced at a substantially lower cost locally. Town Force check all bike repair stations once a month.

Sponsored Planters

There have been no enquiries regarding planter sponsorship.

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

Picturedrome cinema

Breakdown of the cherry picker meant the team was unable to fully complete the external redecoration of the Canada Grove side of the building.

Events Support

Town Force have supported the BRSFL Easter Funfair, VE Day Beacon Lighting, Bognor Prom 10K Road Race, Carnival and Alice in Wonderland Day in Hotham Park.

BRTC Gravits Lane Allotment site

The team cleared a significant amount of fly-tipping from the substation area off Gravits Lane which is part of the allotment site and subsequently installed fencing and a gate to improve security of the site. The work was funded by a grant from Safer Arun Partnership.

Revenue generating jobs

- Artwork relocation for Cllr. Goodheart;
- Ongoing planter maintenance for Felpham Parish Council;
- Ongoing planter and flower bed maintenance for BRWM Hospital plus a one-off ground maintenance of the Chapel Garden;
- 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 distributed some of the Events Leaflets and BRTC Newsletters, changed allotment padlock codes, assisted the In Bloom Working Party with judging of entries into the Guides competition, set up /packed away equipment for the Councillor Drop-In Surgery, removed fly-posting and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

**AGENDA ITEM 17 - TO RECEIVE ANY UPDATE IN RELATION TO BOOM
COMMUNITY BANK – MIN. 86 REFERS**

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

Members were last updated at the Policy and Resources Committee Meeting held on 18th November 2024 (Min. 86 refers).

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

In summary, 17 loans have been disbursed from the fund, totalling £16,300.

To the end of March, £6,535 has been repaid into the fund. Additionally, 17 initial savings deposits of £5 each had been deducted. Therefore, as of March 31st, the balance of the fund was £14,908.

It is disappointing to note that there have been no approvals between January and March, which may suggest that awareness of the scheme has declined. A handful of applications have been received this year, though all have unfortunately been declined. The true value of scheme will begin to be realised once the fund has been disbursed once-over and begin to be recycled. The drop in engagement will be addressed by Boom Community Bank through renewed efforts, including online content, articles, social media posts, and similar outreach. The Town Council will also run a publicity drive to remind residents of the opportunity available to them.

NILS DATA REPORTS TO 31st MARCH 2025

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

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

FOR INFORMATION AND NOTING

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

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of NILS loans approved	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0
Value of Loans issued	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0
Average Loan Value issued	£0	£0	£0	£1,500	£967	£0	£1,000	£300	£1,500	£0	£1,000	£650	£0	£0	£0
Number of Loans Settled	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0
Fully Settled Loans Value	£0	£0	£0	£0	£0	£0	£400	£0	0	0	£900	0	£0	£0	£0
Purpose															
Car purchase	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Car repairs	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Christmas	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Clothing and food	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Debt consolidation	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Education and training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Funeral costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Healthcare costs	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Household appliance	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0
Household furniture	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0
Household improvements and repairs	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Moving costs	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0
Multi-purpose and other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent deposit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel or holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility bills	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender															
Female	0	0	0	0	6	0	1	1	1	0	1	2	0	0	0
Male	0	0	0	1	3	0	0	0	0	0	1	0	0	0	0
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenure															
Council Tenant	0	0	0	0	1	0	1	0	1	0	1	0	0	0	0
Homeowner	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Housing Association Tenant	0	0	0	1	1	0	0	1	0	0	0	2	0	0	0
Private Tenant	0	0	0	0	6	0	0	0	0	0	1	0	0	0	0
Shared Accomodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Employment Status															
Employed	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Long Term Sick	0	0	0	1	1	0	0	0	0	0	0	1	0	0	0
Medical Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part time	0	0	0	0	2	0	0	0	0	0	1	1	0	0	0

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of NILS loans approved	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0
Retired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Employed	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0
Unemployed	0	0	0	0	3	0	1	0	1	0	1	0	0	0	0
Main Source of Income															
Employment	0	0	0	0	5	0	0	1	0	0	1	1	0	0	0
Pension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Universal Credit	0	0	0	1	4	0	1	0	1	0	1	1	0	0	0
Living Arrangements															
Houseshare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Live in carer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living alone	0	0	0	1	5	0	1	0	1	0	1	1	0	0	0
Living with family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living with partner	0	0	0	0	4	0	0	1	0	0	1	1	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dependants															
0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	5	0	0	1	0	0	0	2	0	0	0
2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
4+	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0
Funding Position															
Opening Balance	£25,500	£25,500	£25,500	£25,500	£23,995	£15,295	£15,641	£15,534	£16,276	£15,290	£15,789	£14,468	£13,071	£13,619	£13,619
Loans Disbursed	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0
Loan Payments Received	£0	£0	£0	£0	£45	£346	£898	£1,047	£519	£500	£689	£655	£548	£0	£1,289
Joining Deposit	£0	£0	£0	£5	£45	£0	£5	£5	£5	£0	£10	£10	£0	£0	£0
Available funds	£25,500	£25,500	£25,500	£23,995	£15,295	£15,641	£15,534	£16,276	£15,290	£15,789	£14,468	£13,813	£13,619	£13,619	£14,908
Arrears (Cumulative)															
0 to 13 weeks @ 2%	0	0	0	1	10	10	10	10	11	10	10	12	11	11	11
14 to 26 weeks @ 35%	0	0	0	0	0	0	0	1	1	1	2	2	2	2	0
27 to 39 weeks @ 60%	0	0	0	0	0	0	0	0	0	1	1	1	1	1	3
40 to 52 weeks @ 80%	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
52 weeks @ 100%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Age															
18-30	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
31-40	0	0	0	0	3	0	1	1	0	0	0	1	0	0	0
41-50	0	0	0	1	2	0	0	0	1	0	1	0	0	0	0
51-60	0	0	0	0	3	0	0	0	0	0	1	1	0	0	0
61-70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
71+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward															

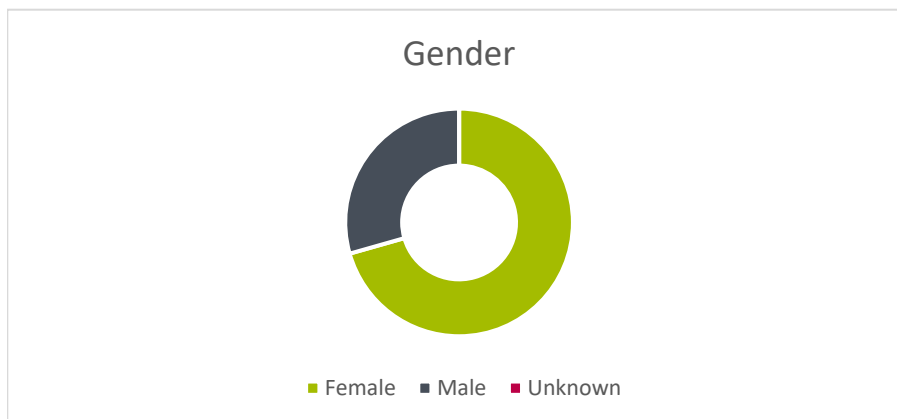
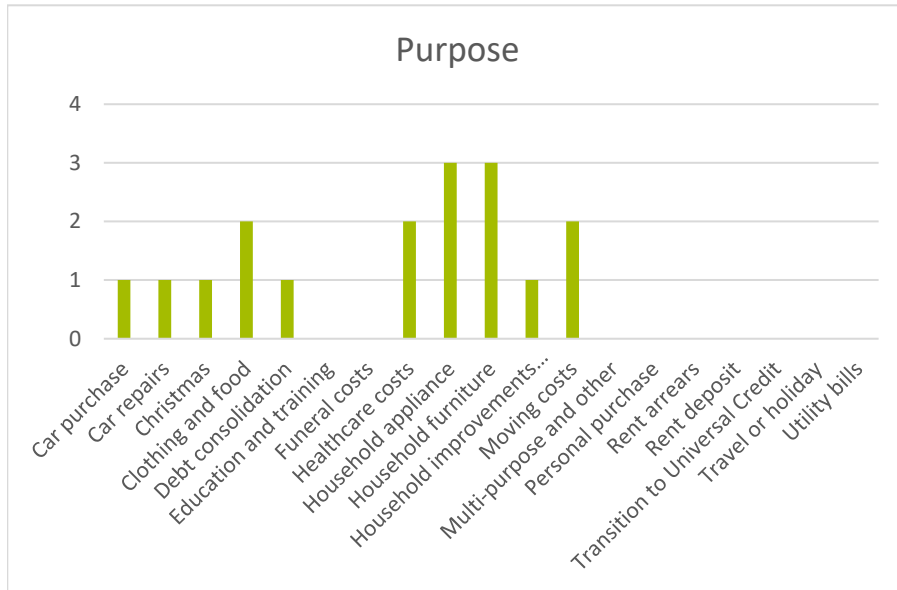
	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025
Bognor Regis (Approved)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of NILS loans approved	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0
Hatherleigh	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Hotham	0	0	0	0	4	0	0	0	0	0	0	1	0	0	0
Marine	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0
Orchard	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0
Pevensey	0	0	0	0	2	0	1	1	0	0	1	1	0	0	0

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Number of NILS loans declined	0	0	0	4	11	1	2	2	4	4	2	2	2	2	2
Value of Loans applied for	£0	£0	£0	£5,800	£16,050	£300	£1,100	£3,000	£6,750	£8,000	£2,000	£2,300	£900	£2,300	£1,700
Average Loan Value applied for	£0	£0	£0	£1,450	£1,459	£300	£550	£1,500	£1,688	£2,000	£1,000	£1,150	£450	£1,150	£850
Purpose															
Car purchase	0	0	0	1	4	0	0	1	0	0	0	0	0	0	0
Car repairs	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Christmas	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Clothing and food	0	0	0	1	1	0	1	0	0	0	0	0	1	1	0
Debt consolidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Education and training	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Funeral costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Healthcare costs	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Household appliance	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0
Household furniture	0	0	0	0	1	0	0	0	1	1	0	0	0	0	1
Household improvements and repairs	0	0	0	0	3	0	0	0	0	0	0	0	0	1	0
Moving costs	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0
Multi-purpose and other	0	0	0	0	1	0	1	1	1	1	0	1	0	0	0
Personal purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent arrears	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
Rent deposit	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Transition to Universal Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel or holiday	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Utility bills	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender															
Female	0	0	0	2	9	1	1	1	1	2	2	2	1	1	0
Male	0	0	0	2	2	0	1	1	3	2	0	0	1	1	2
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tenure															
Council Tenant	0	0	0	0	3	1	0	1	0	1	2	0	0	0	0
Homeowner	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Housing Association Tenant	0	0	0	1	1	0	0	0	1	1	0	1	0	0	0
Private Tenant	0	0	0	3	4	0	1	0	2	1	0	1	2	1	2
Shared Accomodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	3	0	1	1	0	1	0	0	0	1	0
Employment Status															
Employed	0	0	0	1	5	0	0	0	1	2	0	0	0	1	0
Long Term Sick	0	0	0	0	1	1	1	0	3	0	1	1	0	0	1
Medical Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Part time	0	0	0	1	1	0	0	1	0	0	0	0	0	0	0
Retired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Self Employed	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025
Bognor Regis (Declined)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Unemployed	0	0	0	1	4	0	1	1	0	1	1	1	2	1	1
Main Source of Income															
Employment	0	0	0	3	6	0	0	1	1	3	0	0	0	1	0
Pension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Universal Credit	0	0	0	1	5	1	2	1	3	1	2	2	2	1	2
Living Arrangements															
Houseshare	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0
Live in carer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Living alone	0	0	0	0	3	1	1	0	2	1	1	1	2	1	0
Living with family	0	0	0	0	3	0	1	2	1	2	0	0	0	0	0
Living with partner	0	0	0	3	4	0	0	0	1	1	1	1	0	0	2
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dependants															
0	0	0	0	1	5	1	2	1	3	0	0	1	2	2	0
1	0	0	0	1	3	0	0	1	1	2	2	1	0	0	0
2	0	0	0	1	1	0	0	0	0	1	0	0	0	0	1
3	0	0	0	0	2	0	0	0	0	0	0	0	0	0	1
4+	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0
Ineligible Applicants															
Active CCI's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Affordability	0	0	0	3	10	0	2	2	3	4	1	2	1	1	1
Current loans	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Defaults	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Live Debt Management Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Live Insolvency	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0
Withdrawn by applicant/no contact	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Age															
18-30	0	0	0	3	6	0	0	2	2	2	0	0	0	0	0
31-40	0	0	0	1	2	0	2	0	2	0	2	1	0	1	2
41-50	0	0	0	0	3	0	0	0	0	2	0	0	1	0	0
51-60	0	0	0	0	0	1	0	0	0	0	0	1	1	0	0
61-70	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
71+	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward															
Hatherleigh	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
Hotham	0	0	0	1	2	0	0	0	2	1	0	1	1	1	0
Marine	0	0	0	0	2	1	1	0	0	0	1	0	0	1	0
Orchard	0	0	0	2	5	0	0	0	1	1	0	0	0	0	1
Pevensey	0	0	0	1	2	0	1	1	1	2	1	1	1	0	1

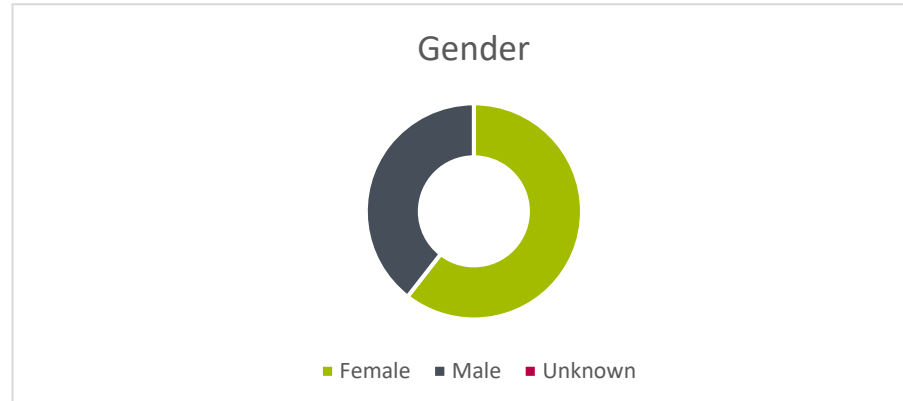
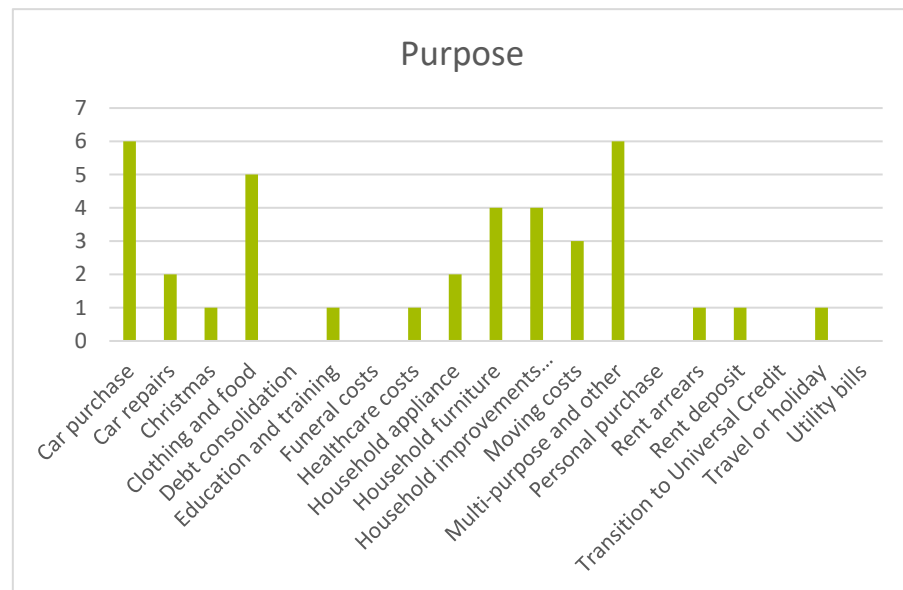
Bognor Regis Approved

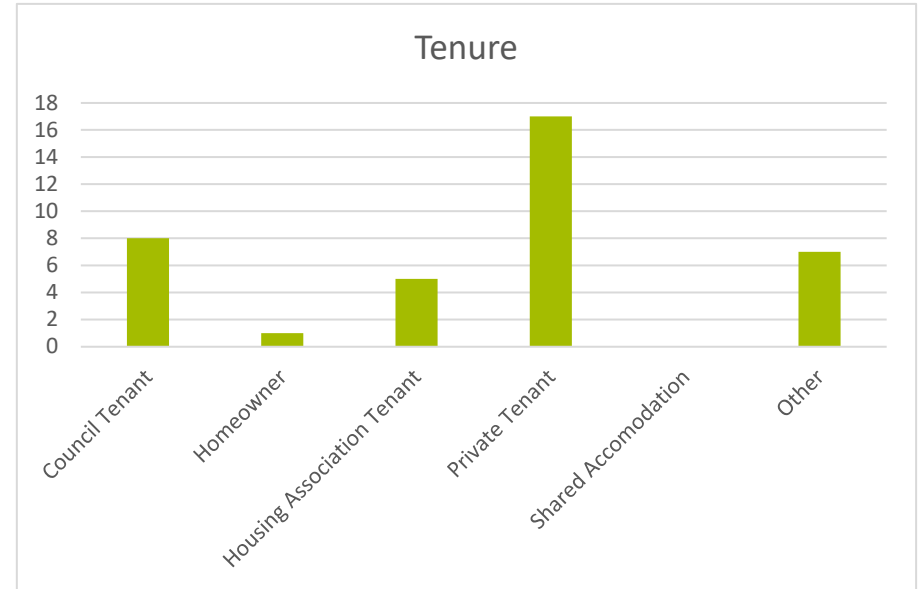
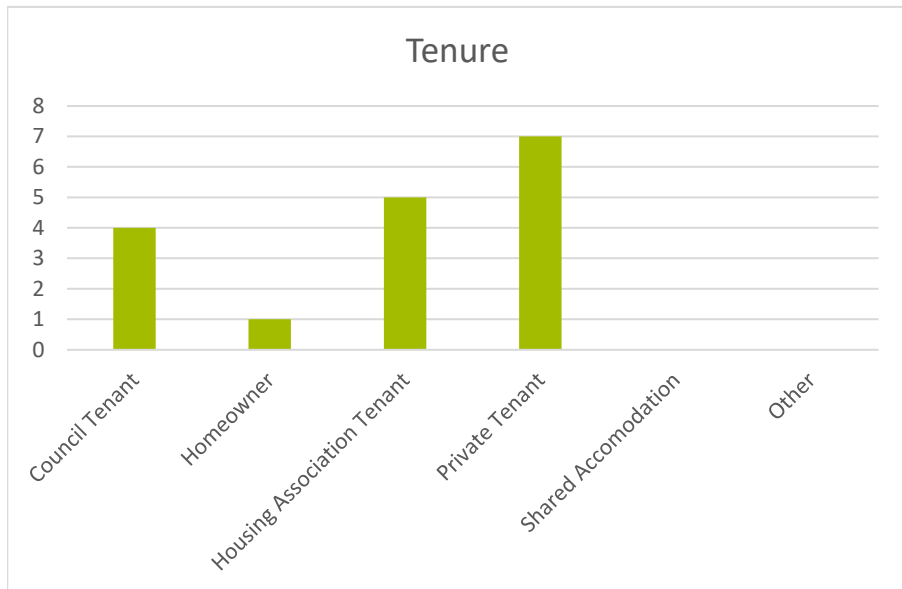
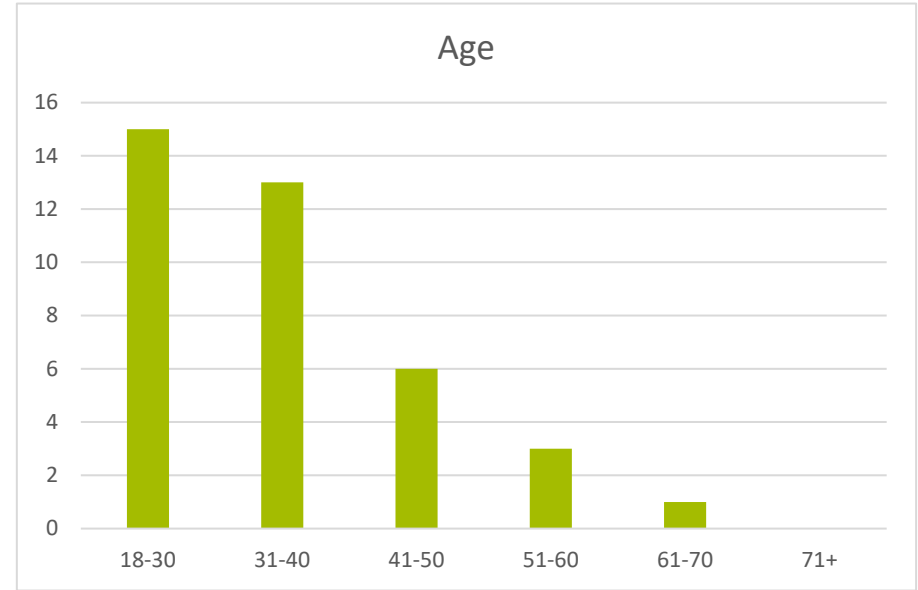
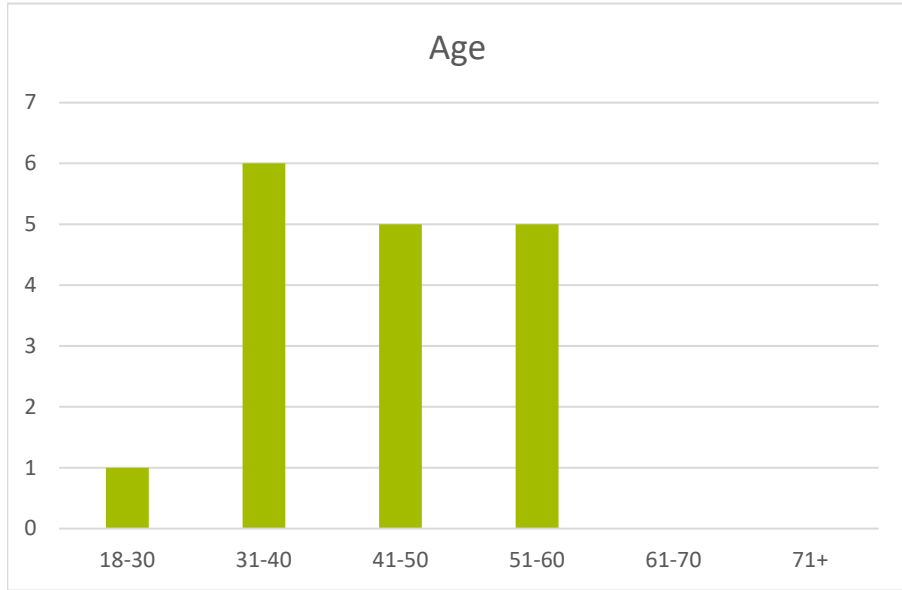
Number of Loans Issued:	17
Value of Loans (£):	16,300
Average Value of Loans (£):	959
Number of Loans Repaid:	2
Value of Loans Repaid (£):	6,535

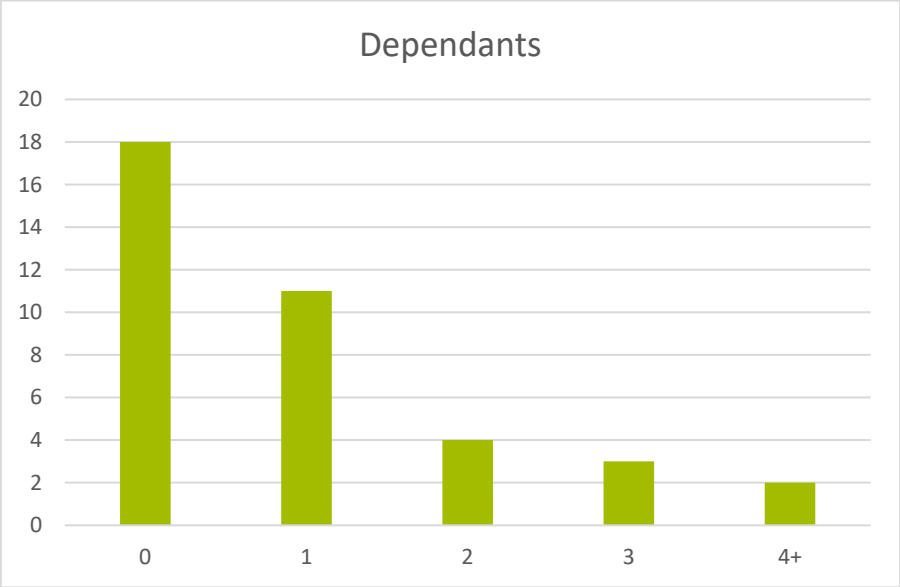
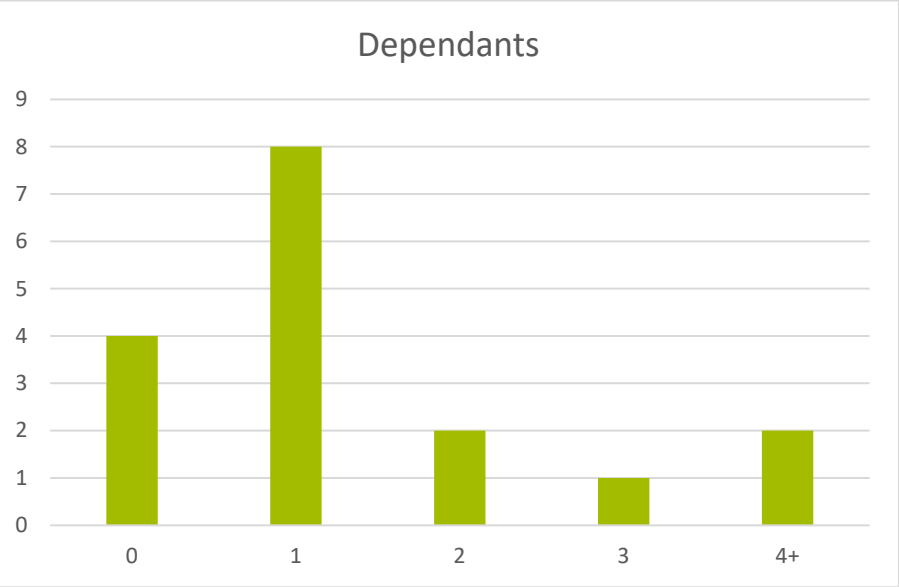
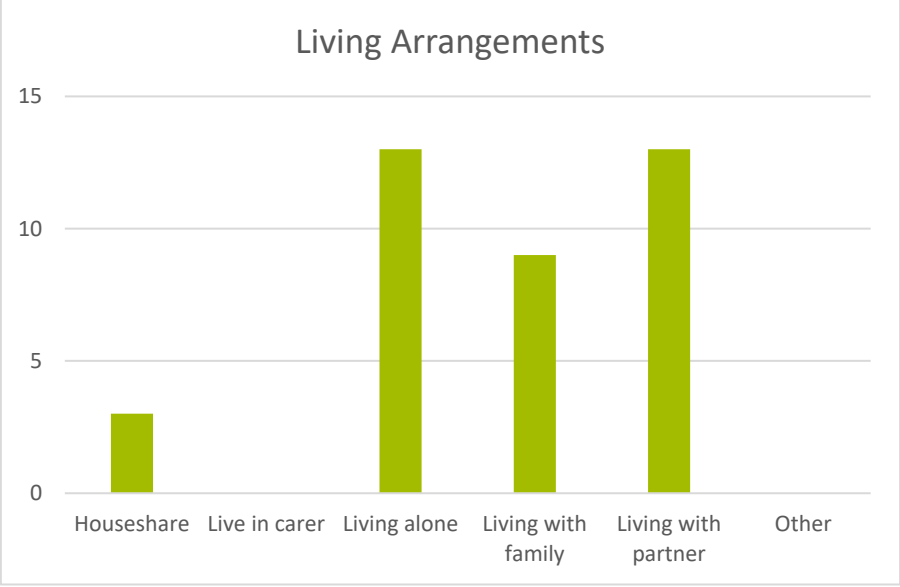
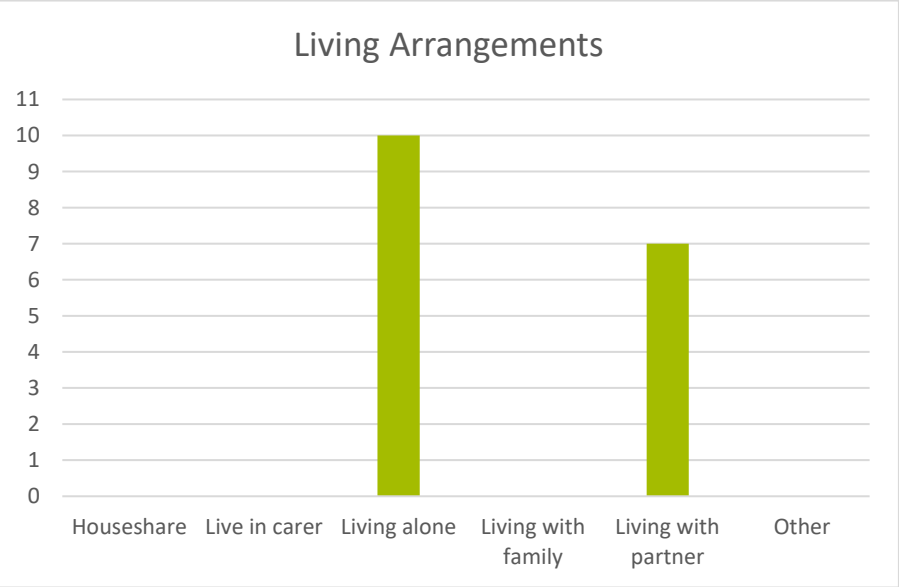


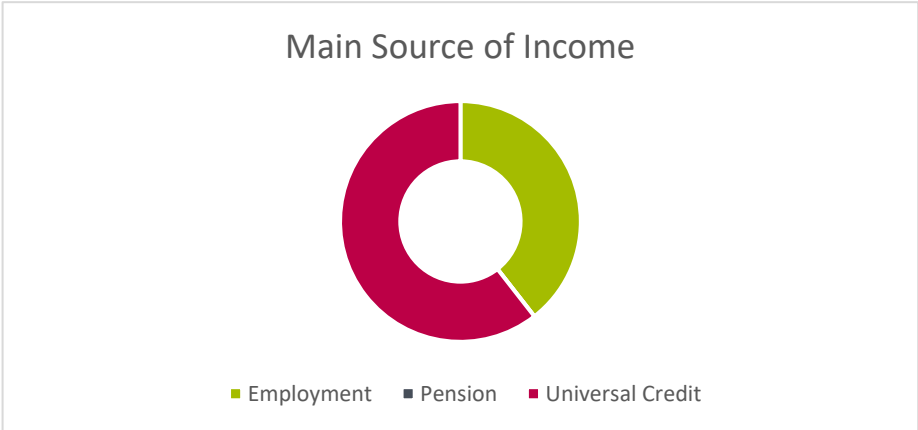
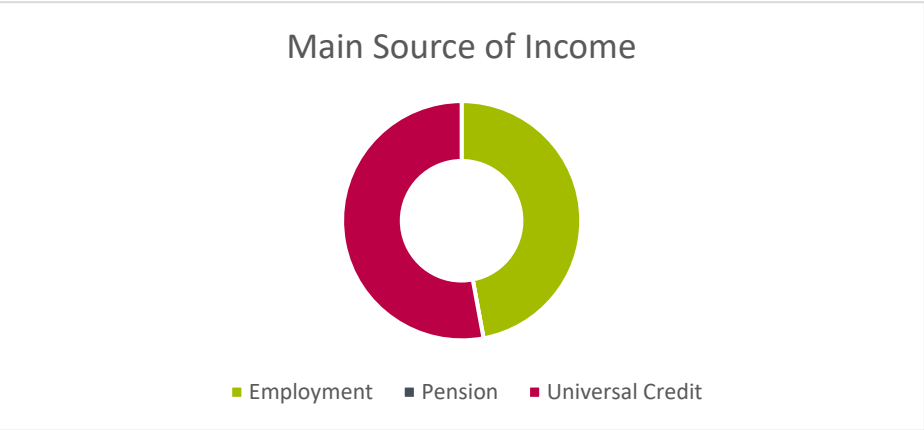
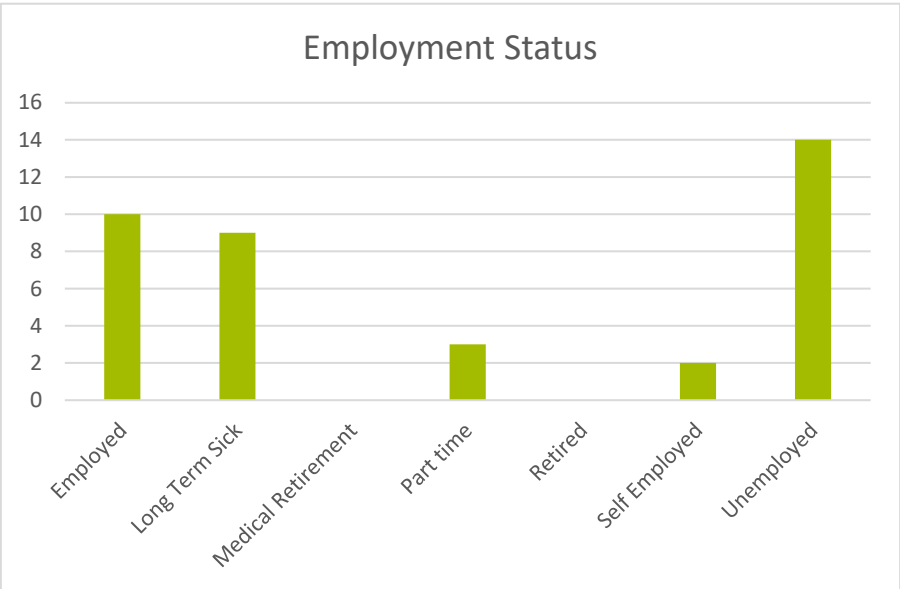
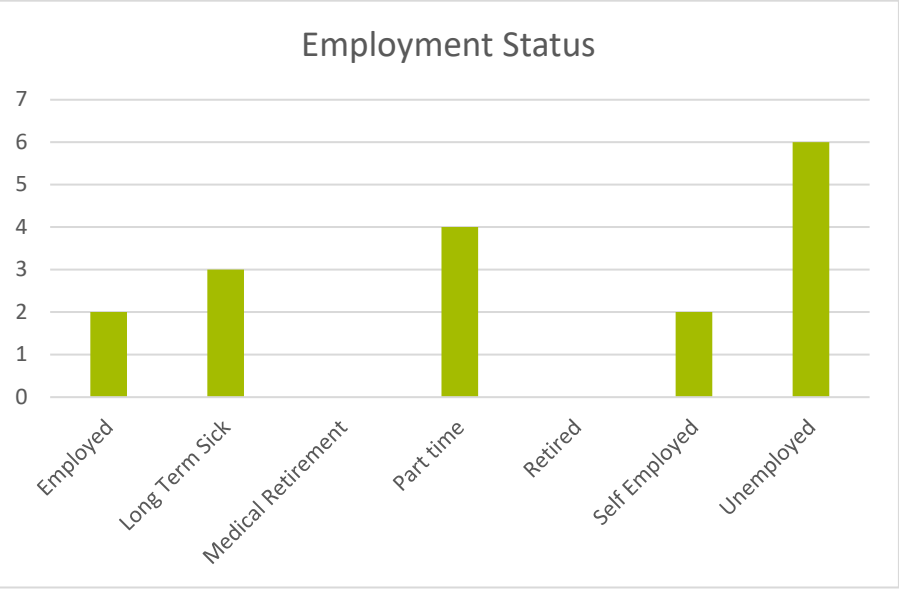
Bognor Regis Declined

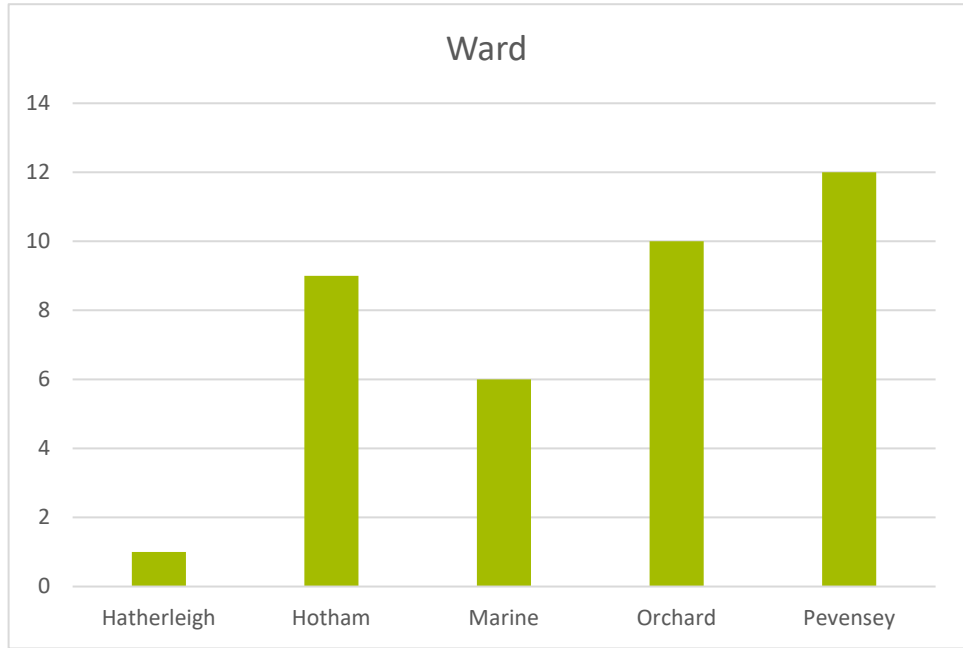
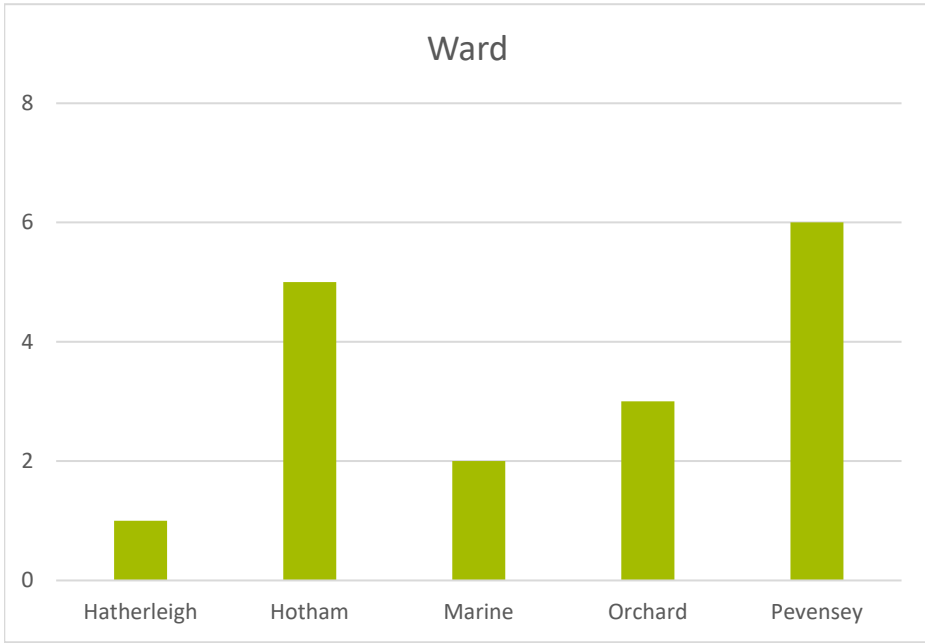
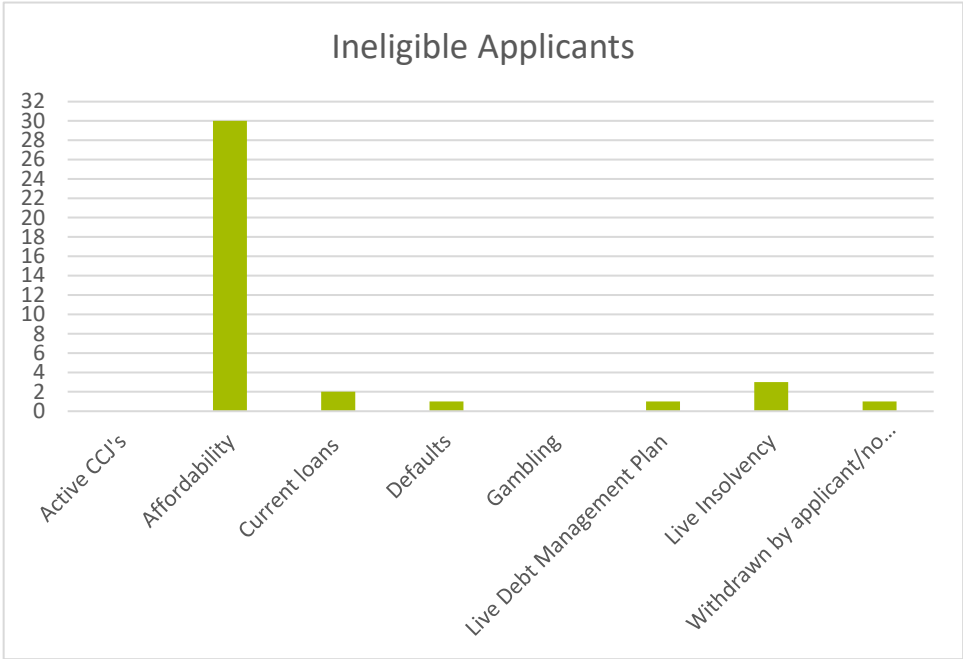
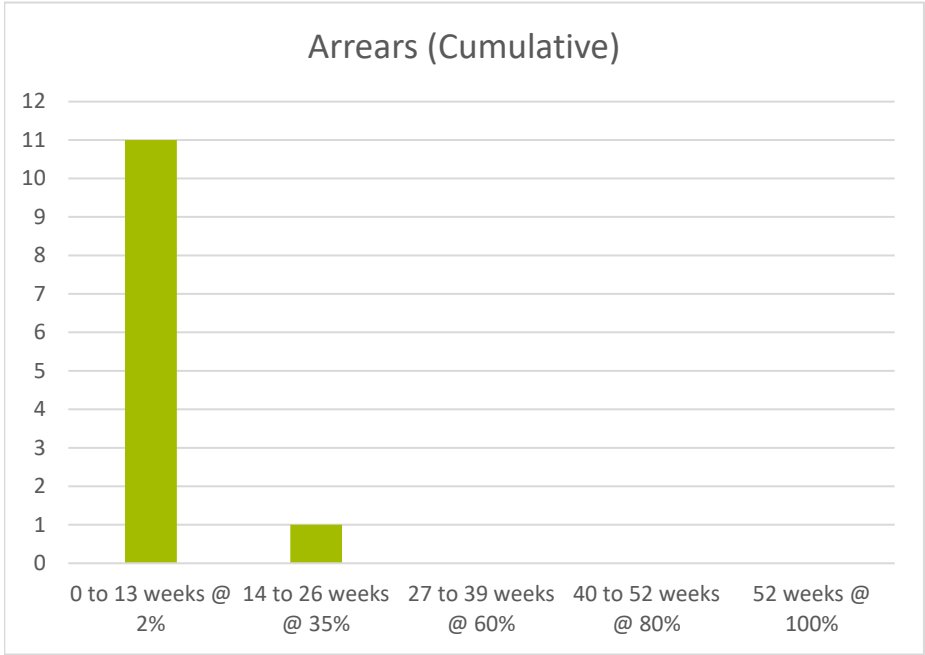
Number of Loans:	38
Value of Loans (£):	50,200
Average Value of Loans (£):	1,321











BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 2nd JUNE 2025

AGENDA ITEM 18 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 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 March and April 2025.

DECISION

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



BOGNOR REGIS COMMUNITY WARDEN: BR BID MONTHLY REPORT TO BRTC

Date: 7th April 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 (Feb 25)	March 25	Change
Total number of hours delivered	Invoice	192 Core	192 Core	0
Number of engagements with business representatives	BIDBASE	1,050	738	-312
Number of businesses engaged with:	BIDBASE	64	60	-4
Total number of incidents reported on DISC by the warden:	DISC portal	0	0	0
Total number of incidents reported on DISC by 45 Town Centre Business users:	DISC portal	3 (from 3 reporter2)	4	+1
£ value of stock recovered by warden:	Warden/ businesses	£3,412.12	£2,019.57	-£1,392.55
Number of stock recovery incidence	Warden/ businesses	40	24	-16

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, however technical issues with Bidbase reporting returned from 21 March. A new phone has been requested (07/04/25)



BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC

Date: 8th May 2025

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Regis Town Council (BRTC). The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c.300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Last month (Mar 25)	Apr-25	Change
1	Total number of hours delivered	Invoice	192	400*	
2	Absence rate %	Invoice	22.58%	16.66%	-5.92%
7	£ value of stock recovered by warden:	Warden/ businesses	£2,019.57	£2,523.48	£503.91
8	Number of stock recovery incidence	Warden/ businesses	24	26	2
3	Number of engagements with business representatives	BIDBASE	738	529	-209
4	Number of businesses engaged with:	BIDBASE	60	68	8
5	Total number of incidents reported on DISC by the warden:	DISC portal	0	0	0
6	Total number of incidents reported on DISC by 45 Town Centre Business users:	DISC portal	4	3	-1
7	Total number of Business reporting on DISC:	0	2	2	0

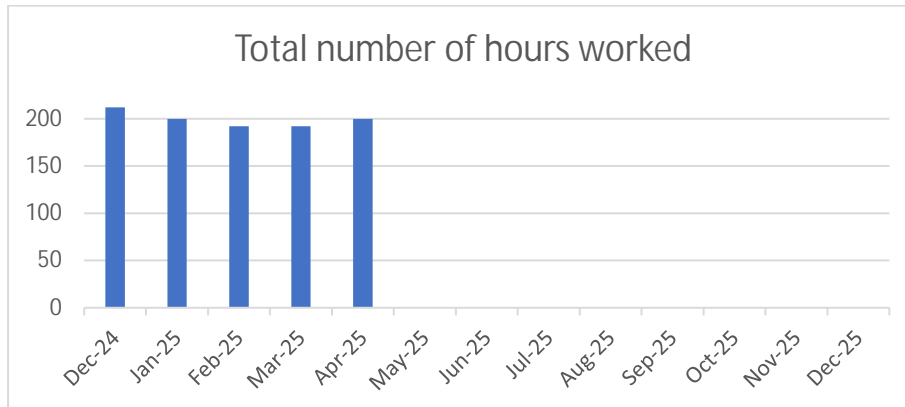
***Please note a second warden was used in April funded by BRTC**

Observations: Stock recovery, interactions with businesses remains high. There were issues with the warden's access to BID base, resulting in fewer recorded interaction.

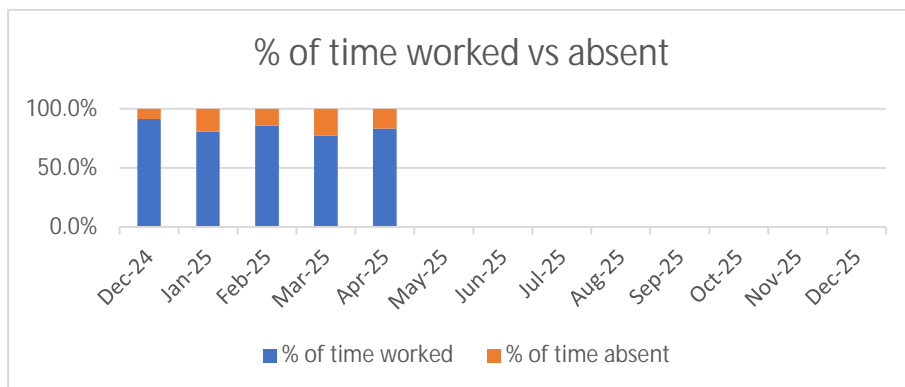
Absence rates remain higher than expected, and the use of DISC remains stubbornly low. Chloe is working to improve DISC recording rates and an action plan has been put in place to address absence. The next meeting with SWL Security is scheduled for Tuesday 27 May.

KPIs

Hours

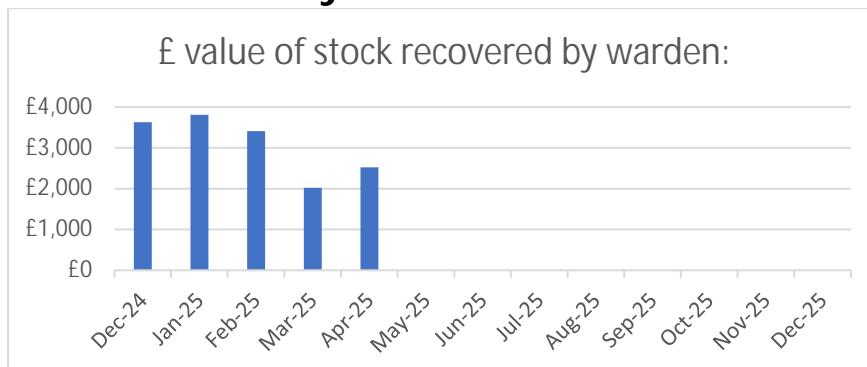


The total number of hours covered by the Town Centre Warden remains steady at 200hours.

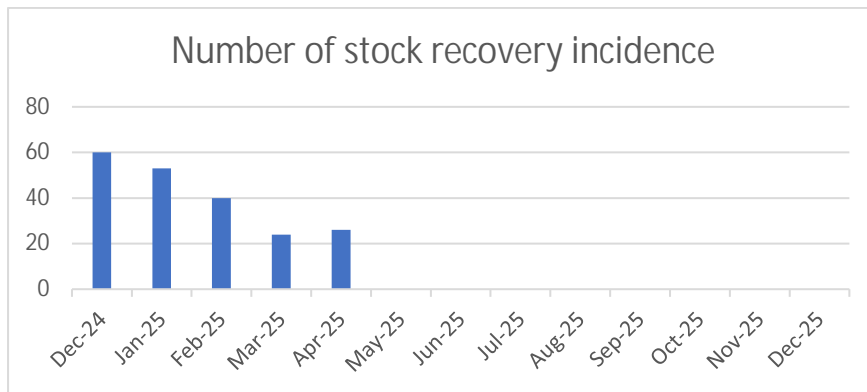


Absent rates remain a consistent problem, particularly in the last two months. SWL have been notified. An action plan has been requested to be discussed on 27 May.

Stock Recovery



Stock recovery remains high with over £2,000 recovered in each on the last 4 months.



The number of incidents has reduced from the peak of 60 (December 2024)

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 2nd JUNE 2025**

**AGENDA ITEM 19 - TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE
TOWN COUNCIL'S COMMUNITY WARDEN FOR APRIL AND MAY 2025**

REPORT BY TOWN CLERK

FOR DECISION

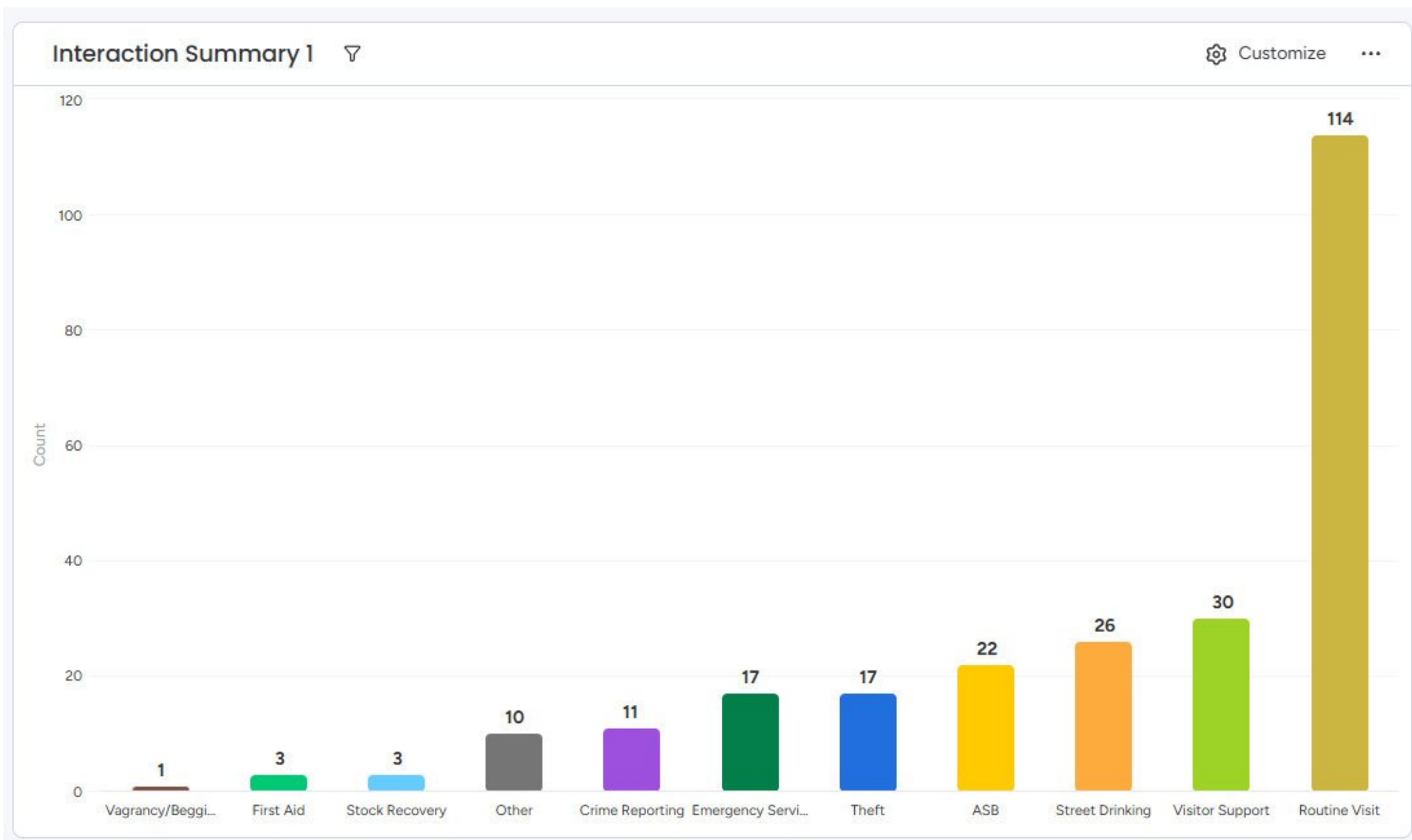
With the inception of the Town Council fully funding a 7-day Community Warden service, from 1st April 2025, the purpose of this report is for the third-party contractor to provide regular updates including key performance indicators for the information of Members.

Attached is a summary of the Community Warden's daily interactions throughout April (attached as **Appendix 1**) and May (attached as **Appendix 2**) 2025.

DECISION

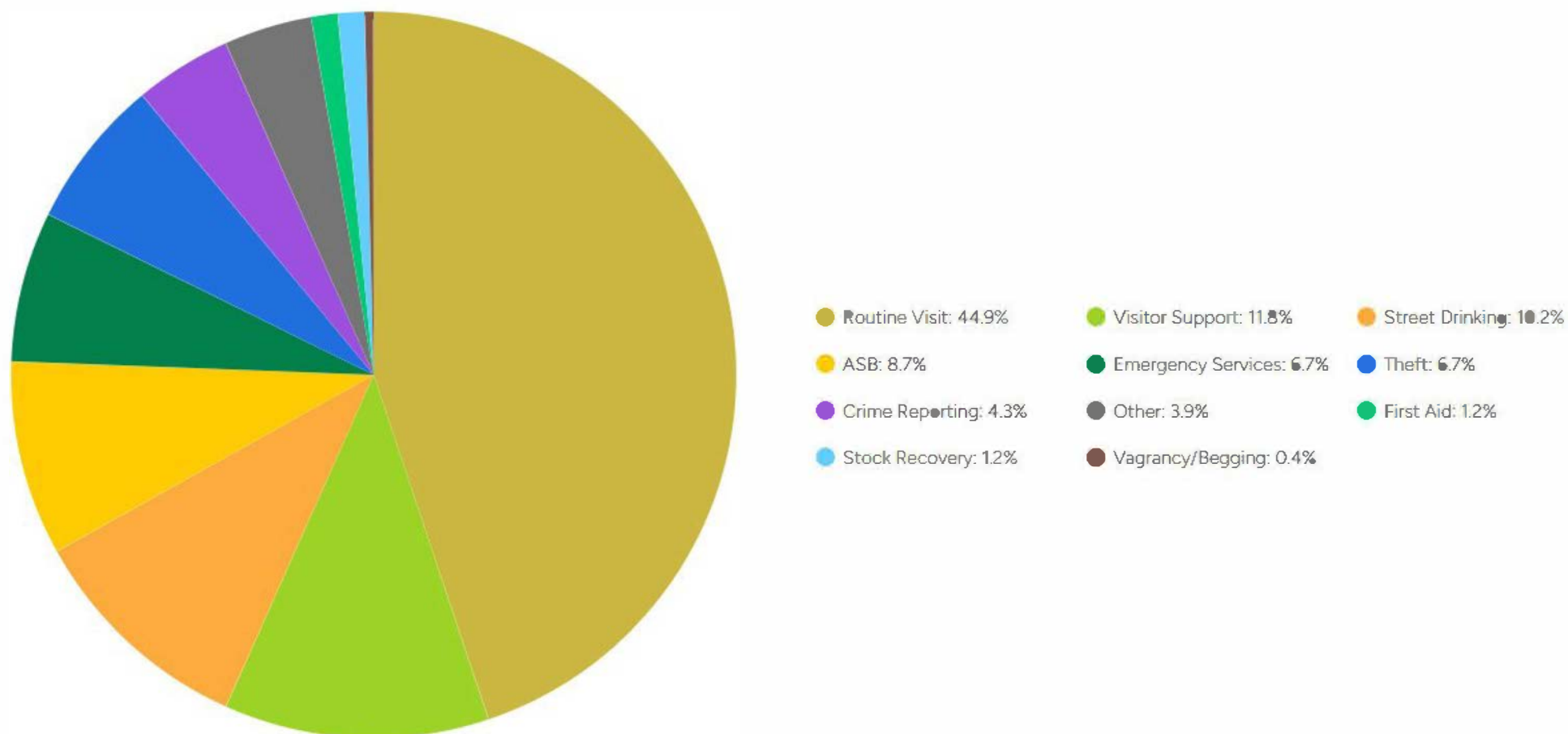
Members are asked to **NOTE** the Monthly Report for the Town Council's Community Warden for April and May 2025.

Community Warden Daily Interactions - April 2025



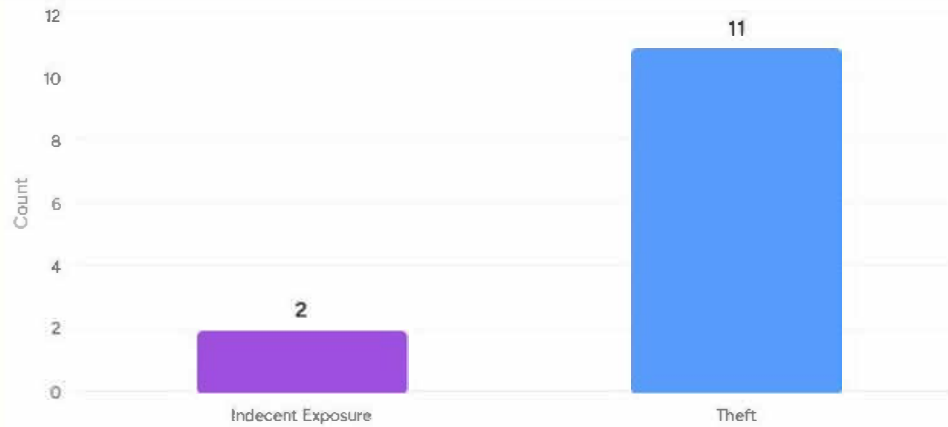
Interaction Summary 2

 Customize 



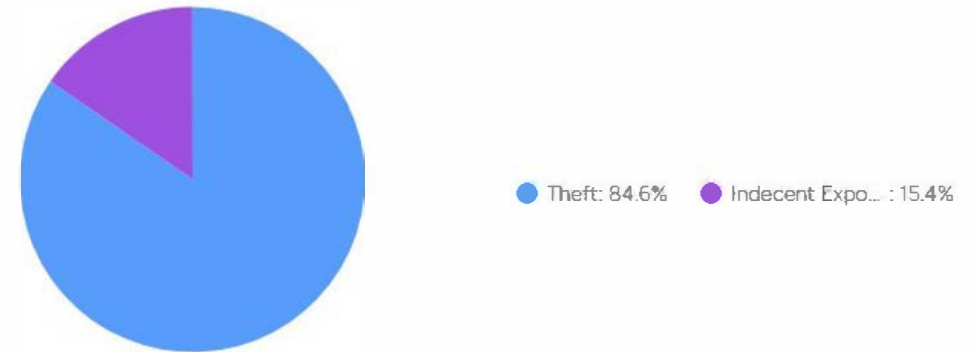
Arrest Summary - By Offence Type 1

Customize



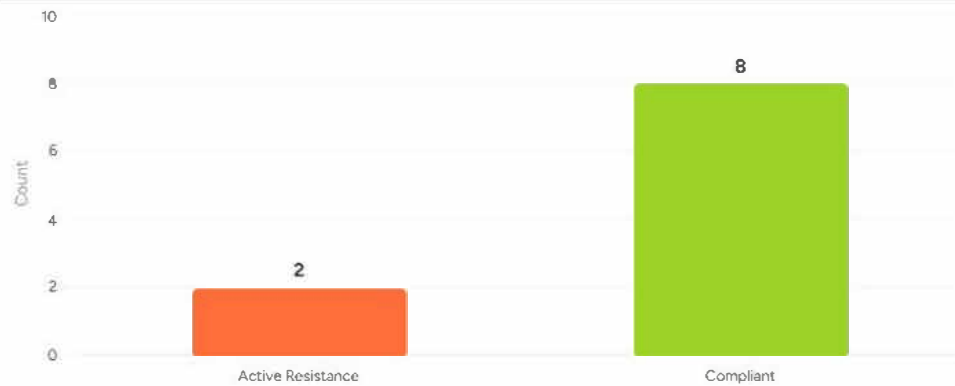
Arrest Summary - By Offence Type 2

Customize



Resistance Summary 1

Customize



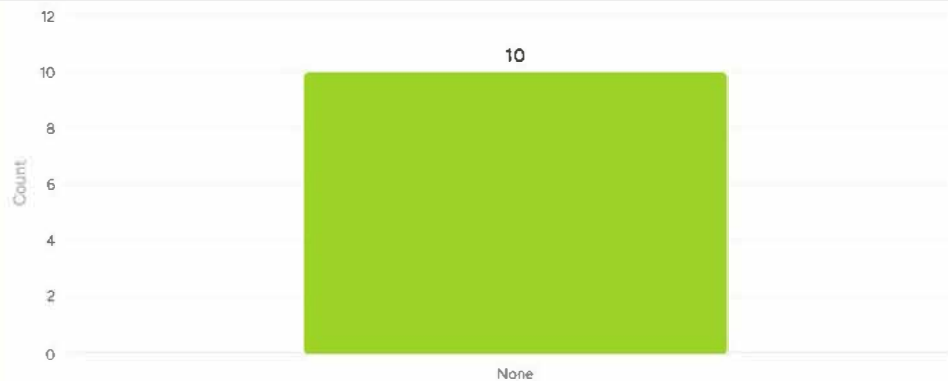
Resistance Summary 2

Customize



Use of Force Summary 1

Customize



Stock Recovered

£353.60

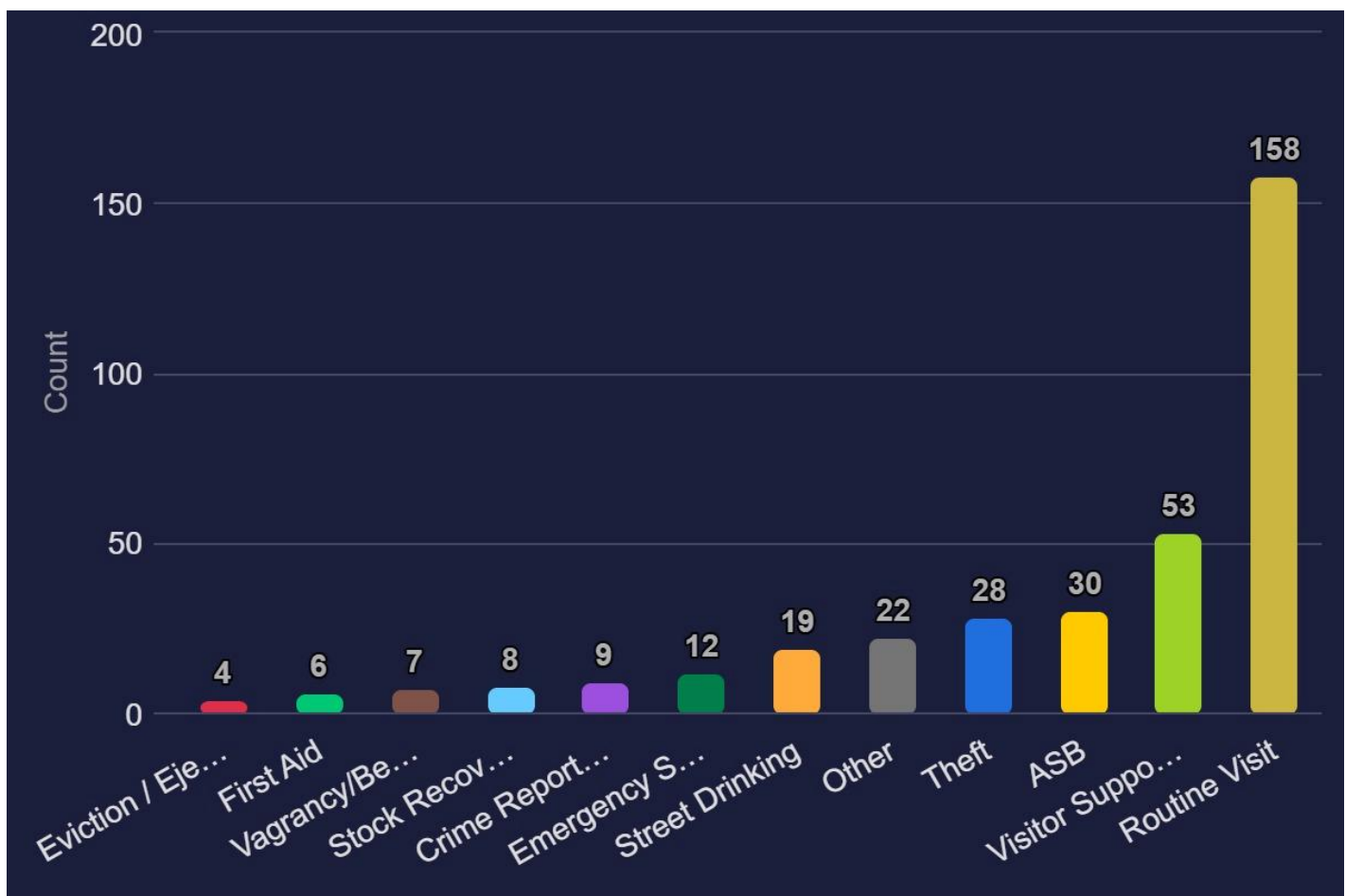
Sum

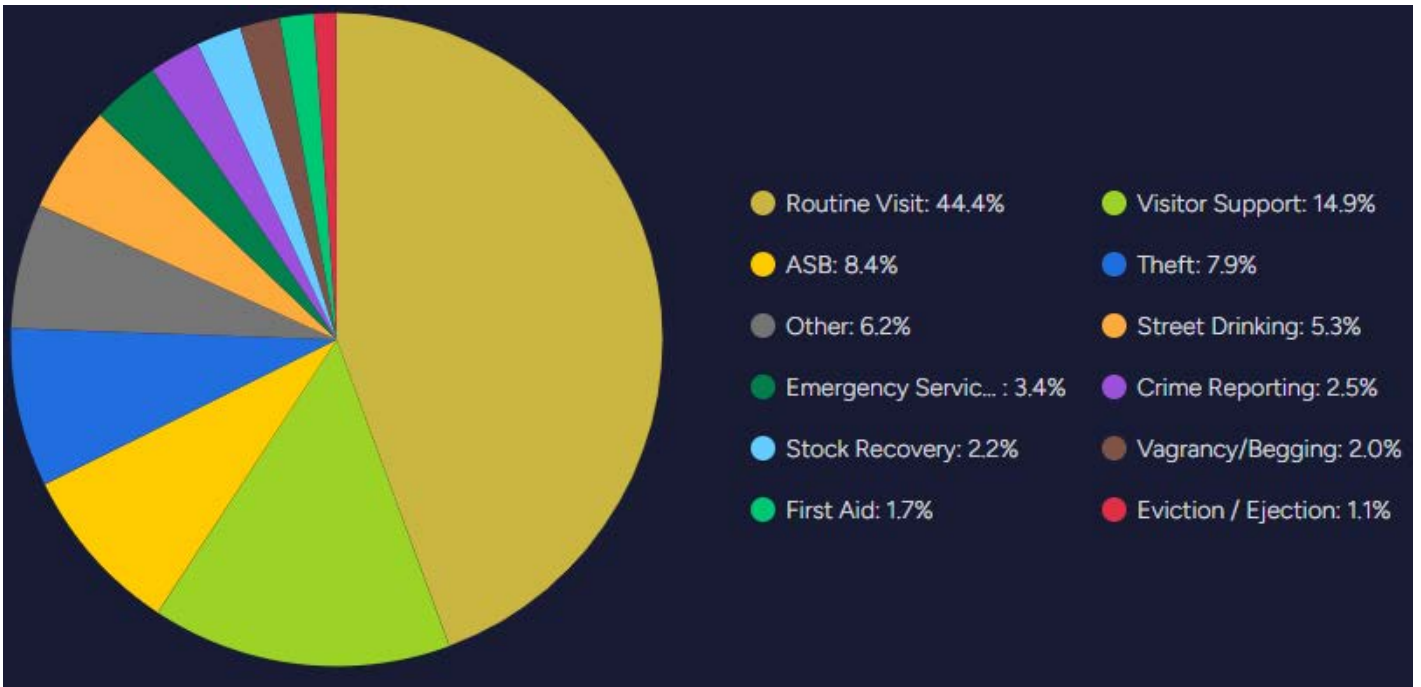


Bognor Town Council – May Report

Interactions Logged – 356

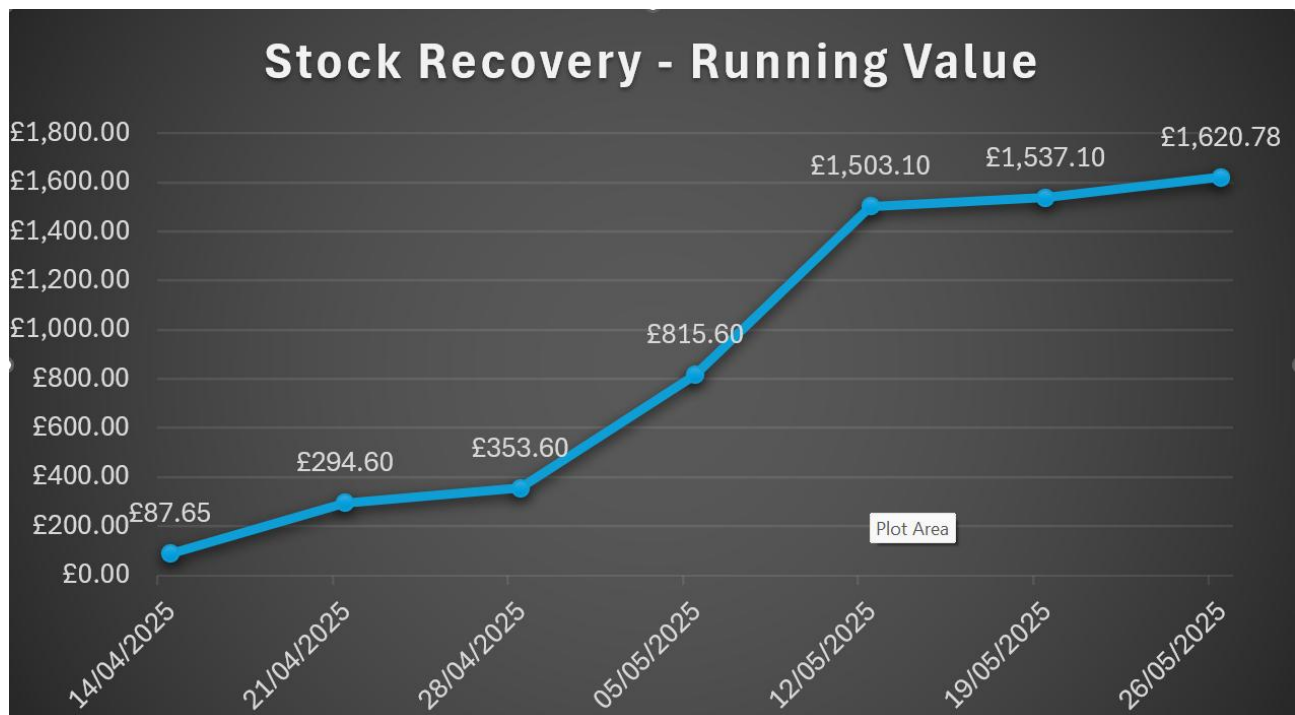
Interaction Summary 1 – Bar Graph & Pie Chart



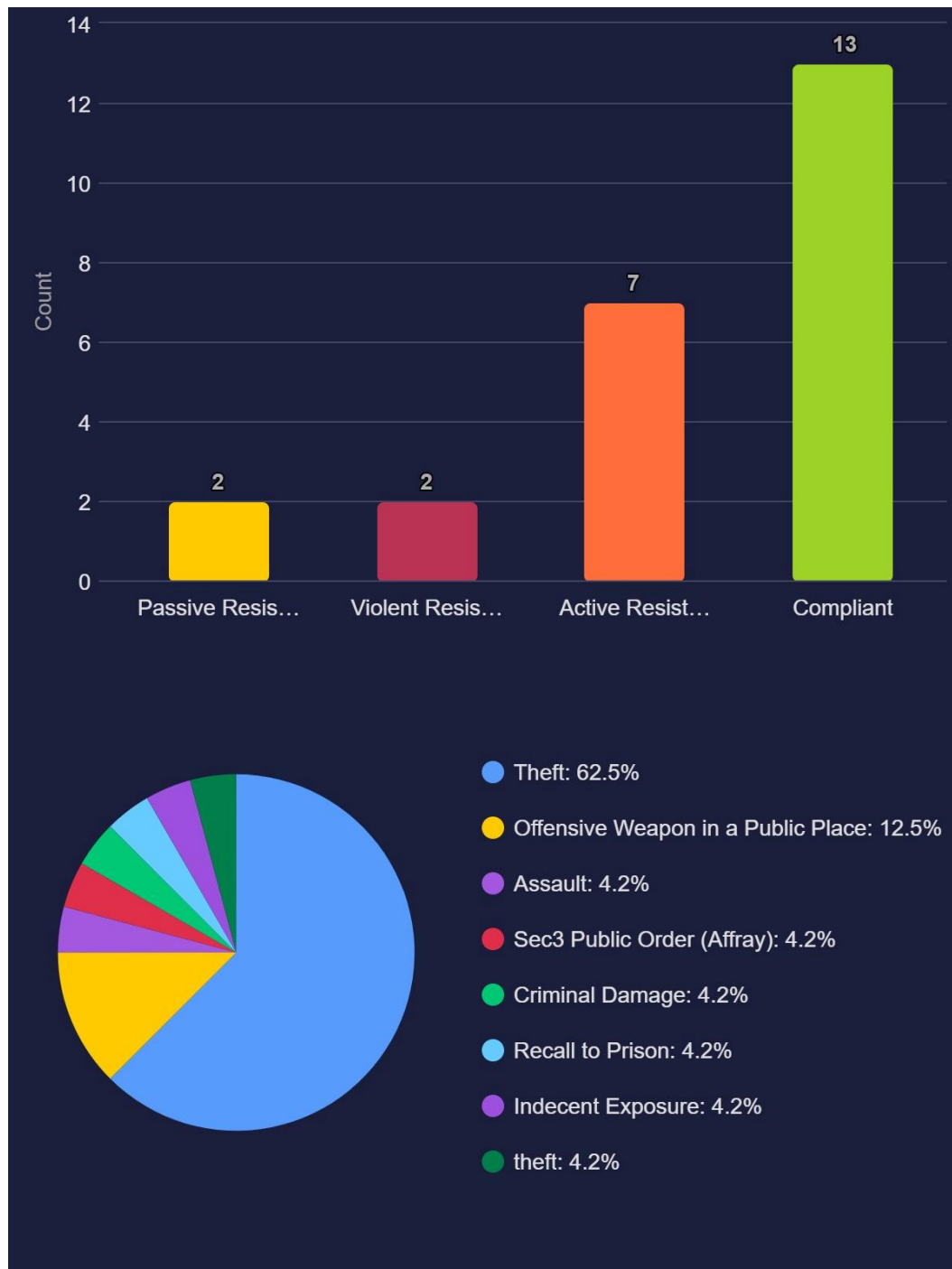


Stock Recovery

- Total	£1,277.18
- Occurrences	25
- Average	£51.09



Arrest & Resistance Summary



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

**AGENDA ITEM 20 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

REPORT BY THE TOWN CLERK

FOR INFORMATION

A BID Board Meeting was held on the 20th March 2025 and the following issues were discussed:

Station Square railings

An update in relation to the installation of railings on the planters at Station Square, to mitigate antisocial behaviour associated with street drinkers sitting on them, was provided. Documents required for landlords' consent, such as an Equality Impact Assessment, had been updated and it had been agreed that the funding secured could be rolled forward into 2025/2026. Work continues to progress the project.

Radio Hire

Directors were advised of the payments that had been made, by those issued with radios, between January and March 2025.

DISC

Training materials had been distributed, and it was agreed that future engagement with DISC would be led by the BCRP Manager and her team, supported by the BID.

Contact with Bognor Fire Station Manager

Those present were informed that a Town Centre walkabout with the new Bognor Regis Station Manager had been scheduled for 24th April with colleagues from BRTC and ADC also taking part. Following a discussion with the Station Manager about the possibility of producing a map that identified where defibrillators were located around the town, it was agreed that the BID would validate a map of these, using information available on the British Heart Foundation website. The BID Facilitator will check they exist, are maintained and available. Also, the owners of any additional defibrillators identified will be encouraged to list details on the British Heart Foundation website.

Welcome leaflet

A prototype of the leaflet was approved, with the BID Facilitator to organise printing of between 200 – 500, with the final quantity to be applied based on best value for the BID.

Wayfinding repairs (Station Square Totem)

ADC were in the process of obtaining two quotes – one to cover and correct the arrow that was pointing in the wrong direction, and another to completely reprint the graphic.

Planning 2025/26 (Detailed review of BID priorities)

All income and expenditure planned for 2025/26 was detailed, with risks considered. Actions agreed included: - beginning the process to install new Festoon lights in Old Town; to carry out discussions around the introduction of a physical map to complement the new Wayfinding installations, to replace the Visitor Guide.

Next Meeting:

The next Full Board Meeting is scheduled to take place on 5th June 2025.

Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website (www.brbid.org).

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

AGENDA ITEM 21 - TO CONSIDER A REQUEST TO ESTABLISH A BOGNOR REGIS TOWN ACTION GROUP INCLUDING: - TO AGREE MEMBERSHIP OF THE ACTION GROUP; TO AGREE THE TERMS OF REFERENCE FOR THE GROUP; TO CONSIDER ANY BUDGETARY PROVISION IF REQUIRED

REPORT BY THE TOWN CLERK

FOR DECISION

Background

Members will know that the issues of antisocial behaviour and retail crime in our town centre have been of concern for some time and played a large part in the Council's decision to make provision for a 7-day Community Warden service from 1st April 2025.

These issues were highlighted in an open letter calling for a visibly increased police presence in the town centre, written by Steve Pease, Area Manager of the SI Group which operates The William Hardwicke and The Station pubs. After a spate of serious crime in Bognor Regis, many businesses had expressed a growing concern about a downturn in the 'safety, trade, and overall vitality of the town centre', as a consequence.

As a recipient of the letter, Bognor Regis Town Council worked with Mr. Pease in achieving the urgent collaboration that was appealed for. With the support of key stakeholders, including Sussex Police, the MP for Bognor Regis & Littlehampton, High Sheriff of West Sussex, Arun District Council, and the BID, the Town Council were pleased to work collaboratively with partners in arranging an important meeting on 16th May 2025 that brought together local businesses to address the impact these issues were having on the vitality of the town centre and on the perception of Bognor Regis.

With over 24 businesses from the town centre represented at the meeting, attendees heard firsthand from those whose daily lives have been and, sadly, continue to be, blighted by recent activity in the town centre. To address the matter, it is requested that the Town Council take the lead in setting up a Town Action Group going forward.

It is proposed that the Group be similar to the Town Centre Action Group set up by Littlehampton Town Council which includes key partners such as Arun District Council, West Sussex County Council, Sussex Police and Business Representatives leading on the work and setting out clear aspirations.

At this stage, Members are asked to consider the request to set up a Town Action Group for Bognor Regis, including its membership and draft Terms of Reference.

It is recommended that members of the Action Group should be in a position to make decisions, as this will be paramount to the delivery of the Groups objectives. For this reason, the draft Terms of Reference make provision for Delegated Authority to be given to the Mayor and Chair of the Policy and Resources Committee, in liaison with the Town Clerk, to approve expenditure from within the Town Council's budget available to the Action Group, following any decisions they may take.

The proposed membership, subject to key partners agreement, is as follows:
-

Bognor Regis Town Council:	Mayor Chair of Policy and Resources Committee One other Member (Cllr. Wells proposed) Relevant Officers
Arun District Council:	Chair of Economy Committee Ward Member Relevant Officers
West Sussex County Council:	County Division Member Relevant Officers
Sussex Police:	Divisional Commander Relevant Officers
Bognor Regis BID:	One Director BID Facilitator
Business/Landlord Rep:	up to four nominated business and/or landlord representatives

It is proposed that the draft Terms of Reference (attached as **Appendix 1**) be considered at the first meeting of the Town Action Group with any suggested amendments being referred back to the Policy and Resources Committee, for them to approve and recommend to Council for adoption.

All the partners who sign up to the Bognor Regis Town Action Group will need to look to work to deliver the aspirations and actions within an agreed Action Plan and focus their budget and priorities accordingly. In terms of the Town Council's contribution, it is proposed that a working budget of £10,000 be provided for. Liaison will be undertaken by the Clerk with the Town Council's accountant to identify the most appropriate source of funding for this proposal.

DECISIONS

Do Members **AGREE** that a Bognor Regis Town Action Group be established? If so: -

Do Members **AGREE** that the Bognor Regis Town Action Group membership should be as detailed in the report?

Members are asked to consider and **AGREE** the proposed draft Terms of Reference for the Group.

Do Members **RESOLVE** to **AGREE** that a budget of £10,000 for the work of the Bognor Regis Town Action Group be funded from an appropriate budget?



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN

ACTION GROUP

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS TOWN ACTION GROUP

This is an Action Group reporting to the Policy and Resources Committee

Membership to include the following: -

Bognor Regis Town Council: Mayor, Chair of Policy and Resources Committee, one other Member, relevant Officers; **Arun District Council**: Chair of Economy Committee, Ward Member, relevant Officers; **West Sussex County Council**: County Division Member, relevant Officers; **Sussex Police**: Divisional Commander, relevant Officers; **Bognor Regis BID**: one Director, BID Facilitator; **Business/Landlord Representatives**: up to four nominated business and/or landlord representatives

Quorum = n/a

Function of the Action Group Column 1	Delegation of Functions Column 2
<p>1. To formulate a partnership with businesses in and around the town of Bognor Regis through the BID and other open business forums</p> <p>2. To work in partnership to formulate an action plan that encourages an attractive, welcoming, and thriving town centre for our businesses, community and visitors</p> <p>3. To ensure that the town centre has a welcoming, safe, and attractive physical environment that supports the needs of both businesses and town centre users, enables delivery of a range of events and activities and provides a focus for a healthy and thriving community</p> <p>4. To improve the commercial viability of the town centre for existing and potential new businesses</p> <p>5. To ensure that town centre accessibility is inclusive, supports all modes of transport and meets the needs of all users</p>	<p>Following discussion and a decision taken by the Group, Delegated Authority to be given to the Mayor and Chair of the Policy and Resources Committee, in liaison with the Town Clerk, to approve expenditure from within the Town Council's budget available to the Action Group</p>

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

**AGENDA ITEM 22 - TO CONSIDER ANNUAL REVIEW AND RECOMMEND
TO COUNCIL THE RISK MANAGEMENT POLICY**

REPORT BY TOWN CLERK

FOR DECISION

Regulation 2.2 of the new Model Financial Regulations states that the RFO should prepare for Council a Risk Management Policy, covering all aspects of the Council, and that this be reviewed annually.

The current policy (attached as **Appendix 1**) was adopted by Council on 28th October 2024 and there are no amendments recommended by Officers.

DECISION

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** the Risk Management Policy without amendment?



BOGNOR REGIS TOWN COUNCIL RISK MANAGEMENT POLICY

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

Introduction

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

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

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

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

Risk Management

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

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

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

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

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

Risk Types

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

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

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

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

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

Risk Identification

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

Risk Analysis

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

Risk Prioritisation

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

Risk Control

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

Options for control include:

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

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

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

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

Risk Register

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

Risk Monitoring

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

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

Roles and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

AGENDA ITEM 23

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025

AGENDA ITEM 23 - TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2025 – MIN. 142.6 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Members will recall that, owing to the length of time that was required to advertise the Warden contract on the Government website Find a Tender, it had been necessary to arrange for a month's cover for April through the BR BID's contract with SWL Security, as had been done in December 2024. The total tender amount for the new service had therefore been adjusted accordingly and the contract period reduced to 11 months.

The cost for the April cover was anticipated to be £5,208 excluding VAT for the month, based on the requirements of 7 days a week, as reported to Members at the Committee meeting held on 31st March 2025 (Min. 142.6 refers). However, owing to a few gaps in the month that could not be fulfilled with the provision of a Warden, the final amount invoiced for April 2025 was £4,513.60 excluding VAT.

Members are asked to ratify this expenditure.

DECISION

To **RATIFY** the additional cost of £4,513.60 For Community Warden Provision for the month of April 2025.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

**AGENDA ITEM 24 - TO RATIFY THE TOWN COUNCIL'S
CONTRIBUTION OF £6,000 TOWARDS THE BUSINESS CRIME
REDUCTION PARTNERSHIP TO ENABLE ACCESS TO DISC FOR THE
COMMUNITY WARDEN**

REPORT BY THE TOWN CLERK

FOR DECISION

At the Extraordinary Policy and Resources Committee Meeting held on 14th April 2025, it was revealed that the Town Council's Community Warden would not apparently be granted access to the DISC reporting system because the Town Council were not deemed to be a 'funding partner'. Questions arose around what level of contribution the Town Council would be required to make as a BCRP funding partner, and what level of contribution other funding partners are making (Min. 170.2 refers).

Following the Extraordinary Meeting, the Clerk and Deputy met with ADC's Business and Economy Manager to discuss ways in which the Town Council's Community Warden could access DISC and share data. Having carefully looked into the issue, the solution suggested was for Bognor Regis Town Council to split the contribution made by the BID. It was suggested that this would be at a cost of £6,250 for the year, plus approximately £300 for a radio, which would also allow for an elected Member of BRTC to be appointed to the BCRP Partnership Board.

Members of the Policy and Resources Committee were contacted, in an email sent by the Deputy Clerk on 16th April 2025 and asked to confirm whether they would be agreeable to the costs quoted. With the majority of Members being in support, the Town Council confirmed their position and became funding partners of the BCRP upon which the cost to do so was advised to be £6,000.

DECISION

To **RATIFY** the Town Council's contribution of £6,000 towards the Business Crime Reduction Partnership to enable access to DISC for the Community Warden to be funded from the General Reserves.

AGENDA ITEM 25

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025

AGENDA ITEM 25 - TO RATIFY DONATION OF £100 TO CANCER RESEARCH UK IN MEMORY OF FORMER TOWN COUNCILLOR, MR. MICHAEL CHAPMAN

REPORT BY THE TOWN CLERK

FOR DECISION

It is Town Council policy that upon the passing of a former Town Councillor, a donation is made, in their name, to a cause or charity, as chosen by the family.

Upon the sad passing of former Town Councillor, Mr. Michael Chapman, the Clerk has been in liaison with the group leaders seeking guidance on their wishes on this occasion.

It was suggested and **AGREED** by the group leaders, that a donation of £100 to Cancer Research UK, the charity chosen by Michael's family, would be an appropriate gesture.

Members are asked to agree and recommend to Council that this donation be ratified.

DECISION

To **AGREE** to **RECOMMEND** to Council that the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman, be ratified.

AGENDA ITEM 26

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025

AGENDA ITEM 26 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2025

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st March 2025 is attached at **Appendix 1**.

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

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the Earmarked Reserves as at 31st March 2025.

EARMARKED RESERVES AS AT 31st MARCH 2025

Rolling Capital Programme (315)	205,383.38
Economic Development (320)	394,719.34
Civic Fund (321)	2,617.66
Election Fund (322)	10,000.00
Allotments (325)	3,101.61
Promotions & Publicity Committee (326)	2,880.38
Administration (327)	8,540.00
Events Underspend (328)	7,381.55
P&R Projects (330)	6,000.00
E&L Projects (331)	4,395.20
Road Closure Admin Fees (332)	400.00
P&R Grant Aid/Partnership (333)	5,694.93
Tourism & Events Support (334)	556.02
South East in Bloom (337)	5,593.22
Xmas Lights/Switch On (338)	13,000.00
Street Scene Budget savings (342)	27,568.16
Decking Areas Maintenance (343)	4,378.58
Councillor Training (350)	3,604.00
Town Force H&S Personal Safety Provision (354)	445.90
Bike Repair Project Maintenance (358)	325.00
Staff Training Admin & Town Force (361)	7,924.00
Town Crier (362)	4,098.12
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 - 2nd JUNE 2025**

AGENDA ITEM 27 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK

FOR RATIFICATION

To ratify expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables

Over a number of years, the Town Council's stock of folding chairs and rectangular tables has depleted where they have become damaged or broken. It is therefore necessary to replenish these to enhance the offering of equipment loaned out to external event organisers and used at Town Council events. Whilst some of the tables will replace those that are damaged it will also allow for some additional tables, as this equipment particularly is in high demand for internal and external events. The choice of folding chairs as opposed to a rigid design also allows for easier storage and makes them more transportable.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £1,004.50 excluding VAT for the purchase of 50 folding chairs and 10 rectangular tables to replenish the Town Council's stock.

To ratify expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers

Similarly to the above, the Town Council has a stock of galvanised crowd barriers with some of these badly rusted and damaged that are used at Town Council events and loaned out to external event organisers, which are in excess of 20 years old. This equipment is in high demand for internal and external events and it has therefore become necessary to replace some of those that have reached the end of their shelf life.

DECISION

Members are asked to **RATIFY** expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers.

AGENDA ITEM 28

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 2nd JUNE 2025**

AGENDA ITEM 28 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of April 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 April 2025.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF MARCH AND APRIL 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, Cllrs. Woodall and Barrett have previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of March and April 2025.

DECISION

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2025, undertaken by Cllrs. Woodall and Barrett in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 2nd JUNE 2025**

AGENDA ITEM 29 - CORRESPONDENCE

FOR INFORMATION

1. HCLG Committee: Evidence session on 7 May – Funding and Sustainability of Local Government Finance – Circulated to all Councillors 01.05.2025
2. Sussex Alerts: Doorstep crime and Rogue traders – Circulated to all Councillors 02.05.2025
3. WSCC News release; significant progress on county's road network – Circulated to all Councillors 02.05.2025
4. The Sussex Police and Crime Commissioner; New Youth Ambassador project to launch in Sussex – Circulated to all Councillors 02.05.2025
5. NALC Jobs newsletter 05.05.2025
6. St Wilfrid's Hospice: Newsletter – Circulated to all Councillors 06.05.2025
7. VAAC E-bulletin – Circulated to all Councillors 07.05.2025
8. NALC Chief Executive's bulletin – Circulated to all Councillors 08.05.2025
9. ADC News release: – Councillors enjoy tour of the Laburnum Centre – Circulated to all Councillors 08.05.2025
10. Press release – Town Crier reading of VE Day–80 Proclamation – Circulated to all Councillors 08.05.2025
11. HCLG Committee: Rough Sleeping – Circulated to all Councillors 09.05.2025
12. Sussex Alerts: Sussex Police Monthly Bulletin – Circulated to all Councillors and social media 09.05.2025
13. Email from resident expressing concerns about Bognor Regis – Circulated to all Councillors 09.05.2025
14. The Sussex Police and Crime Commissioner; Pegasus Partnership results in 148 arrests – Circulated to all Councillors 09.05.2025
15. Sussex Alerts – Community Speedwatch are recruiting new volunteers – Circulated to all Councillors 09.05.2025
16. NALC Jobs newsletter 12.05.2025
17. NALC Events newsletter – Circulated to all Councillors 13.05.2025
18. Sussex Alerts: – Action Fraud Alert: rise of extortion phishing email reports – Circulated to all Councillors 13.05.2025
19. NALC Chief Executive's bulletin – Circulated to all Councillors 15.05.2025
20. Southern Water New Story – £4m to improve water quality in Bognor Regis – Circulated to all Councillors and social media 15.05.2025
21. WSCC Residents eNewsletter – Circulated to all Councillors 15.05.2025
22. WSCC 11.03.25 Cabinet Minutes – Circulated to all Councillors 15.05.2025
23. WSCC News Release; Statement from the Leader of West Sussex County Council on local government reorganisation – Circulated to all Councillors 16.05.2025
24. Sussex Alerts: Stand Up Against Street Harassment – Circulated to all Councillors 16.05.2025
25. The Sussex Police and Crime Commissioner; Traders' tools tagged to prevent and protect from theft – Circulated to all Councillors 16.05.2025
26. NALC Jobs newsletter 19.05.2025
27. Bognor Regis Seafront Lights: receipt for £4500 cheque received Year Two Partnership Funding

AGENDA ITEM 29

- 28.** The Sussex Police and Crime Commissioner; Safer In Sussex Survey – Circulated to all Councillors and on social media 19.05.2025
- 29.** Footfall Figures for Bognor Regis from Simon Mansfield BR BID 20.05.2025
- 30.** NALC Events newsletter – Circulated to all Councillors 20.05.2025
- 31.** NALC Chief Executive's bulletin – Circulated to all Councillors 22.05.2025
- 32.** Office for National Statistics May updates 22.06.2025
- 33.** WSCC 3 June 2025 Cabinet Meeting – Circulated to all Councillors 22.05.2025
- 34.** The Regis News 23.05.2025
- 35.** The Sussex Police and Crime Commissioner; Changes to address prison capacity pressures – Circulated to all Councillors 23.05.2025