



# 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](mailto: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 28<sup>th</sup> JULY 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 28<sup>th</sup> July from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

*Glenna Frost*

**DATED this 21<sup>st</sup> DAY of JULY 2025**

**TOWN CLERK**

## **AGENDA AND BUSINESS**

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

- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
  - e) if it is a Disclosable Pecuniary Interest or Other Registrable Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
4. To Approve the Minutes of the Meeting held on 2<sup>nd</sup> June 2025, and the Minutes of the Extraordinary Meeting held on 11<sup>th</sup> June 2025
  5. ADJOURNMENT for public question time and statements
  6. Clerk's report from previous Minutes
  7. Further update from the Town Markets Officer on the planned programme of market-style events for 2025/2026 - Min. 14 refers
  8. Report on 2025 Town Council events held to date from Events Duty Officer
  9. To receive the Town Force Report
  10. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for May and June 2025
  11. To receive and note the monthly report for the Town Council's Community Warden for June 2025 (July not yet available) and update on the service provision
  12. Report on Town Centre Issues including any reports on meetings with the BID Management Board
  13. Bognor Regis Town Action Group - Consideration of the Resolutions, Recommendations and Reports in the Notes of the Meeting held on 26<sup>th</sup> June 2025 including: -
    - Approval of any suggested amendments to draft Terms of Reference proposed by members of the Town Action Group and recommend to Council for adoption - Min. 21.2 refers
  14. To ratify the additional costs of radio hire for BRTC Community Warden £318.80 and £37.80 incl. VAT for corresponding earpiece
  15. To note the Notes of the ADC/BRTC Liaison Meeting held on 3<sup>rd</sup> June 2025 and agree any next steps
  16. Financial Reports including: -
    - To note Committee I&E Reports for the month of June 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 May and June 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)
  17. Rolling Capital Programme including: -
    - To ratify expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront
    - To ratify expenditure of £765.83 excluding VAT for a new Canon Camera
    - To consider expenditure of £1,925 excluding VAT for the installation of sockets to lamp post columns in Queensway and expenditure of £950 excluding VAT for structural inspection of the columns, to facilitate Christmas illuminations

18. Correspondence
19. To resolve to move to Confidential Business (S.O. 3d) – (contractual and staffing)
20. 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
21. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 28<sup>th</sup> July 2025

Agenda items **20** and **21** 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

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

## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 2<sup>nd</sup> JUNE 2025**

### **PRESENT:**

Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler,  
N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, M. White  
and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of  
meeting – attended via Teams)  
Mr. Jordan Fox (BRTC Community Warden) (part of  
meeting)  
1 Member seated in the public gallery  
1 member of the public

*Prior to the Meeting, a one-minute silence was held in memory of former  
Town Councillor, Michael Chapman*

*The Meeting opened at 6.33pm*

### **1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 12<sup>th</sup> MAY 2025**

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chair and Cllr. P. Wells was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 12<sup>th</sup> May 2025.

### **2. WELCOME BY CHAIR**

Whilst the Chair, Cllr. Waterhouse, was in attendance, the Vice-Chair, Cllr. Wells was asked to chair the meeting on this occasion owing to Cllr. Waterhouse feeling unwell. The Chair welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

With all Members of the Committee in attendance, there were no apologies for absence.

4. **DECLARATIONS OF INTEREST**

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

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

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

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

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

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

***Cllr. Dawes declared a Disclosable Pecuniary Interest in Agenda item 17***

***Cllr. Wells declared an Ordinary Interest in Bognor Regis BID, as a BID Levy Payer***

**5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31<sup>st</sup> MARCH 2025, AND THE MINUTES OF THE EXTRAORDINARY MEETINGS HELD ON 14<sup>th</sup> APRIL AND 7<sup>th</sup> MAY 2025**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 31<sup>st</sup> March 2025, and the Minutes of the Extraordinary Meetings held on 14<sup>th</sup> April and 7<sup>th</sup> May 2025, and these were signed by the Chair.

**6. INTRODUCTION TO THE NEW BOGNOR REGIS COMMUNITY WARDEN (IF AVAILABLE)**

The Chair introduced the Town Council's new Community Warden, Jordan Fox, to those present and welcomed him to the meeting.

The role of the Community Warden to provide not only another uniformed presence in the Town Centre but also out in the wards of Bognor Regis, was briefly summarised by the Chair.

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

***The Chair adjourned the Meeting at 6.36pm***

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

- 7.1** *"Does the Chairman agree that, with the forthcoming abolition of Arun Council, it would be timely for the Town Council to discuss the transfer of ownership of property/land in the Town to the Town Council, notably Hotham Park?"*

In response, the Chair stated that whilst the Town Council were aware of the local government reorganisation plans, a White Paper that, it was hoped, would include more information for Town and Parish Councils was awaited. He confirmed that Councillors were keen to look at options as they become available.

- 7.2** *"With the likelihood of a large Unitary Council to replace WSCC and ADC, does the Chairman agree that the future size and coherence of a parish-level council for the Bognor Regis area becomes a major issue and will he agree that the Committee needs to consider this soon, including dialogue with neighbouring parish-level councils?"*

The Chair felt certain that neighbouring parishes would liaise with one another once the White Paper, mentioned in response to the earlier question, was forthcoming.

***The Chair reconvened the Meeting at 6.39pm***

## **8. CLERK'S REPORT FROM PREVIOUS MINUTES**

### **8.1 31<sup>st</sup> March 2025 – Min. 142.1 UKSPF Bike Repair Stations Project**

Members were updated at the previous meeting that unfortunately, subsequent to installation, the Bike Repair Station on the land adjacent to Rock Gardens had been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. With the cost of replacement tools from the supplier being excessively expensive an alternative source of replacement tools has now been sourced, and the majority of stolen tools have been replaced in the Bike Repair Stations located on land adjacent to Rock Gardens, Queensway and Hotham Park.

### **8.2 31<sup>st</sup> March 2025 - Min. 142.2 Potential sites in Bognor Regis for Event Organisers to use for storage**

It was reported at the meeting that it had previously been agreed that prior to letters being written to ADC and WSCC to enquire about available land they might have on their estate portfolio, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Members were advised that despite the Deputy Clerk emailing Members of the Committee on 12<sup>th</sup> February 2025 reminding them of this requirement, no assets had been identified to the Clerk by the end of March to enable progression of this further. The Deputy Clerk recirculated the email of the 12<sup>th</sup> February earlier today, and Members are asked to reply by no later than 5pm on Friday 13<sup>th</sup> of June.

### **8.3 31<sup>st</sup> March 2025 - Min. 142.9 Presentations to Councillors from various organisations**

Members were advised at the last meeting that despite trying to arrange a date with Bishop Tufnell C of E (Aided) Primary School for their presentation from students on sewage issues, this had not been possible and would therefore not be progressing. However, the Primary School had subsequently been in touch and the presentation will now be taking place prior to the Town Council Meeting on 7<sup>th</sup> July 2025.

### **8.4 31<sup>st</sup> March 2025 – Min. 146.1 CCTV 2025-2026 Partnership Funding**

During the discussions at the meeting, 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. Subsequently the following has been received from the Community Safety Manager, Housing, Wellbeing and Communities at ADC: -

*"Chloe approached us earlier this week with a question about use of the CCTV cameras in the town, following a comment made by a PCSO to a couple of your members that the police no longer monitor them. At the time I thought this likely a misunderstanding of the part of the PCSO, so have sought clarification from police HQ.*

*It has been confirmed to me by the force's Head of Information Management that Sussex Police absolutely do monitor all of our CCTV cameras from the control room, with controllers having direct access so that they can monitor jobs which are running in their area via live feeds. As regards viewing access at police stations, local officers are able to access retrospectively in the course of inquiries.*

*I hope this provides reassurance to you and your members but do shout if you have any further queries."*

**8.5 31<sup>st</sup> March 2025 – Min. 146.2 2025-2026 Partnership Funding Bognor Regis Seafront Lights (Year 2 of 3)**

A letter to acknowledge receipt of the £4,500 funding has been received from the Secretary of the Bognor Regis Seafront Lights confirming that certified accounts for 24-25 will be forwarded once available and requesting that their thanks to Members for their ongoing support be conveyed.

**8.6 31<sup>st</sup> March 2025 – Min. 148 ADC/BRTC Liaison Meetings – Elected Representative attendance**

Following a suggestion at the meeting that an elected representative should be in attendance at the Liaison Meetings, along with Arun's CEO and the Leader of Arun, as had been the case in the past, Members agreed to ask Arun to reconsider their position on the current arrangement. The following was received from the CEO of ADC in response: -

*"Unfortunately, it would not be practical for the Leader and myself to join the liaison meetings, we simply do not have the capacity to meet regularly with town or parish councils, although we would of course be happy to accommodate a meeting on a specific issue or subject that we could directly assist with should it be requested. The issues raised at the liaison meeting with Karl as the Senior Responsible Officer, are in the main operational ones, which Martin and I would not have detailed knowledge of and are matters for officers to deal with. I would be interested to know why your Cllrs feel that the liaison meetings should include an elected representative.*

*As you have stated, BRTC has many dual hatted members with ADC, and they have access to Martin and me. I have attended BRTC twice in the past eight months at your request and have separately met with yourself and Glenna.*

*I am sorry if this is not the response you had hoped for and that you will understand the rationale behind our position."*

The response from the CEO was circulated to Members of the Committee by the Deputy Clerk on 22<sup>nd</sup> April highlighting that the CEO is interested to know why Councillors feel that the Liaison Meetings should include an elected representative and suggesting if any Member was able to expand on this then she would respond to the CEO accordingly. However, no response has been received.



**8.7 7<sup>th</sup> May 2025 – Min. 178 Joint Consultative Sub-Committee (Staffing) Town Clerk Vacancy Interviews**

Interviews for the Town Clerk and Responsible Financial Officer vacancy will be held on Tuesday 10<sup>th</sup> June 2025 with a recommendation regarding the chosen applicant made via an Extraordinary Meeting of the Policy and Resources to an Extraordinary Meeting of the Town Council as soon as these meetings can be arranged.

**8.8 10<sup>th</sup> March 2025 – Council Min. 162 response by the Town Council to the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton**

At the Members Briefing held on 12<sup>th</sup> March 2025, Members were asked to complete the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton. Owing to the differing views of the Members present, it was noted that Councillors individual responses would be evaluated by officers to establish if a majority view on the responses would be possible to enable a response from the Town Council to be submitted. In the event that this was not possible, then Members responses to the consultation would be submitted individually on their behalf. Having reviewed the documents, no majority view was clearly evident therefore individual responses were submitted.

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

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

**9.1 Joint Consultative Sub-Committee (Staffing)**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; R. Nash, B. Waterhouse, P. Wells, Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

**9.2 Bognor Regis Town Hall Working Party**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, S. Goodheart, B. Waterhouse, and P. Wells to the Bognor Regis Town Hall Working Party. There were no further nominations to fill the remaining vacancy at this time.

**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 19<sup>th</sup> 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 20<sup>th</sup> May 2025 (Min. 8 refers)**

The Deputy Clerk's report, and relating appendices, were **NOTED**.

Noting that the Terms of Reference for the Bognor Regis Town Hall Working Party had only recently been adopted, the Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing) whilst noting the one minor amendment, Environmental and Leisure Committee, Allotments Sub-Committee, Bognor Regis In Bloom Working Group, and Planning and Licensing Committee. Following their review, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments being required.

**11. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)**

The Town Clerk's report and Internal Audit Report 2024/2025 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In reference to the Council holding £300 in petty cash, as detailed on page 6 of the Internal Audit Report, a Member queried whether it was possible for the Bognor Regis in Bloom Working Group, for example, to utilize these funds when spending small amounts rather than from an allocated budget that requires ratification by a Committee. The Clerk explained that the purpose of petty cash was for office sundries, such as stationery, and not for Committee use.

Noting that no actions are required, Members **AGREED** to **RECOMMEND** the Internal Audit Report 2024/2025 (Final Update) to Council for approval.

**12. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2024/25**

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd., Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2024/25.

Mr. Kemp advised that it had been a quiet year with a small surplus of £12,700, against a very small deficit that the budget was projected on, and that everything was in line with expectations. Reserves had increased, interest was at £66,000 which helped to make up for a loss of income from the Picturedrome cinema.

Following a query about how the interest of £66,000 was generated, Mr. Kemp advised that with total, spendable, reserves of £1.2 million, whilst some of this was held in a current account, as much as possible is kept in a CCLA Deposit Fund where the average rate of interest return is currently almost 5%.

Of the £1.2 million in reserves, a Member asked how much of this was earmarked, less the running costs for 3-6 months, and earmarked for what purpose. Mr. Kemp explained that the total Earmarked Reserves as at 31<sup>st</sup> March 2025 were £733,000, of which £394,000 was in the Economic Development Fund, £205,000 in the Rolling Capital Programme to allow for capital expenditure in the future, and that the rest was listed in the Financial Statements attached to the report. He went on to say that this was all separate from the General Fund which had a minimum target of 3 months' net revenue expenditure, of which the Town Council were comfortably above that minimum level. In summary, Mr. Kemp regarded the Town Council's reserves as healthy, without being excessive.

In looking at the income generated by the Council's Town Force team, a Member asked whether Mr. Kemp felt that there was scope for increasing the team's ability to generate an income for the Town Council. Furthermore, Mr. Kemp was asked whether he felt that assets owned by the Council, such as chairs, tables and crowd barriers, could be advertised to generate income from these also. In response, Mr. Kemp urged caution as, technically, the Council is not encouraged to 'trade'. It was important to view the Town Force team as a resource for the continued improvement of the Town, or supporting events, with the money they earn being ancillary to that because they are available for 'hire' when not being used by the Town Council.

A Member asked what the money held in the Capital Financing Account could be used for, to which Mr. Kemp explained that it couldn't be used for anything as it had already been used, and was an accounting method used in making assets to support the delivery of services, such as Town Force vehicles and office furniture, appear on the Balance Sheet.

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

### **13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2025 INCLUDING: -**

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

#### **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**

Members **RESOLVED** 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.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**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)**

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

**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**

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

**13.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> 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**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2025 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

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

Members considered the Accounting Statements for 2024/2025 as detailed in 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**

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

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2024/2025 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

*Mr. Kemp left the Meeting*

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

The Town Market Officer's report was **NOTED**.

Comment was made that most of the events mentioned in the report seemed to be located in the London Road precinct, and it was suggested that other areas where businesses were located could be considered to host events. The requirement for electricity supply, and the need for road closures, were cited as reasons as to why this might not be possible.

As a side note, a Member questioned what the Bognor Regis BID do, and what Levy Payers get for their money. It was suggested and **AGREED** that the BID be invited to attend a future meeting to give a presentation.

Members noted that it was intended for the Town Market Officer to attend the Policy and Resources Committee Meeting scheduled to be held on 28<sup>th</sup> July 2025.

**15. GRANT AID INCLUDING: -**

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

**15.1 To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required**

Members **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified on the one presented.

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

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2026 applications will be considered, will be scheduled to take place on Monday 12<sup>th</sup> January 2026 at 6.30pm.

**16. TO RECEIVE THE TOWN FORCE REPORT**

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

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

***Cllr. Dawes redeclared his Disclosable Pecuniary Interest***

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

A Member suggested that, in future, it would be helpful if the totals for the year in relation to the number of loans applied for and declined could be displayed at the end of each column on the report from Boom Community Bank.

**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**

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

Comment was made by a Councillor with a business in the Town Centre that those with radios were using the callsign 'Bravo Whisky 2' or 'Business Warden 2' in reference to the Community Warden provided by the Town Council. It should be made clear that this provision was not to be seen as an additional Business Warden for the Town Centre and that the callsign 'Charlie Whisky 1' or 'Community Warden 1' needed to be adopted to reinforce this distinction.

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

The Town Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout April and May 2025, was **NOTED**.

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

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

**21. TO CONSIDER A REQUEST TO ESTABLISH A BOGNOR REGIS TOWN ACTION GROUP INCLUDING: -**

The Town Clerk's report, and the draft Terms of Reference for the Action Group attached, was **NOTED**.

Members **AGREED** that the Town Council should establish a Bognor Regis Town Action Group.

### 21.1 To agree membership of the Action Group

It was proposed, and seconded, that the membership should include the addition of a community group, specifically My Sisters' House. Further suggestions included groups that represented young people, or different ethnic backgrounds. Whilst the intent was for the Action Group to communicate with the wider community, some felt that making the membership too large would dilute the effectiveness of what could be achieved.

Following a vote, Members **DISAGREED** with the proposal to include a community group in the membership of the Bognor Regis Town Action Group at this stage.

In relation to the representatives for the Town Council, Cllr. White suggested that Cllr. Wells should have a place on the Action Group as Deputy Mayor (Ex Officio) and that the membership should include an Independent or Labour Councillor from Marine Ward, with Cllr. White proposing herself for this position.

Following a vote, it was **AGREED** that, subject to the agreement of key partners, the membership of the Bognor Regis Town Action Group should be as follows: -

Bognor Regis Town Council:	Mayor Chair of P&R C'ttee Cllr. Wells Relevant Officers
Arun District Council:	Chair of Economy C'ttee 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

### 21.2 To agree the Terms of Reference for the Group

There were no suggested amendments to be made to the draft Terms of Reference proposed and it was **AGREED** that these would 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.

### 21.3 To consider any budgetary provision if required

In order to facilitate delivery of the Group's aspirations and actions within an agreed Action Plan, Members **RESOLVED** to **AGREE** that the Town Council would contribute a working budget of up to £10,000 to support this, to be

funded from General Reserves in Year 1, as recommended by the Town Council's Accountant.

**22. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY**

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

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

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

Members **RATIFIED** the additional cost of £4,513.60 for Community Warden Provision for the month of April 2025.

**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**

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

Having previously been asked to confirm, via email, whether they would be agreeable to the costs quoted, with the majority of Committee Members being in support, the Town Council confirmed their position and became funding partners of the BCRP prior to the meeting.

The Town Council's contribution of £6,000 towards the Business Crime Reduction Partnership, to enable access to DISC for the Community Warden, funded from General Reserves, was **RATIFIED** by Members.

**25.** It was **RESOLVED** to vary the order of business and move the Additional Agenda item to follow Agenda item 24 – S.O. 10(a)(vi).

**26. TO NOTE THE OFFICER REPRESENTATIVE APPOINTED TO THE BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGEMENT AND PARTNERSHIP BOARD, AND TO NOMINATE AND AGREE A COUNCILLOR REPRESENTATIVE TO BE APPOINTED TO THE PARTNERSHIP BOARD**

The Town Clerk's report, and the appointment of the Deputy Clerk as the Senior Officer Representative to the Arun BCRP Partnership Board and BCRP Management Board, was **NOTED**.



Following an invitation to appoint a Councillor Representative to the BCRP Partnership Board, Cllr. Waterhouse was proposed and seconded, and this appointment was **AGREED**.

**27. TO RATIFY DONATION OF £100 TO CANCER RESEARCH UK IN MEMORY OF FORMER TOWN COUNCILLOR, MR. MICHAEL CHAPMAN**

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

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

**28. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2025**

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31<sup>st</sup> March 2025, was **NOTED**.

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

**29. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

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

Members **RATIFIED** expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables.

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

Members **RATIFIED** expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers.

**30. FINANCIAL REPORTS INCLUDING: -**

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

**30.1 To note Committee I&E Reports for the month of April 2025 - previously copied to Councillors**

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

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

**31. CORRESPONDENCE**

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

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 31 (contractual).

**33. 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.

***The Meeting closed at 8.16pm***



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

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

**HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: D. Dawes, S. Goodheart (during Min. 37), F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
4 Members seated in the public gallery

*The Meeting opened at 6.30pm*

### **34. 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.

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

Apologies for absence were received from Cllr. Barrett and from the Deputy Clerk Mrs. J. Davis, with the Clerk, recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

### **36. 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***

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

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

**38. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (STAFFING)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 6 (staffing).

**39. TO CONSIDER THE PROPOSED APPOINTMENT FOR THE NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER, AND TO RECOMMEND THEIR APPOINTMENT TO COUNCIL**

The Chair confirmed that the Mayor, who had chaired the Interview Panel the previous day, would briefly explain the process that had been undertaken, with Members including those in attendance seated in the public gallery given the opportunity to ask any questions. A vote would then be taken by the Committee to approve the recommendation that would be made to Full Council regarding the appointment of the new Town Clerk and Responsible Financial Officer.

The Mayor confirmed the number of applications that had been received for the position and identified how many had been shortlisted for interview. Assistance was provided on the day by the CEO of West Sussex Association of Local Councils (WSALC), Trevor Leggo, who guided the 5 Members of the Interview Panel through a fair and robust process with each applicant. In the morning, interviewees were asked to make a presentation to the Panel to

*Describe the challenges and opportunities facing the Town Council over the next 3 years.* Whilst each applicant made their presentation the others were given the opportunity to meet with the various groups of Town Council staff. Interviews were then held in the afternoon with each candidate scored on the various elements of the interview process throughout the day. Taking account of the scores and views of the individual members of the Interview Panel, a unanimous decision was then reached on the recommended appointment.

The Chair thanked the Mayor for her briefing of the day and for chairing the interviews, which he felt had been a very open and fair process. He also commended the Town Clerk and CEO of WSALC for all their work and preparation for the day. A big thank you was also extended to members of the Civic Office staff for their assistance in providing lunch for the Interview Panel and candidates, which was well received.

The Chair then invited questions from those Members present and following further discussion it was proposed and seconded and unanimously **RESOLVED** to **RECOMMEND** to Full Council that Mrs. Joanne Davis be appointed as Town Clerk and Responsible Financial Officer to the Town Council, with effect from 1<sup>st</sup> October 2025, following the retirement of the current Town Clerk on a starting salary of SCP 53 as advertised.

***The Meeting closed at 6.45pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 9 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY THE TOWN FORCE MANAGER**

**FOR DECISION**

**TO CONSIDER TAKING OVER THE OWNERSHIP OF FLORAL ASSETS  
FROM ARUN DISTRICT COUNCIL**

Arun District Council (ADC) is currently reviewing the ongoing provision of the hanging baskets situated along the London Road Precinct all year around. As part of this review, consideration is being given to the potential transfer of responsibility for their maintenance to the Town Council, subject to the Town Council's willingness to assume this role. ADC state that such a transition would support a consistent approach to the management and presentation of floral displays across the district, in line with similar arrangements implemented in other towns where ADC has withdrawn from direct provision in recent years. Should the Town Council be amenable to taking on this responsibility, ADC may be in a position to offer a modest grant to assist with the continuation of the service for a limited period.

Whilst the winter period is not an issue, during the busy summer months, the Town Force team is already operating at full capacity, working overtime to manage their existing workload. With current staffing levels, there is no capacity to take on the maintenance of additional 24 hanging baskets. If the Town Council wishes to assume responsibility for maintaining the Precinct hanging baskets, a seasonal worker will need to be employed for the summer period each year to ensure compliance with the legislative duty of care owed to the Town Force staff. Alternatively, the Town Council could engage a contractor to manage the hanging basket maintenance on its behalf.

Should Members choose to take over this responsibility from Arun District Council, projected costs can be provided in due course to support an informed decision.

**DECISION**

Do Members **AGREE** to accept responsibility in principle for maintenance of 24 hanging baskets situated along the London Road Precinct, on the understanding that to do so would require either the recruitment of a seasonal Town Force Member or for the Town Council to engage a contractor to carry out this work? If Members are minded to agree to this proposal, then projected costs will be provided at a future date to allow for an informed decision.

**Staffing**

The team continues to face a heavy workload, with each member working an additional five hours per week. Although the hot and dry weather has slowed grass growth, it has increased the need for frequent watering to keep the bedding plants alive. As previously reported, one team member is on long-term

absence, resulting in the Supervisor single-handedly overseeing two newly appointed team members who are currently undergoing role familiarisation. The situation has adversely affected the team's ability to generate income for the Town Council, with three requests for assistance from surrounding Parishes having to be declined in order to safeguard staff wellbeing.

### **Town Force Accommodation**

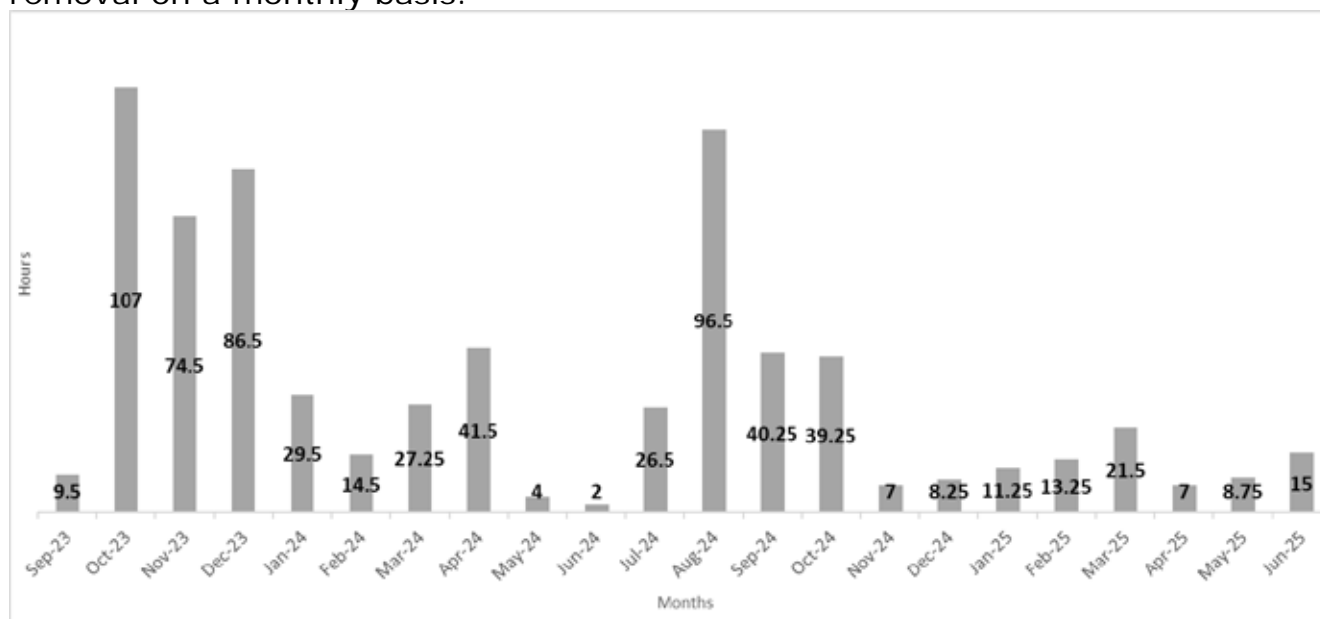
The shutter has undergone its scheduled 6-monthly service. Additionally, the instant water heater in the men's toilet required replacement due to a fault.

### **Graffiti**

There has been an increase in graffiti in the area, especially in the surrounding Parishes, where there is no "clear all approach" in operation. With regard to the Town Council area, Town Force continue removing all graffiti that is reported or spotted by the team, unless ADC's cleansing contractor has already attended.

Members may have seen in the press that a 42-year-old man was arrested on suspicion of criminal damage after swastikas were found drawn and carved onto benches in Hotham Park. The team supported ADC in their efforts to keep Hotham Park free of graffiti throughout June, and everyone was pleased with the positive outcome.

The graph below illustrates the number of man-hours dedicated to graffiti removal on a monthly basis: -



### **Town Force Vehicles**

The cherry picker has been fixed and collected from the manufacturer.

The BW66 Transit developed another fault with the gearbox, which was promptly repaired by a local garage to minimise disruption to operations.

### **Horticultural Activities**

Planting of summer bedding has now been completed.

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

The team planted the winning design of the Girl Guides Competition at the Waterloo Square Mini Golf on behalf of the In Bloom Working Party.

Following negative feedback from a member of the Public at the recent Councillor Drop-In Surgery regarding the condition of the shrubs in the three West Street planters, the team relocated the shrubs to the Durban Road planters where they will be more in keeping and planted bedding plants in the West Street planters.

### **Shripney Road central reservation**

Having carefully considered all the demands on the team and the staffing level, it was decided, in consultation with the team, to book the road space for 12<sup>th</sup> June and 10<sup>th</sup> July.

On 12<sup>th</sup> June, the extensive traffic management system was set up and a contractor attended with the tractor to cut the hedge and grass along the Shripney Road central reservation located within the Town Council's area. In line with previous collaboration with Biffa, arrangements were made for their sweeper to attend and clear the kerbside within the lane closure, as they experience difficulties accessing this area otherwise. While the work was in progress, a WSCC Highways Network Compliance Officer conducted an inspection of the site. Unfortunately, the findings were disappointing. While some shortcomings were attributable to Biffa's involvement, there were also issues identified on the Town Force side. These issues have received prompt attention and have been thoroughly investigated. The team's future involvement in the maintenance of the site is currently under review, with discussions taking place with WSCC Highways. Members will be informed once a solution has been agreed upon to ensure the site remains maintained to the expected standard.

### **Seafront Showers: Control of Legionella bacteria**

In view of the water temperatures exceeding 20°C for two weeks in a row, sampling was carried out on 16<sup>th</sup> July, with results being available from the laboratory within 5 working days. Arrangements are in place should the water samples test positive for Legionella, as required by the Approved Code of Practice L8.

### **Bike Repair Stations**

The latest monthly inspection identified further tool theft from the bike repair stations. Replacement tools will be installed shortly.

### **Orchard Way noticeboard**

While servicing the noticeboard, the team spotted fire damage to its structure. A closer inspection confirmed that the noticeboard remains sturdy and is not at risk of collapsing; however, the Perspex needed replacing. The necessary remedial actions will be carried out shortly.

### **Sponsored Planters**

LuvCarpets have re-joined the floral sponsorship scheme and now sponsor the A29/Shripney Road planter.

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



## **Picturedrome**

The team has now completed external redecoration of the Cinema, successfully utilising a limited window of opportunity to complete the work on behalf of Bognor Pier Company Ltd.

Hanging baskets, planted up by a nursery, were installed on 25<sup>th</sup> June and are being maintained by the team on behalf of the Picturedrome tenant. Concurrently, weekly litter picks are being carried out. Weed removal and spraying are scheduled to take place over the next two weeks.

## **Events Support**

Invoices for exceeding the allocated Town Force hours have been sent to the organisers of the Easter Funfair, Bognor Prom 10K Road Race and Armed Forces Day, as per the Committee's decision of 18<sup>th</sup> November 2024 (Min. 88 refers).

### *Armed Forces Day*

The organisers exceeded their allocation of free TF hours last year, and despite an increased allowance this year, the allocation has again been surpassed, primarily due to the introduction of two new elements within the event: the installation of a poppy wall at the front of the Pier using a MEWP, and relocating the parade assembly point to the Cenotaph instead of the promenade, which required a second road closure and significantly increased Town Force involvement.

Due to the loss of the only copy of the completed application for Town Force time in the post, the organisers' requirements were not known until 11 days before the event. As soon as it became clear that there were significant changes to the organisers' requirements, a meeting was arranged to discuss them. During the meeting on 11<sup>th</sup> June, it became clear that the MEWP - still with the manufacturer in Leicester at this point - would be required for the installation of the poppy wall. The collection of the MEWP subsequently became a priority, despite the team being short-staffed and occupied with planting the summer bedding. As a result, the installation of hanging baskets and troughs had to be delayed. Additionally, during the meeting, the event organisers were advised that their Town Force allowance would be exceeded. This was subsequently confirmed in writing.

The only full clear day to collect the MEWP was Thursday 19<sup>th</sup> June, with the poppy wall installation planned for the day after. Despite the initial estimate that the installation would take only a morning, this proved insufficient due to a number of unforeseen issues encountered during the process. As a result, only one section of the wall was installed, as the team had to leave to load, deliver, and unload equipment in Waterloo Square which was essential for the safe delivery of the Armed Forces event. This task could not be postponed until the morning of the event, as the team, starting work at 6.30am, was required to set up signage and crowd barriers for two road closures before assisting with the overall event setup.

Due to significant issues relating to the second road closure, a wash-up meeting was held with the organisers to provide Town Force feedback. It is hoped that this feedback will be taken onboard and that the parade will return to its original assembly point on the promenade, as it is believed the issue with the

train concession can be positively resolved once the concessionaire is approached.

In addition to supporting Armed Forces Day, Town Force also helped with Proms in the Park and Drive Through Time.

### **Revenue generating jobs**

- Bedding plant maintenance of 3 planters for Felpham Parish Council;
- Planter and flower bed maintenance for BRWM Hospital;
- Removal of shingle from the decking adjacent to the augmented reality portal for BR BID;
- Maintenance of hanging baskets in front of the Cinema during the summer season, weekly litter picks and weed removal as necessary;
- Installation and regular watering of the Arcade hanging baskets for Arun DC;
- Installation of a Blue Plaque for the Bognor Regis Heritage and Arts Partnership Board.

### **Examples of other jobs**

In addition to the routine jobs, TF have also removed unlicensed banners on behalf of WSCC, donated old crowd barriers to the Regis School rather than disposing of them, assisted with access to the projector in the Council Chamber, installed First Aid boxes in the offices, set up /packed away equipment for the Councillor Drop-In Surgery, removed flyposting and serviced the Town Council's noticeboards.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 10 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 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 May and June 2025.

**DECISION**

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



## BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC

May 2025

Date: 11<sup>th</sup> June 2025

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Town Council BTC). 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 c300 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	Apr-25	May-25	Change
1	Total number of hours delivered	Invoice	400 *	176	-224
2	Absence rate %	Invoice	16.66%	29.03%	12.37%
3	£ value of stock recovered by warden:	Warden/ businesses	£2,019.57	£1,496.00	-£523.57
4	Number of stock recovery incidence	Warden/ businesses	24	27	3
5	Number of engagements with business representatives	BIDBASE	738	1171	433
6	Number of businesses engaged with:	BIDBASE	60	76	16
7	Total number of incidents reported on DISC by 45 Town Centre Business users/Wardens:	DISC portal	4	25	21
8	Total number of Business reporting on DISC:	0	2	tbc	

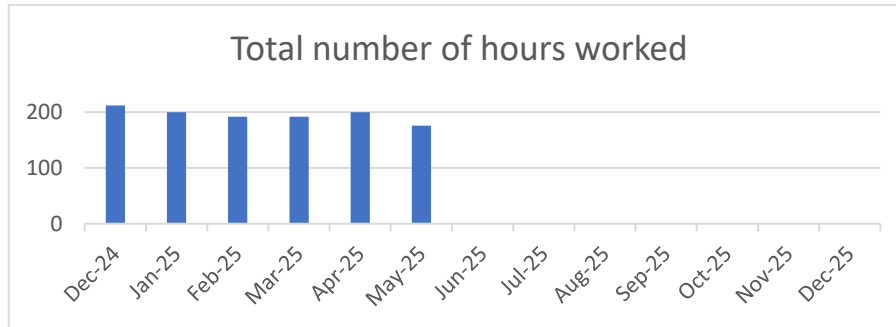
**\*Please note a second warden was used in April funded by BTC**

**Observations:** Interactions with businesses and the number of stock recovery instances remains high. The use of DISC has significantly improved following a meeting last month.

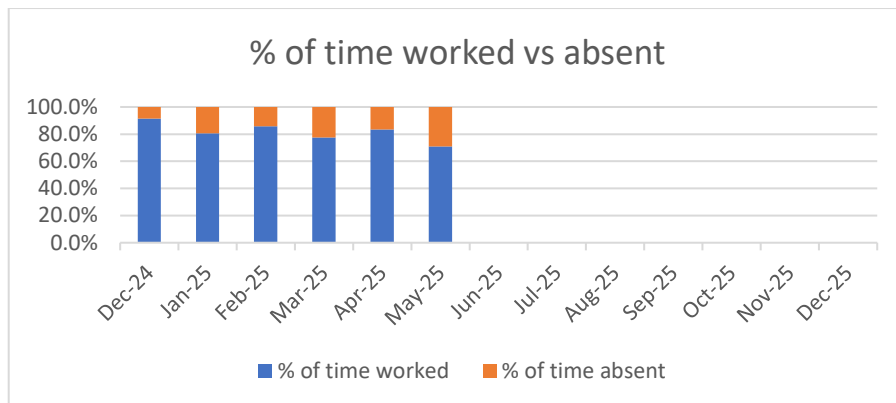
Absence rates remain higher than expected. Security providers (SWL) confirmed this is partly due to the usual covering warden being used for the second warden (community warden). An action plan has been put in place: The second warden is now in post and two zero-hour wardens have been issued contracts to cover future planned and unplanned absences.

## KPIs

### Hours

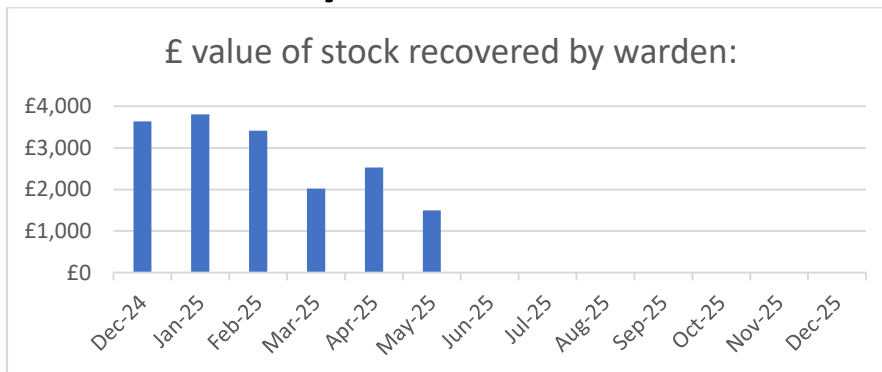


The total number of hours covered by the Town Centre Warden was 176 hours

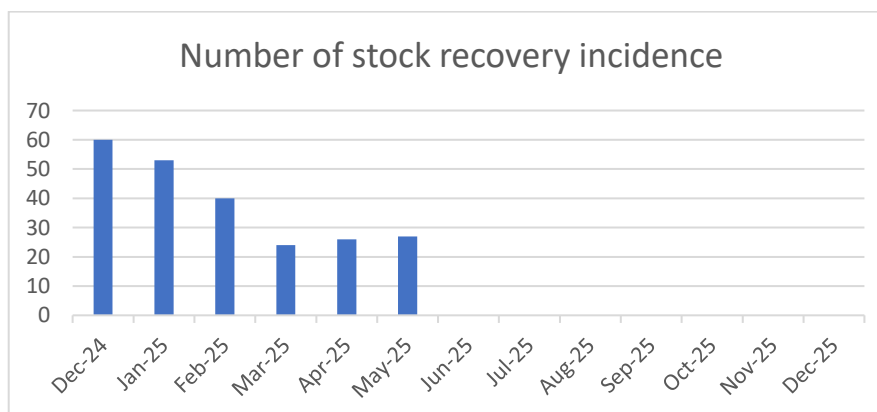


High absent rates was identified in May, an action plan was put in place. We are expecting an improvement following the recruitment of a second warden and two zero-hour wardens to cover absence.

### Stock Recovery



Stock recovery in May was £1,496, lower than recovered in each on the last 5 months. In May 2024 the figure was £1,805.



The number of incidents has reduced from the peak of 60 (December 2024) to 27 in May 2025



## BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC

June 2025

Date: 15<sup>th</sup> July 2025

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID) with a significant contribution from Bognor Town Council BTC). 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 c300 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)

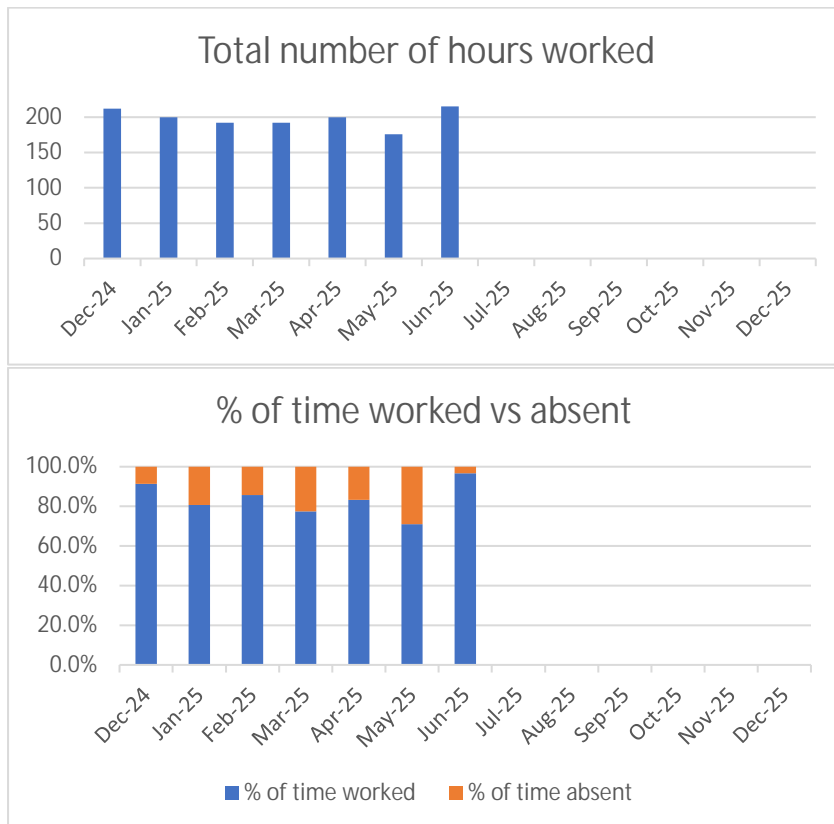
Ref:	Indicator	Source	May-25	Jun-25	Change
1	Total number of hours delivered	Invoice	176	232	56
2	Absence rate %	Invoice	29.03%	3.33%	-25.70%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,496.00	£2,764.00	£1,268.00
4	Number of stock recovery incidence	Warden/ businesses	27	46	19
5	Number of engagements with business representatives	BIDBASE	1,171	1,194	23
6	Number of businesses engaged with:	BIDBASE	76	69	-7
7	Total number of incidents reported on DISC by 45 Town Centre Business users/Wardens:	DISC portal	25	84	59

**Observations:** During May the BID identified two areas for improvement, a high warden absence rate and low DISC reporting. The absence rate has improved significantly due to additional local recruitment. The Town Centre warden was available and visible on 29/30 June days.

With thanks to Chloe Jones, the BCRP Manager who has engaged effectively to increase reporting. **84 reports** were submitted to the **Arun Business Crime Reduction Partnership (BCRP)**. Of these, **71 (84.5%) were submitted by the town centre wardens**, and **13 (15.5%) were submitted by businesses**. These 13 reports came from **only five businesses**. Further engagement with businesses is needed, but the increase is a step in the right direction.

## KPIs

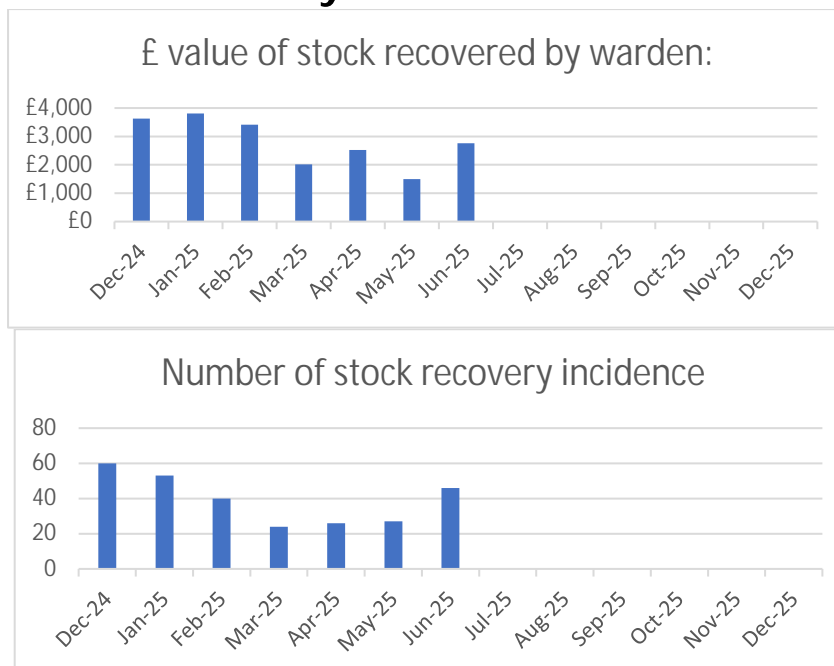
### Hours



The total number of hours covered by the Town Centre Warden was 232 hours. This means 29/30 days were covered

Significant improvement seen in the absence rate with 29/30 days covered. Continue to pressure SWL to ensure local cover is available for on the day absences.

### Stock Recovery



Stock recovery in May was £2,764, the highest figure since February and reflects the higher warden cover.

The number of incidents has increased to 46, the highest figure since January.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025

AGENDA ITEM 11 - TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JUNE 2025 (JULY NOT YET AVAILABLE) AND UPDATE ON THE SERVICE PROVISION

REPORT BY TOWN CLERK

FOR DECISION

**Monthly report for June 2025**

With the inception of the Town Council fully funding a 7-day Community Warden service, from 1<sup>st</sup> 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 June (attached as **Appendix 1**).

**DECISION**

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

**Update on the service provision**

At the Policy and Resources Committee Meeting held on 2<sup>nd</sup> June 2025, Members were introduced to the Town Council's new Community Warden, Jordan Fox (Min. 6 refers).

Members are advised that Jordan is no longer employed by the contractor providing the Community Warden provision on behalf of the Council and, for the interim, this role has been largely carried out by James Crosser. Full-time arrangements are expected to be confirmed imminently.

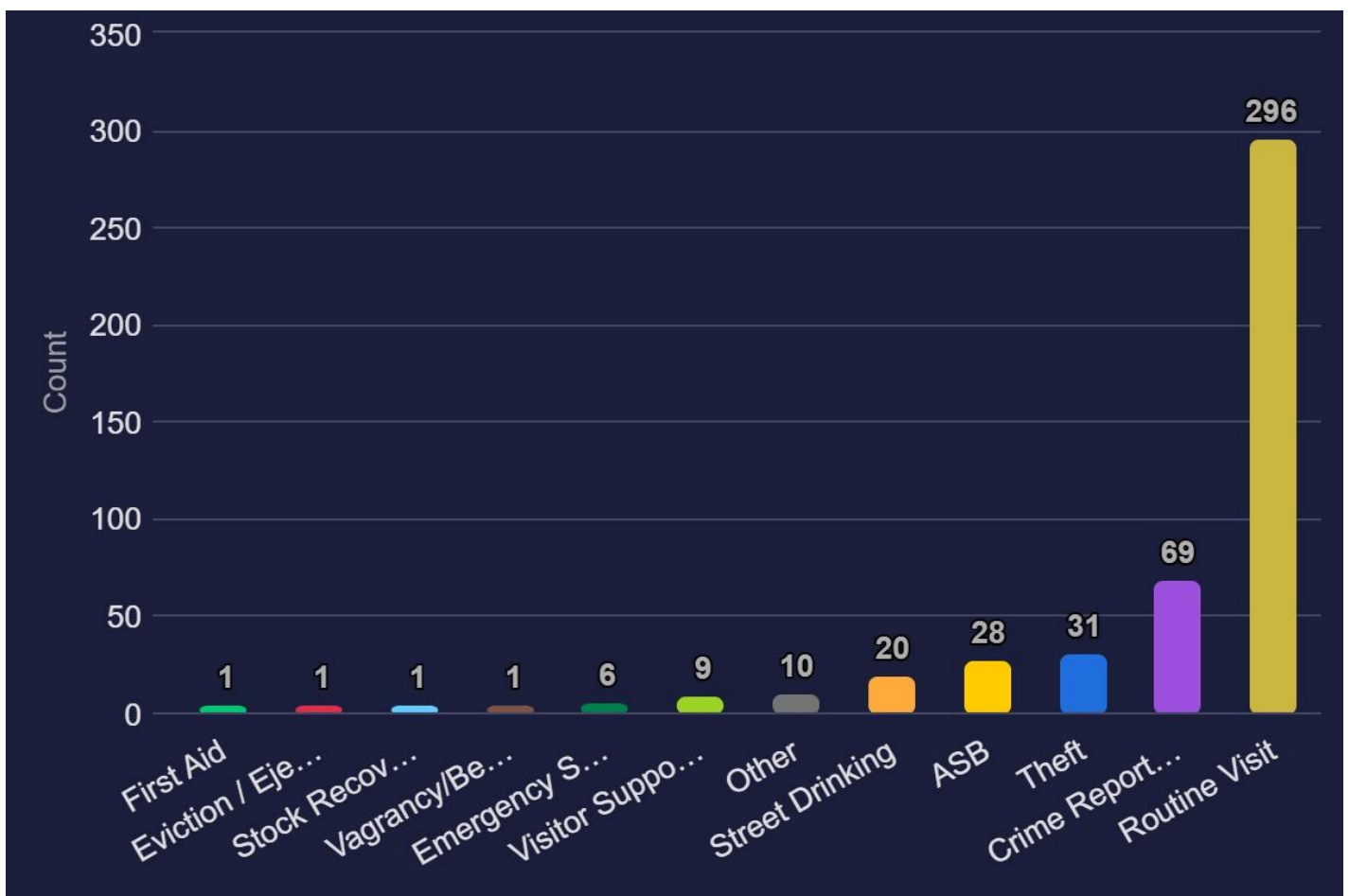


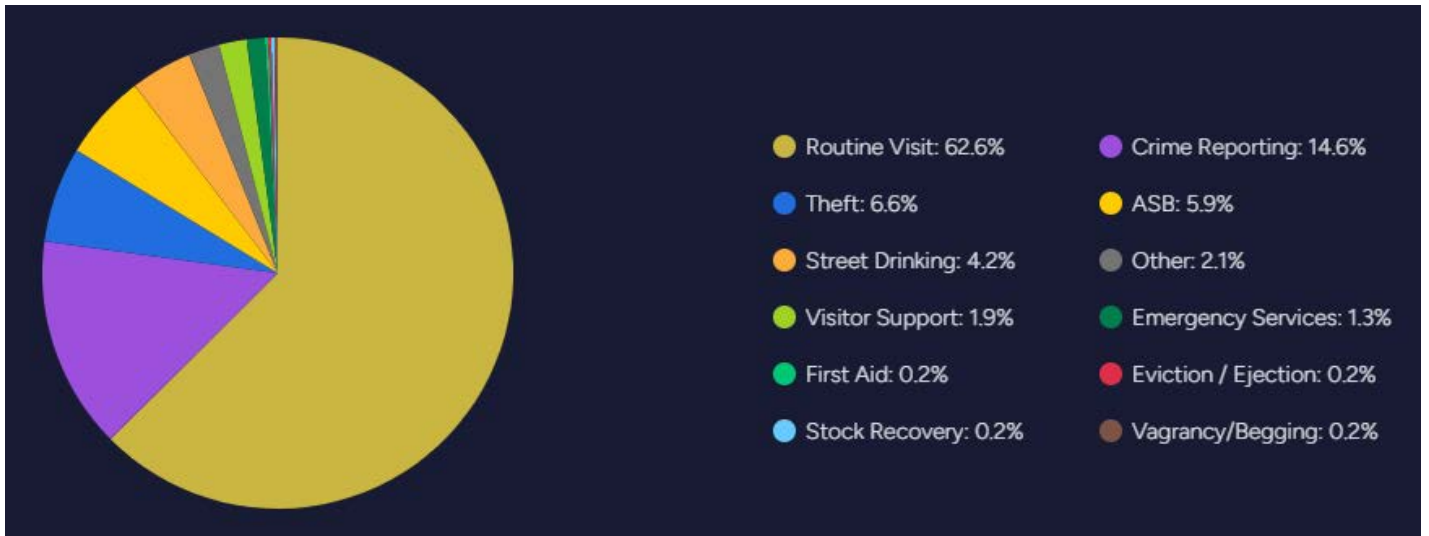


## Bognor Town Council – June Report

**Interactions Logged – 473**

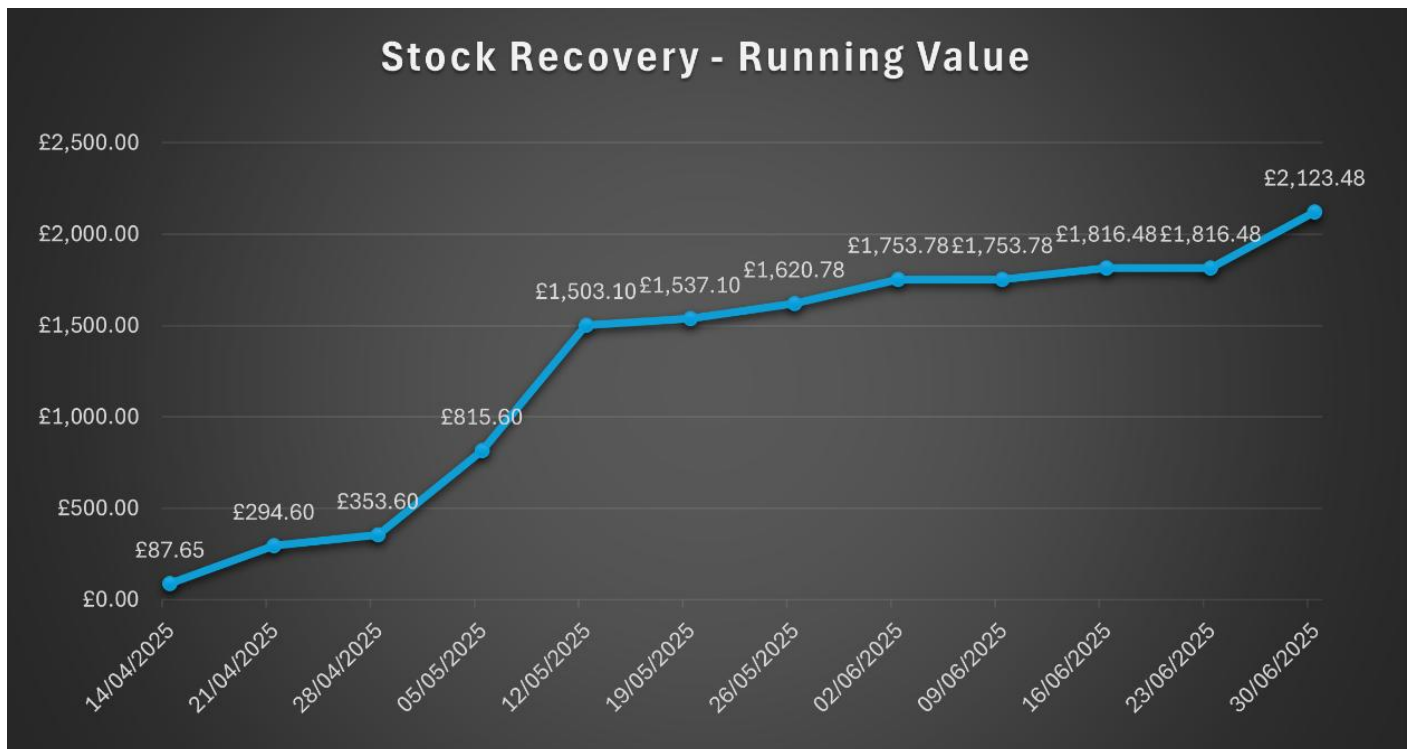
### Interaction Summary 1 – Bar Graph & Pie Chart



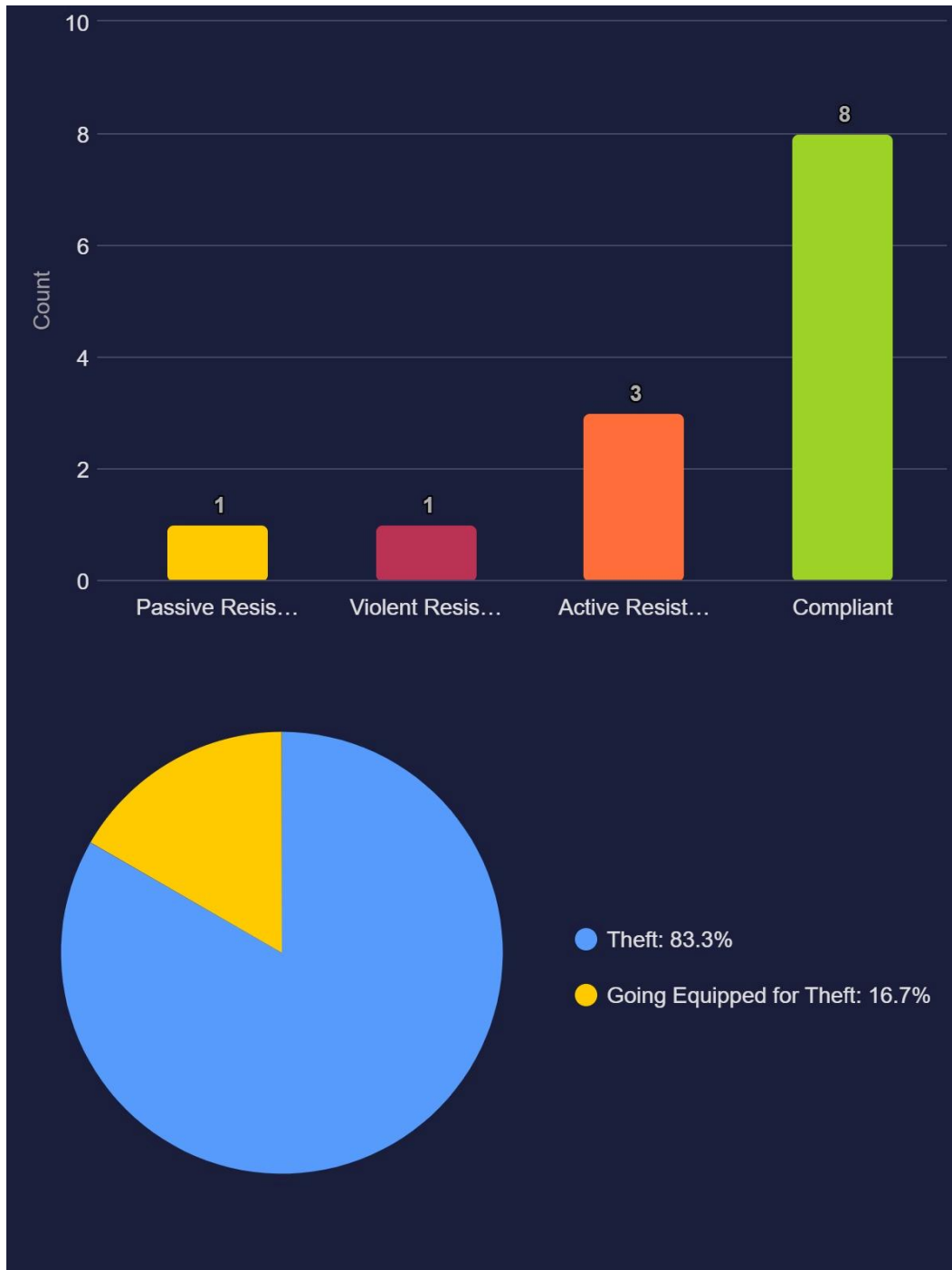


### Stock Recovery

- Total	£502.70
- Occurrences	9
- Average	£55.86



## Arrest & Resistance Summary



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 12 - 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 5<sup>th</sup> June 2025 and the following issues were discussed:

**Town Centre CCTV**

There was a discussion about all the towns CCTV installations in various locations, including the master box, and their future usage. The BID Facilitator has been tasked with following up on this matter, to establish the viability of the CCTV system going forwards.

**Bitcoin**

A Director gave a presentation regarding the opportunities for Bognor Regis to be used as a hub for people who wished to spend Bitcoin, with reference made to a pilot project in Brighton. This topic will be a future agenda item for further discussion.

**Station Square railings**

Landlord's consent has been applied for and is progressing. Discussions around the manufacture and installation of railings have taken place with the current lead time predicted to be in the region of 6-8 weeks.

**Old Town light installation**

An update to Directors confirmed that whilst the lights in Old Town had been installed, there was a minor hold-up due to the timer needing to be replaced.

**Love Bognor Regis website**

Statistics, showing improved public engagement, were shared.

**Bognor Regis Town Action Group**

The BID Facilitator advised that he had been approached by BRTC in relation to a Town Action Group that they were looking to establish in Bognor Regis. With the Town Council funding the work of the Group up to £10,000, BID Directors agreed to support with a contribution of between £5,000 and £6,000, for activities that aligned with BID objectives.

**Finance**

Directors were presented with a finance report showing income and expenditure.

**Action Log**

Various updates to projects on the Action Log were given, including those relating to wayfinding.

### **Updates from Arun District Council**

Updates from the ADC Officer representative included notification that the planning application (BR/97/25/PL), for the redevelopment of The Arcade, was now live and that the redevelopment of the theatre was on track. Work to encourage businesses to sign up to DISC continues. Supported by BRTC's Markets Officer, ADC had arranged a 999 Emergency Services Day on 14<sup>th</sup> August 2025, with the BID invited to collaborate.

### **Updates from Bognor Regis Town Council**

The Town Council's Markets Officer, attending on behalf of the Deputy Clerk, reported that the Council hoped to deliver both a French and Christmas market in 2026.

### **Next Meeting**

The next Full Board Meeting is scheduled to take place on 11<sup>th</sup> September 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](http://www.brbid.org)).*

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 13 - BOGNOR REGIS TOWN ACTION GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 26<sup>th</sup> JUNE 2025 INCLUDING: - APPROVAL OF ANY SUGGESTED AMENDMENTS TO DRAFT TERMS OF REFERENCE PROPOSED BY MEMBERS OF THE TOWN ACTION GROUP AND RECOMMEND TO COUNCIL FOR ADOPTION - MIN. 21.2 REFERS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

As agreed at the previous meeting, the Town Council established a Bognor Regis Town Centre Action Group with various stakeholders invited to become members (Min. 21 refers).

The draft Notes of the inaugural meeting, held on 26<sup>th</sup> June 2025, are attached as **Appendix 1**.

The Group suggested that the MP for Bognor Regis & Littlehampton, and the Office of the Sussex Police & Crime Commissioner be included in the membership, with the Terms of Reference amended accordingly. As agreed at the previous Policy and Resources Committee Meeting, these amended Terms of Reference (attached as **Appendix 2**) are now referred back to the Policy and Resources Committee for approval and recommendation to Council for adoption (Min. 21.2 refers).

**DECISIONS**

Members are invited to **NOTE** the Notes of the Bognor Regis Town Action Group Meeting held on 26<sup>th</sup> June 2025.

Members are asked to consider and **AGREE** the Action Group's suggested amendments to the draft Terms of Reference and **RECOMMEND** to Council that these be adopted.



# **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](mailto:clerk@bognorregis.gov.uk)

## **NOTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING**

### **HELD ON THURSDAY 26<sup>th</sup> JUNE 2025**

#### **PRESENT:**

Cllr. Gill Yeates (Mayor of Bognor Regis)  
Cllr. Bob Waterhouse (Chair of Bognor Regis Town Council's Policy and Resources Committee)  
Cllr. Paul Wells (Group Leader, Bognor Regis Town Council)  
Alison Griffiths MP (Member of Parliament for Bognor Regis & Littlehampton)  
Cllr. Roger Nash (Chair of Arun District Council's Economy Committee)  
Simon Morris (Head of Partnership, Office of the Sussex Police & Crime Commissioner)  
Chief Inspector Will Keating-Jones (District Commander Chichester & Arun, Sussex Police)  
Inspector Ross Wickings (Arun Neighbourhood Policing Team, Sussex Police)  
Sergeant Ross Beaumont (Arun Neighbourhood Policing Team, Sussex Police)  
Elaine Lucas (Principal Trading Standards Officer, West Sussex County Council)  
Miriam Nicholls (Business and Economy Manager, Arun District Council)  
Dax O'Connor (Community Safety Manager, Arun District Council)  
Lee Matthews (ASB Enforcement Team Leader, Arun District Council)  
Matt Gover (Economic Development Projects Officer, Arun District Council)  
Simon Mansfield (BID Facilitator, Bognor Regis BID)  
Katy Alston (Pinks Parlour, Business Representative)  
Danny Dawes (Grandads Front Room CIC, Business Representative)  
Matt Stanley (Nationwide, Business Representative)  
James Crosser (Community Warden, Bognor Regis Town Council)  
Cameron Spicknell (Community Warden, Bognor Regis Town Council)  
Joanne Davis (Deputy Clerk, Bognor Regis Town Council)  
Joseph Stevens (Parliamentary Assistant to Alison Griffiths MP)

#### **APOLOGIES:**

Peter Aston (Trading Standards Team Manager, West Sussex County Council)  
Carrie Reynolds (Communities and Wellbeing Manager, Arun District Council)

***The Meeting opened at 3.00pm***

1. **WELCOME AND INTRODUCTIONS**

Introductions were made between the group.

2. **PURPOSE AND OBJECTIVES OF THE ACTION GROUP**

The group were provided with some background information about a similar group in Littlehampton which had been started by the local Town Council following research and a public consultation from which strategic aims were agreed, similar to those in the draft Terms of Reference proposed under Agenda item 3. A lot of work has been required to begin to see positive changes in Littlehampton Town Centre, from partners but particularly from businesses. Certain business owners have been given the title 'Facilitator' with each taking responsibility to manage certain areas i.e. police/BCRP, cleansing/graffiti – businesses pass intelligence onto the relevant Facilitator who then report issues, getting things moved along more quickly. Lots of promotion has taken place in the Town Centre to encourage footfall, alongside Family Fun Days, which tends to have the effect of displacing antisocial behaviour.

In summary, the purpose and objectives of the Action Group are to bring together community members, organisations, and stakeholders with the shared goal of enhancing the quality of life in Bognor Regis through collaborative action, strategic planning, and civic engagement. The key aims are to drive local initiatives, and to support the delivery of meaningful, visible change in the town, with a focus on a reduction in antisocial behaviour and improved perceptions.

3. **ADOPTION OF TERMS OF REFERENCE**

It was 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.

The Group agreed to include the MP for Bognor Regis & Littlehampton, and the Office of the Sussex Police & Crime Commissioner in the membership, with the Terms of Reference (**Appendix 1**) to be referred back to the Town Council's Policy and Resources Committee, for them to approve and recommend to Council for adoption.

4. **FUNDING OPPORTUNITIES**

Arun District Council committed, in principle, to match funding the Town Council's budget of up to £10,000, to support the work of the Action Group, subject to an approved Action Plan with defined costs and measured outcomes (such as data from DISC), which may then attract other funding.

Following an approach from the Town Council requesting a financial contribution of between £5,000 and £6,000, BID Directors agreed universally the BID would support the Action Group and that funds could be used for



activities aligned with BID objectives.

Funds can only be used for activities aligned to the mandate described in the BID's 2<sup>nd</sup> term business plan and would be assessed on an individual basis.

Alternative ways to support the work of the Group include venues being provided to deliver training.

Perception is important, particularly how the public perceive the value of the Group.

## **5. KEY PRIORITIES AND ISSUES FOR BOGNOR REGIS**

### **Reporting**

Reporting is still low from businesses signed up to DISC, with suggested causes being the perceived time it takes to report, with this perhaps seen as causing an interruption to the working day. Warden reports submitted on behalf of businesses are regarded as 3<sup>rd</sup> Party and do not always get passed onto the police - reports have to come from the witness. Further training for businesses could address the lack of reporting and overcome any misconception about reporting being time-consuming. Residents and shoppers should also be encouraged to report, with educational materials on what, how, and to whom, to report made available.

The Group were informed that police must work to the national directive, abiding by the legislative framework, and cannot act on verbal intelligence.

### **Radio Communications**

Radios could be used better as an early warning system. Some businesses don't either turn them on until later in the day, or only when they require assistance.

### **Stolen Goods**

Reports of stolen goods being sold on the street and in local pubs. Those buying stolen goods need to be educated that they are funding crime, including drug related crime.

### **Shopwatch**

There is the potential to amalgamate the Shopwatch scheme with the Pubwatch scheme and become Bognorwatch. Shared communications would make pubs aware of goods reported as being stolen from shops and tackle the subsequent illicit selling of these on licensed premises.

### **CCTV**

A feasibility study has been conducted by the BID into bringing the CCTV cameras under their ownership back online.

### **Data/Outcomes from reporting**

The process from crime to consequences is long with questions raised as to whether the process is robust enough to take offenders off the street. Multiple reports relating to an individual will typically see them remanded straight to court, however, the criminal justice system and prisons are at capacity. Short term sentences and early releases are not unusual with the

Police having a limited sphere of influence. Early interventions such as a Community Protection Notice (CPN) can produce good results in people curtailing poor behaviour.

### **Youth Engagement**

Community Wardens asked to be provided with details of what activities are available to young people.

## **6. ENGAGEMENT AND COMMUNICATION**

Media release from the police expected imminently, reporting on success of a covert operation focused on county lines in Bognor Regis.

## **7. NEXT STEPS AND ACTION POINTS**

Arun District Council are actively recruiting Community Protection Officers who have powers to enforce a PSPO and who will be data led. Additionally, Sussex Police are to recruit more PCSOs and PCs for Bognor Regis.

To support the Group's Terms of Reference, an Action Plan will be drafted and circulated to Members prior to the next meeting at which the Plan will be a focus for discussion.

## **8. DATE AND TIME OF NEXT MEETINGS**

The Group agreed that future meetings should be held in the Council Chamber at Bognor Regis Town Hall, on the following dates: -

Friday 8<sup>th</sup> August 2025, 9.30am-11am

Thursday 18<sup>th</sup> September 2025, 3pm-4.30pm

Friday 31<sup>st</sup> October 2025, 9.30am-11am

Thursday 11<sup>th</sup> December, 3pm-4.30pm

***The Meeting closed at 4.48pm***



# **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; **MP for Bognor Regis & Littlehampton**; **Office of the Sussex Police & Crime Commissioner**: **Head of Partnership**

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>	<ul style="list-style-type: none"> <li>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</li> </ul>

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 14 - TO RATIFY THE ADDITIONAL COSTS OF RADIO  
HIRE FOR BRTC COMMUNITY WARDEN £318.80 AND £37.80 INCL.  
VAT FOR CORRESPONDING EARPIECE**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

When the Town Council decided to run the trial with the Community Warden provision during December last year, the cover Warden during this period was loaned the BR BID's second radio so that they were aware of what was going on in the town. When the new Town Council's contract started in April 2025, this continued. However, to ensure that a radio is always available to the BRTC Community Warden, it was felt that it would be prudent for the Council to hire this equipment directly from the provider for when the Council's Warden or the cover Warden is on shift.

To ensure compliancy and assist with the issues of GDPR, an earpiece for use with the radio is also being provided for the Warden.

Members are therefore asked to ratify this additional expenditure as detailed below which will be funded from the Economic Development Fund in line with the current Warden services.

**DECISION**

To **RATIFY** the additional costs of radio hire for the BRTC Community Warden at a cost of £318.80 and £37.80 incl. VAT for the corresponding earpiece to ensure GDPR compliancy.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 15 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON  
MEETING HELD ON 3<sup>rd</sup> JUNE 2025 AND AGREE ANY NEXT STEPS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

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

The Town Clerk and Deputy Clerk most recently met with Karl Roberts on 3<sup>rd</sup> June 2025, with the Notes from the meeting shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Deputy Clerk, on Wednesday 18<sup>th</sup> June 2025.

**DECISION**

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 3<sup>rd</sup> June 2025 and **AGREE** any next steps.

**AGENDA ITEM 16**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 16 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY TOWN CLERK**

**FOR DECISION**

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

The financial reports for the month of June 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 June 2025.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF MAY AND JUNE 2025, WHILST NOTING THAT THIS IS NOW UNDERTAKEN BY ANY AUTHORISED BANK SIGNATORY OTHER THAN THE CHAIR OR VICE-CHAIR OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS (F.R. 2.6 REFERS)**

**BACKGROUND**

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

*'On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee'.*

In line with this requirement, Cllr. Mrs. J. Warr has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of May and June 2025.

**DECISION**

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

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 28<sup>th</sup> JULY 2025

AGENDA ITEM 17 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY TOWN CLERK

FOR RATIFICATION

**To ratify expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront**

At the Planning and Licensing Committee Meeting held on 19<sup>th</sup> November 2024, Members agreed expenditure of up to £4,000 from the Town Council's CIL Budget to replace 3 x seafront showers.

Unfortunately, additional expenditure of £692.58 excluding VAT was required as part of the installation costs of the shower units which included reinstatement of the water supplies, testing and various materials. Members are asked to ratify that this additional cost be funded from Rolling Capital.

**DECISION**

The Committee is therefore invited to **RATIFY** expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront.

**To ratify expenditure of £765.83 excluding VAT for a new Canon Camera**

As reported to Members as part of the 2025-2026 Budget setting process, the Town Council purchased a Canon camera many years ago which has been used at Town Council events. The current camera had reached the end of its shelf life and struggled to operate efficiently. It was therefore proposed to upgrade to the EOS R50, which would be compatible with the lenses currently used, to be funded from the Rolling Capital Budget. The old Canon camera was used in Part Exchange and £191.67 excluding VAT has been returned to Asset Sale Proceeds within the P&R Capital Budget.

**DECISION**

Members are asked to **RATIFY** expenditure of £765.83 excluding VAT for a new Canon Camera, funded from the Rolling Capital Budget whilst noting the Part Exchange value received for the old Canon camera of £191.67 excluding VAT against the new purchase.

**To consider expenditure of £1,925 excluding VAT for the installation of sockets to lamp post columns in Queensway and expenditure of £950 excluding VAT for structural inspection of the columns, to facilitate Christmas illuminations**

Queensway has historically been without Christmas Illuminations due to the absence of a suitable power feed. In permanent resolution, a quotation for the



## AGENDA ITEM 17

installation of commando sockets was sought, as a viable alternative to feeder pillars.

Consent for installation of sockets, is with asset owner Enerveo via a Third-Party Agreement, requiring the conditional structural inspection, testing and certification of lighting columns.

At present, 7 number columns are proposed, on the East side between the junctions of High Street and Crescent Road.

### DECISION

Members are asked to **RESOLVE** to **AGREE** expenditure of £1,925, excluding VAT, for installation of sockets to lamp post columns in Queensway and expenditure of £950 excluding VAT for structural inspection of the columns, to facilitate Christmas Illuminations.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 28<sup>th</sup> JULY 2025**

**AGENDA ITEM 18 - CORRESPONDENCE**

**FOR INFORMATION**

1. NALC Events newsletter previously forwarded to Councillors 02.07.2025
2. Sussex Alerts; Prevent Burglars Entering – Circulated to all Councillors 01.07.2025
3. Devolution & Local Government Reorganisation Newsletter received from Dawn Hudd – Circulated to all Councillors 01.07.2025
4. Clerks & Councils Direct issue 160
5. Sussex Alerts; Buying Tickets Safely Online – Circulated to all Councillors and on social media 01.07.2025
6. WSCC eNewsletter; Keeping safe and well across the county this summer – Circulated to all Councillors 01.07.2025
7. Latest news from St Wilfrid's Hospice – Circulated to all Councillors 03.07.2025
8. WSCC Cabinet – 3 June 2025 – Minutes – Circulated to all Councillors 03.07.2025
9. Invitation from Marion Wells to all Councillors to attend the Bognor Regis Repair Café opening 5<sup>th</sup> July 2025
10. Public Sector Executive; New era for social housing, Councils unlocking the economy, Mayors unite on travel network 04.07.2025
11. WSCC July Cabinet Agenda – Circulated to all Councillors 04.07.2025
12. NALC Chief executive's bulletin – Circulated to all Councillors 04.07.2025
13. The Sussex Police and Crime Commissioner; Reminder to have your say – Circulated to all Councillors 04.07.2025
14. CCLA Market update; June 2025
15. DCK Accounting Solutions; VAT Partial Exemption Calculations 2024-25
16. Relaunched Bognor Regis BID Newsletter – Circulated to all Councillors 05.07.2025
17. Heather Perrott; Next international film at Picturedrome – Circulated to all Councillors 06.07.2025
18. Sussex Alerts; Street Safe – Circulated to all Councillors 05.07.2025
19. VAAC Young people's leisure time activities survey – Circulated to all Councillors 07.07.2025
20. NALC Jobs newsletter 07.07.2025
21. VAAC E-bulletin – Circulated to all Councillors 07.07.2025
22. Sussex Alerts; newsletter – Circulated to all Councillors and on social media 07.07.2025
23. Sussex Alerts: National surrender and compensation scheme – Circulated to all Councillors and social media 07.07.2025
24. Correspondence from John Parsons (Creative Bognor) proposed community initiative – Circulated to all Councillors 08.07.2025
25. NALC Events newsletter – previously circulated to all councillors 08.07.2025
26. Sussex Police & Crime Commissioner Launches Police & Crime Plan – Circulated to all Councillors 08.07.2025
27. Public Sector Executive; Alarming Levels of Social Exclusion, A Strategy to End Child Poverty, and more 08.07.2025
28. John Parsons; Bognor Heritage Boards – Circulated to all Councillors 08.07.2025

## **AGENDA ITEM 18**

- 29.** Public Sector Executive newsletter; Council housebuilding support, Islington does it again, First-ever onshore wind strategy 08.07.2025
- 30.** CCLA joins Jupiter IM Group notification 10.07.2025
- 31.** Public Sector Executive; Modernising public services, supporting council housebuilding, Islington does it again 10.07.2025
- 32.** WSCC News Release; Shaping the vision for the future of local authorities as local government reorganisation progresses – Circulated to all Councillors 10.07.2025
- 33.** NALC Chief executive's bulletin – Circulated to all Councillors 10.07.2025
- 34.** WSCC Resident's newsletter; Could you be there for a child in care, summer reading challenge, EV chargepoint update, and more 10.07.2025
- 35.** UKHSA and Met Office Amber Heat-Health Alert is in effect on 11/07/2025 until 14/07/2025 – Circulated to all Councillors 11.07.2025
- 36.** Sussex Alerts; Community Speed Watch – Circulated to all Councillors and on social media 11.07.2025
- 37.** The Sussex Police and Crime Commissioner; Sussex's Police & Crime Plan – Circulated to all Councillors 11.07.2025
- 38.** Sussex Alerts; Domestic Abuse – Circulated to all Councillors 11.07.2025
- 39.** Letter Royal Mail; service and condition changes 14.07.2025
- 40.** Email copied into from John Cavanagh re; Town Centre, High Street – Circulated to all Councillors 14.07.2025
- 41.** NALC Jobs newsletter 14.07.2025
- 42.** Invitation To Mayors and Clerks; Local Government Reorganisation- Stakeholder Engagement Survey 17<sup>th</sup> July 2025 meeting 14.07.2025
- 43.** NALC Events newsletter – previously circulated to Councillors 15.07.2025
- 44.** Public Sector Executive newsletter; Government health vision under threat, Boosting EV infrastructure, Modernising public services 15.07.2025
- 45.** ADC News release; – We've now achieved nine Green Flag Awards – Circulated to all Councillors and on social media 15.07.2025
- 46.** Office for National Statistics; HM Government commissions census in 2031 15.07.2025
- 47.** Parish Online Newsletter 60 Free GOV.UK Email Special Edition 16.07.2025
- 48.** NALC Chief executive's bulletin – Circulated to all Councillors 17.07.2025
- 49.** Public Sector Executive: Communities to save millions, Unlocking billions for councils, Government's vision under threat 17.07.2025
- 50.** ADC News release – Arun District Council honours late Councillor, Jim Brooks as Honorary Alderman – Circulated to all Councillors 17.07.2025
- 51.** WSCC News release; Devolution and Mayoral election plans for Sussex and Brighton move forward – Circulated to all Councillors 17.07.2025
- 52.** Invitation to all Councillors to attend the opening of the new location for the Bognor Regis Foodbank 18.07.2025
- 53.** Sussex Alerts; Drink Driving – Circulated to all Councillors and on social media 18.07.2025
- 54.** Sussex Alerts; Courier Fraud – Circulated to all Councillors and on social media 18.07.2025
- 55.** The Sussex Police and Crime Commissioner; Sussex pilot programme tackling online grooming – officially launched – Circulated to all Councillors 18.07.2025
- 56.** The Regis News 18.07.2025
- 57.** NALC Jobs newsletter 21.07.2025
- 58.** Sussex Alerts – Circulated to all Councillors and on social media 21.07.2025