



# 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 22<sup>nd</sup> SEPTEMBER 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 22<sup>nd</sup> September from members of the public not able to attend the Meeting in person, will be read by the Chair during this adjournment.

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

*Glenna Frost*

**DATED this 15<sup>th</sup> DAY of SEPTEMBER 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 28<sup>th</sup> July 2025, and the Extraordinary Meeting held on 16<sup>th</sup> September 2025
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Proposals for Events programme for 2026 including consideration of budgets
8. To receive the Town Force Report
9. Report on Town Centre issues including any reports on meetings with the BID Management Board
10. To consider updates and recommend to Council for adoption the changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts
11. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for July and August 2025 (if available)
12. To receive and note the monthly report for the Town Council's Community Warden for July and August 2025 (September not yet available)
13. To note the Minutes of the Bognor Regis Town Action Group Meeting held on 14<sup>th</sup> August 2025
14. To undertake the annual review of the Town Crier role
15. Consideration of input from the Committee for the content of the 2026 Town Newsletter
16. To note the Notes of the ADC/BRTC Liaison Meeting held on 9<sup>th</sup> September 2025 and agree any next steps
17. Consideration of amendments to the Membership of the Bognor Regis Town Action Group – Min. 21.1 refers
18. To further discuss the dissolution of the Bognor Regis Regeneration Board – Min. 89 and Min. 125 refer
19. Internal Audit – To consider the Internal Audit Report 2025/2026 (First Interim)
20. To ratify the release of £400 to Bognor Regis Seafront Lights to fund a Samba Band for the Illuminate Bognor Regis Parade from the 2025-2026 Partnership Funding and update on the balance of the funding
21. To note the updated Treasury Management Policy and agree that it be recommended to Council for adoption
22. To note the amendments required to the CCLA Public Sector Deposit Fund mandate owing to the changes in staff personnel and agree that this be recommended to Council for approval
23. Financial Reports including: -
  - To note Committee I&E Reports for the month of August 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 July and August 2025, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial

Regulations

- 24. Correspondence
- 25. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
- 26. Town Force: Note of outstanding debtors

Agenda item **26** will contain confidential items and require a resolution to exclude public and press.

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



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

**HELD ON MONDAY 28<sup>th</sup> JULY 2025**

### **PRESENT:**

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, D. Dawes (from Min. 49), S. Goodheart, F. Oppler, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)  
Mr. B. Handley (Events Duty Officer) (part of meeting)

*The Meeting opened at 6.31pm*

#### **40. 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.

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

Apologies for absence were received from Cllr. Smith, with the Clerk, recommending that the reason given was acceptable. This absence was therefore **APPROVED** by Members.

The Clerk had also received apologies from Cllr. Dawes who had advised that he would be late to the meeting.

#### **42. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

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

***Cllr. Wells declared a potential Pecuniary Interest in Agenda item 16 as a supplier***

**43. 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**

The Committee **RESOLVED** 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, and these were signed by the Chair.

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

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

**45. CLERK'S REPORT FROM PREVIOUS MINUTES**

**45.1 2<sup>nd</sup> June 2025 – Min. 8.5 2025-2026 Partnership Funding Bognor Regis Seafront Lights (Year 2 of 3)**

Further to the report made to the last meeting advising that an acknowledgement for the 2025-26 Partnership funding had been received from the Secretary and certified accounts for 24-25 would follow, these have now been received along with the Treasurer's Report for year ending 31<sup>st</sup> March 2025.

## **45.2 2<sup>nd</sup> June 2025 – Min. 26 Appointment of Town Council Representatives to the Arun Business Crime Reduction Partnership (BCRP) Management and Partnership Board**

As previously noted by Members, the Deputy Clerk has been appointed as the Senior Officer Representative to the Arun BCRP Partnership Board and BCRP Management Board. Following an invitation to appoint a Councillor Representative to the BCRP Partnership Board, Cllr. Waterhouse was proposed and seconded, and this appointment was agreed. Both the Deputy Clerk and Cllr. Waterhouse attended the Board meetings, to which they were appointed, on the 1<sup>st</sup> of July 2025.

The nature of the meetings and the discussion about individuals means that they are largely confidential so it would not be appropriate to share with anyone not present. Going forward, everyone present at the Board Meetings will be asked to sign a confidentiality agreement. However, Arun have advised that, in future, summary notes containing KPIs and achievements etc., that can be shared in the public domain, will be made available.

## **45.3 18<sup>th</sup> November 2024 - Min. 83 NALC secures major victory as the government backs remote council meetings**

At the Policy and Resources Committee Meeting held on 18<sup>th</sup> November 2024, Members were asked to agree any representation to be submitted on behalf of the Town Council in response to the Government's Open Consultation in relation to remote meetings and proxy voting. Members of the Council were asked to provide their responses to the consultation to the Assistant Clerk in time for consideration at the meeting. Unfortunately, as no majority response either in support or against was received from those who responded, a response as a corporate body could not be submitted on behalf of the Town Council.

In a momentous decision, the government has announced plans to amend legislation, allowing local authorities (including parish and town councils) to hold remote and hybrid meetings. This move is a powerful victory for parish and town councils following their persistent advocacy. Since the expiration of temporary COVID-19 provisions in May 2021, which permitted virtual council meetings, NALC have been at the forefront of a national campaign to restore this flexibility. They argued that enabling remote attendance would modernise local democracy, enhance accessibility, and attract a more diverse range of individuals to public service.

The government's consultation, which received 5,844 responses (the vast majority coming from the 3,327 parish and town councils), revealed overwhelming support for remote meeting options. In response, the government acknowledged the need for councils to develop their own remote and hybrid attendance policies tailored to local circumstances. NALC welcome the government's announcement, emphasising that the flexibility to hold remote meetings would empower parish and town councils to respond more effectively to their communities' needs.

However, in response to the consultation last year, NALC expressed that the introduction of proxy voting would present significant challenges for parish and town councils, including undermining democratic accountability, weakening deliberative decision-making, and creating procedural and ethical difficulties. The development marks a significant step forward in modernising local governance and ensuring that parish and town councils can operate effectively and inclusively in the digital age.

**46. FURTHER UPDATE FROM THE TOWN MARKETS OFFICER ON THE PLANNED PROGRAMME OF MARKET-STYLE EVENTS FOR 2025/2026 - MIN. 14 REFERS**

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

Whilst it had been intended for the Town Markets Officer to provide the update in person at the meeting, owing to illness this had not been possible.

**47. REPORT ON 2025 TOWN COUNCIL EVENTS HELD TO DATE FROM EVENTS DUTY OFFICER**

The Chair welcomed the Events Duty Officer, Ben Handley, to the meeting and invited him to address the Committee.

Speaking to a slide presentation that had been prepared, the Events Duty Officer summarised the Town Council's free events that had taken place so far this year, sharing pictures and feedback from each.

The Events Duty Officer was praised for their promotional work on social media with it noted that there appeared to have been a demographic change at recent events whereby younger people had been in attendance, which could have a direct correlation. A Member asked whether the use of other social media platforms had been considered to which the Events Duty Officer explained that whilst this had been considered, he was mindful that his post was only a 6-month fixed term contract and, therefore, thought had to be given as to whether there was the resource to continue with this level of online engagement once his contract expired.

The Chair thanked the Events Duty Officer for their contribution to the meeting and to the work of the Town Council.

***The Events Duty Officer left the Meeting***

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

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

In considering taking over the ownership of floral assets from Arun District Council, comment was made around the benefits of bringing such assets in-house to ensure continuity of service.

Members unanimously **AGREED IN PRINCIPLE** to accept responsibility for the maintenance of 24 hanging baskets situated along the London Road Precinct, subject to costs and level of grant funding available from ADC, 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. Projected costs will be provided at a future date to allow for an informed decision.

**49. 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**

*Cllr. Dawes arrived to the Meeting*

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

**50. 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**

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 June 2025, was **NOTED**.

Members further **NOTED** the update in personnel in relation to the service provision.

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

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

A Member asked if the lighting in York Road could be followed up with the BID, to establish whether they were working yet.

**52. 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: -**

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

**52.1 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**

Members **AGREED** that the draft Terms of Reference for the Town Action Group should be amended to include the additional members suggested by the Group, and that these be **RECOMMENDED** to Council for adoption.



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

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

Members unanimously **RATIFIED** 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 compliance, to be funded from the Economic Development Fund in line with the current Warden services.

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

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 3<sup>rd</sup> June 2025, was **NOTED**.

**55. FINANCIAL REPORTS INCLUDING: -**

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

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

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

**55.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 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**.

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

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

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

Members **RATIFIED** expenditure of £692.58 excluding VAT for the additional cost of new shower installations on the seafront.

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

Members **RATIFIED** expenditure of £765.83 excluding VAT for a new Canon Camera whilst noting that Part Exchange value received for the old Canon camera of £191.67 excluding VAT against the new purchase.

**56.3 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**

Having considered the quotation for the installation of commando sockets on lamp columns in Queensway, as a solution to the long-term power supply problems at this location in relation to Christmas illuminations, Members **RESOLVED** to **AGREE** expenditure of £1,925 excluding VAT for installation and £950 excluding VAT for structural inspection of the columns.

**57. CORRESPONDENCE**

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

**58. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (CONTRACTUAL AND 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 items 20 (contractual) and 21 (staffing).

**59. 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.

**60. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUBCOMMITTEE (STAFFING) MEETING HELD ON 28<sup>th</sup> JULY 2025**

**60.1** Members unanimously **AGREED** the recommendation that a temporary 6-month Town Force Member be employed as soon as possible, to provide some much-needed additional resource.

**60.2** It was unanimously **AGREED** that recruitment of a Deputy Clerk, advertised on a starting salary of £52,632, be undertaken as soon as possible to allow for a handover period before the new Town Clerk takes on the role. It was further **AGREED** that, on this occasion, Cllrs. Waterhouse, as Chair of the Policy and Resources Committee and Cllr. Mrs. Yeates, as Mayor, be included on the interview panel, alongside the incoming Town Clerk and with input from the current Town Clerk. Should Cllrs. Waterhouse or Mrs. Yeates be unavailable on the interview day set, then either Cllr. Nash or Wells will act as a reserve.

***The Meeting closed at 7.33pm***



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

### **COMMITTEE MEETING**

**HELD ON TUESDAY 16<sup>th</sup> SEPTEMBER 2025**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Deputy Clerk)

*The Meeting opened at 6.32pm*

#### **61. 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.

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

Apologies for absence were received from Cllr. Barrett, with the Clerk, recommending that the reason given was acceptable. This absence was therefore **APPROVED** by Members.

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

#### **63. 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 Interest in Agenda item 6***

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

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

#### **65. 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).

#### **66. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 16<sup>th</sup> SEPTEMBER 2025, PRIOR TO THE POLICY AND RESOURCES COMMITTEE MEETING**

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

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

- 66.1** That the Event Duty Officer be offered a 2-year Fixed Term, full-time contract, effective 1<sup>st</sup> October 2025, remunerated on SCP 6 (£25,989).

- 66.2** That, in principle, a part-time horticultural role be developed and that the Clerk be given Delegated Authority to enter into negotiations with the relevant member of staff to agree on a proposed salary ranging between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata), with a report to be brought back to a future meeting for further consideration.
- 66.3** That the services of the retiring Town Clerk be retained after 30<sup>th</sup> September 2025, until such time that a new Deputy Clerk is in post, with further details to be brought to a future meeting.

***The Meeting closed at 6.44pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 7 - PROPOSALS FOR EVENTS PROGRAMME FOR 2026  
INCLUDING CONSIDERATION OF BUDGETS**

**REPORT BY THE EVENTS OFFICER**

**FOR DECISION**

The following proposals are based on the 2025 events programme. Should Members have any suggestions that they wish the Events Officer to investigate then these would need to be put forward for consideration by the Committee at this meeting to allow time for these to be taken into consideration.

The Events Officer's recommendations that are agreed at this meeting, subject to suggestions by Members, will be fed into the budget calculations to be considered at this Committee's budget meeting in December and will form part of the overall recommendation to the Town Council in January 2026.

**Book Day - Hotham Park - 27<sup>th</sup> May 2026**

Approved Budget 2025 - £5,000

**Recommended Budget 2026 - £5,000**

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

It is the Officer recommendation that the theme for 2026 is Festival of Birds, with the idea of 'Letting your imagination fly!'.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2026.

**DECISIONS**

Do Members **AGREE** to theme the 2026 Book Day as Festival of Birds?

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

**Proms in the Park - Hotham Park - 20<sup>th</sup> June 2026**

Approved Budget 2025 - £3,000

**Recommended Budget 2026 - £3,000**

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

It is the Officer recommendation that the same budget as this year of £3,000 be retained for 2026.

**DECISION**

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

**Drive Through Time - West Park - 5<sup>th</sup> July 2026**

Approved Budget 2025 - £5,000

**Recommended Budget 2026 - £5,000**

The Drive Through Time is a static motor gala, with over 200 vehicles on display and live broadcast of the Silverstone Formula One on a big screen. There is also a Craft & Charity fair, live music and a free kidszone. This is a very popular event in the events programme and is in its 14<sup>th</sup> year.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2026.

**DECISION**

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

**Hampshire Avenue Fun Week – Hampshire Avenue - 27<sup>th</sup> July - 31<sup>st</sup> July 2026**

Approved Budget 2025 - £5,000

**Recommended Budget 2026 - £5,000**

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

It is proposed that this budget is to remain the same at £5,000 to allow the full week of activities. This week is very well attended and very much needed in this out of Town Centre location, and a full week is required.

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2026.

**DECISION**

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

**Funshine Days - Prom & Hotham Park Bandstands - 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> & 11<sup>th</sup>, 12<sup>th</sup> 13<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> & 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> (Tues, Weds & Thurs) August 2026**

Approved Budget 2025 - £5,000

**Recommended Budget 2026 - £5,000**

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

It is the Officer recommendation that the same budget as this year of £5,000 be retained for 2026.

**DECISION**

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

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

Approved Budget 2025 - £3,000

**Recommended Budget 2026 - £3,000**

BRTC have worked very successfully with the Rotary Club on a series of events throughout the Summer for the past few years, to revive the very popular Sunday Afternoon Concerts. These concerts were exceptionally well attended with great feedback and a positive response to their return.

Discussions with the Rotary Club, as to whether they wish to continue working in partnership on these concerts, are yet to take place. However, should they be agreeable, then it is the Officer recommendation that these events once again continue for 2026.

If continuing, then it is likely that there will be four concerts this year, each with a different genre, and each perhaps featuring a soloist vocal and a full live band performance, as has been the case in the past.

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

Sunday 14<sup>th</sup> June

Sunday 19<sup>th</sup> July

Sunday 9<sup>th</sup> August

Sunday 6<sup>th</sup> September

**DECISION**

Do Members **AGREE** the Events Officer's recommendation of **£3,000** for the Sunday afternoon Concert events?

**Halloween Half Term Event – Hotham Park**

Budget allocated for 2025 - £4,500 (from Earmarked Reserves)

**Recommended Budget 2026 - £4,500**

In November 2022, it was recommended to Members of the now dissolved Events, Promotion and Leisure Committee that, to fill a gap in the events calendar, a Halloween-themed event be incorporated into the October half-



term school holidays. With a recommended budget from the Town Council of £2,500, it was hoped to secure match-funding from other event organisers who might be interested in collaborating on a Halloween event (Min. 52.7 refers). At the time, it was not possible to find a partner that could work in alignment with the Town Council's ideals, instead, following a request from a Member, the budget for the Halloween event was enhanced with £2,000 from the 2023-24 Publicity and Promotion Budget. Taking the total budget for 2025 to £4,500, it was hoped to be able to bring a bespoke Halloween themed laser and music show into Hotham Park on Friday 31<sup>st</sup> October 2025. However, owing to the Officer being unable to secure the necessary paperwork from the Contractor in the required timeframe to submit to Arun District Council as the Landowner, as part of the Events Management Plan, this will not now be possible. It is therefore planned instead to hold an event incorporating a laser and music show and other content, in Hotham Park during the February half term on Wednesday 18<sup>th</sup> February 2026, where there is also a gap in the events calendar.

To provide for a Halloween event in 2026, it is the Officer recommendation that a budget of £4,000 be allocated.

#### **DECISION**

Do Members **AGREE** the Events Officer's recommendation of **£4,000** for the Halloween Half Term event?

#### **Christmas Illuminations Switch-On - Town Centre - 28<sup>th</sup> November 2026**

Approved Budget 2025 - £6,000

**Recommended Budget 2026 - £6,000**

The switching on of the town's Christmas illuminations.

It is the Officer recommendation that the same budget as this year of £6,000 be retained for 2026.

#### **DECISION**

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

#### **Carols in the Park – Hotham Park**

Approved Budget 2025 - £2,500

**Recommended Budget 2026 - £2,500**

This popular event has been revived for 2025 with Chichester Concert Band booked to perform on Sunday 7<sup>th</sup> December 2025.

It is the Officer recommendation that the budget of £2,500 be allocated for Carols in the Park 2026.

**DECISION**

Do Members **AGREE** the Events Officer's recommendation of **£2,500** for the Carols in the Park event?

## AGENDA ITEM 8

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 22<sup>nd</sup> SEPTEMBER 2025

#### AGENDA ITEM 8 - 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

Further to Members agreement in principle to accept responsibility for some of Arun's floral assets, ADC Parks and Cemeteries Manager was only able to provide an interim answer as to the potential grant funding owing to pending input from senior officers:

*"It is expected that the minimum level of grant will reflect what ADC currently pay Tivoli for supply and maintenance, as outlined below:*

- . **Town Hall baskets** – £14.50
- . **Town Hall planters** – £63.06
- . **London Road baskets** – £86.98

*Please note that these figures don't reflect the actual work involved. Unfortunately, this is a legacy of how Tivoli (formerly ISS) priced the overall contract; some elements appear disproportionately good value as a result."*

The Parks and Cemeteries Manager can approve grants of up to £1,000 for third-party projects. Based on the above, and without further senior input, the maximum grant they can currently authorise would be £164.54 + £1,000 = £1,164.54. This grant would continue until the new unitary authority emerges in 2028.

This grant offer falls significantly short of covering the costs which are estimated to be as follows:

- |   |                      |           |
|---|----------------------|-----------|
| . <b>Town Hall baskets &amp; planters</b> | Labour 65 man hours  | £1,430.00 |
|   | Supplier charges     | £871.00   |
| . <b>London Road baskets*</b>             | Labour 275 man hours | £6,050.00 |
|   | Supplier charges     | £1,100.00 |

**\*Please note:** The existing style of hanging baskets is not considered suitable for the winter months, as water dripping onto the pavement can (and has done in the past) create hazardous icy conditions during freezing weather. To address this, we propose switching to Amberol self-watering cup and saucer hanging baskets.

These not only mitigate the risk of water runoff but also remove the need for a third weekly watering visit, costing £55. The estimated cost of the new baskets is approximately £900, which will be recouped within four months through reduced maintenance costs. Furthermore, this will bring the Precinct's hanging baskets in line with those used in other areas. The purchase can be funded from an existing Town Force budget as this requirement is driven by our own operational needs.

If no agreement is reached, ADC have advised that it is likely that their floral provision at these locations will continue until 2028. However, beyond that point, the floral displays are very likely to be withdrawn entirely.

## DECISIONS

Do Members wish to accept the ADC Parks and Cemeteries Manager's interim offer of grant funding of £1,164.54 in relation to the Town Council taking over the ownership of the floral assets as detailed in the report?

**or**

Do Members wish to wait for input from ADC senior officers, with authority to authorise a greater level of grant funding?

**or**

Do Members wish to delay taking ownership of the three floral sites until 2028?

## TO CONSIDER REQUEST FOR TRANSFER OF TOWN FORCE TIME ALLOCATION

As previously reported, the Armed Forces Day organisers exceeded their allocation of free TF hours due to the introduction of two new elements within the event: the installation of a poppy wall at the front of the Pier 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. Subsequently, an invoice for the excess TF time of 22-man hours (£484 plus VAT) was raised.

The Carnival Association did not use their full allocation of free Town Force hours due to the cancellation of the Puppy Love event. As a result, there is a balance of 33.25 unused man hours.

It is proposed that the balance of unused man hours be used to offset the excess TF time used for Armed Forces Day.

## DECISION

Do Members **APPROVE** the transfer of 22-man hours from the Carnival Association's unused Town Force allocation for 2025 to the Armed Forces Day organisers to cover the excess of TF time and therefore cancelling the invoice raised for £484 plus VAT.

## TO CONSIDER OPTIONS FOR FUTURE MAINTENANCE OF THE A29/SHRIPNEY ROAD CENTRAL RESERVATION

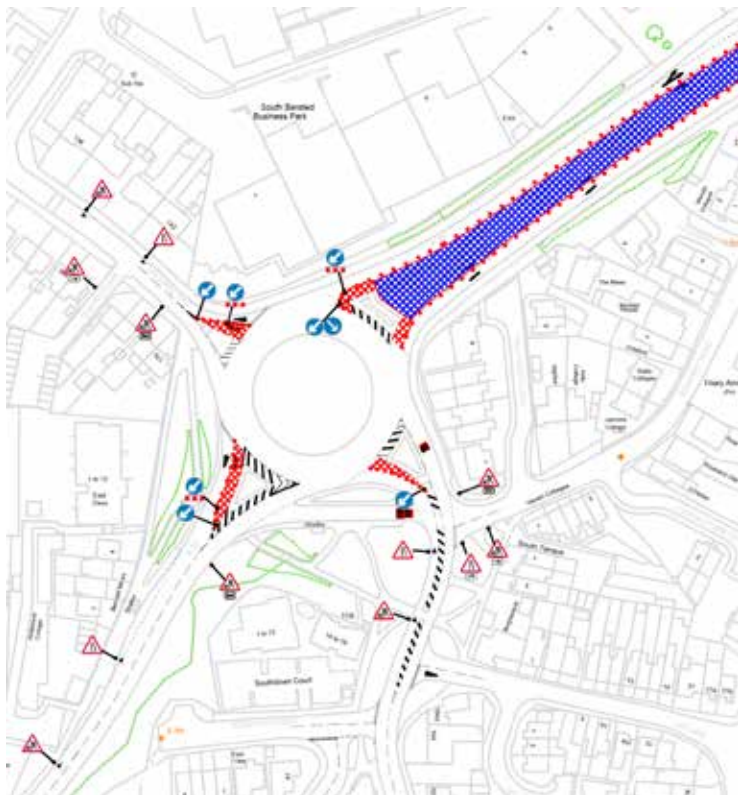
Following the unsatisfactory outcome of the WSCC site inspection, a review of the site's maintenance arrangements was undertaken, particularly in light of the high cost associated with purchasing the necessary signage, should the existing method of cutting continue. Following discussions with the Town Force team, WSCC Highways and various companies providing highways maintenance services, the options for future maintenance have been narrowed down to the following: -

**Option 1:** To continue with the existing method whereby Town Force set up the legally required traffic management system to enable a tractor to cut the site.

*Estimated costs:* -

New signage for Orchard Way roundabout	£1,342.20
Replacement signage for the A29/Shripney Rd (Sainsbury's side)	£1,219.67
TF time cost per visit (26.5 man hours – as per April 2025 visit)	£583.00
NRSA Streetworks qualification – 3 x Operatives (£340 e.a.)	£1,020.00
NRSA Streetworks qualification – 1 x Supervisor (£340 e.a.)	£340.00
Tractor hire (£60 per hour)	£180.00

The traffic management system (TMS) required to close the inner lanes of the dual carriageway is both complex and labour-intensive. In fact, the time needed for loading, setup, removal and unloading exceed the duration of the cutting itself. The signage extends from the Rowan Way roundabout to past the Orchard Way roundabout and includes all joining roads. As an example of its complexity, the following drawing shows the TMS set up for the Orchard Way roundabout area:



Due to the recent and upcoming staff changes within the TF team, it will also be necessary for three TF members to be trained to the Operative level of the New Roads and Street Works Act 1991 (NRSA) and one to the NRSA Supervisory level.

Financial implications aside, this option is further constrained by the following factors:

- 1 - A minimum of four staff members is required for implementation and unplanned staff absences could impact scheduling and reduce overall flexibility.
- 2 – Limited storage space at the TF unit to accommodate the extra signage, frames, and traffic cones for Orchard Way roundabout.

## **Option 2: Full contractor maintenance**

Following communication with various businesses providing Highways maintenance services, a reputable company providing grass cutting services across the County has submitted a very competitive quote of £670 + VAT per cut.

By outsourcing the work to a contractor, full liability is transferred to them, and the frequency of grass cutting can be maintained without being affected by internal staffing limitations.

Furthermore, Members may wish to note that the central reservation generates £1,805 in sponsorship income annually, which is sufficient to cover approximately 2.5 contractor's visits. When combined with the existing budget of £1,000, there is a strong financial justification for proceeding with this option as it wouldn't affect the Precept.

### **DECISION**

Do Members **AGREE** with proceeding with Option 2?

## REPORT BY THE TOWN FORCE MANAGER

## FOR INFORMATION

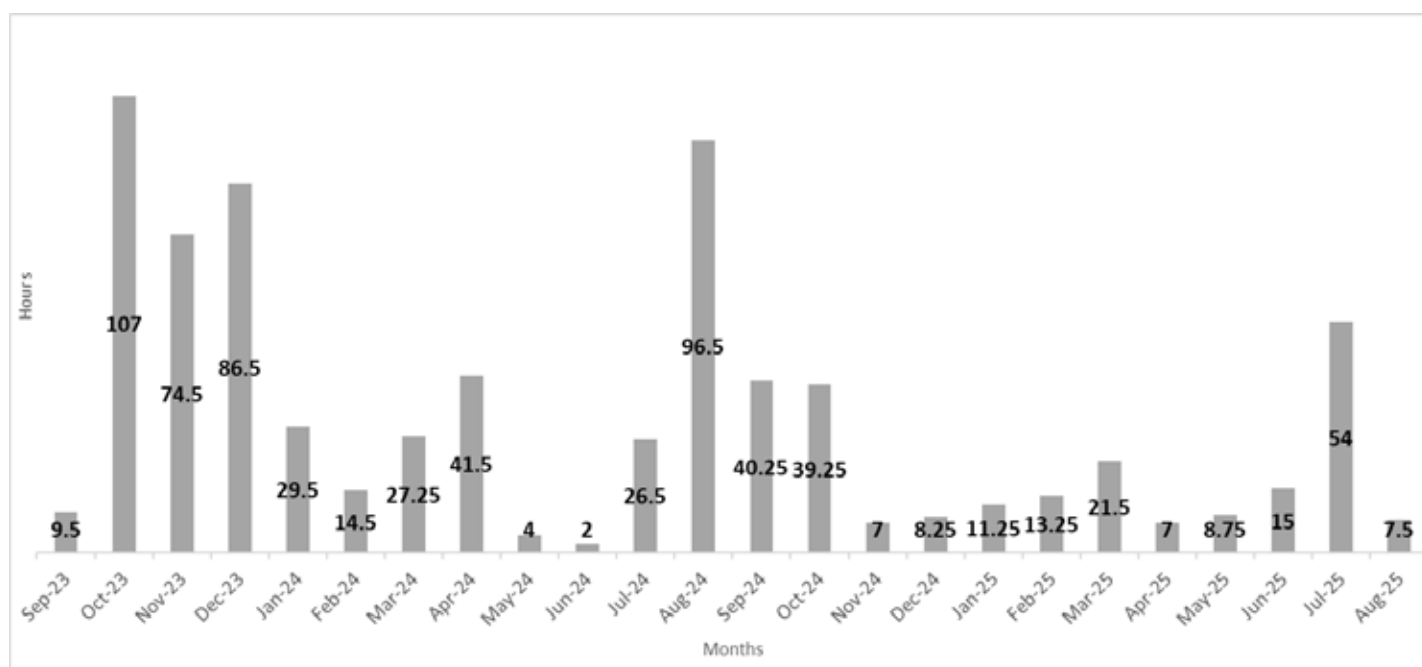
### Staffing.

Recruitment of a Temporary Town Force Team Member was a success, and the new recruit began their employment on 8 September. Longterm absence of another team member continues.

### Graffiti.

The team dealt with extensive graffiti incidents in the three local subways in the last few weeks. However, it is hoped that the quick response, together with commencement of the academic year, has deterred further incidents, as there has been no new activity in the last week.

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



### A29 / Shripney Road central reservation.

Due to the long-term absence of the fourth team member and the inexperience of two-thirds of the team, a contractor was engaged to carry out a one-off cut at the end of August to ensure the site was maintained to the expected standard. This was funded from the Street Scene savings, as recommended by the Town Council's Accountant.



### **Town Force Vehicles.**

The cherry picker has developed another fault, resulting in its failure to meet the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. A local contractor was unable to remedy the fault and has recommended that the machine be returned to the manufacturer for further assessment and repair. This is booked in for Friday 26 September.

### **Horticultural Activities.**

Summer bedding has performed exceptionally well in most areas, benefiting from feeding at every watering visit, except at the Railway Station. This has been noted and adjustments will be made to next year's planting scheme.



However, it is now coming to the end of its life and while some areas are still looking presentable, it will be necessary to pull the plants out in the next two weeks in preparation for arrival of the winter bedding on 6 and 13 October.

Summer hanging baskets and troughs in areas where there is no provision for winter displays will remain in situ for as long as the plants continue to thrive.

### **Sponsored Planters.**

Clothing Kingdom have renewed their agreement for another year. Whilst Southernbrook Lettings have only renewed one of their agreements, it is for a duration of 2 years.

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

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

Sampling was carried out on 16<sup>th</sup> July and the water samples tested negative for Legionella.

### **Bike Repair Stations and Pumps.**

The latest monthly inspection has once again identified further tool theft from all stations as well as theft of a pump head from the Rock Gardens station. While replacement tools can be sourced locally at a fraction of the manufacturer's cost, the multivalve pump head is supplied as a fixed unit with the hose and is only available directly from the manufacturer, who has high carriage charges and a long lead time.



Furthermore, Town Force have temporarily removed the bike repair station at Rock Gardens as the thunder bolts at the back of the plate had come loose. The Supervisor felt that the tarmac beneath was not stable enough to hold the station securely so, in the interests of public safety, opted to remove it. The station will be reinstated upon arrival of the replacement multivalve pump head.

### **Events Support.**

Town Force supported the Hampshire Avenue Play Days, Funshine Days, BR Seafront Lights Illuminated Gala, the town centre BMX event and Bognorphenia. The team is also part of the Folk festival preparations that are currently underway and will be providing equipment for the Puppet Party.

### **Revenue generating jobs**

- Weed removal, spraying and shrub trimming at West Meads shopping precinct on behalf of Aldwick Parish Council;
- Ongoing bedding plant maintenance of 3 planters for Felpham Parish Council;
- Ongoing grounds maintenance at the BRWM Hospital;
- Ongoing removal of shingle from the decking adjacent to the augmented reality portal for BR BID;
- Ongoing hanging baskets maintenance, weekly litter picks and weed removal as necessary for the Picturedrome Cinema;
- Maintenance of the Arcade hanging baskets on behalf of Arun DC.

### **Examples of other jobs**

In addition to the routine jobs, TF have also repaired Hawthorn Road noticeboard, installed/removed sponsor signs as required, had their electrical items PAT tested, fixed and re-stained planters along Felpham Way where necessary, attended to various jobs at the allotments, set up /packed away equipment for the Councillor surgery, removed flyposting and serviced the Town Council's noticeboards.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

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

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

A BID Board Meeting was held on the 11<sup>th</sup> September 2025 and the following issues were discussed:

**Station Square railings**

Confirmation was given that funding had been secured and was available to 2026. Planning permission is required to install the railings, and an application is almost complete. Following a site visit from the Conservation Officer at ADC, various styles and colours for the railings had been considered and quotes sought.

**Finance Report**

A Finance Report for August 2025, detailing Income and Expenditure, was shared with those present.

**Town Centre CCTV**

The existing infrastructure of the BID's CCTV cameras in the Town Centre had been checked, and discussions had taken place about where the receiver for the system could be located. Next steps include seeking assurances from the Police that images from these cameras would be admissible as evidence and identifying who would access footage from the cameras. Any relocation of the existing cameras, or new locations in the Town Centre for any additional cameras to the system, would be driven by data analysis.

**Wardens Report (July and August)**

Stock recovery and engagement have been consistent. The BID aims to reduce Third Party reporting (i.e. Wardens reporting on behalf of businesses), which renders the information useless, and will encourage businesses to report themselves, promoting this in the BID Newsletter.

**York Road lights**

Issues with the power source continue to be investigated.

**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.

**Artwork Project at Waterloo Square**

An update on the project was given by the ADC representative, including confirmation of partnership funding.

**Updates from Arun District Council**

Updates from the ADC Officer representative included: - details of outstanding BID levies; Coastal Path funding that had been identified for which details have been

shared with local organisations that could be eligible; confirmation that following visual street audits in Bognor Regis, Section 215 Notices (untidy land) had been issued; notification that a planning application had been submitted for the Ancient Mariner Hotel in West Street (BR/107/25/PL) to change its use from single dwellinghouse to 12-bed-apart-hotel.

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

The Bognor Regis Town Action Group was continuing in its establishment with the next meeting taking place on 18<sup>th</sup> September 2025 at which the adoption of an Action Plan would be the focus for the Group. There was discussion with the BID about the development of a Business Forum in Bognor Regis, with which the Town Action Group could feed, and be fed, into, with regular meetings facilitated by Officers of the BID, BRTC and ADC. It was agreed that, in the first instance, another meeting with businesses in the Town, similar to the one held at the William Hardwicke in May 2025, would be arranged for November.

The Town Council still intended to enhance the market offering in the Town Centre but this had been delayed owing to staff resources.

Having received no response from the BID, following an invitation from BRTC for the organisation to deliver a presentation to the Council's Policy and Resources Committee about the work of the BID and the benefits to businesses who pay the levy, it was requested by the BID Facilitator that the email be sent again.

### **Action Log**

Various updates to projects on the Action Log were given.

### **Next Meeting**

The next Full Board Meeting will be the AGM scheduled to take place on 4<sup>th</sup> December 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 - 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 11 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2025 (IF AVAILABLE)**

**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 **Appendix 1** is the Community Warden report for July 2025. At the time of publishing this report, the Community Warden Report for August 2025 had not been received from the Bognor Regis BID. Should it become available before the meeting, then this too will be published.

**DECISION**

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for July and August (if available) 2025.



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

July 2025

Date: 15<sup>th</sup> August 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	Jun-25	Jun-25	Change
1	Total number of hours delivered	Invoice	232	208	-24
2	Absence rate %	Invoice	3.33%	16.13%	12.80%
3	£ value of stock recovered by warden:	Warden/ businesses	£2,764.00	£1,434.01	-£1,329.99
4	Number of stock recovery incidence	Warden/ businesses	46	27	-19
5	Number of engagements with business representatives	BIDBASE	1,194	810	-384
6	Number of businesses engaged with:	BIDBASE	69	67	-2
7	Total number of incidents reported on DISC by 45 Town Centre Business users/Wardens:	DISC portal	84	83	-1

**Observations:** In June the Town Centre warden was available and visible on 29/30 days. This fell to 26/31 days in July. SWL, the BID's partner suffered backfill issues but has since recruited further staff of zero hours contracts.

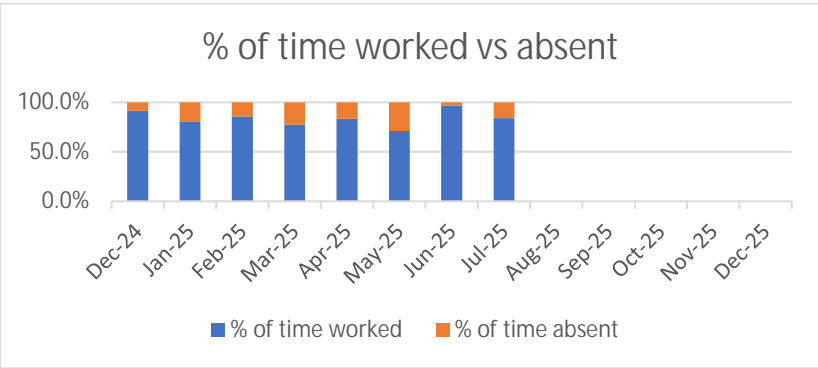
Chloe Jones, the BCRP Manager has increased the number of DISC reporting in recent months from single digits to 80+ monthly. The next meeting of the BCRP is early October, the figures will be reviewed to determine the effectiveness of increased reporting, how many are firsthand/third party. The BID will continue to work with other agencies including the Police to improve the safety of the Town.

## KPIs

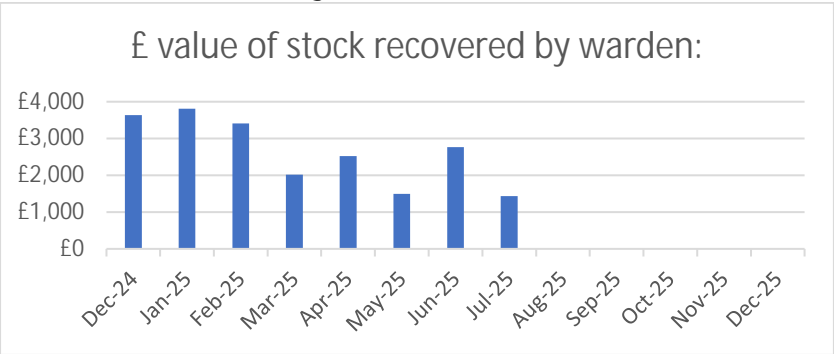
### Hours



The total number of hours covered by the Town Centre Warden was 208 hours. This means in July 26/31 days were covered

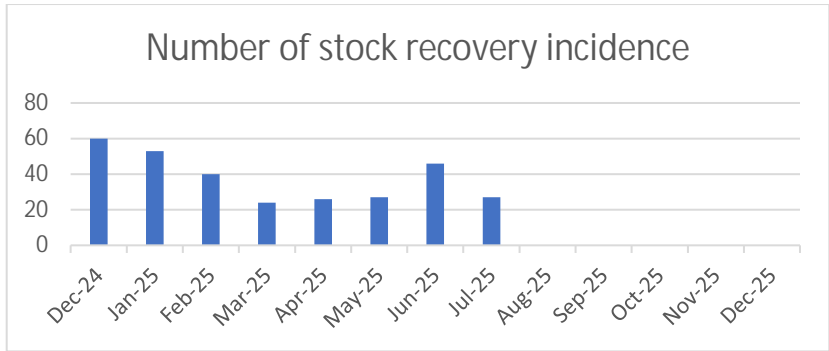


### Stock Recovery



The level of stock recovered in July was £1,434, across 26 incidents

This could have been higher if the absence rate was improved, a priority for the BID in the coming months.



BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025

AGENDA ITEM 12 - TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE  
TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 2025  
(SEPTEMBER NOT YET AVAILABLE)

REPORT BY TOWN CLERK

FOR DECISION

**Monthly reports for July and August 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 July (attached as **Appendix 1**) and August (attached as **Appendix 2**).

**DECISION**

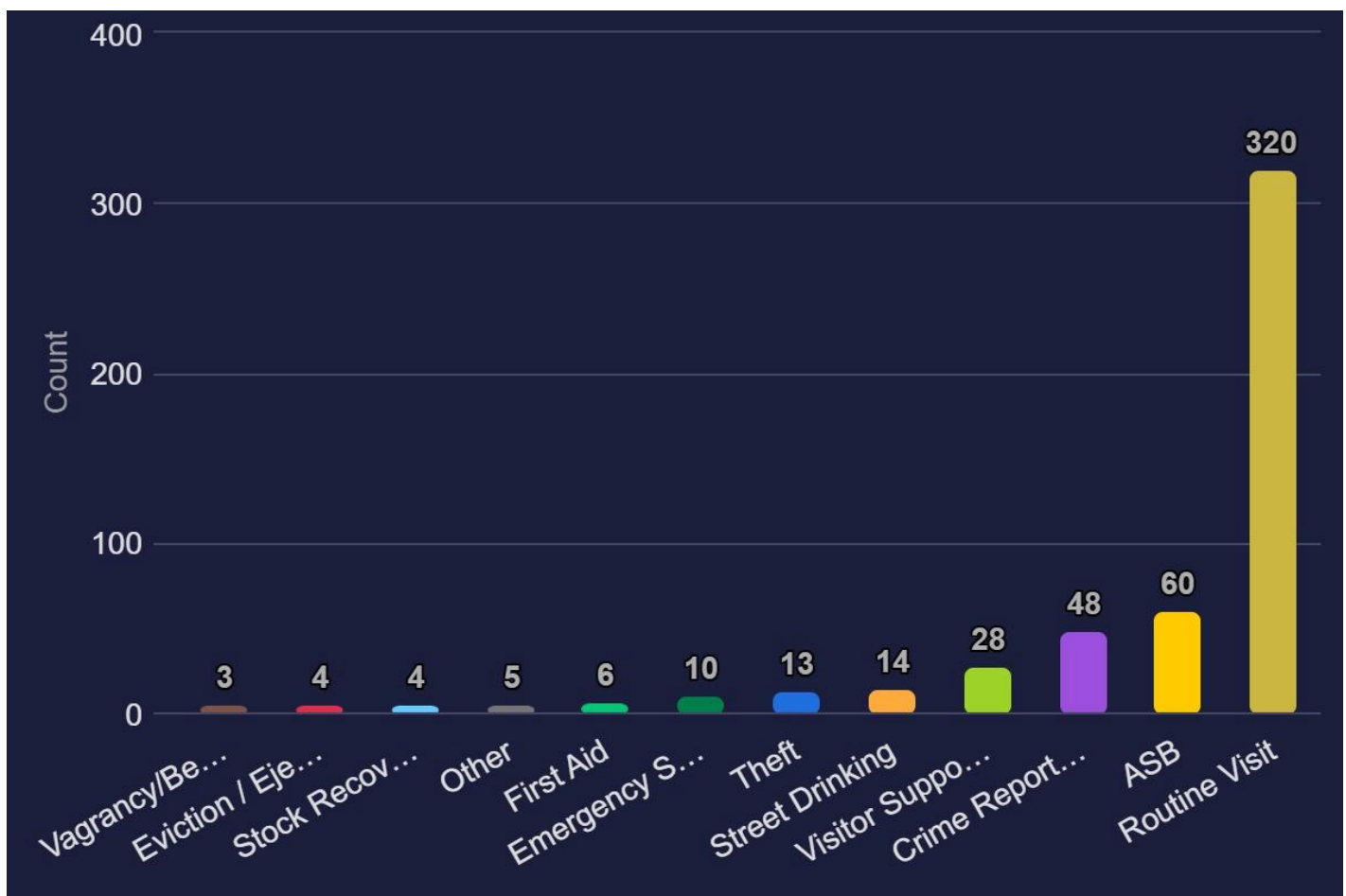
Members are asked to **NOTE** the Monthly Reports for the Town Council's Community Warden for July and August 2025.



## Bognor Town Council – July Report

**Interactions Logged – 517**

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

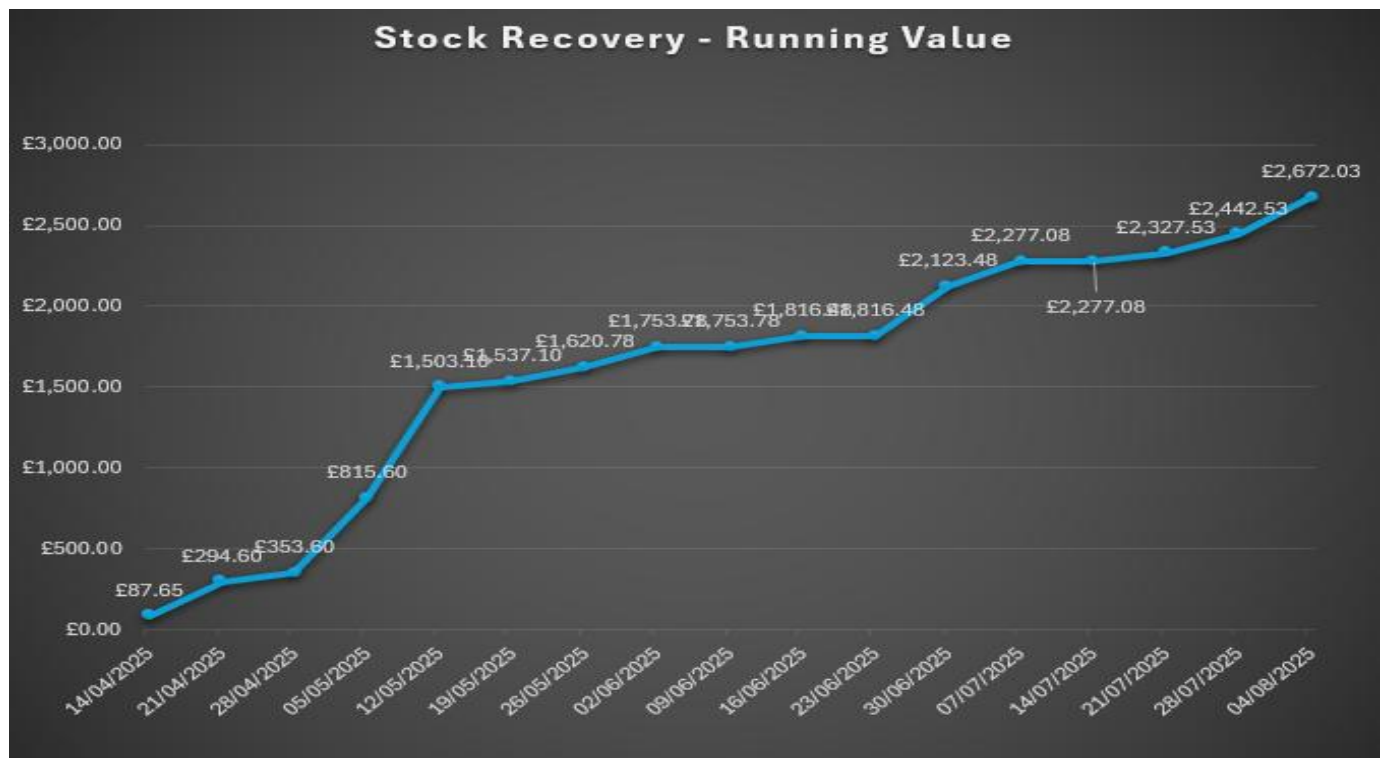




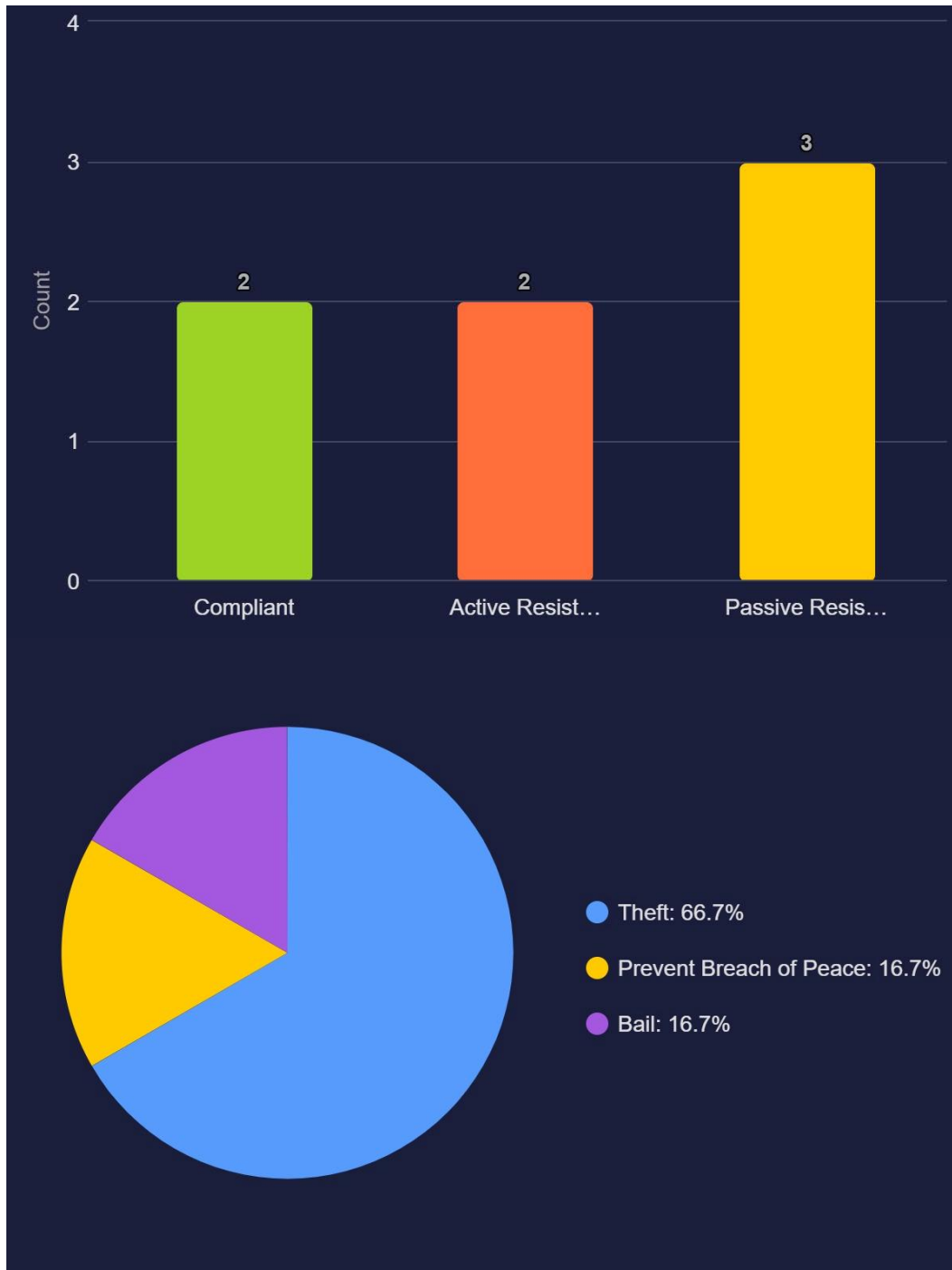


### Stock Recovery

- Total	£304.05
- Occurrences	8
- Average	£38.00



## Arrest & Resistance Summary

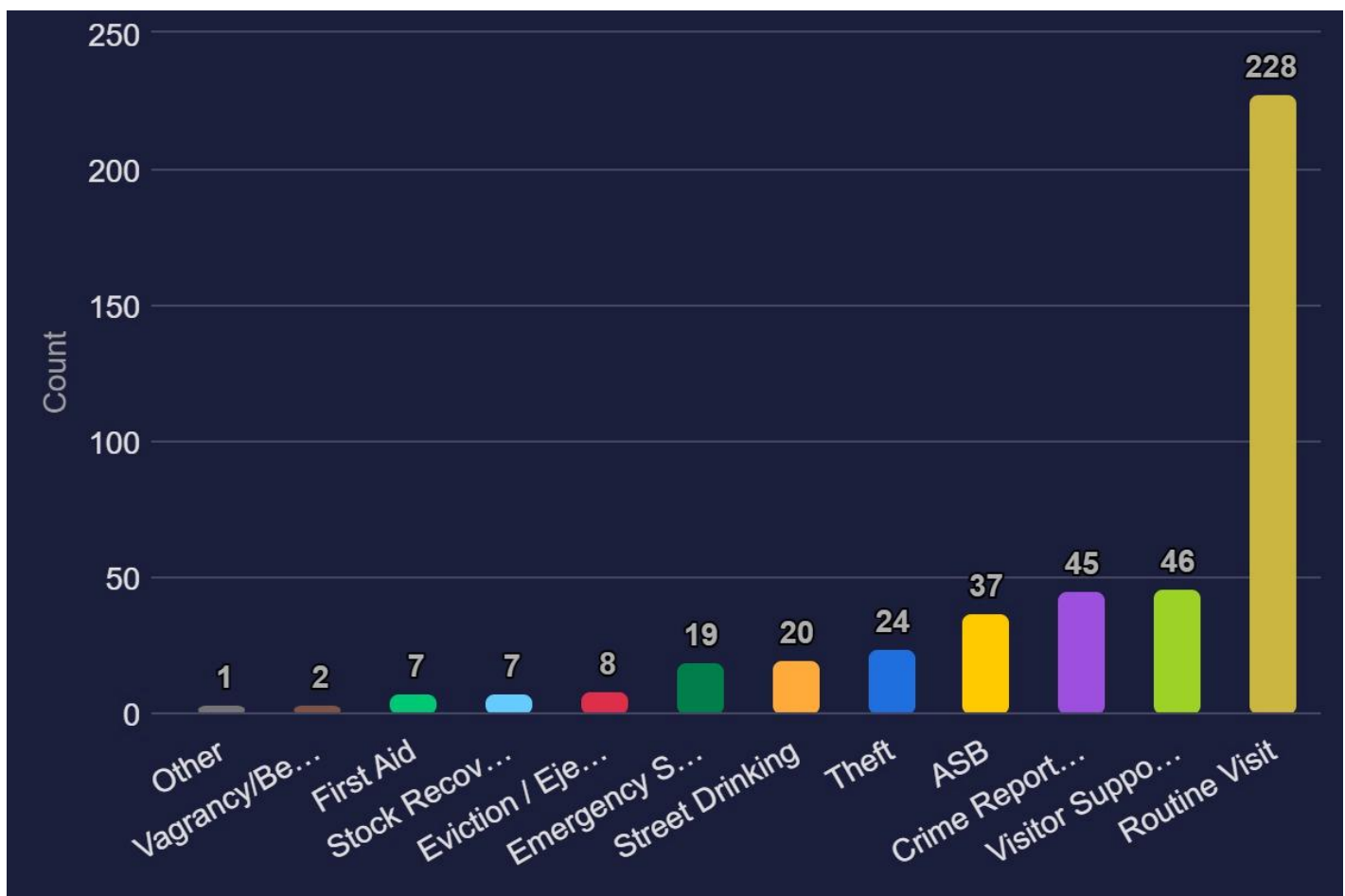


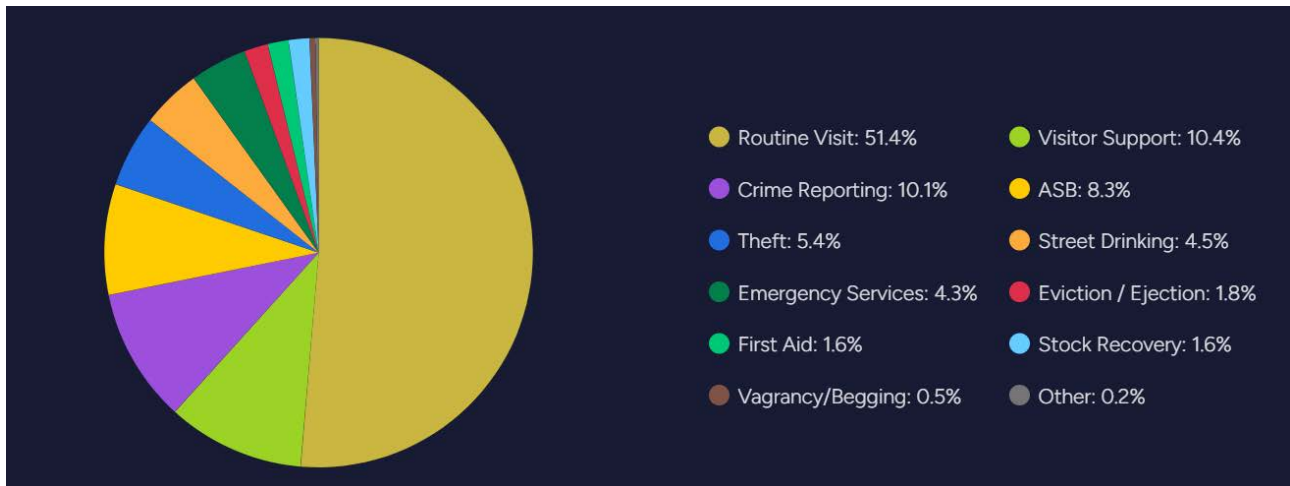


## Bognor Town Council – August Report

**Interactions Logged – 517**

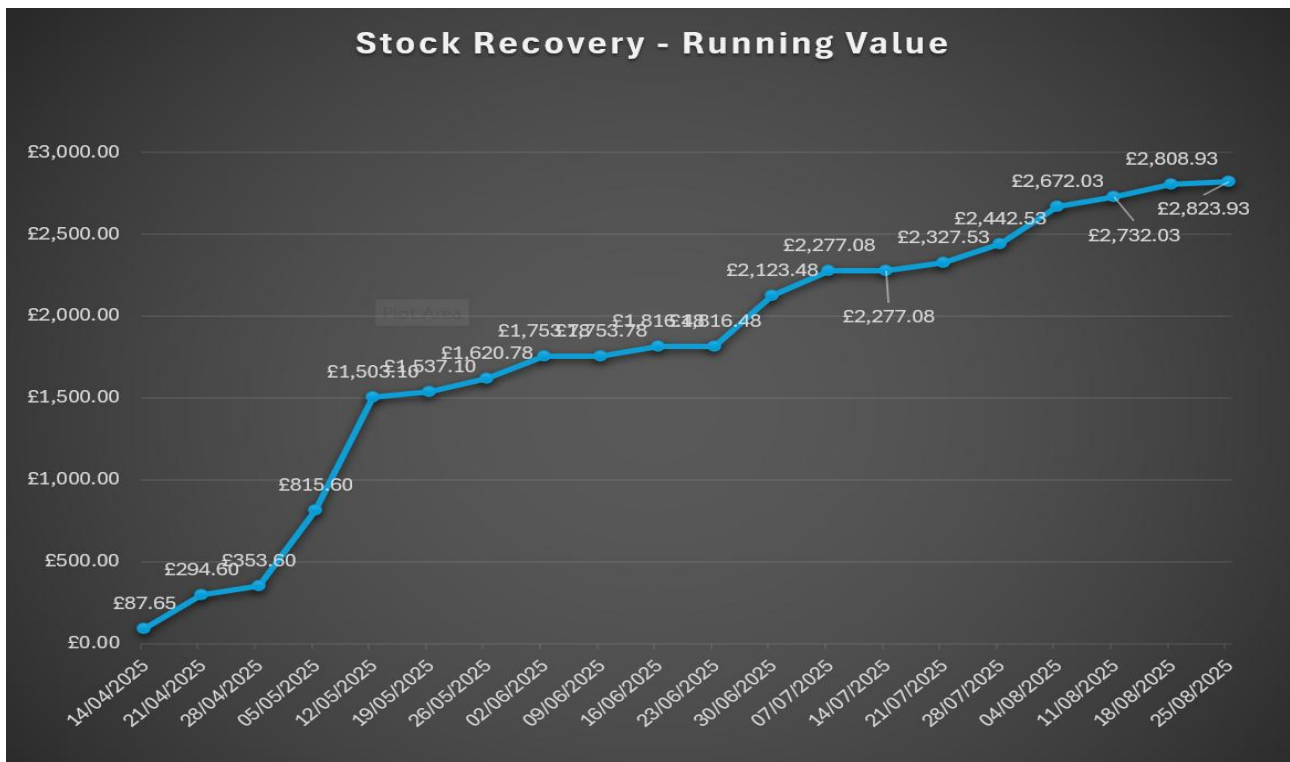
### Interaction Summary 1 – Bar Graph & Pie Chart



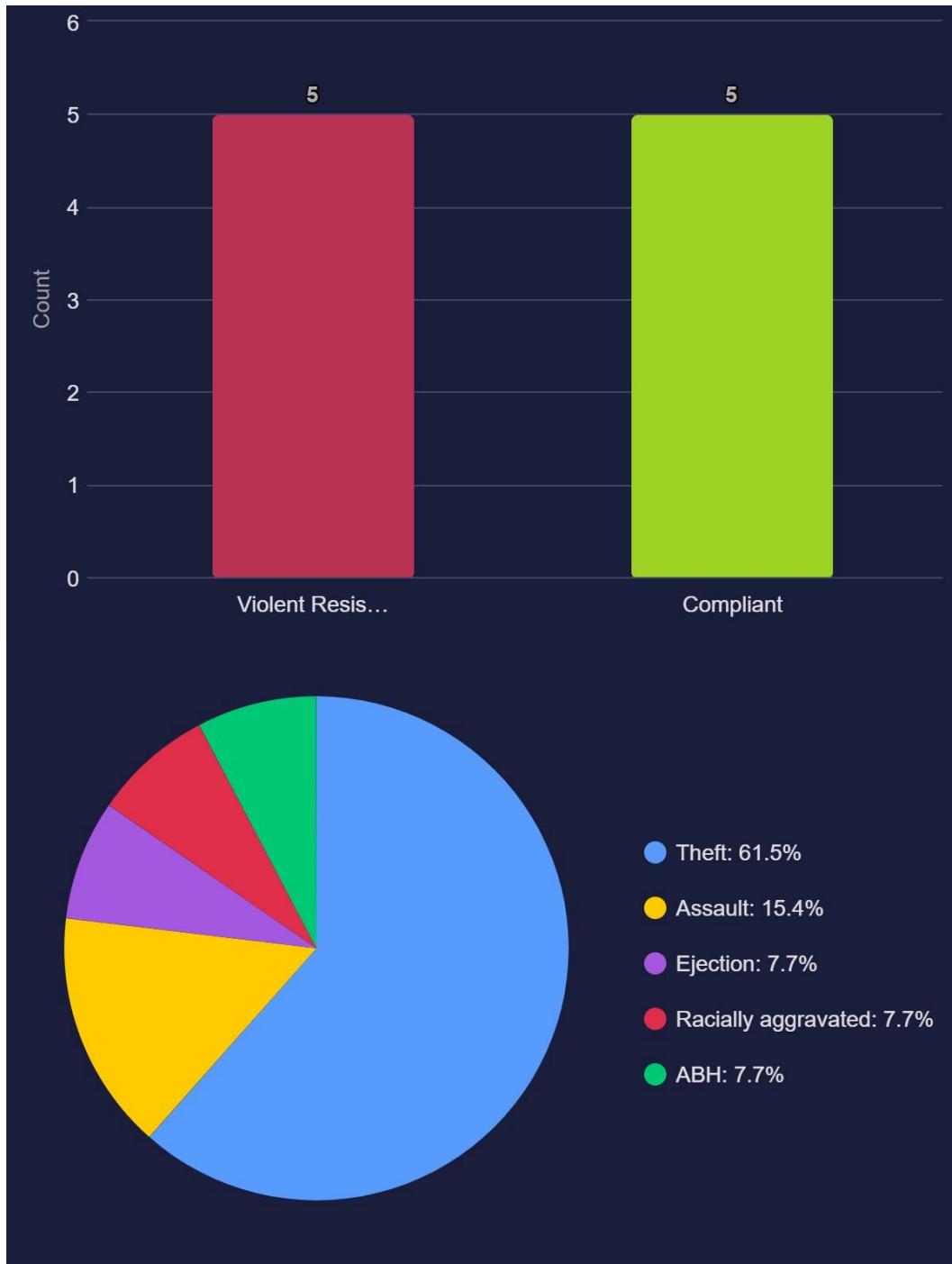


## Stock Recovery

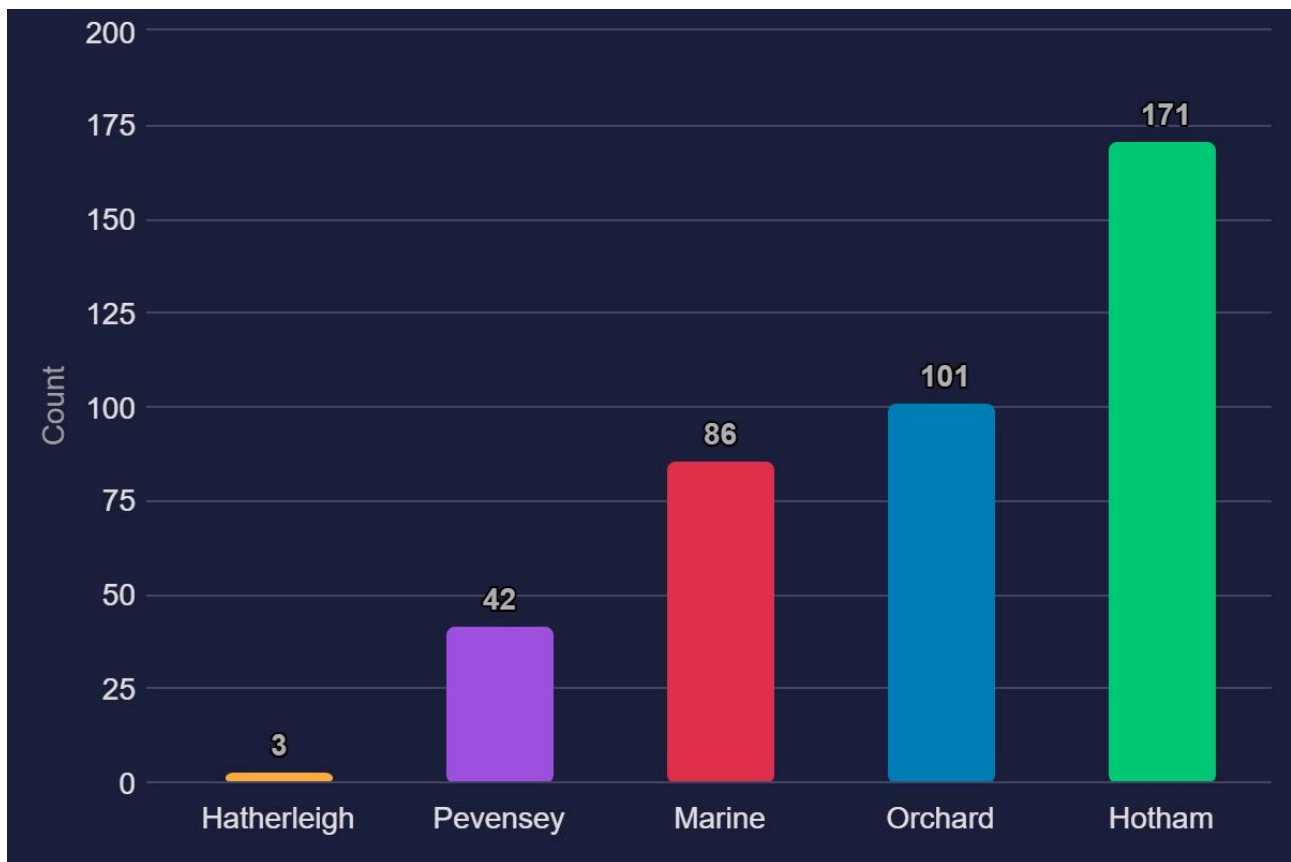
- Total	£466.40
- Occurrences	15
- Average	£31.09



## Arrest & Resistance Summary



## Ward Interaction Summary



## AGENDA ITEM 13

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING 22<sup>nd</sup> SEPTEMBER 2025

#### AGENDA ITEM 13 - TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING HELD ON 14<sup>th</sup> AUGUST 2025

#### REPORT BY THE DEPUTY CLERK

#### FOR DECISION

The draft Minutes of the Bognor Regis Town Action Group Meeting held on 14<sup>th</sup> August 2025, are attached as **Appendix 1**.

#### DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Action Group Meeting held on 14<sup>th</sup> August 2025.



# **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 BOGNOR REGIS TOWN ACTION GROUP MEETING**

**HELD ON THURSDAY 14<sup>th</sup> AUGUST 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)  
Cllr. Steve Goodheart (Arun District Councillor for Hotham Ward)  
PCSO Katie Harsley (Arun Neighbourhood Policing Team, Sussex Police)  
Ben Woods (Parliamentary Assistant to Alison Griffiths MP)  
Peter Aston (Trading Standards Team Manager, West Sussex County Council)  
Miriam Nicholls (Business and Economy Manager, Arun District Council)  
Carrie Reynolds (Communities & Wellbeing Manager, Arun District Council)  
Dax O'Connor (Community Safety Manager, Arun District Council)  
Matt Gover (Economic Development Projects Officer, Arun District Council)  
Angela Vanderpump (Director, Bognor Regis BID)  
Simon Mansfield (BID Facilitator, Bognor Regis BID)  
James Crosser (Bognor Regis Community Warden)  
Katy Alston (Pinks Parlour, Business Representative)  
Kieron Ford (The Station pub, Business Representative)  
Danny Dawes (Grandads Front Room CIC, Business Representative)  
Matt Stanley (Nationwide, Business Representative)  
Joanne Davis (Deputy Clerk, Bognor Regis Town Council)

### **APOLOGIES:**

Elaine Lucas (Principal Trading Standards Officer, West Sussex County Council)  
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)



***The Meeting opened at 11.04am***

**1. WELCOME AND INTRODUCTIONS**

Introductions were made between the group.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were given, as detailed above.

**3. PREVIOUS MINUTES**

The Minutes of the meeting held on 26<sup>th</sup> June 2025 were approved.

**4. UPDATES FROM PARTNER AGENCIES**

A summary of the updates given is as follows: -

**ADC**

- Draft Action Plan produced, as promised, needed all partners to sign up with certainty as to who is doing what, when and why.
- Details of Emergency Services Day event were shared.
- Conservation Officer had conducted site visit ahead of planned installation of railings, to mitigate ASB, at Station Square.
- Recruitment of Community Protection Officers complete, DBS checks awaited – job descriptions will be shared with the Group.
- Street Audit completed which will be reviewed every 6 weeks with feedback provided to BRTAG. A collective effort will be needed to carry out any actions.
- Community Safety survey and Public Spaces Protection Order (PSPO) consultation survey launching 8<sup>th</sup> September until 12<sup>th</sup> October 2025.

Concerns raised around the number of weeds growing around the Dog & Duck area – this will be followed up with Cleansing at ADC.

Blanket ban on street drinking at Station Square, and other areas in the town known for ASB associated with drinking, discussed and supported by some present. Thoughts on the merits and difficulties of drinking bans were shared. A Members' Workshop, with involvement from the Police, will be held at ADC before Christmas in relation to the subject, with a public consultation to follow.

Devolution of PSPO enforcement powers to Community and BID Wardens was confirmed as being possible, subject to ADC's approval – it was agreed that Officers from ADC would take this away and discuss.

It was noted that a request had been made by a Group Member for ADC to improve the monitoring of compliance with licensing conditions that are, allegedly, not being adhered to in Bognor Regis.

### Sussex Police

In their absence, Inspector Wickings and Sergeant Beaumont had provided written updates prior to the meeting had agreed that these emails could be shared with the Group.

### WSCC

- Details, progress and outcomes of Premises Licence reviews, requested by Trading Standards, were shared.
- An overview of the illicit sales that are taking place, and the people suspected of being involved, was given along with details of the courses of action available to Trading Standards in response.
- Several businesses have been put on notice that high profile visits and foot patrols would be taking place, looking for underage sales and the illicit sales of tobacco and vapes.
- An appeal for any intelligence or complaints to be reported to Trading Standards, using the link provided in the Action Plan, was made.

Discussion around legislation changes, including on the spot fines, to assist in the work of Trading Standards, took place. It is possible for the Police and ADC to undertake a Closure Order, and shut the premises down for 3 months, which is something that Trading Standards are trying to progress across the county, although this is not without its problems.

### Bognor Regis BID

- Feasibility study in relation to reinstatement of CCTV in town centre has been completed – to be reported and discussed at next BID Directors' Meeting.

There was brief discussion about where the cameras might be best placed and whether the existing system could be expanded with potential funding available from Safer Arun Partnership/Sussex PCC.

Access to various cameras by Police was explained.

## **5. FEEDBACK FROM BUSINESSES AND LANDLORDS**

- Pub Watch scheme is a frustration amongst night-time economy venues – discussions are planned which will include the proposal to combine Pub Watch with the Shop Watch scheme.

## **6. MATTERS ARISING**

There were none.

## **7. TOWN CENTRE ACTION PLAN**

It was agreed that signing off on a strategic Action Plan would be the sole focus of the next meeting of the Group, on 18<sup>th</sup> September 2025, with a suggestion that the model employed by Littlehampton's Action Group,

whereby Task & Finish Groups are tasked with carrying out specific actions for quick wins, should be followed.

## **8. ANY OTHER BUSINESS**

With mention made around crime and violence being on the rise, businesses and partners were implored to avoid negativity on social media as engaging with negative commentary often exacerbates the situation - positive messaging needs to be a collaborative approach.

### ***Date and time of next meetings (Bognor Regis Town Hall)***

*Thursday 18<sup>th</sup> September 2025, 3pm-4pm*

*Friday 31<sup>st</sup> October 2025, 9.30am-10.30am*

*Thursday 11<sup>th</sup> December, 3pm-4pm*

***The Meeting closed at 12.34pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 14 - TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN  
CRIER ROLE**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

**Annual Review**

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

**Activities undertaken since last review completed (September 2024)**

The Bognor Regis Town Crier has continued to attend many events, both in Bognor Regis and around the country, over the course of the past twelve months.

As the Secretary to the Ancient & Honorable Guild of Town Criers, to which she has also been a member since her inception to the role in 2017, Jane is a well-established member of the Town Crier community. She has continued to build these links over 2024/2025, by partaking in numerous Town Crier competitions, winning 'Best Dressed' at the 71<sup>st</sup> National Town Crier Championships held in Rye, for the fourth time, the award for 'Top Lady' at the 12<sup>th</sup> Ilminster Town Crier Competition in May, and numerous wins for 'Best Dressed Couple' over the busy summer months.

Whilst representing Bognor Regis across the country, Jane has proudly shared that our Town is well-known throughout, stating that 'everywhere she goes there is someone with a connection to Bognor Regis, whether it's been through fond memories of family holidays or knowing someone who lives here', everyone she speaks to recalls Bognor Regis with fondness. More locally, Jane continues to be a familiar figure around the Town, whether it be at Town Council events such as the 'Funshine Days', 'Drive through Time Motor Gala', Remembrance Sunday and the Christmas Lights Switch-On or other large events for our Town including the Bognor Regis Puppet Party or the Carnival. She's opened new premises, attended prizegiving's and launched fundraisers, all whilst continuing to thoroughly enjoy her role.

Perhaps most notably over the past year, Jane was named as the 'Principal Town Crier' for VE Day 80, having her submitted Proclamation chosen by three independent judges, who unanimously agreed it should be read by all participating Town Criers, as part of the official VE Day 80 celebrations.

In a very proud moment for Jane, the Town Council and Bognor Regis as a whole, she read her Proclamation aloud as part of the Town Council's Beacon Lighting on the seafront and was also filmed by national television companies, footage of which was included in both BBC and ITV news coverage of the day's commemorations. The accolade also landed Jane interviews and media coverage through national outlets, including 'Woman's Weekly' magazine and online edition and 'The Telegraph'.

As reported in last year's "Annual Review" Bognor Regis hosted its first Town Crier competition in June 2024, which was a huge success with participating Town Criers, who came to Bognor Regis from across the country (and beyond), as well as residents and visitors who enjoyed the vibrant and eye-catching display of the Town Crier's 'booming' performances on the seafront bandstand. As also reported, the next Bognor Regis Town Crier competition will be taking place in June 2026, with preparations already underway to build on the success from the inaugural event.

### **Equipment**

Uniform - The total cost of the original outfit amounted to £1,208. Based on those final costs, it was considered that a replacement contribution of £242p.a. would be appropriate, subject to inflation. As part of last year's 'review', it was reported that a new waistcoat and matching breeches had been produced, along with matching thread, lining material, buttons and interfacing, at a cost of £560. This year, replacements have been significantly less with only new feathers for the Town Crier's Tricorn hat at a cost of £24.98, along with new leather gloves costing £19.99, having to be spent to date.

### **Budget**

At the Policy and Resources Committee Meeting where budgets were discussed for 2025/2026, Members agreed to increase the Town Crier budget from £2,000 to £2,500, to assist with the expenses incurred by the Town Crier for competing in many Town Crier competitions annually. This budget also incorporates travel expenses to events, any equipment repairs/purchases (as above) and earmarking for uniform replacement in future years along with Town Crier's Competitions hosted by Bognor Regis Town Council.

There is currently £4,098.12 available in the Town Crier's Earmarked Reserves, with £2,000 of this allocated to fund the 2026 Town Crier Competition in Bognor Regis, and a further £1,462.00 is still available, as of 31<sup>st</sup> August 2025, from the current year's Town Crier Budget.

### **DECISION**

Do Members wish to make any changes?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 15 - CONSIDERATION OF INPUT FROM THE COMMITTEE  
FOR THE CONTENT OF THE 2026 TOWN NEWSLETTER**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR DECISION**

**Publication period**

The Annual Town Council Newsletter will be produced in early 2026 for distribution to every home in the five Wards by mid-March.

**Design**

When considering the design of the 2025 Town Newsletter, in light of the Town Council having declared a Climate Emergency, Members agreed to once again commission a more condensed version, with an A4, 4-page Newsletter therefore produced.

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

The colour scheme and style used for the Newsletter for the past couple of years has featured a real emphasis on incorporating the 'Place Branding Core Values' adopted at the Council Meeting held on 8<sup>th</sup> March 2021 (Min. 360.10 refers). Using the design guide, wave graphics, circles and 'core' colours were used in these Newsletters as consistently as possible.

The Town Crest remained in a prominent position at the top of the front page, with the corporate logo included on the bottom of the front page, along with the QR code to scan for the 'full edition'. The 'Sunniest Bognor Regis' logo featured on the back page, along with another QR code, this time to see a full programme of 2025 events.

**Contents**

Editorial in the 2025 edition included the following: -

- Message from the Mayor, including highlights from the year and a look ahead
- 40<sup>th</sup> Anniversary of BRTC
- Budget Report
- 25<sup>th</sup> Anniversary of Town Force
- VE Day 80
- Youth Provision
- 45<sup>th</sup> Anniversary of Twinning with Saint Maur des Fossés
- Bognor Regis Town Council Community Survey 2025
- Events Programme 2025 (inc. QR codes to scan for full details of each)

Officer suggestions for articles in the 2026 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary), include the following: -

- Town Crier Competition
- 90<sup>th</sup> Anniversary of Butlin's Bognor Regis
- Bognor Regis Town Council Community Survey 2026
- Development Work, inc. Alexandra Theatre, Premier Inn and The Arcade
- Sponsorship and Volunteer Opportunities with BRTC
- Balcony Flagpole Reinstatement
- Town Centre Action Group (initiatives and information for public knowledge)
- Youth Provision

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

### DECISIONS

Do Members **AGREE** to the production of an A4, 4-page version, with QR code for the full edition, for the 2026 Town Newsletter?

Members are invited to **AGREE** the content of the 2026 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 16 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON  
MEETING HELD ON 9<sup>th</sup> SEPTEMBER 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 9<sup>th</sup> September 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 Monday 15<sup>th</sup> September 2025.

**DECISION**

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 9<sup>th</sup> September 2025 and **AGREE** any next steps.



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 17 – CONSIDERATION OF AMENDMENTS TO THE  
MEMBERSHIP OF THE BOGNOR REGIS TOWN ACTION GROUP (MIN. 21.1  
REFERS)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

It was previously agreed (Min. 21.1 refers) that the membership of the Bognor Regis Town Action Group would include key partners as follows: -

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

Following an approach made to the Town Council from both, it was subsequently agreed that membership should also include the MP for Bognor Regis and Littlehampton, and a representative from the Office of the Sussex Police and Crime Commissioner (Min. 52.1 refers).

Whilst the input of key partners is valued, within the first two meetings, it became evident that the Group membership needed streamlining to make it more effective in its strategic role. In discussion with the Chair of the Action Group, Cllr. Wells, and ADC Officers involved with the successful Town Action Group in Littlehampton, it has been proposed that the number of business/landlord representatives be reduced to two and that, where possible, these are not elected members of either BRTC or ADC. Furthermore, only one representative from the Bognor Regis BID is required. It is intended to host another meeting with businesses in the Town Centre, as was held at the William Hardwicke in May 2025, with a view that regular Business Forums are then held which will feed back into the Action Group, thereby ensuring that businesses have a voice.

In relation to the representation of an ADC Ward Councillor, ADC have advised that it is necessary for the nomination and appointment of such to go through the appropriate channels at the District Council first.

The revised membership of the Bognor Regis Town Action Group is, therefore, as follows: -

Bognor Regis Town Council:	Mayor Chair of Policy and Resources Committee One other Member ( <i>Cllr. Wells appointed</i> ) Relevant Officers
Arun District Council:	Chair of Economy Committee Ward Member ( <i>tbc</i> ) Relevant Officers
West Sussex County Council:	County Division Member Relevant Officers
Sussex Police:	Divisional Commander Relevant Officers
Bognor Regis BID:	BID Facilitator or a Director
Business/Landlord Rep:	up to two nominated business and/or landlord representatives ( <i>preferably not an elected member of either BRTC or ADC</i> )
Member of Parliament:	MP for Bognor Regis and Littlehampton
Sussex PCC:	Relevant Officer

Other attendees, at the approval of the Town Action Group, may be invited on an ad-hoc basis subject to issues emerging with which their input is required.

The Terms of Reference for the Town Action Group will be amended accordingly to reflect this minor change to the membership of the nominated business and/or landlord representatives, and the number of representatives for the Bognor Regis BID.

## DECISION

Members are asked to **NOTE** the revised membership of the Bognor Regis Town Action Group.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 18 – TO FURTHER DISCUSS THE DISSOLUTION OF THE  
BOGNOR REGIS REGENERATION BOARD – MIN. 89 AND MIN. 125 REFER**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

At the Policy and Resources Committee Meeting held on 18<sup>th</sup> November 2024, following the announcement that the Bognor Regis Regeneration Board would be closing, and with some Members believing that Economic Regeneration sits under local authorities, such as Arun District Council, it was proposed that the Town Council waits and sees what might develop and agreed to revisit the matter in approximately six months' time. In the meantime, dual-hatted Councillors were asked to seek out Arun's stance in relation to a way forward (Min. 89 refers).

Subsequently, at the Committee Meeting held on 27<sup>th</sup> January 2025, it was proposed that the Town Council facilitates a meeting with ADC and WSCC where regeneration updates be given, where other groups could be invited including representatives from the University of Chichester Bognor Regis campus. It was agreed that ways in which the Town Council could facilitate Bognor Regis Regeneration Meetings would be investigated by the Town Clerk, in liaison with the Vice-Chair of the Committee, Cllr. Wells (Min. 125 refers), however this has not yet been progressed.

Mindful of local government reorganisation in the coming years, and with the creation of a Bognor Regis Town Action Group since the Regeneration Board dissolved, Members are asked to consider the appropriateness of the Town Council seeking to take the lead in replacing what has gone before and, in doing so, to consider in earnest what the purpose, objectives and membership of any replacement for the Regeneration Board would be.

**DECISION**

Members are asked to **AGREE** whether any further action should be taken, in relation to the dissolution of the Bognor Regis Regeneration Board, at this time?

## AGENDA ITEM 19

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 22<sup>nd</sup> SEPTEMBER 2025

#### AGENDA ITEM 19 - INTERNAL AUDIT - TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FIRST INTERIM)

##### REPORT BY TOWN CLERK

##### FOR DECISION

A copy of the Internal Audit Report 2025/2026 (First Interim) is attached for Members' consideration - **Appendix 1**.

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

However, one minor potential anomaly in relation to the pension contribution percentage applied to one staff member's salary has been identified, which the Clerk has agreed to investigate by referring this back to the payroll provider and reporting back the outcome of that discussion to the Internal Auditor as soon as this is available. The Internal Auditor will then reflect the outcome in their Interim Update Report in the new calendar year.

##### DECISION

Noting that no actions are required by Members, the Committee is invited to **NOTE** the Internal Audit Report 2025/2026 (First Interim) and **AGREE** to **RECOMMEND** this to Council for approval.

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# **Bognor Regis Town Council**

*Internal Audit Report 2025-26 (First interim)*

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*Stuart J Pollard*

*Director*  
*Auditing Solutions Limited*

**Background**

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

This report sets out the work undertaken in relation to the 2025-26 financial year undertaken both remotely at our offices in advance of and during our on-site visit on 11<sup>th</sup> September 2025. We thank the retiring Clerk and her staff in assisting the process, providing all necessary documentation to facilitate commencement of our review for the year: we will update this report following our interim update review, the timing of which has yet to be agreed, but is likely to be undertaken in late January 2026 once the December 2025 accounts have been closed down. We also take this opportunity to thank the retiring Clerk for her assistance over recent years and to wish her a long and healthy retirement.

## **Internal Audit Approach**

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

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken to date this year, the Clerk and Council have continued to maintain adequate and effective internal control arrangements with no significant issues identified at this stage or our review warranting formal comment or recommendation. We have, however, identified a potential issue regarding the pension deduction percentage applied to one member of staff and have left detail with the Clerk to seek clarification on the position from the Council's payroll service provider.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

We have to date: -

- Ø Verified the accurate carry forward of opening balances in the financial ledger for 2025-26 to the detail in the 2024-25 Balance Sheet, Statement of Accounts and certified AGAR;
- Ø Ensured that a comprehensive, meaningful and appropriate cost centre and nominal coding structure remains in place;
- Ø Checked and agreed transactions in the main account cashbooks to the underlying bank statements for April & July 2025;
- Ø Checked and agreed the year-to-date transactions on the CCLA PSDF and Mayor's Charity accounts; and
- Ø Verified the content and accuracy of bank reconciliations at 30<sup>th</sup> April & 31<sup>st</sup> July 2025, noting that they continue to be reviewed by a nominated councillor who signs them off, together with the supporting bank statements in accordance with the Council's adopted Financial Regulations (FRs).

#### Conclusions

*We are pleased to record that no matters arise in this area currently warranting formal comment or recommendation. We shall undertake further work at our update and final reviews examining and verifying the December 2025 and March 2026 main account transactions and the residual transactions for the year on the other two accounts. We shall also, following completion of the contract accountant's preparation of the year-end Statement of Accounts, ensure the accurate disclosure of the combined cash and bank account balances in the 2025-26 Statement of Accounts and the AGAR at Section 2, Box 8.*

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both the recently revised NALC model SOs and Financial Regulations (FRs) are due to be presented to the next Council meeting and will check the outcome at our next review, also examining the

content of the resultant documents and will record any identified issues accordingly in our interim update report.

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

Finally in this area, we note that the 2024-25 AGAR was still to be "signed off" by the external auditors at the time of this review and will consider the content of their certificate at our interim update review. We are, however, pleased to note the appropriate posting of the Notice of Public Rights for 2024-25 for the requisite thirty working days.

### **Conclusions**

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

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds. Consequently, we have selected a sample of 29 payments processed in the financial year to mid-August 2025. The test sample totals £136,225 equating to 58% by value of non-pay related payments in the year to that date and includes all payments in excess of £4,000 plus every 40<sup>th</sup> payment as recorded chronologically in the Omega cashbooks. We are again pleased to record that effective procedures continue to operate effectively and in line with good working practice.

We note that VAT returns continue to be submitted to HMRC quarterly and have agreed detail of the final 2024-25 and first quarterly reclaim for 2025-26 to the Omega accounts noting appropriate repayment by HMRC.



## **Conclusions**

*We are pleased to record that no issues or concerns have been identified in this area currently warranting formal comment or recommendation. We shall extend our review of payments covering the remainder of the financial year based on the same criteria as above at our future reviews reporting our findings accordingly. We shall also examine the remaining quarterly VAT reclaims for the year.*

## **Assessment and Management of Risk**

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

We were pleased to note in our 2024-25 report the formal review and re-adoption of the Council's financial risk register, as recorded in the LCRS software, at the Council meeting in March 2025 and understand that the document will again be reviewed and adopted by the Council prior to the current financial year-end: consequently, we will ensure that all appropriate action has been taken prior to the financial year-end also reviewing the resultant documentation during our final review for the year.

The Council is insured by Aviva with cover effective to August 2026: we have examined the policy schedule noting that Employer's and Public Liability cover both stand at £10 million, together with Fidelity Guarantee cover at £1.2 million all of which we consider appropriate for the Council's present requirements.

## **Conclusions**

*There are no matters arising in this area currently warranting formal comment or recommendation: we shall continue to monitor the Council's approach to risk management at future visits also examining the updated risk register, ensuring its adoption prior to 31<sup>st</sup> March 2026.*

## **Budgetary Control & Reserves**

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

This first review for 2025-26 took place in advance of the Council's consideration of its budgetary and precept requirements for 2026-27: we will, consequently, ensure that appropriate consideration and approval has been given at the either our interim update or final reviews for the year.

We are pleased to note that periodic budget monitoring reports continue to be presented to and considered by members and have examined the latest position (at 31<sup>st</sup> July 2025) with no unidentified or un-anticipated variances arising warranting further enquiry or explanation.

## **Conclusions**

*No issues arise in this area currently: we shall ensure appropriate deliberation and adoption of the 2026-27 budget and precept by the Council at a future review, also similarly examining the current year's budget performance and assessing the continued appropriateness of the level of retained reserves at the financial year-end to meet the Council's ongoing revenue spending requirements and potential development aspirations.*

## **Review of Income**

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

We noted last year that members approved a change in the allotment year to start, in future, from 1<sup>st</sup> April annually (formerly 1<sup>st</sup> October). Consequently, invoices for the 2025-26 rental year were raised around the start of the current financial year. The controlling officer has also kindly provided us with a copy of the 2025-26 control spreadsheet detailing, for each plot, the rent due and dates of payment by the tenants. We are pleased to note that, at the date of this first review visit, all but 9 of the tenants have paid their rents in full, with 1 overpayment recorded: we will revisit this area at our interim update review in January 2026, commenting appropriately at that time if any still remain unpaid.

### **Town Force invoicing**

We have also reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting the existence of a few unpaid debts dating back to September 2024, all of which are subject to "repayment by instalment" arrangements in subsequent months. Consequently, no issues arise in this area currently warranting formal comment or recommendation and we shall revisit this area at our subsequent reviews.

## **Conclusions**

*We are pleased to record that no significant issues or concerns arise in this area at present warranting formal comment or recommendation. As indicated above, we shall continue to monitor the appropriate and timely recovery of income due to the Council at our subsequent reviews.*

## **Petty Cash Account**

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

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imbursement. We have checked and agreed the spreadsheet records identifying expenditure incurred and repaid during July & August 2025 ensuring

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

We have also checked the physical cash holding, together with un-reimbursed expense vouchers, on the day of this review visit and are pleased to record that the combined value of cash and, as yet un-reimbursed expenditure, equates to the £300 imprest holding.

The Clerk also holds a debit card for the current account should the need arise for any urgent expenditure, including emergency payments for statutory requirements such as Land Registry applications. A sample of these transactions form part of the previously referenced payments testing.

### **Conclusions**

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

## **Review of Staff Salaries**

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

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

- Ø Agreed the gross salaries paid to each employee in August 2025, including the national pay award arrears payable from 1<sup>st</sup> April 2025;
- Ø Verified the tax and NI deductions applied for the month to each employee;
- Ø Checked the pension deductions to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Ø Where staff are paid for overtime hours worked, agreed the payments made in the same month to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

### **Conclusions**

*We are pleased to record that no significant issues have been identified in this review area, although we identified a potential anomaly in relation to the pension contribution percentage applied to one staff member's salary. We have discussed this with the Clerk who has agreed to refer back to the payroll provider and to keep us advised of the outcome of that discussion. Consequently, we will reflect the outcome in our interim update version of this report in the new calendar year.*

## Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

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

The first half-yearly PWLB loan repayment instalment has not yet fallen due for repayment. Consequently, we will ensure the accurate repayment of both half-yearly repayments as part of our interim update and final review checks.

### **Conclusions**

*No issues arise in this area currently. We shall continue to monitor the Council’s approach to treasury management at future reviews and will ensure, once the accounts are closed and AGAR financial data advised by the contract accountants, the accurate disclosure of the residual loan liability at 31<sup>st</sup> March 2026 by reference to the detail recorded in the UK Debt Agency website.*

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 20 - TO RATIFY THE RELEASE OF £400 TO BOGNOR REGIS SEAFRONT LIGHTS TO FUND A SAMBA BAND FOR THE ILLUMINATE BOGNOR REGIS PARADE FROM THE 2025-2026 PARTNERSHIP FUNDING AND UPDATE ON THE BALANCE OF THE FUNDING**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

At the Policy and Resources Committee Meeting, held on 27<sup>th</sup> January 2025, Members ratified the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1<sup>st</sup> April 2025. This included Bognor Regis Seafront Lights (BRSFL) for their ILLUMINATE Bognor event, who were awarded £5,000 in Year 1.

Although the funding became available for release in April 2025, BRSFL asked that the money be earmarked until such time that they requested it. As part of the ILLUMINATE Bognor event, held over the August Bank Holiday weekend, £400 was requested from the 2025-2026 Partnership Funding to fund a Samba band.

**DECISION**

Members are asked to **RATIFY** the release of £400 to Bognor Regis Seafront Lights to fund a Samba band for the ILLUMINATE Bognor parade, from the 2025-2026 (Year 1) Partnership Funding, noting that there is a balance of £4,600 remaining.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 21 - TO NOTE THE UPDATED TREASURY MANAGEMENT  
POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL**

**REPORT BY TOWN CLERK**

**FOR DECISION**

The Town Council's Treasury Management Policy was last amended in July 2024. This is reviewed on an annual basis by the RFO to establish if any amendments are required. Having liaised with the Town Council's Accountant regarding this Policy and the need for any changes, it is suggested that it be amended to allow the Deputy Clerk to act in the transfer of funds between the accounts in the absence of the Town Clerk. The data relating to interest rates and interest income received has also been updated for Members information.

The updated Treasury Management Policy, with the recommended amendments and updated information highlighted in red, is attached as **Appendix 1** for Members consideration.

**DECISIONS**

Members are asked to **NOTE** the updated Treasury Management Policy, including the proposed amendments/updates.

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** that the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk, be adopted?

## **BOGNOR REGIS TOWN COUNCIL**

### **TREASURY MANAGEMENT POLICY (UPDATED AUGUST 2025)**

#### **INTRODUCTION**

The Town Council currently (i.e. as at July 2024) has substantially all of its surplus funds on deposit with CCLA in the Public Sector Deposit Fund. This has had a significant positive impact on the council's interest income (over **£66,700** in the year to 31<sup>st</sup> March 2025 (March 2024 £65,800) compared with just over **£27,000** in the preceding year to 31<sup>st</sup> March 2023). This reflects both the increased balances being held and also the improvement from very low interest rates previously.

#### **SUGGESTED STRATEGY**

The current Strategy is serving the Council well and, unless or until meaningful interest returns are achievable on the previously preferred investment vehicle of Fixed Term Treasury Deposits, there is no need to consider alternative arrangements. The rate currently achievable (as at **31<sup>st</sup> July**) is **4.22%** on Total Balances (this is net of Management Charges). The Investment qualifies as a Revenue Investment for Annual Return purposes and deposits/withdrawals do not fall for classification as Expenditure/Income in the Annual Return. Equally, the end of year balance is included within Bank and Cash balances (as a Short-Term Investment) in the Annual Return. The rates would appear to be competitive in today's low-interest environment. Whilst marginally better returns **might** be achievable elsewhere, the simplicity of dealing with, and the immediacy of accessibility of PSDF funds almost certainly outweighs any marginal improvements in returns.

#### **APPROVAL AND MECHANISM**

Although the transactions do not represent expenditure/payment by Council for accounting purposes, instructions to the Council's Bank to make investments will still require signature by two Councillors, unless (or until) the current Bank Mandate is amended to allow transfers to (specifically) CCLA to be made on the e-mail instruction of the Town Clerk, **or by the Deputy Clerk** in the absence of the Town Clerk. Transfer of funds back to the Council's Bank are by means of e-mail over the Clerk's signature **or the Deputy Clerk** in the Clerk's absence. The amount of these is agreed by discussion with the accountants at their bi-monthly visits.

**26<sup>th</sup> August 2025**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 22 - TO NOTE THE AMENDMENTS REQUIRED TO THE CCLA PUBLIC SECTOR DEPOSIT FUND MANDATE OWING TO THE CHANGES IN STAFF PERSONNEL AND AGREE THAT THIS BE RECOMMENDED TO COUNCIL FOR APPROVAL**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Owing to changes in staff personnel it will be necessary to update the CCLA Public Sector Deposit Fund mandate to remove the current Town Clerk and update the details of the current Deputy Clerk in readiness for when she takes over the role of Town Clerk from October 2025. Mrs. Davis is already an authorised signatory in the transfer of funds between the Public Sector Deposit Account and the Co-operative Bank Account in her current job role, so will be able to undertake such transfers when taking over her new position and prior to a new mandate being submitted to CCLA without any delays.

It is also proposed to include the new Deputy Clerk as well as the Town Clerk as an authorised signatory in the transfer of funds between these two accounts once the new employee is in post. This will be necessary as it is a requirement to have two authorised signatories on the account and will enable the Deputy Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be necessary in the absence of the Clerk.

Rather than make these changes to the mandate immediately, it is proposed that the document will be amended once the new Deputy Clerk commences their employment in October in order to maintain two named signatories on the account in line with the banks requirements.

**DECISIONS**

Do Members **AGREE** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended once the new Deputy Clerk, Max Hirst commences their employment?

Do Members further **AGREE** to **RECOMMEND** to **COUNCIL** that the mandate be amended to remove Mrs. Frost as an authorised signatory, update the job title of Mrs. Davis to Town Clerk and include Max Hirst, Deputy Clerk as an additional signatory to the account. This will enable the Deputy Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.



BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025

AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of August 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 August 2025.

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

**BACKGROUND**

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

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

In line with this requirement, Cllr. Mrs. Warr has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of July and Cllr. Mrs. Yeates has completed this for August 2025.

**DECISION**

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

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 22<sup>nd</sup> SEPTEMBER 2025**

**AGENDA ITEM 24 - CORRESPONDENCE**

**FOR INFORMATION**

1. Sussex Alerts; Emergency Alarm Test – Circulated to all Councillors and on social media 01.09.2025
2. CCLA Client Consultation 2025 01.09.2025
3. Sussex Alerts - Our News - September 2025 is here – Circulated to all Councillors and on social media 01.09.2025
4. NALC Events Newsletter – Circulated to all Councillors 02.09.2025
5. VAAC E-bulletin – Circulated to all Councillors 02.09.2025
6. Latest news from St Wilfrid's Hospice – Circulated to all Councillors 02.09.2025
7. Public Sector Digital Transformation Cyber Security, AI, Data, Skills Gap Training 02.09.2025
8. Public Sector Executive Major transport funding, Government launches education crackdown, New Further Education Commissioner 02.09.2025
9. Sussex Alerts; Our News - September is here – again – Recirculated to all Councillors 02.09.2025
10. Email from ADC Parks & Cemeteries Manager re. Memorials consultation – Circulated to all Councillors 02.09.2025
11. Sussex Alerts; Tyre Safe – Circulated to all Councillors 03.09.2025
12. NALC Star Council Awards 2025/26 03.09.2025
13. Chichester Chamber of Commerce & Industry - CCCI September News & Events update – Circulated to all Councillors 03.09.2025
14. CCLA Market Updates September 2025 04.09.2025
15. NALC Chief Executive's Bulletin – Circulated to all Councillors 04.09.2025
16. WSCC news release What can you learn at your local West Sussex library? – Circulated to all Councillors 04.09.2025
17. Sussex Alerts; Online Safety for Parents – Circulated to all Councillors and on social media 04.09.2025
18. WSCC news release County Council announces changes to on-street parking charges across West Sussex – Circulated to all Councillors 04.09.2025
19. GTR - Update on upcoming London Underground strikes and impacts on GTR services: Sunday 7 to Thursday 11 September – Circulated to all Councillors and on social media and website 05.09.2025
20. Public Sector Executive Join London Councils, North Yorkshire Council, Govia Thameslink Railway & more – Circulated to all Councillors 05.09.2025
21. Sussex Alerts; Hate Crime – Circulated to all Councillors and on social media 05.09.2025
22. Email from local business in town experiencing ASB with guidance given in response of contacts that may be able to assist as well as informing BID and BRTC Wardens – 05.09.2025
23. Arun and Chichester Good Food Fortnight Programme now live – Circulated to all Councillors and on social media 05.09.2025
24. Sussex Police & Crime Commissioner; Sussex Police tops the nation for 999 call handling – Circulated to all Councillors 05.09.2025
25. NALC Super Council Network Agenda 12<sup>th</sup> September 2025 – Forwarded to Mayor (as the Town Council's representative)

## **AGENDA ITEM 24**

- 26.** ADC press release; Sharing your views on Arun's community safety with two surveys – Circulated to all Councillors and on social media and website 08.09.2025
- 27.** VAAC AGM 2025 – Circulated to all Councillors 08.09.2025
- 28.** Sussex Alerts; Warning to #ProtectYourPension from fraud – Circulated to all Councillors and on social media 08.09.2025
- 29.** WSCC Cabinet - 29 July 2025 – minutes – Circulated to all Councillors 08.09.2025
- 30.** WSCC news release; Parents urged to get their applications in for West Sussex secondary school places for 2026 – Circulated to all Councillors 08.09.2025
- 31.** NALC events newsletter – Circulated to all Councillors 09.09.2025
- 32.** KSS Air Ambulance Charity 'Restart a Heart Day' leaflet – Circulated to all Councillors and on social media and website 09.09.2025
- 33.** VAAC Strengthen Your Community Impact with Student Support – Circulated to all Councillors 09.09.2025
- 34.** St Wilfrid's Hospice News; Don't miss your chance to win £1000 – Circulated to all Councillors 09.09.2025
- 35.** Chichester Chamber of Commerce & Industry AGM notice and update – Circulated to all Councillors 10.09.2025
- 36.** ADC press release; budget 2026/2027 consultation – Circulated to all Councillors and on social media and website 10.09.2025
- 37.** NALC Chief Executive's bulletin – Circulated to all Councillors 11.09.2025
- 38.** Welcome to the South East CRC Community & newsletter – Circulated to all Councillors and on social media – 11.09.2025
- 39.** Thank you letter and certificate from Chestnut Tree House Children's Charity to past Mayor, Cllr. Miss. Claire Needs, for her fundraising efforts during her year in office 11.09.2025
- 40.** ADC News release; Business case in response to the Government's invitation on local government reorganisation completed – Circulated to all Councillors 12.09.2025
- 41.** WSCC Resident's eNewsletter September edition; Reshaping local government, free electric blanket testing, find local jobs, help for kinship carers and more – Circulated to all Councillors 12.09.2025
- 42.** Sussex Police & Crime Commissioner; Rural Crime Matters – Circulated to all Councillors 12.09.2025
- 43.** WSCC Cabinet - 23 September 2025 – agenda – Circulated to all Councillors 12.09.2025
- 44.** Sussex Alerts; Free electric blanket testing – Circulated to all Councillors and on social media 13.09.2025
- 45.** ADC Council Tax Reduction Scheme Consultation 16.09.2025 posted on social media 15.09.2025
- 46.** Acknowledgement from The Co-operative Funeralcare for donation to the late William Toovey forwarded to St Wilfrid's Hospice 16.09.2025
- 47.** NALC Events newsletter – Circulated to all Councillors 16.09.2025
- 48.** VAAC AGM 2025 – Circulated to all Councillors 16.09.2025
- 49.** NALC Newsletter; we've opened nominations for our 2025 governance elections – Circulated to all Councillors 17.09.2025
- 50.** Parish Online Newsletter 17.09.2025