



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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## **ANNUAL TOWN MEETING OF ELECTORS FOR 2025**

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start** on **Monday 17<sup>th</sup> MARCH 2025**. The Chair of the Meeting will be the Mayor.

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

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

1. Welcome by the Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 11<sup>th</sup> March 2024 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31<sup>st</sup> March 2024 and Budget for 2025-2026
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31<sup>st</sup> December 2024 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 14<sup>th</sup> March 2025**
7. To welcome the Chief Executive of Arun District Council, Dawn Hudd, to give a presentation and to provide an update on Devolution
8. Bognor Regis Town Council's programme of events for the year
9. Open Forum with questions to Councillors/Attendees

**DATED this 3<sup>rd</sup> day of March 2025**

**Town Clerk**

**Mayor**



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## **MINUTES AND REPORT OF THE TOWN MEETING OF THE ELECTORS OF BOGNOR REGIS HELD ON MONDAY 11<sup>th</sup> MARCH 2024**

### **PRESENT (BRTC)**

Cllr. F. Oppler - Mayor (in the chair)

Cllr. J. Barrett

Cllr. K. Batley

Cllr. J. Brooks

Cllr. D. Dawes

Cllr. S. Goodheart

Cllr. Miss. C. Needs

Cllr. R. Nash

Cllr. N. Smith

Cllr. M. Stanley

Cllr. Mrs. J. Warr

Cllr. B. Waterhouse

Cllr. P. Wells

Cllr. Mrs. G. Yeates

(Note: Cllrs. Batley, Brooks, Goodheart, Nash, Miss. Needs, Oppler, Stanley, Mrs. Warr and Mrs. Yeates are also Arun District Councillors)

### **IN ATTENDANCE**

Mrs. G. Frost (Town Clerk)

Mrs. J. Davis (Assistant Clerk)

Mrs. R. Vervecken (Civic & Office Manager)

Mr. K. Roberts (Joint Interim CEO and Director of Growth at Arun District Council) (part of meeting)

29 members of the public

### **COPIES OF DOCUMENTS AVAILABLE FOR THE PUBLIC**

Notice and Agenda for the Meeting

Minutes of the Town Meeting of Electors held on 13<sup>th</sup> March 2023

Audited Accounts to 31<sup>st</sup> March 2023

Proposed Expenditure for the year 2024-2025

Schedule of Councillors' Attendance at Meetings

***The Meeting opened at 7pm***

### **1. WELCOME BY THE MAYOR AND INTRODUCTION OF COUNCILLORS PRESENT**

The Mayor welcomed everyone to the meeting and attention was drawn to the evacuation procedure in the event of a fire. Councillors present introduced themselves.

Apologies for absence were noted from Cllrs. Ralph and Woodall.

2. **TO APPROVE AND SIGN THE MINUTES OF THE TOWN MEETING OF ELECTORS HELD ON MONDAY 13<sup>th</sup> MARCH 2023 AND ANY MATTERS ARISING**

The Minutes of the Town Meeting of Electors held on Monday 13<sup>th</sup> March 2023 were considered, agreed unanimously as a true record and signed by the Mayor as presiding Chair.

3. **TO RECEIVE THE ANNUAL REPORT OF THE COUNCIL**

The Mayor gave his report (appended to Minutes as **Appendix 1**).

4. **TO RECEIVE THE ACCOUNTS OF THE TOWN COUNCIL YEAR ENDING 31<sup>st</sup> MARCH 2023 AND BUDGET FOR 2024-2025**

The Town Council's Accounts to year ending 31<sup>st</sup> March 2023 were duly noted and accepted. The Chair of the Policy and Resources Committee, Cllr. Waterhouse, gave the Chair's report on the budget (appended to Minutes as **Appendix 2**).

5. **TO RECEIVE THE ACCOUNTS OF THE BOGNOR PIER COMPANY LTD. YEAR ENDING 31<sup>st</sup> DECEMBER 2023 (IF AVAILABLE)**

The Accounts were duly noted and accepted.

6. **TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 8<sup>th</sup> MARCH 2024**

No resolutions had been received.

7. **TO WELCOME THE JOINT INTERIM CHIEF EXECUTIVE AND DIRECTOR OF GROWTH AT ARUN DISTRICT COUNCIL, KARL ROBERTS, TO GIVE A PRESENTATION AND UPDATE ON THE ALEXANDRA THEATRE PROJECT**

The Chair welcomed Mr. Roberts to the meeting, who began his presentation with a brief overview of the current financial position of Arun District Council (ADC).

He explained that local governments nationally are experiencing 'hard times', with around a 40% reduction of support from central government received over the last twelve years or so. He admitted that ADC had therefore, like many others, been experiencing some financial challenges.

With reserves likely to dwindle if money is not saved in certain areas, he referenced ADC's 'future action plan', which is intended to try to 'close the financial gap' of around £5 million per year, so the District Council are not relying on their reserves. As part of this action, ADC will be looking into the services they currently provide, to ensure they are being as efficient as possible, with an electoral review, looking at how many Councillors may be required to serve the district in the future, an aspect to be considered, most likely following the 2027 ADC elections. An asset review will also be undertaken

to help to ascertain if enough income is being garnered from the relatively little land ADC own, in comparison to other local authorities of its size. This will likely include a review of office space used by ADC employees, including Bognor Regis Town Hall, which currently has only around a 10% occupation of ADC staff.

### **Alexandra Theatre Update**

With £13 million invested in the Alexandra Theatre improvements, under the Levelling-Up Fund, Mr. Roberts reported that planning permission for this project had been granted. Although the overall auditorium footprint would remain similar, a new exterior will be built, with more studio space, and a new café and reception area amongst the changes to be undertaken as part of this exciting opportunity. He reported that ADC were looking at the feasibility of securing more funds to enable an expansion of the current proposals, with solar panels to save on energy costs being a potential option, should more funding be obtained.

Neilcott Construction had been appointed as the contractors for the project, with work aiming to be underway in May 2024, which was later than ADC had hoped. This had been partly due to contractual difficulties.

### **Brewers Fayre Site**

Acquired from Whitbread PLC, ADC had been presented with various opportunities to consider in relation to the future use of the previous Brewers Fayre site, with one of those being the possible reestablishment of the 'Royal Hall'. To aid in choosing the best option for the Town, a report had been commissioned with outcomes of the report going to the ADC Economy Committee at their meeting to be held on 16<sup>th</sup> April 2024.

### **The Arcade**

With scaffolding having been up at The Arcade for some time, and the Town Council having written to ADC regarding the current state of The Arcade, following agreement to do so at the Council Meeting held on 4<sup>th</sup> March 2024 (Min. 181 refers), Mr. Roberts informed Members and public present that a lot of issues had been found within the buildings, particularly to the western side, which is why works were taking so long. He advised that they were looking at temporary fixes to try to alleviate some of the problems in a timelier manner. He stated that the District Council were pleased to have occupants in the ground floor buildings, but that the upper floors remained in poor condition, which had been exacerbated by volatile weather.

ADC have obtained a £600,000 grant from the government to strip the asbestos from the buildings and convert into 35 residential units. Plans also include the replacing of the single storey building to the rear.

### **Bognor Regis Masterplan**

Twenty years have passed since the Masterplan for Bognor Regis was produced. Whilst some projects had moved forward, others needed to be refreshed and revisited. Mr. Roberts reported that public consultations, to decide on the area's most important to be included within the Masterplan, will hopefully begin over the course of 2024, with the area looked at likely to be wider than the previous version.

The Mayor thanked Mr. Roberts for his presentation and a Q&A session was

offered by the Joint Interim CEO, with questions being put forward by members of the public present.

Questions regarding the Alexandra Theatre project timeline were asked, with Mr. Roberts advising that it was expected to take 18 months, now that a new contractor was in place and with work hoping to begin in May 2024. ADC are looking to publish fortnightly progress updates about the development on their website, to keep members of the public informed.

With the Premier Inn Hotel also commencing building work soon, Mr. Roberts confirmed that although he wasn't certain of the timeline, he hoped both projects would be done at once, to allow minimal disruption within the area.

Some residents asked about the current situation with the unoccupied Brewers Fayre building, concurring that it was a shame to keep it empty for so long when it was possible that local businesses would be happy to take up premises here in the short term. Mr. Roberts advised those present that the occupation of the building was not his decision, and that the findings of the report, as detailed earlier in the meeting, will be considered by the ADC Economy Committee. Acknowledging the presence of dual-hatted Councillors at the Electors Meeting, Mr. Roberts encouraged them to take onboard the comments made and bring them to the attention of the Economy Committee. Mr. Roberts stated that looking at short-term solutions at the site would be quite challenging without having to first make some fundamental changes to the building itself.

Also, in reference to the Brewers Fayre building, a resident commented that the current signage on the building was very out of date. Mr. Roberts explained that ADC preferred providing relevant updates on their website, which reaches a far wider audience than local signage. He did however advise that he would ask the current project manager to investigate getting a noticeboard installed here, to ensure passers-by are also updated with any project information.

Following a comment made about the disappointing lack of lighting on Place St Maur, Mr. Roberts offered to take the contact details for the member of the public who he would respond to once he had made enquiries as to why lights hadn't been included in the scheme in the first place. A Councillor present suggested lighting could be fed into the Alexandra Theatre project, to improve lighting in the vicinity.

A member of the public introduced themselves as a representative for the applicant seeking planning permission for a site situated in Waterloo Square. They complained about the length of time that negotiations with ADC, as the Local Planning Authority, had taken. In their opinion, the site had been an eyesore for 8 years and this sentiment was shared by the Mayor who stated, as a dual-hatted Councillor, that ADC Councillors were keen to move things forward. Mr. Roberts responded by saying that he would ask whether there were any outstanding communications with the applicant to be answered. Whilst he would not discuss commercially sensitive matters in a public meeting, Mr. Roberts said that there was a shared ambition to see something done at the site.

Lastly, a member seated in the public gallery asked when an access ramp

would be installed to allow wheelchair users to access the sea. Mr. Roberts stated that he was not involved in this project, and he was therefore not able to comment on any timescale. He asked the member of the public for their contact details and advised that another staff member, more equipped to give answers, would be in touch.

The Mayor and Councillors present thanked Mr. Roberts for his time.

***Karl Roberts left the Meeting at 7.55pm***

**8. BOGNOR REGIS TOWN COUNCIL'S PROGRAMME OF EVENTS FOR THE YEAR**

The Chair of the Policy and Resources Committee, Cllr. Waterhouse gave a brief report on some of the upcoming events planned for 2024, including the Town Crier Competition, 80<sup>th</sup> Anniversary D-Day commemorations and free activities on offer throughout the summer months. He advised that the full programme of events, containing further details, was available on the Town Council's website and Facebook pages.

A Councillor expressed disappointment that only Town Council organised events were listed within the events programme, citing this as a missed opportunity for promotion of other events organised by outside bodies. Cllr. Waterhouse agreed with the sentiments expressed, with the Town Clerk confirming that this was due to be discussed at the next Environmental and Leisure Committee Meeting on 18<sup>th</sup> March 2024.

**9. OPEN FORUM WITH QUESTIONS TO COUNCILLORS/ATTENDEES**

The Mayor invited members of the public to put any questions to the Council. He emphasised the need for questions to be in relation to items under the remit of the Town Council, and not those needing to be addressed by Arun District or West Sussex County Councils. To clarify further for those in attendance, the Mayor explained briefly, what came under the jurisdiction of Bognor Regis Town Council.

The first question was in relation to the foreshore, with a member of the public suggesting that a community group could be established to clear the foreshore of shingle on a regular basis, if there were funding streams available for this. Whilst it was noted that ADC should be contacted for beach/seafront matters, the Mayor confirmed that funding could be applied for, such as Grant Aid, if it met the agreed criteria.

A resident asked Councillors if there was extra money to go toward street sweeping and litter collection. It was confirmed that ADC's cleansing contract with Biffa was up for renewal and more emphasis should be placed on those who drop litter in the first place. The Mayor praised Biffa, who do a 'great job' with their resources. Other Councillors acknowledged that the Town would be a less appealing place, without them regularly litter picking.

Regarding any issues with ADC, a member of the public asked if there was a process by which the Town Council could exert pressure on the District Council to take responsibility for the upkeep of areas within their remit. The

Mayor advised that at the most recent Town Council Meeting, two letters were written to ADC, pushing for them to address issues that the Town Council felt not enough was being done about. He advised that should the member of the public have anything specific in mind, they should write to the Town Clerk, for possible inclusion on an agenda for a future meeting.

Concern was raised regarding the ever-growing population of pigeons blighting the Town Centre. A resident asked whether signs could be erected, asking people not to feed them. Some Councillors advised that they had spoken to various food outlets within the area, with many confirming they were 'not worried' about the problem, as it was not affecting footfall. Regarding signage, Members concurred that unfortunately, they did not feel this would be possible nor have any effect on those feeding the pigeons.

Speeding traffic, particularly in Victoria Drive and Argyle Road was a main talking point, with residents urging the Town Council to put pressure on WSCC as the relevant authority. Councillors assured worried residents that this is being pursued, stating that the main problem was enforcement due to a lack of police resources. A Councillor added that with most road users knowing where speed cameras were situated, they simply slowed down for the cameras and sped back up once they were clear from view. As a deterrent to this behavior, he felt the cameras should be moved around on a regular basis and further advised of a volunteer service being backed by WSCC, seeking to train volunteers to use speed guns to monitor speeding issues in their own streets. Letters would be sent in the first instance, to deter offenders from speeding again, with any persistent culprits eventually having to appear in court. Various speeding signs and their effectiveness were also discussed.

Proposed improvements to the Esplanade, including the narrowing of the road and the changing of speed limits to 20mph, between Lennox Street and Clarence Road, were also discussed. Residents were interested to hear that different crossings were part of the proposals, with a walkway parallel to the Promenade also being planned. Although the proposals included the loss of 19 parking spaces, Members expressed their hope that with the other traffic calming measures being considered, the traffic along the seafront may be slowed.

The final comment coming from the public gallery was in relation to regeneration in Bognor Regis, which the member of the public felt had been slow to progress in the past year. Councillors present shared the frustration expressed, agreeing that Bognor Regis had been promised so much but had been delivered so little, particularly in comparison to Littlehampton. With the earlier report from Mr. Roberts speaking of the need to review the Bognor Regis Masterplan, those present hoped that this would be an opportunity for real collaborative working with ADC, in putting forward key sites and projects needed to push the Town forward.

With no other questions being put forward, the Mayor thanked all those present for attending.

***The Meeting closed at 8.43pm***



Good evening and welcome everyone to Bognor Regis Town Council's Annual Town Meeting of Electors for 2024. Thank you very much for joining us here tonight.

As the name suggests, this Meeting is for you, our Electorate, to steer the conversation, through the topics and questions important to you and your Town, and as your elected Town Councillors, we will do our best to provide answers where possible.

The past twelve months has been another challenging one with the cost-of-living crisis continuing to cause much struggle for people, through the rises in food, energy costs, fuel and mortgage rates, to name just a few.

As your Town Council, we have done our best to reflect these challenges through the setting of our budget for the 2024-2025 financial year, of which you will hear more about, slightly later in the meeting.

As a result of these hardships, our fantastic local charities and organisations, have gone above and beyond to cater for the further demand on their already stretched services, and we thank each and every one of them for their tireless efforts in easing the burden for Bognor Regis residents.

It has been wonderful to have served this Town I call 'home', as your Mayor once again, following an extended break from the Town Council. The teamwork and desire to work for a better and brighter future for Bognor Regis, has been more evident than ever since the May 2023 elections, and I'm very proud to be a part of that.

In my role as Mayor and 'First Citizen' of the Town, I've been lucky enough to attend a wide range of events and engagements.

Some highlights that particularly stand out are Proms in the Park, which was one of my first events attended as Mayor alongside our lovely Bognor Regis Town Crier, the Drive through Time Motor Gala was a feast for the eyes and a must-attend for car enthusiasts and Formula One fans! Both organised by the Town Council, they certainly kick-started the summer season of events here in Bognor Regis. In July I attended the poignant commemorations for Armed Forces Day and latterly, Remembrance Sunday.

I really enjoyed the Town's first Punch and Judy Festival, held in September, marking the 60<sup>th</sup> Anniversary of the making of the film 'The Punch and Judy Man', filmed in our Town, and the Christmas Lights Switch-On in the Town Centre was a tremendous success with a record number of people enjoying the festivities on offer, building up to the 'Big Switch at 6' itself!

Over the past nearly 12 months, I've been honoured to attend premises openings – celebrating the arrival of new business ventures to Bognor Regis, as well as charity fetes, concerts and school visits, to name a few, and of course, it was an honour to form part of the official line-up to welcome HRH The Duke Of Gloucester to the Bognor Regis Museum, just before Christmas. My sincere thanks to everyone who has invited me to join them, at their event this year.

The continued support of our Town's youth provision has remained at the forefront over the past twelve months, with numerous cheque presentations made to youth groups, to ensure young people in and around our Town are catered for, through dedicated support as well as activities and entertainment. Having visited several youth groups myself over the past few months, including the 39 Youth Club, Bognor Regis Youth and Community Centre and Bognorphenia, it certainly looks as though funding provided through the Town Council's 'Youth and Young Persons' budget, has been gratefully received, and is being put to good use. Applications for the next round of funding will be going live in due course.

Later this month, the Town Council will host its Civic Reception, at which I will be presenting cheques to successful applicants of the 2024 Grant Aid scheme, as well as giving out awards for my 'Mayor's Good Citizen' and the 'Citizens Award for Young People'. In addition, I will also be raising money for my chosen charity for the year, the West Sussex Wildlife Trust, through the provision of a raffle, which I hope will be well-supported.

On a personal note, I'd like to thank my fellow Town Councillors, including the Deputy Mayor, and Town Council staff, for their support this year and everyone who has invited me to attend an engagement, they have all been extremely insightful, enjoyable and an honour to have been a part of.

Thank you once again for coming here this evening, to be a part of this meeting. I know I speak on behalf of us all when I say we look forward to hearing your valuable contributions throughout.

Dear Resident

It's been another difficult year for most of us with the problems people face induced by the cost-of-living crisis.

The Town Council has concentrated on relieving the pressure on its residents as far as possible, on elements that are within its control, by fixing its precept at the same level as last year whilst attempting to maintain our contributions to the services and events that are important to the residents of Bognor Regis.

In addition to the services and events run by the Town Council and by outside bodies, it is pleasing that Arun District Council are continuing to run the 2-hour Free Parking Scheme which plays such an important part in the commercial life of Bognor Regis. The Business Warden Scheme, supported by the Town Council, improves the Town Centre experience for many residents and visitors alike and we are pleased to maintain this for the next financial year. The Town Council representatives and staff continue to receive feedback praising the work of Town Force in removing rubbish and graffiti thus improving the look and feel of our Town. Town Force also play a vital part in preparing for and safeguarding events held in Bognor Regis.

We will continue to support our young people, delivering funding to local youth work organisations as well as planning once again to offer a variety of free entertainment during the summer months both by running our own events and supporting outside bodies to run events by providing financial contributions.

The ceremonial turning on of the Christmas Lights, by the Mayor in the Town Centre attended by many residents, once again illustrates the power of working together with local businesses as well as the wider community, and the Town Council was proud to continue to play their part by supplying the Christmas Lights, which were warmly received and will be back again this year.

Details on the budget can be found on the Town Council website: [www.bognorregis.gov.uk](http://www.bognorregis.gov.uk).

**Bognor Regis Town Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2024**

# **Bognor Regis Town Council**

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**31 March 2024**

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**Bognor Regis Town Council**

**Council Information**

**31 March 2024**

**( Information current at 3rd June 2024 )**

**Mayor**

Cllr Miss C. Needs

**Councillors**

Cllr Mrs G. Yeates (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr J. Brooks

Cllr D. Dawes

Cllr S. Goodheart

Cllr R. A. Nash

Cllr F. R. J. Oppler

Cllr P. Ralph

Cllr N. Smith

Cllr M. Stanley

Cllr Mrs J. L. Warr

Cllr B. Waterhouse

Cllr P. C. Wells

Cllr P. J. Woodall

**Town Clerk**

Mrs G. Frost CiLCA

**Auditors**

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

**Internal Auditors**

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

**Bognor Regis Town Council**

**Statement of Responsibilities**

**31 March 2024**

**The Council's Responsibilities**

The council is required:

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

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2024 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2024, and its income and expenditure for the year ended 31 March 2024.

Signed: .....

Mrs G. Frost CiLCA- Town Clerk

Date: .....

**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2024**

**Auditors**

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

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

**Accounting Convention**

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

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

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

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

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

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

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

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

**Depreciation Policy**

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

Freehold land is not depreciated.

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

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

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

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

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

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



**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2024**

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

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

**Revenue Grants**

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

**Debtors and Creditors**

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

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

**Value Added Tax**

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

**External Loan Repayments**

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

**Leases**

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

**Reserves**

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

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

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

**Interest Income**

All interest receipts are credited initially to general funds.

**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2024**

**Cost of Support Services**

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

**Pensions**

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

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

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

**Bognor Regis Town Council**  
**Income and Expenditure Account**  
**31 March 2024**

	Notes	2024 £	2023 £
<b>Income</b>			
Precept on Principal Authority		1,009,819	969,817
Grants Receivable		44,919	26,209
Rents Receivable, Interest & Investment Income	2	65,886	27,326
Charges made for Services		54,508	53,318
Other Income		27,065	52,678
Total Income		1,202,197	1,129,348
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(350,626)	(314,387)
Grant-aid Expenditure		(57,924)	(81,897)
Other Costs	1	(250,359)	(243,429)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(205,622)	(193,738)
Other Costs	1	(142,879)	(153,976)
Total Expenditure		(1,007,410)	(987,427)
<b>Excess of Income over Expenditure for the year.</b>		<b>194,787</b>	<b>141,921</b>
<b>Exceptional Items</b>			
Profit/(Loss) on the disposal of fixed assets		908	(1,695)
<b>Net Operating Surplus for Year</b>		<b>195,695</b>	<b>140,226</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(29,996)	(58,649)
Capital Expenditure charged to revenue	12	(60,859)	(14,893)
Reverse profit on asset disposals		(908)	1,695
Transfer (to)/from Earmarked Reserves	20	(111,876)	13,502
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		<b>(7,944)</b>	<b>81,881</b>
<b>Net Surplus for the Year</b>		<b>103,932</b>	<b>68,379</b>
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	111,876	(13,502)
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		(7,944)	81,881
		<b>103,932</b>	<b>68,379</b>

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

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

**Bognor Regis Town Council**  
**Statement of Movement in Reserves**  
**31 March 2024**

<b>Reserve</b>	<b>Purpose of Reserve</b>	<b>Notes</b>	<b>2024</b>	<b>Net Movement in Year</b>	<b>2023</b>
			<b>£</b>	<b>£</b>	<b>£</b>
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	355,069	15,860	339,209
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	673,860	111,874	561,986
General Fund	Resources available to meet future running costs		489,540	(7,944)	497,484
Total			1,518,469	119,790	1,398,679

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

**Bognor Regis Town Council**

**Balance Sheet**

**31 March 2024**

	Notes	2024 £	2024 £	2023 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	11		1,308,665	1,322,178
<b>Current Assets</b>				
Debtors and prepayments	14	50,943		70,987
Cash at bank and in hand		1,209,160		1,137,988
		<u>1,260,103</u>		<u>1,208,975</u>
<b>Current Liabilities</b>				
Current Portion of Long Term Borrowings	17	(92,759)		(60,448)
Creditors and income in advance	15	<u>(96,703)</u>		<u>(149,505)</u>
<b>Net Current Assets</b>			1,070,641	999,022
<b>Total Assets Less Current Liabilities</b>			2,379,306	2,321,200
<b>Long Term Liabilities</b>				
Long-term borrowing	17		(832,802)	(895,109)
Deferred Grants	18		<u>(28,035)</u>	<u>(27,412)</u>
<b>Total Assets Less Liabilities</b>			<u>1,518,469</u>	<u>1,398,679</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	19		355,069	339,209
Earmarked Reserves	20		673,860	561,986
General Reserve			<u>489,540</u>	<u>497,484</u>
			<u>1,518,469</u>	<u>1,398,679</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2024, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 3rd June 2024 .

Signed: .....	.....
Cllr Miss C. Needs	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

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

**Bognor Regis Town Council**

**Cash Flow Statement**

**31 March 2024**

	Notes	2024 £	2024 £	2023 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(556,249)		(508,126)
Other operating payments		(446,875)		(438,154)
			(1,003,124)	(946,280)
<i>Cash inflows</i>				
Precept on Principal Authority		1,009,819		969,817
Cash received for services		60,400		107,249
Revenue grants received		44,919		26,209
			1,115,138	1,103,275
<b>Net cash inflow from Revenue Activities</b>	23		112,014	156,995
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(14,510)		(30,363)
<i>Cash inflows</i>				
Interest received		64,523		23,788
<b>Net cash inflow/(outflow) from Servicing of Finance</b>			50,013	(6,575)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(61,767)		(14,893)
<i>Cash inflows</i>				
Sale of fixed assets		908		-
<b>Net cash (outflow) from Capital Activities</b>			(60,859)	(14,893)
<b>Net cash inflow before Financing</b>			101,168	135,527
<b>FINANCING AND LIQUID RESOURCES</b>				
<i>Cash outflows</i>				
Loan repayments made			(29,996)	(58,649)
<b>Net cash (outflow) from financing and liquid resources</b>			(29,996)	(58,649)
<b>Increase in cash</b>	24		<b>71,172</b>	<b>76,878</b>

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

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2024**

#### **1 Other Costs Analysis**

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

##### **Direct Service Costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Theatres & Public Entertainment	59,805	56,603
Allotments	4,421	5,285
Tourism Policy, Marketing & Development	531	1,183
Visitor Information	911	694
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	166,755	172,586
Community Development	98,349	88,747
Street Lighting	6,822	5,508
Off-street Parking	(7,000)	21,000
Other Services to the Public	(24,311)	(28,280)
Less: Grant-aid Expenditure	(57,924)	(81,897)
<b>Total</b>	<b>250,359</b>	<b>243,429</b>

##### **Democratic, Management & Civic Costs**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Corporate Management	89,173	84,664
Democratic Representation & Management	8,105	18,570
Civic Expenses	6,317	9,157
Mayors Allowance	3,000	3,000
Members' Allowances	7,720	8,222
Interest Payable	28,564	30,363
<b>Total</b>	<b>142,879</b>	<b>153,976</b>

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

#### **2 Interest and Investment Income**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	65,886	27,326
	<b>65,886</b>	<b>27,326</b>

#### **3 Agency Work**

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

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

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2024**

#### **4 Related Party Transactions**

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

#### **5 General Power of Competence**

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

#### **6 Audit Fees**

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

These may be summarised as follows:

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	2,100	2,100
Total fees	2,100	2,100

#### **7 Publicity**

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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Recruitment Advertising	690	752
Publicity	4,377	1,944
Newsletter	2,909	1,934
	7,976	4,630

#### **8 Members' Allowances**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,720	8,222
	10,720	11,222



## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2024**

#### **9 Employees**

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

	<b>2024</b>	<b>2023</b>
	<b>Number</b>	<b>Number</b>
Full-time	10	11
Part-time	5	5
Temporary	2	-
	<u>17</u>	<u>16</u>

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

#### **10 Pension Costs**

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

The cost to the council for the year ended 31 March 2024 was £79,601 (31 March 2023 - £76,675).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 18.20% of employees' pay with effect from 1st April 2024 (year ended 31 March 2024 – 19.20%). Financial Reporting Standard 17 (FRS17): “Retirement Benefits” sets out accounting requirements for pension costs. For schemes such as West Sussex Superannuation Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2024**

#### **11 Tangible Fixed Assets**

	<b>Non Operational Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Other</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2023	-	269,388	242,003	69,774	1,405,607	1,986,772
Additions	-	31,767	-	-	30,000	61,767
Disposals	-	(6,195)	-	-	-	(6,195)
At 31 March 2024	-	294,960	242,003	69,774	1,435,607	2,042,344
<b>Depreciation</b>						
At 31 March 2023		(236,311)	(230,894)	(5,877)	(191,512)	(664,594)
Charged for the year		(23,376)	(3,613)	(413)	(47,878)	(75,280)
Eliminated on disposal		6,195	-	-	-	6,195
At 31 March 2024	-	(253,492)	(234,507)	(6,290)	(239,390)	(733,679)
<b>Net Book Value</b>						
At 31 March 2024	-	41,468	7,496	63,484	1,196,217	1,308,665
At 31 March 2023	-	33,077	11,109	63,897	1,214,095	1,322,178

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

#### **Fixed Asset Valuation**

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

#### **Assets Held under Finance Agreements**

The council holds no such assets

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2024**

**12 Financing of Capital Expenditure**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
The following capital expenditure during the year:		
Fixed Assets Purchased	61,767	14,893
was financed by:		
Capital Receipts	908	-
Revenue:		
Capital Projects Reserve	30,000	-
Equipment Replacement Reserve	30,859	13,593
Precept and Revenue Income	-	1,300
	61,767	14,893

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Vehicles and Equipment**

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

**Infrastructure Assets**

Street lights - 44  
Footpath/Esplanade Lighting  
Allotment and Met Site Fencing  
Other street furniture

**Community Assets**

Public clocks - 3  
Allotments  
Council Regalia

**Other Assets**

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

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2024**

**14 Debtors**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Town Force Debtors	13,289	13,101
VAT Recoverable	3,405	10,082
Prepayments	28,952	31,843
Accrued Income	(40)	11,987
Accrued Interest Income	5,337	3,974
	<u>50,943</u>	<u>70,987</u>

**15 Creditors and Accrued Expenses**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Trade Creditors	16,036	22,213
Other Creditors	42,981	42,758
Accruals	8,388	36,278
Accrued Interest Payable	14,054	-
Income in Advance	15,244	48,256
	<u>96,703</u>	<u>149,505</u>

**16 Financial Commitments under Operating Leases**

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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	-
Obligations expiring between two and five years	2,100	1,400
Obligations expiring after five years	-	-
	<u>2,100</u>	<u>1,400</u>

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2024**

**17 Long Term Liabilities**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Public Works Loan Board	925,561	955,557
	<hr/> 925,561	<hr/> 955,557
	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
The above loans are repayable as follows:		
Within one year	92,759	60,448
From one to two years	64,224	62,306
From two to five years	204,816	198,678
From five to ten years	386,005	374,355
Over ten years	177,757	259,770
	<hr/>	<hr/>
Total Loan Commitment	925,561	955,557
Less: Repayable within one year	(92,759)	(60,448)
	<hr/>	<hr/>
Repayable after one year	832,802	895,109
	<hr/>	<hr/>

**18 Deferred Grants**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Applied</b>		
At 01 April	27,412	29,120
Released to offset depreciation	623	3,700
Extinguished and/or transferred	-	(5,408)
At 31 March	<hr/> 28,035	<hr/> 27,412
<b>Total Deferred Grants</b>		
At 31 March	28,035	27,412
At 01 April	<hr/> 27,412	<hr/> 29,120

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

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2024**

#### **19 Capital Financing Account**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	339,209	333,178
Financing capital expenditure in the year		
Additions - using capital receipts	908	-
Additions - using revenue balances	60,859	14,893
Loan repayments	29,996	58,649
Disposal of fixed assets	(6,195)	(5,657)
Depreciation eliminated on disposals	6,195	3,962
Reversal of depreciation	(75,280)	(67,524)
Deferred grants released	(623)	1,708
Balance at 31 March	355,069	339,209

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

#### **20 Earmarked Reserves**

	<b>Balance at</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance at</b>
	<b>01/04/2023</b>	<b>to reserve</b>	<b>from reserve</b>	<b>31/03/2024</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	298,000	-	(30,000)	268,000
Asset Renewal Reserves	117,451	110,000	(34,195)	193,256
Other Earmarked Reserves	146,535	107,884	(41,815)	212,604
Total Earmarked Reserves	561,986	217,884	(106,010)	673,860

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

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

The Other Earmarked Reserves at 31 March 2024 are set out in detail at Appendix A.

#### **21 Capital Commitments**

The council had no capital commitments at 31 March 2024 not otherwise provided for in these accounts.

#### **22 Contingent Liabilities**

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

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2024**

**23 Reconciliation of Revenue Cash Flow**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	194,787	141,921
Add/(Deduct)		
Interest Payable	28,564	30,363
Interest and Investment Income	(64,523)	(23,788)
Decrease/(Increase) in debtors	20,044	(30,980)
(Decrease)/Increase in creditors	(66,858)	39,479
Revenue activities net cash inflow	112,014	156,995

**24 Movement in Cash**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	330	330
Cash at bank	1,137,658	1,060,780
	1,137,988	1,061,110
<b>Balances at 31 March</b>		
Cash with accounting officers	330	330
Cash at bank	1,208,830	1,137,658
	1,209,160	1,137,988
<b>Net cash inflow</b>	71,172	76,878

**25 Reconciliation of Net Funds/Debt**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Increase in cash in the year	71,172	76,878
Cash outflow from repayment of debt	29,996	58,649
<b>Net cash flow arising from changes in debt</b>	29,996	58,649
Movement in net funds in the year	101,168	135,527
Cash at bank and in hand	1,137,988	1,061,110
Total borrowings	(955,557)	(1,014,206)
<b>Net funds at 01 April</b>	182,431	46,904
Cash at bank and in hand	1,209,160	1,137,988
Total borrowings	(925,561)	(955,557)
<b>Net funds at 31 March</b>	283,599	182,431

**26 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 3rd June 2024), which would have a material impact on the amounts and results reported herein.

# **Bognor Regis Town Council**

## **Appendices**

**31 March 2024**

### **Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2023</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2024</u> £
<b><u>Capital Projects Reserves</u></b>				
Economic Development	298,000		(30,000)	268,000
	298,000	0	(30,000)	268,000
<b><u>Asset Replacement Reserves</u></b>				
Rolling Capital Programme	117,451	110,000	(34,195)	193,256
	117,451	110,000	(34,195)	193,256
<b><u>Other Earmarked Reserves</u></b>				
Civic Fund	5,407		(1,167)	4,240
Election Fund	3,146	10,000		13,146
Allotments	1,171	618	(187)	1,602
Promotions/Publicity	7,245	600	(2,245)	5,600
Administration	1,200	6,840		8,040
Events underspend	534	8,500		9,034
P & R Projects	13,581	500	(6,081)	8,000
E & L Projects	14,558	3,900	(10,000)	8,458
Grant Aid	11,485	10,520	(7,610)	14,395
Tourism & Events Support	1,328	469	(1,328)	469
Parking Scheme (Traders Contribution)	12,161	16,500		28,661
S East in Bloom	5,603	290		5,893
Christmas Lights/Switch on		13,000		13,000
Events Sponsorship	1,777			1,777
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	32,540		(4,972)	27,568
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	1,000		(1,000)	0
Ward Allocation - Marine Ward	549		(500)	49
Ward Allocation - Hotham Ward	924		(200)	724
Ward Allocation - Pevensey Ward	753		(753)	0
Website	1,477			1,477
Councillor Training	3,604			3,604
Town Force Equipment	2,197		(1,710)	487
Personal Safety Provision	799			799
Heritage Vision Board	0			0
Our Place	1,729		(1,729)	0
Bike Repair Project		2,175		2,175
Staff Training	9,368		(1,135)	8,233
Town Crier	4,622	1,100	(1,185)	4,537
Loan Repayment not taken	0	30,453		30,453
CIL 2020/21	725		(13)	712
CIL 2021/22	1,209			1,209
CIL 2022/23		2,419		2,419
	146,535	107,884	(41,815)	212,604
<b>TOTAL EARMARKED RESERVES</b>	<b>561,986</b>	<b>217,884</b>	<b>(106,010)</b>	<b>673,860</b>



## **Bognor Regis Town Council**

**31 March 2024**

### **Annual Report Tables**

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Cultural & Heritage	43,367	32,822
Open Spaces	1,176	1,514
Tourism	8,492	8,814
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	436,617	435,036
Street Lighting	9,750	6,822
Parking Services	21,000	(7,000)
Other Services to the Public	127,311	81,893
Net Direct Services Costs	649,713	561,901
Corporate Management	254,120	266,376
Democratic & Civic	32,273	24,077
Net Democratic, Management and Civic Costs	286,393	290,453
Interest & Investment Income	(15,000)	(65,886)
Loan Charges	89,013	58,560
Capital Expenditure	-	61,767
Proceeds of Disposal of Capital Assets	-	(908)
Transfers to/(from) other reserves	29,700	111,876
(Deficit from) General Reserve	(30,000)	(7,944)
<b>Precept on Principal Authority</b>	<b>1,009,819</b>	<b>1,009,819</b>

## **Bognor Regis Town Council**

**31 March 2024**

### **Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

<b>Notes</b>	<b>2024 £</b>	<b>2024 £</b>	<b>2024 £</b>	<b>2023 £</b>
	<b>Gross Expenditure</b>	<b>Income</b>	<b>Net Expenditure</b>	<b>Net Expenditure</b>
<b>CULTURAL &amp; RELATED SERVICES</b>				
Cultural & Heritage}	60,980	(28,158)	32,822	40,145
Open Spaces	4,421	(2,907)	1,514	2,487
Tourism	8,814	-	8,814	8,495
<b>ENVIRONMENTAL SERVICES</b>				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Economic Development (including markets)	374,068	(17,381)	356,687	343,473
Community Development	98,349	(20,000)	78,349	76,247
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Street Lighting	6,822	-	6,822	5,508
Parking Services	(7,000)	-	(7,000)	21,000
<b>OTHER SERVICES</b>				
Other Services to the Public	110,455	(28,562)	81,893	62,040
<b>CENTRAL SERVICES</b>				
Corporate Management	294,795	(28,419)	266,376	229,193
Democratic & Civic	8,105	-	8,105	17,535
Civic Expenses	17,037	(1,065)	15,972	16,736
<b>Net Cost of Services</b>	<b>978,846</b>	<b>(126,492)</b>	<b>852,354</b>	<b>824,859</b>

**Bognor Regis Town Council**

(Updated 19/12/2024)

**Budget Summary**

As adopted at Full Council 6th January 2025

**Year Ended 31st March 2026**

	<b>2024/25</b>		<b>2025/26</b>	<b>Budget</b>
	<b>Projected</b>	<b>Budgeted (Revised)</b>	<b>Proposed</b>	<b>Incr/Decr</b>
<b>REVENUE EXPENDITURE</b>				
Policy & Resources	827768	830689	890833	60144
Environment & Leisure	98684	98293	84293	-14000
Planning	7253	7253	7253	0
	<u>933705</u>	<u>936235</u>	<u>982379</u>	<u>46144</u>
<b>INCOME</b>				
Policy & Resources	96021	76200	79260	3060
Environment & Leisure	2742	2400	2500	100
Planning	0	0	0	0
	<u>98763</u>	<u>78600</u>	<u>81760</u>	<u>3160</u>
<b>NET REVENUE EXPENDITURE</b>	<u>834942</u>	<u>857635</u>	<u>900619</u>	<u>42984</u>
<b>CAPITAL EXPENDITURE (NET)</b>				
Loan Charges	89013	89013	89013	0
BPCL - Management Fees	-40000	-58000	-40000	18000
Economic Development Fund	81000	81000	74000	
Capital Funding Provision	30000	30000	30000	0
Capital Funding Provision Prior Year adjustment	0	0	0	0
Policy & Resources	0	0	0	0
Env & Leisure	0	0	0	0
Earmarked Reserves released to General	0	0	0	0
	<u>160013</u>	<u>142013</u>	<u>153013</u>	<u>18000</u>
<b>TOTAL NET EXPENDITURE</b>	<u>994955</u>	<u>999648</u>	<u>1053632</u>	<u>60984</u> <b>5.40%</b>
<b>Financed as follows</b>				
Reserves at 1st April	497484	481073	502033	**
Reserves at 31st March	502033	480929	502444	
Used to Fund Expenditure	-4549	144	-411	-0.04%
Precept Required	999504	999504	1054043	54539 5.46%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>999504</u>	<u>999504</u>	<u>1054043</u>	<u>54539</u> 5.46%
	<u>994955</u>	<u>999648</u>	<u>1053632</u>	<u>54539</u>

<b>Reserves</b>
<b>Surplus</b>
<b>277289</b>

**ADJUSTED BASIS**

	<b>Advised</b>			
Band D Equivalents	<u>7352</u>	<u>7564</u>	212	2.88%
Precept per Band D Equivalent (£/annum)	<u>£ 135.95</u>	<u>£139.35</u>	£3.40	2.50%
Precept per Band D Equivalent (p/week)	<u>260.73</u>	<u>267.25</u>	£0.0652	2.50%

**NOTES**

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	208736	214409	225155
--	--------	--------	--------

Earmarked Reserves	<b>31/03/2023</b> (Actual)	<b>31/03/2024</b> (Projected)	<b>31/03/2025</b> (Available)
Rolling Capital Fund	106245	131339	161339
Economic Development	298000	298000	298000
Others (Incl unapplied grants)	171243	109517	109817
	<u>575488</u>	<u>538856</u>	<u>569156</u>

**Budget Summary****Year Ended 31st March 2026****Revenue Expenditure**

		<b>2024/25</b>		<b>2025/26</b>	<i>Budget</i>
		<b>Projected</b>	<i>Budgeted</i>	<b>Proposed</b>	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<b><u>Operating Budgets (Net)</u></b>					
Administration	101	305010	302849	308879	6030
Civic	102	15765	35266	48437	13171
Mayor's Charity Activities	103	335	0	0	
Projects and Events	104	182925	183690	211455	27765
Town Force	105	119221	114678	132406	17728
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	23541	21391	23541	2150
BRTC Asset Management	112	1108	100	1000	900
Horticultural	113	54556	54543	56543	2000
Meteorological	202	8483	8481	8481	0
In Bloom	204	2887	2650	2450	-200
Roads & Streetlights	401	7253	7253	7253	0
Allotments	402	4328	4592	4342	-250
Planning (General)	403	0	0	0	0
		<u>725412</u>	<u>735493</u>	<u>804787</u>	<u>69294</u>
<b><u>Discretionary Spending</u></b>					
Grant Aid	107	20005	21500	17000	-4500
P & R Partnership	108	44348	42408	40008	-2400
Christmas Activities	207	58965	58965	43965	-15000
E & L Projects	208	24021	23605	25055	1450
Events	301-5	60954	54264	51564	-2700
		<u>208293</u>	<u>200742</u>	<u>177592</u>	<u>-23150</u>
<b><u>Revenue Expenditure</u></b>		<u>933705</u>	<u>936235</u>	<u>982379</u>	<u>46144</u>

**Budget Summary****Revenue Income****Year Ended 31st March 2026**

		<u>2024/25</u>		<u>2025/26</u>	<u>Budget</u>
		<u>Projected</u>	<u>Budgeted</u>	<u>Proposed</u>	<u>Incr/Decr</u>
		<i>(Revised)</i>			
<u>Operating Budgets (Net)</u>					
Administration	101	50000	40000	40000	0
Civic	102	300	300	300	0
Mayor's Charity Activities	103	335	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	20660	20100	20660	560
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	7035	2500	5000	2500
Horticultural	113	13491	13300	13300	0
In Bloom	204	237	0	0	0
Roads & Streetlights	401	0	0	0	0
Allotments	402	2505	2400	2500	100
Planning (General)	403	0	0	0	0
		<u>94563</u>	<u>78600</u>	<u>81760</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	4200	0	0	0
		<u>4200</u>	<u>0</u>	<u>0</u>	
		<u>98763</u>	<u>78600</u>	<u>81760</u>	<u>3160</u>
<u>Revenue Income</u>					

**REGISTERED NUMBER: 00097547 (England and Wales)**

Report of the Director and  
Unaudited Financial Statements for the Year Ended 31 December 2024  
for  
The Bognor Pier Company Limited

DCK Accounting Solutions Ltd  
Unit 1  
Uffcott Farm  
Wroughton  
Wiltshire  
SN4 9NB

Contents of the Financial Statements  
for the Year Ended 31 December 2024

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Balance Sheet	4
Notes to the Financial Statements	5
Detailed Profit and Loss Account	7

The Bognor Pier Company Limited  
Company Information  
for the Year Ended 31 December 2024

<b>DIRECTOR:</b>	Mrs G Frost
<b>SECRETARY:</b>	Mrs M Beevers
<b>REGISTERED OFFICE:</b>	Bognor Regis Town Council Town Hall Clarence Road Bognor Regis West Sussex PO21 1LD
<b>REGISTERED NUMBER:</b>	00097547 (England and Wales)
<b>ACCOUNTANTS:</b>	DCK Accounting Solutions Ltd Unit 1 Uffcott Farm Wroughton Wiltshire SN4 9NB



The Bognor Pier Company Limited

Report of the Director  
for the Year Ended 31 December 2024

The director presents her report with the financial statements of the company for the year ended 31 December 2024.

**DIRECTOR**

Mrs G Frost held office during the whole of the period from 1 January 2024 to the date of this report.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

**ON BEHALF OF THE BOARD:**

A handwritten signature in black ink that reads "Glenna Frost". The script is cursive and elegant, with the first letters of each word being capitalized and prominent.

Mrs G Frost - Director

28 February 2025

The Bognor Pier Company Limited

Income Statement  
for the Year Ended 31 December 2024

	31.12.24 £	31.12.23 £
<b>TURNOVER</b>	65,100	65,100
Administrative expenses	<u>79,044</u>	<u>75,380</u>
	(13,944)	(10,280)
Other operating income	<u>11,996</u>	<u>11,144</u>
<b>OPERATING (LOSS)/PROFIT</b>	(1,948)	864
Interest receivable and similar income	<u>132</u>	<u>25</u>
<b>(LOSS)/PROFIT BEFORE TAXATION</b>	(1,816)	889
Tax on (loss)/profit	<u>-</u>	<u>-</u>
<b>(LOSS)/PROFIT FOR THE FINANCIAL YEAR</b>	<u>(1,816)</u>	<u>889</u>

The notes form part of these financial statements

Balance Sheet

31 December 2024

	Notes	31.12.24 £	31.12.23 £
<b>FIXED ASSETS</b>			
Investment property	4	430,000	430,000
<b>CURRENT ASSETS</b>			
Prepayments and accrued income		-	4,401
Cash at bank		25,259	33,607
		25,259	38,008
<b>CREDITORS</b>			
Amounts falling due within one year	5	24,468	35,401
<b>NET CURRENT ASSETS</b>		791	2,607
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		430,791	432,607
<b>CAPITAL AND RESERVES</b>			
Called up share capital		9,097	9,097
Revaluation reserve	6	411,689	411,689
Retained earnings		10,005	11,821
<b>SHAREHOLDERS' FUNDS</b>		430,791	432,607

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2024 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges her responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the director and authorised for issue on 28 February 2025 and were signed by:

*Glenna Frost*

Mrs G Frost - Director

1. **STATUTORY INFORMATION**

The Bognor Pier Company Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. **ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Turnover**

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

**Investment property**

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in profit or loss.

**Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

**Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was NIL (2023 - NIL).

Notes to the Financial Statements - continued  
for the Year Ended 31 December 2024

4. **INVESTMENT PROPERTY**

	Total £
<b>FAIR VALUE</b>	
At 1 January 2024 and 31 December 2024	430,000
<b>NET BOOK VALUE</b>	
At 31 December 2024	430,000
At 31 December 2023	430,000

5. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.24 £	31.12.23 £
Trade creditors	1	1
Taxation and social security	7,151	7,738
Other creditors	17,316	27,662
	24,468	35,401

6. **RESERVES**

	Revaluation reserve £
At 1 January 2024 and 31 December 2024	411,689

The Bognor Pier Company Limited

Detailed Profit and Loss Account  
for the Year Ended 31 December 2024

	31.12.24		31.12.23	
	£	£	£	£
<b>Turnover</b>				
Rent Received		65,100		65,100
<b>Other income</b>				
Sundry receipts	11,996		11,144	
Deposit account interest	132		25	
	<hr/>	12,128	<hr/>	11,169
		77,228		76,269
<b>Expenditure</b>				
Insurance	13,713		13,019	
General repairs & maintenance	31,678		23,313	
BRTC Capital Grants	2,521		-	
BRTC management fee	30,000		38,000	
Accountancy	1,200		1,000	
Legal and professional fees	569		48	
CT 2022/23	(637)		-	
	<hr/>	79,044	<hr/>	75,380
<b>NET (LOSS)/PROFIT</b>		<hr/> <hr/> (1,816)		<hr/> <hr/> 889

This page does not form part of the statutory financial statements

**AGENDA ITEM 6 - TO CONSIDER RESOLUTIONS OF WHICH NOTICE  
HAS BEEN GIVEN BY FRIDAY 14<sup>th</sup> MARCH 2025**

**Proposed by J Cosgrove Seconder to be sought at the meeting**

Parish Council Review, Arun District

The Annual Meeting of Electors

Recognises that major changes are going to effect the future of local government in West Sussex;

Calls on Arun District Council to undertake a Reparishing Review to help ensure that future parish-level local government in the District is best able to take full advantage of forthcoming major changes, including working with a new Combined Mayoral Authority and also ensuring the maximum democratic accountability in terms of voted-for parish councillors throughout this local area.

**BOGNOR REGIS TOWN COUNCIL**  
**TOWN COUNCIL AND COMMITTEE ATTENDANCE SCHEDULE 2024-2025**  
**FROM 12<sup>th</sup> March 2024 TO 16<sup>th</sup> March 2025**

<b>COUNCILLORS</b>	<b>COUNCIL</b>	<b>P &amp; R</b>	<b>P &amp; L</b>	<b>E &amp; L</b>
Cllr John Barrett	6/9	1/1	15/18	1/6
Cllr Kenton Batley	5/9	--	--	6/7
Cllr Jim Brooks	6/8	2/6	--	5/6
Cllr Danny Dawes	9/9	--	13/15	7/7
Cllr Steve Goodheart	6/9	7/8	14/18	--
Cllr Roger Nash	8/9	--	--	6/7
Cllr Miss Claire Needs	7/9	2/8	2/3	1/1
Cllr Francis Oppler	6/9	5/8	--	--
Cllr Paul Ralph	7/9	1/1	13/18	6/7
Cllr Nigel Smith	8/9	7/8	--	--
Cllr Matt Stanley	3/9	--	--	2/7
Cllr Mrs Jeanette Warr	9/9	6/7	17/18	7/7
Cllr Bob Waterhouse	7/9	7/8	14/18	--
Cllr Paul Wells	8/9	7/8	--	6/7
Cllr Phil Woodall	4/9	7/8	9/18	2/6
Cllr Mrs Gill Yeates	8/9	7/7	15/18	--