



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 2<sup>nd</sup> FEBRUARY 2026.

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 2<sup>nd</sup> February 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.

DATED this 27<sup>th</sup> DAY of JANUARY 2026

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 15<sup>th</sup> December 2025, and the Extraordinary Meeting held on 12<sup>th</sup> January 2026

5. ADJOURNMENT for public question time and statements

6. **Clerk's** report from previous Minutes

7. To receive the Town Force Report

8. Report on Town Centre Issues including any reports on meetings with the BID Management Board

9. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for October, November and December 2025 (if available)

10. **To receive and note the monthly report for the Town Council's Community Warden for November and December 2025**

11. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 11<sup>th</sup> December 2025

12. To note the Notes of the ADC/BRTC Liaison Meeting held on 2<sup>nd</sup> December 2025 and agree any next steps

13. Consideration of allocation of Town Force time for external Town Events 2026 – report by Events Manager

14. Internal Audit including: -
 

- To review the 2026/27 Annual Audit Plan and to consider any additional items for inclusion
- To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2026/2027 Municipal Year

15. **To consider the Town Council's Annual Assessment/Review of Risks**

16. To consider updates and recommend to Council for adoption the changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts, deferred from the meeting held on 22<sup>nd</sup> September 2025 – Min. 76 refers

17. Updates to: -
 

- Time Off In Lieu (TOIL) Policy
- Harassment and Bullying Policy

18. To receive quotations for a new photocopier contract and determine preferred provider

19. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 16<sup>th</sup> March 2026

20. To consider and ratify the level of funding to be awarded to those organisations identified for Partnership Funding - Min. 131 of the Extraordinary Meeting of 12<sup>th</sup> January 2026 refers

21. To consider a proposal for the reallocation of funding from event underspend to hold two new Town Centre events for Summer 2026

22. To consider a proposal in relation to the screening of the 2026 FIFA World Cup Final and to agree, in principle, a budget funded from General Reserves
23. Financial Reports including: -
  - To note Committee I&E Reports for the month of December 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 November and December 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)**
24. Correspondence
25. To resolve to move to Confidential Business (S.O. 3d) – (contractual and staffing)
26. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line with Financial Regulation 13.3
27. To consider future funding provision of the BID Business Warden – Min. 123.4 refers
28. To receive an update and recommendations from the Bognor Regis Town Hall Working Party and to agree further actions
29. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 2<sup>nd</sup> February 2026

Agenda items 26, 27, 28 and 29 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 15<sup>th</sup> DECEMBER 2025

### PRESENT:

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

### IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)  
Mr. M. Hirst (Deputy Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd.) – via Zoom  
Cllrs: R. Nash and Miss. C. Needs in the public gallery

***The Meeting opened at 6.31pm***

### 117. WELCOME BY CHAIR

The Chair welcomed everyone present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

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

### 119. 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. Davis declared a Disclosable Pecuniary interest in Agenda item 10 and stated that she would leave the room during the discussion and vote***

***Cllrs. Goodheart, Oppler, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would not participate or vote in Agenda item 9 so to not prejudice them from participating or voting in Arun District Council discussions or decisions on the same subject matter***

120. TO APPROVE THE MINUTES OF THE MEETING HELD ON 17<sup>th</sup> NOVEMBER 2025

The Committee unanimously RESOLVED to APPROVE the Minutes of the Meeting held on 17<sup>th</sup> November 2025, and these were signed by the Chair.

121. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

122. ADJOURNMENT FOR TOWN COUNCILLORS NOT APPOINTED TO THIS COMMITTEE TO MAKE COMMENT AND ASK QUESTIONS ON THE DRAFT BUDGET PROPOSALS FOR 2026/2027

The Chair welcomed Mr. Kemp, from the Council's accounting firm DCK Accounting Solutions Ltd., to the meeting.

***At the Chair's discretion, non-Committee Members seated in the public gallery were invited to speak, as and when, without the Meeting being adjourned***

123. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2026/2027 INCLUDING ANY RECOMMENDATIONS FROM COMMITTEES; TO AGREE TO RECOMMEND TO COUNCIL THE DRAFT BUDGET PROPOSALS FOR 2026/2027 NOTING THE REQUIRED PRECEPT TO FUND THE AGREED BUDGET

The Town Clerk's report, including the statement regarding restrictions on voting under Section 106 of the Local Government Finance Act 1992, was NOTED.

All Members of the Council had received a hard copy of the draft Budget proposals, prior to the meeting, which had also included a Budget Summary, together with breakdowns of Income and Expenditure for the financial year ending 31<sup>st</sup> March 2027. These were prepared in liaison with the Town Council's Accountant and the Chair of the Policy and Resources Committee and based on the recommendations from the various Committee Meetings. Since the circulation of the hard copies, the Tax Base for 2026-27 had been received from ADC. Mr. Kemp verbally provided Members with an updated Budget Summary.

***Whilst not a Member of the Committee, Cllr. Nash declared a Disclosable Pecuniary Interest in relation to his association with Southdowns Music Festival, who were recipients of Partnership Funding from the Town Council***

Councillors raised a number of questions which were clarified as follows: -

123.1 Clarification was sought as to why the Town Council had a budget for street lighting. It was confirmed that the Town Council is responsible for approximately 40 streetlights, under a long-standing PFI contract with SSE. Following a query as to whether the lights were LED, which would reduce running costs, the Chair advised that this was something that could be looked into.

123.2 Members attention was drawn to a change in the draft proposals in relation to the budget provision for the BRTC Warden, which had been increased from £45,000 to £65,000, in line with the budget provided in 2025/2026 with a small contingency for inflation. However, as this was funded from the Economic Development Fund, this increase would not affect the bottom line.

123.3 Regarding Partnership Funding, the draft proposals included an increase of £20,000, taking the overall budget to £45,600. This would ensure that there were enough funds in the budget for existing Partnership Funding Agreements, whilst allowing for the Council to enter into new partnership agreements in 2026/2027.

123.4 It was noted that the Bognor Regis BID had requested a slight increase to the Town Council's funding contribution towards the Business Warden, from £16,683 to £17,367.

123.5 Whilst noting that the budgetary provision proposed for 2026/2027 towards the Arun Business Crime Reduction Partnership (BCRP) contribution was £6,000, it was further NOTED that Arun District Council had requested a commitment from the Town Council that this level of funding would continue into 2027/2028. It was unanimously AGREED to RECOMMEND IN PRINCIPLE, that this provision be made when considering the 2027/2028 Budget next year.

***Whilst not a Member of the Committee, Cllr. Nash declared an Ordinary Interest as an Arun District Councillor***

123.6 Following a query about funding for the potential future acquisition of community assets, such as Bognor Regis Town Hall, it was suggested that this could come from the Economic Development Fund.

123.7 It was clarified that the total expenditure, year to date, on maintenance and repair for the Bike Repair Stations was £261. It was noted that the station in Hotham Park had been relocated away from the Park Run route. A Member suggested that a budget of £500 should be included for Bike Repair Station maintenance in the 2026/2027 Budget proposals.

123.8 A separate budget line for horticultural work was queried. It was explained that, although most work is carried out by the Town Force, specific supplies must be purchased for these tasks, and staff hours are not accounted for within this budget line.

123.9 The Budget proposal highlights are detailed in Appendix 1, and reflect the items incorporated in the overall draft Budget provision to be recommended to the Council on 5<sup>th</sup> January 2026.

123.10 Members unanimously RESOLVED to RECOMMEND to COUNCIL the draft Budget and set a Precept for 2026/2027 of £1,104,229, equivalent to a 1.61% increase on a Band D Equivalent property of £2.31 per annum (4.43pence/week).

124. 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 9 and 10 (contractual and staffing).

***The non-Committee Members, Cllrs. Nash and Miss. Needs, left the Meeting***

125. TO RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS

***Cllrs. Goodheart, Oppler, Mrs. Warr and Mrs. Yeates stated that as a Member of Arun District Council, they would not take part in the discussion and would refrain from voting***

The Chair briefed Members on the discussions held during the preceding meeting of the Bognor Regis Town Hall Working Party.

Cllr. Goodheart stated that despite having previously requested to be a Member of the Working Party, which had been approved at the Policy and Resources Committee Meeting held on 2<sup>nd</sup> June 2025 (Min. 9.2 refers), he had since decided to relinquish this position to avoid prejudicing himself from participating or voting in Arun District Council discussions or decisions on the same subject matter and had not attended the preceding meeting for this reason. It was NOTED that there were now two vacancies on the Bognor Regis Town Hall Working Party and that an item would be included on the Council Agenda for January, with a view to reviewing the membership.

Following discussion, it was RESOLVED to APPROVE the recommendation by the Working Party for Expressions of Interest, feasibility studies and public consultation as summarised in the confidential report attached to the file Minutes.

126. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 15<sup>th</sup> DECEMBER 2025

126.1 Members unanimously AGREED to RATIFY the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 15<sup>th</sup> December 2025, as detailed in the confidential verbal report given by the Clerk, resulting in the progression of proposed changes to staff resources, with a report to be brought back to a future meeting.

***Mrs. Davis redeclared her Disclosable Pecuniary Interest in relation to the next recommendation and left the Meeting***

126.2 The Committee AGREED to RATIFY the recommendation that the discrepancy in the salary scale paid to the previous Deputy Clerk, between 1<sup>st</sup> January and 30<sup>th</sup> September 2025, be rectified with a back-dated payment to be funded from the appropriate budget.

***The Meeting closed at 7.28pm***

**BUDGET PROPOSAL HIGHLIGHTS 2026-2027**  
**DECISIONS FOLLOWING COMMITTEE CONSIDERATION**

In addition to the various Committee recommendations made to the Policy and Resources Committee, other budget proposals identified were considered by the Committee as detailed below.

Provision has been made within the draft budget proposals to allow for the following: -

- An estimated 5% cost of living rise increase in salaries in 2026-2027
- An increase in Employers NI Contributions, following changes in the Government Budget, with a decrease in Superannuation
- Provision for Annual SCP Scale Point increases for eligible staff
- Changes in salary for a member of staff due to a promotion
- 1.61% increase in the Precept has been applied.

**CIVIC ACTIVITIES**

4065 - 102 Election Fees £20,000 in line with 2025 to cover estimated increased costs in 2027.

4204 - 102 CIIr. Allowances increased from £10,621 to £11,366 following notification from ADC of the increase in the Members Allowance owing to the staff salary pay award for 2025/26. This will be referred to the Policy and Resources Committee in the New Year for a decision as to whether to increase the Members Allowance accordingly.

**PROJECTS AND EVENTS**

4140 - 104 BRTC Warden currently funded from EDF (£62,288 contracted). Increase to £65,000, to allow for inflation.

**GRANT AID**

4765 - 107 BOOM Bank no additional provision made for next year to cover any shortfall. £795 has been identified which has been written off by Boom Bank as this is deemed uncollectable therefore funds of £24,585 were remaining within the scheme as notified to the P&R Committee in November 2025.

**P&R PARTNERSHIP FUNDING**

4702 - 108 BR BID Warden provision in the Town Centre increase from £16,683 to £17,367, following a request from the Bognor Regis BID.

4708 - 108 Partnership Funding provision of additional £20,000, on top of £21,000 in line with 2025/26, to cover Partnership Funding already committed with further funds available for new Partnership Agreements.

4712 - 108 BCRP Contribution provision of £6,000 for 2026/2027, with in principle agreement that it be recommended this provision continues into 2027/2028.

E&L PARTNERSHIP PROJECTS - 208 E&L RECOMMENDATIONS

4032 - 208 Publicity/Promotion budget increase from £7,000 to £7,500.

4401 - 208 Youth and Young Persons increase from £15,000 to £16,275.

4311 - 204 In Bloom Competition Expenses increase to £2,450.

4321 - 204 In Bloom Environmental Projects decrease from £1,000 to £0 (moved to Competition Expenses Budget (Budget neutral)).

4034 - 402 Allotments Competition Expenses increase from £150 to £250.

EVENTS - 301 P&R COMMITTEE EVENT OFFICER'S RECOMMENDATIONS

4745 - 301 Book Day Event £5,250.

4736 - 301 Proms in the Park £3,150.

4406 - 301 Hampshire Avenue Fun Week (Playdays) £5,250.

4737 - 301 Funshine Days £5,250.

4743 - 301 Halloween Event £4,200.

4749 - 301 Sunday Afternoon Concerts £3,150.

4748 - 301 Carols in the Park £2,625.

4746 - 303 Drive Through Time £5,250.

4000 - 306 Christmas Switch-On £6,300.



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## MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

### COMMITTEE MEETING

HELD ON MONDAY 12<sup>th</sup> JANUARY 2026

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Barrett, D. Dawes, S. Goodheart, N. Smith, Mrs. J. Warr, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mr. M. Hirst (Deputy Clerk)  
1 member of the public

***The Meeting opened at 6.31pm***

127. 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.

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

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

Apologies for absence from Cllr. F. Oppler had not been received in time to be reported at the meeting, therefore, this absence was not approved.

129. 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. D. Dawes declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants Blueprint Youth UK, Bognor Coastal Art Trail (BCAT), Bognor Regis Foodbank, Bognor Regis Youth & Community Centre, Bognor Regis Shopmobility, Bognorphenia CIC, and West Sussex Guitar Club and stated that he would not vote or take part in discussion regarding these applicants. Cllr. D. Dawes also declared a Disclosable Pecuniary Interest in Agenda items 5 and 6 regarding the applicant Grandad's Front Room CIC and stated that he would leave the room when this application was discussed and voted on***

***Cllr. S. Goodheart declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants Bognor Coastal Art Trail (BCAT), Bognor Regis Twinning Association, Bognor Regis Youth & Community Centre, Bognorphenia CIC and Rox Music & Arts Organisation and stated that he would not vote or take part in discussion regarding these applicants***

***Cllr. Mrs. G. Yeates declared an Ordinary Interest in Agenda items 5 and 6 regarding applicants 2351 Sqn (Bognor Regis) Air Cadets, Bognor Regis Twinning Association, Grandad's Front Room CIC, RAFA Branch Club 381 Bognor Regis, St Wilfrid's Hospice and West Sussex Guitar Club and stated that she would not vote or take part in discussion regarding these applicants***

130. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

***The Chair adjourned the Meeting at 6.34pm***

The member of the public present was afforded the opportunity to address Members directly on their Grant Aid applications, including their intentions for use of the funds, should their application be successful.

A representative of 60 Minutes of Classical Music reported that two concerts were held each month, typically with a different pianist and programme at each event. Significant value for money had been achieved, with £1,000 of previous Grant Aid funding enabling performances valued at approximately £14,000, featuring a number of high-profile musicians. The trombone learning group continues to operate successfully, and an opera night was delivered. Attendance remains strong, with audiences drawn from both within and outside the town. Members noted that the programme represents a good use of funding and continues to deliver positive outcomes.

***The Chair reconvened the Meeting at 6.37pm***

131. CONSIDERATION OF PARTNERSHIP FUNDING APPLICATIONS

The Deputy Clerk detailed the applications identified for consideration under Partnership Funding, along with the amount of funding available to be awarded.

Members discussed the Chair's recommendations for consideration of Partnership Funding, which had been identified from the Grant Aid applications received for 2026. These were the Bognor Regis Armed Forces Day Committee, Bognor Regis Foodbank and Bognor Regis Youth and Community Centre. Members supported these recommendations, agreeing that they best fitted the partnership criteria.

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be attained.

***Cllr. Goodheart redeclared his Ordinary Interest in the Bognor Regis Youth & Community Centre, neither taking part in the discussions relating to this application, nor voting***

Following the discussion, Members RESOLVED to AGREE to enter into a three-year Partnership Funding Agreement with the Bognor Regis Armed Forces Day Committee, Bognor Regis Foodbank and Bognor Regis Youth and Community Centre, thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. Final ratification of the level of funding to be awarded will be conducted by the Policy and Resources Committee at the next meeting.

## 132. CONSIDERATION OF GRANT AID FUNDING FOR 2026

The Chair reported that over £82,000 had been requested from the 25 applications received for Grant Aid 2026, with the budget having once again been set at £15,000.

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application. Where organisations had failed to provide the documentation required by the Grant Aid Policy, Members agreed that to provide funding in spite of this could set a precedent for future years.

It was felt that several organisations may have been better suited to apply to the Youth and Young Persons Budget, and that clearer advertising of both grant schemes could improve future applications. Members also considered the level of reserves held by some applicant organisations and their suitability for funding.

### ***Cllr. Warr left the Meeting***

Following an initial review of all the Grant Aid 2026 applications, including the Chair's recommendations for each, Members revisited the applications and reaffirmed their decisions.

Cllrs. Dawes, Goodheart and Mrs. Yeates did not take part in either the discussion or vote, in relation to the organisations for which they had earlier declared an interest.

### ***Cllr. Dawes left the Meeting***

Members RESOLVED to APPROVE the Grant Aid 2026 awards, as summarised to Members by the Deputy Clerk, and as attached to the Minutes as Appendix 1.

***The Meeting closed at 7.36pm***

Applicant		Amount Requested Grant Aid 2026	P&R Decision for Grant Aid 2026	Comments
1	4 Sight Vision Support	£13,430.00	£1,000	
2	60 Minutes of Classical Music	£2,640.00	£1,250	
3	2351 Sqn (Bognor Regis) Air Cadets	£1,500.00	£1,500	
4	Arun Arts Company Ltd	£852.00	£500	
5	Arun Counselling Centre	£500.00	£500	
6	Blueprint Youth UK	£2,200.00	£0	
7	Bognor Coastal Arts Trail	£1,500.00	£1,000	
8	Bognor Regis Armed Forces Day Committee	£2,200.00	N/A	Partnership Funding
9	Bognor Regis Foodbank	£7,275.00	N/A	Partnership Funding
10	Bognor Regis South Girl Guides	£200.00	£200	
11	Bognor Regis Twinning Association	£900.00	£500	
12	Bognor Regis Youth & Community Centre	£15,000.00	N/A	Partnership Funding
13	Bognor Regis Shopmobility	£1,000.00	£500	
14	Bognorphenia CIC	£2,500.00	£0	
15	Chichester Forest Schools	£1,000.00	£500	
16	Girlguiding Bognor Regis Division	£500.00	£500	
17	Grandad's Front Room CIC	£2,700.00	£1,500	
18	Home-Start Arun, Worthing & Adur	£1,500.00	£0	
19	Lifecentre	£5,184.00	£0	
20	RAFA Branch Club 381 Bognor Regis	£1,500.00	£800	
21	Rox Music & Arts Organisation	£3,000.00	£1,000	
22	Saint Wilfrid Church	£5,000.00	£0	
23	South Coast Sports Coastal CIC	£8,187.50	£1,500	
24	St Wilfrid's Hospice (South Coast) Ltd	£2,000.00	£1,750	
25	West Sussex Guitar Club	£500.00	£500	
	<b>Total Amount Awarded</b>		<b>£15,000</b>	
	Unallocated		<b>£0</b>	

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 7 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

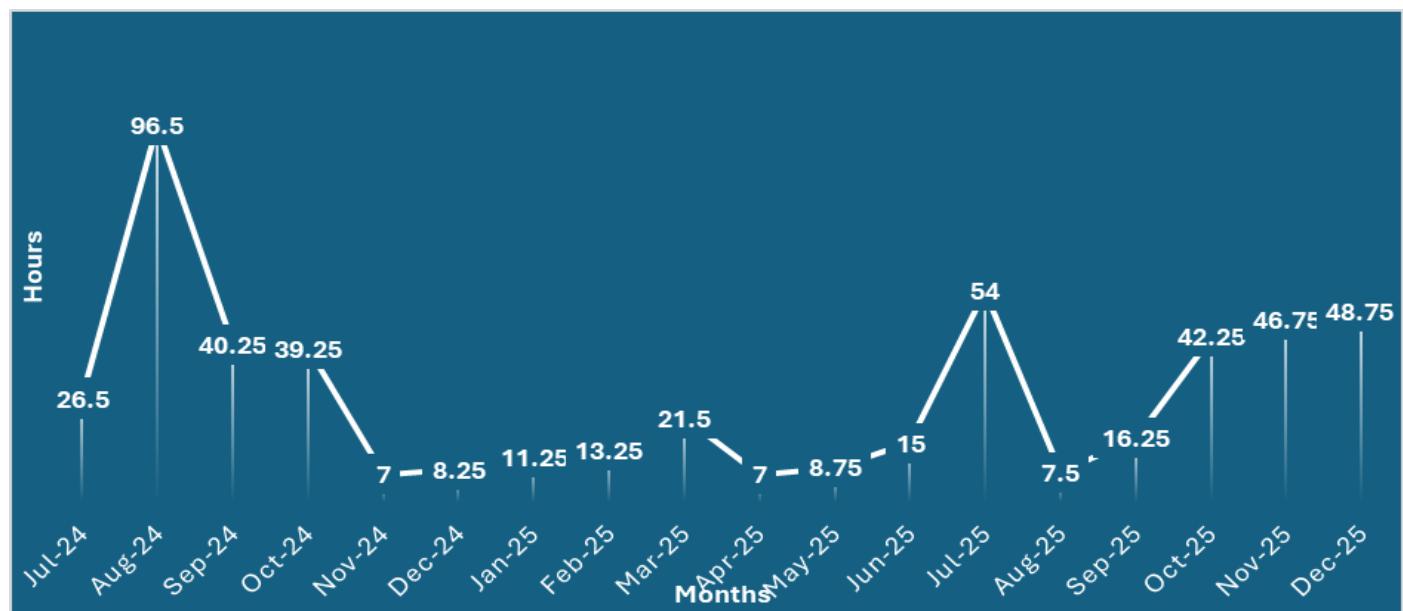
FOR INFORMATION

Graffiti

Graffiti levels around the town remain high, with new incidents reappearing in the same locations within 24 hours of removal. There is no evidence of a slowdown, and the team is no longer able to keep pace with the volume of incidents. All incidents are reported to the police. All three subways have been repeatedly targeted along with the Church Path, Hotham Park, the town centre and seafront areas.



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



Town Force accommodation, equipment and vehicles

Annual servicing of TF machinery is in progress. The Mobile Elevated Work Platform (MEWP) had an MOT done on 23<sup>rd</sup> January. The kitchen expansion vessel and the roller shutter have received their annual service. The team has successfully fixed a water leak caused by a corroded downpipe by the back door. Town Force tidied and organised the yard, generating some £135 from scrap metal.

## Horticultural Activities

Town Force now supply and maintain four hanging baskets on the balcony of the Town Hall. Dead Hebes have been removed from the Gloucester Road wall, and replanting is scheduled for Spring, when improved weather conditions will support successful establishment of new plants. Summer bedding plants have been ordered. Structural testing of the lampposts carrying hanging baskets is due this year and quotes for the testing are currently awaited.

## Sponsored Planting

Whilst one sponsor did not renew, another signed up to a 3-year continuance of their sponsorship. Decisions on contract renewals are awaited from two other sponsors. Despite numerous attempts to contact one sponsor, it has not been possible to discuss their arrangement and payment of sponsorship is outstanding, which will be addressed under Agenda item 23. As such their sponsorship sign was removed and planter made available for sponsorship.

Planters available for sponsorship: A29/Shripney Road planter, Felpham Way (northbound) planter off Butlin's roundabout and Chichester Road planter.

## Bike Repair Stations and Pumps

The Rock Gardens station was reinstated on 17<sup>th</sup> November. Unfortunately, there are monthly occurrences of stolen tools at every bike repair station. The team continues to replace these.

## Seafront Showers

Water to the showers was turned off and pipework drained on 18<sup>th</sup> November.

## Seafront decking

Recent stormy weather had caused two decking areas to become buried under shingle. The substantial build-up requires the use of a digger and liaison with a contractor is currently underway.

## Billy the Bulb

Billy the Bulb was moved from F&G Transport to Reynolds after the Town Force Manager finalised the contract with Reynolds. In return for storage of Billy the Bulb, two signs promoting Reynolds, were installed on the A29/Shripney Road central reservation replacing the F&G signs on 16<sup>th</sup> January.

## Town Hall clock face lights

Further investigations confirmed that the repeated failure of the clock face lights was due to substantial water ingress into the clock tower. Following Arun DC's consent for Town Force Manager to deal with the issue on their behalf, a suitable contractor was found and a method to make the tower watertight agreed and approved by Arun DC. The remedials are scheduled for 26<sup>th</sup> & 27<sup>th</sup> January.

## Christmas trees

Town Force installed Christmas trees at the Station Square, Station forecourt (on behalf of BR in Bloom Working Party), Methodist Church (on behalf of BR BID), William Hardwicke and on the Town Hall balcony. The trees were taken down as soon as the Christmas Lights contractor removed the lights.

## Events Support

Town Force supported the Christmas Lights Switch-On and the Christmas Craft Market.

## Picturedrome

Following a tenant report of water ingress into Screen 3 and 1A Linden Road, investigations were carried out. The issue above Screen 3 was caused by greenery (including moss) growing beneath the roof tiles, along with some slipped tiles. Town Force reinstated the tiles, removed all vegetation, and applied sealant to the edges of the felt to prevent further ingress.

The water leak above 1A Linden Road is believed to be linked to a disintegrated downpipe in the corner above 1A Linden Rd. Town Force attempted to seal the downpipe; however, access was limited due to the close proximity of air conditioning units. Water tests conducted after the remedials showed the leak persisted. The team now believes that a Buddleia growing through the downpipe is obstructing it. Since weedkiller is ineffective against Buddleia, the affected section of the downpipe will be replaced.

Whilst on site, the team carried out an annual inspection and clearance of the gutters, downpipes and flat roof areas. Town Force also re-set loose paving slabs by the Cinema entrance in Linden Road and re-rendered two damaged sections of a wall.

## Revenue generating jobs

- Decorating of a Christmas tree at Station Square on behalf of Picturedrome Cinema tenant;
- Emergency attendance to straighten up a leaning Christmas tree for Aldwick Parish Council;
- Refurbishment of 10 Theatre poster boards for Arun Arts;
- Works at the Picturedrome Cinema (as detailed above) for Bognor Pier Co. Ltd.;
- Ongoing bedding plant maintenance of 3 planters for Felpham Parish Council;
- Ongoing grounds maintenance at the BRWM Hospital;
- Ongoing hanging baskets maintenance, weekly litter picks and weed removal as and when necessary for the Picturedrome Cinema tenant.

## Examples of other jobs

In addition to the routine jobs, Town Force have also completed remedials following a health and safety inspection of the allotments, carried out a temporary fix of a string of Christmas lights that had come away from the catenary wire in Station Road until the contractor could attend, removed wreaths from around the War Memorial, moved staging for Arun Arts utilising the Events Manager's discretionary hours, removed flyposting, and serviced the BRTC noticeboards.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 8 - 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 4<sup>th</sup> December 2025 and the following issues were discussed: -

**Station Square Railings**

An update was provided on progress with the Station Square railings project. Matters discussed included manufacturing lead times and installation arrangements. Further updates will be brought forward as the project progresses.

**CCTV Re-installation and Maintenance**

An update was given on the re-installation of CCTV, including progress to date and ongoing maintenance considerations. A quotation was discussed, and the need to consider cleaning and upkeep of equipment was noted.

**Wardens**

Issues raised included recent break-ins and incidents of anti-social behaviour (including drug-related activity and theft). The value for money and future spending on wardens was discussed in light of changes to the wider enforcement landscape, including provision now in place through ADC (Community Protection Officers). The question of whether either the BID or Council Community Wardens should be carrying handcuffs was discussed and it was agreed that this would be added to the agenda of the next meeting.

**Love Bognor Regis**

An update was provided, including reference to the Business Directory and ongoing promotional activity.

**Action / Decision Log**

The Action and Decision Log was noted.

**Updates from Bognor Regis Town Council: -**

**Promenade Lighting Scheme**

An update was provided from BRTC on a proposed promenade lighting scheme from Gloucester Road to Longbrook Park. Projected costs were estimated at £10,000–£20,000. It was noted that the scheme had been agreed in principle at the Planning and Licensing Committee Meeting on 25<sup>th</sup> November 2025 for inclusion on the Town Council's Community Infrastructure Levy (CIL) Spending List (Min. 115.2 refers).

## Upcoming Events

BRTC updated on upcoming events, including Carols in the Park and a Christmas Market.

## Budget Setting

Budget-setting recommendations were scheduled to be considered by the Policy and Resources Committee on 15<sup>th</sup> December 2025, with onward submission to Council on 5<sup>th</sup> January 2026.

## Next Meeting

The next Full Board Meeting was scheduled to take place on 12<sup>th</sup> March 2026, with it noted that the Deputy Clerk would represent BRTC at future meetings.

*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  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 9 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR OCTOBER, NOVEMBER AND DECEMBER 2025

REPORT BY DEPUTY 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.

The Community Warden reports for October, November and December 2025 have been provided by the Bognor Regis BID (attached as Appendix 1 - 3).

DECISION

Members are asked to NOTE the Monthly Community Warden Reports from the Bognor Regis BID for October, November and December 2025.



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

October 2025

Date: 23<sup>th</sup> November 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	Sep-25	Oct-25	Change
1	Total number of hours delivered	Invoice	224	207	-17
2	Absence rate %	Invoice	6.67%	16.53%	9.87%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,237.87	£1,528.00	£290.13
4	Number of stock recovery incidence	Warden/ businesses	18	13	-5
5	Number of engagements with business representatives	BIDBASE	421	397	-24
6	Number of businesses engaged with:	BIDBASE	58	57	-1

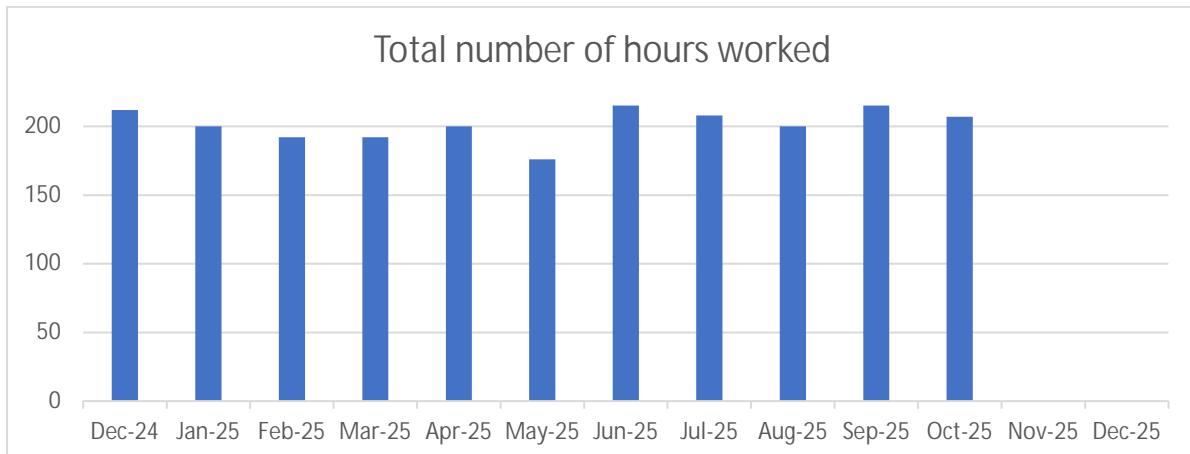
**Observations:** In September the Community Warden was available and visible on 28/30 days, this is a correction from last month's report. In October this has reduced to 26/31 days. SWL, had confirmed that the improvement in September, however the reduction in October is largely due to illness.

**Ongoing performance discussions with SWL:** There are ongoing conversations between The BID and SWL to secure additional reserve wardens to reduce absence. Also, the business phone has not been continuously operational resulting in reduced recorded interactions.

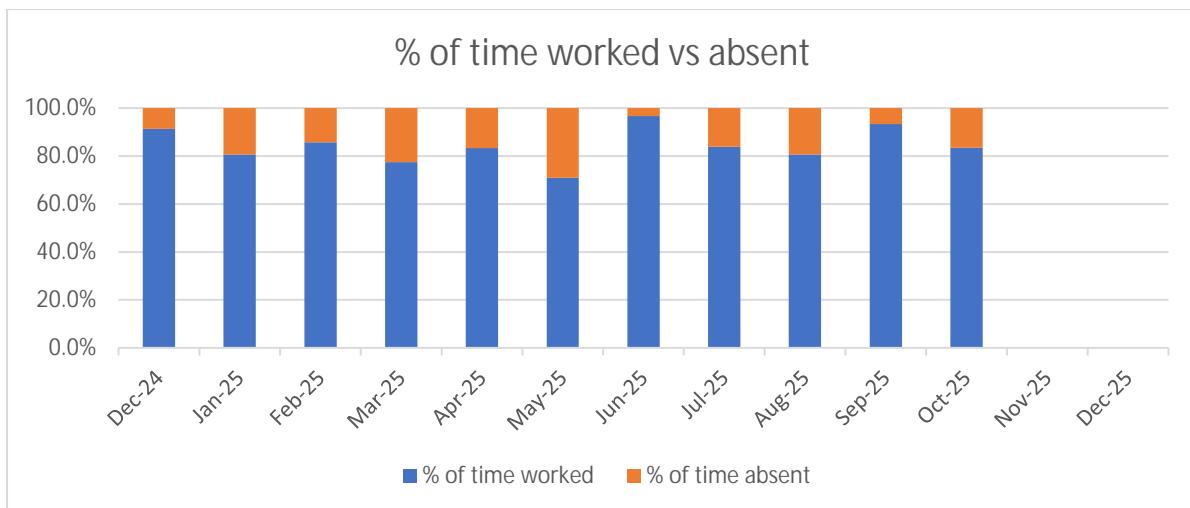
**CCTV** – The BID is in the process of re-installing the CCTV system, expected to be completed by the end of November.

## KPIs

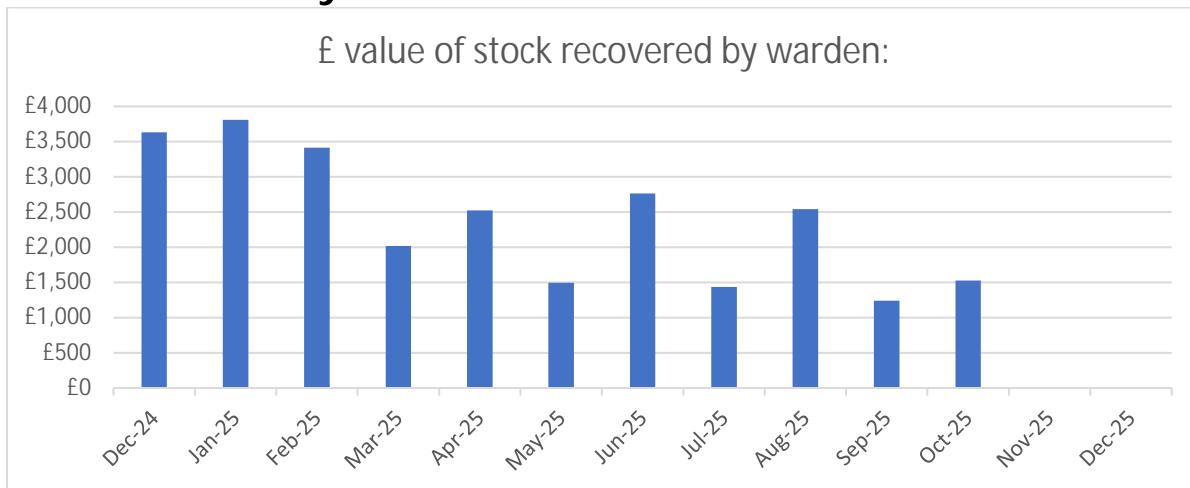
### Hours



### Absence



### Stock Recovery





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

November 2025

Date: 23<sup>rd</sup> December 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)

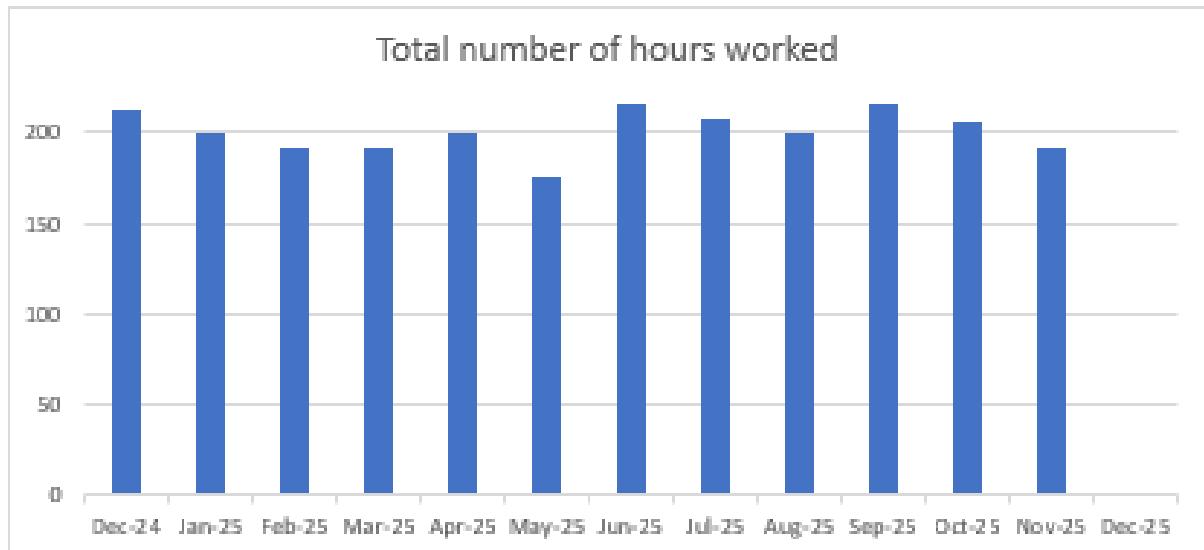
Ref:	Indicator	Source	Oct-25	Nov-25	Change
1	Total number of hours delivered	Invoice	207	192	-15
2	Absence rate %	Invoice	16.53%	20.00%	3.47%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,528	£602	-£926
4	Number of stock recovery incidence	Warden/ businesses	13	12	-1
5	Number of engagements with business representatives	BIDBASE	397	352	-45
6	Number of businesses engaged with:	BIDBASE	57	75	18

**Observations:** In November the Community Warden was available and visible on 24/30 days, there was some illness in November, plus a problem with scheduling.

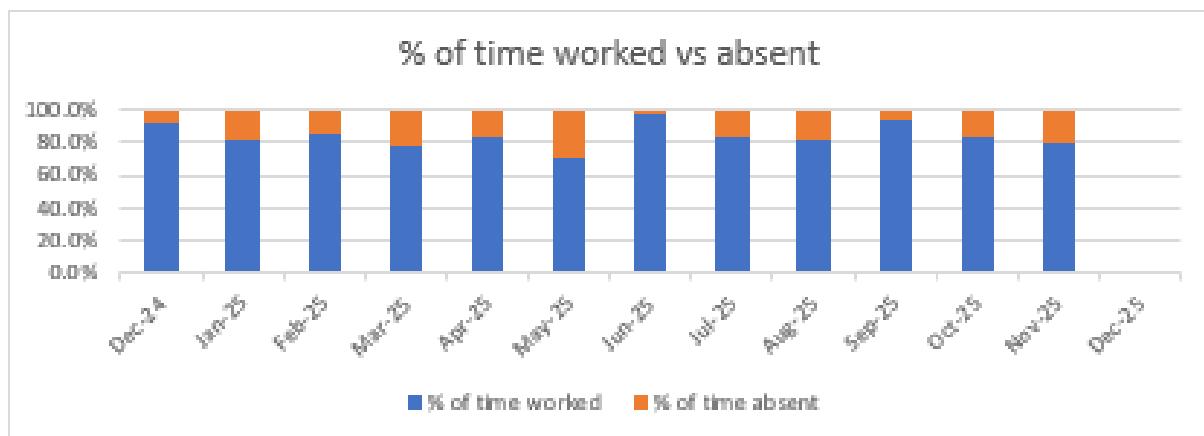
There are ongoing conversations between The BID and SWL to secure further replacement wardens.

## KPIs

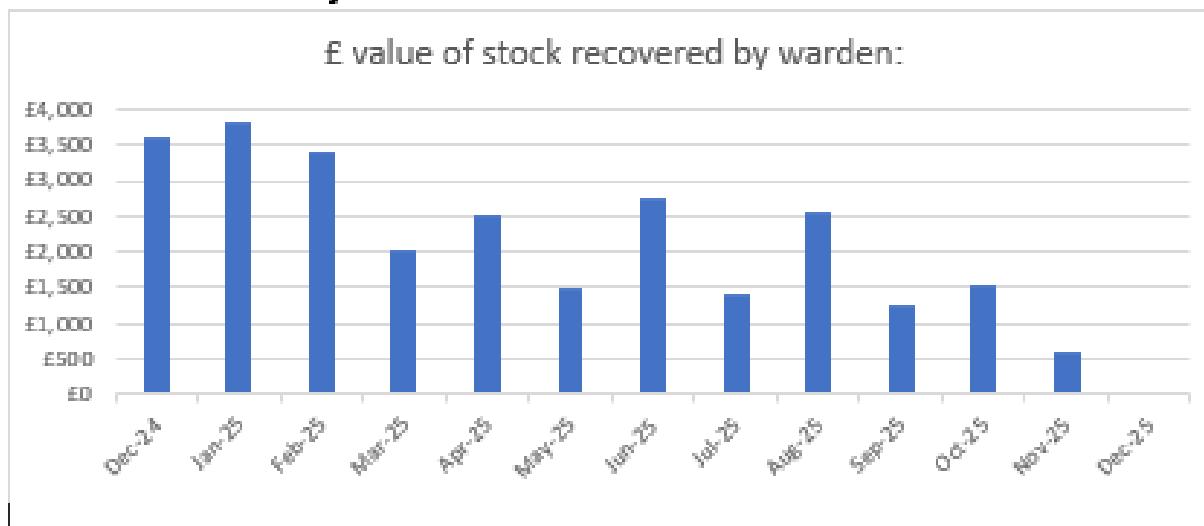
### Hours



### Absence



### Stock Recovery





## BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC December 2025

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Date: 23<sup>rd</sup> January 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)

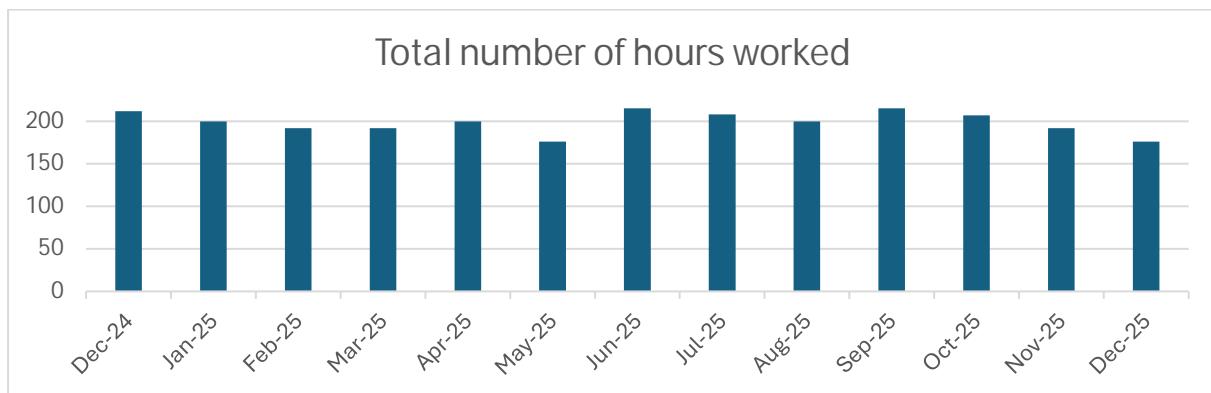
Ref:	Indicator	Source	Nov-25	Dec-25	Change
1	Total number of hours delivered	Invoice	192	176	-16
2	Absence rate %	Invoice	20.00%	26.67%	6.67%
3	£ value of stock recovered by warden:	Warden/ businesses	£602	£1,802	£1,200
4	Number of stock recovery incidence	Warden/ businesses	12	18	6
5	Number of engagements with business representatives	BIDBASE	352	393	41
6	Number of businesses engaged with:	BIDBASE	75	58	-17

**Observations:** In December the Community Warden was available and visible on 22/30days, there was some illness in November, plus a problem with scheduling which continues.

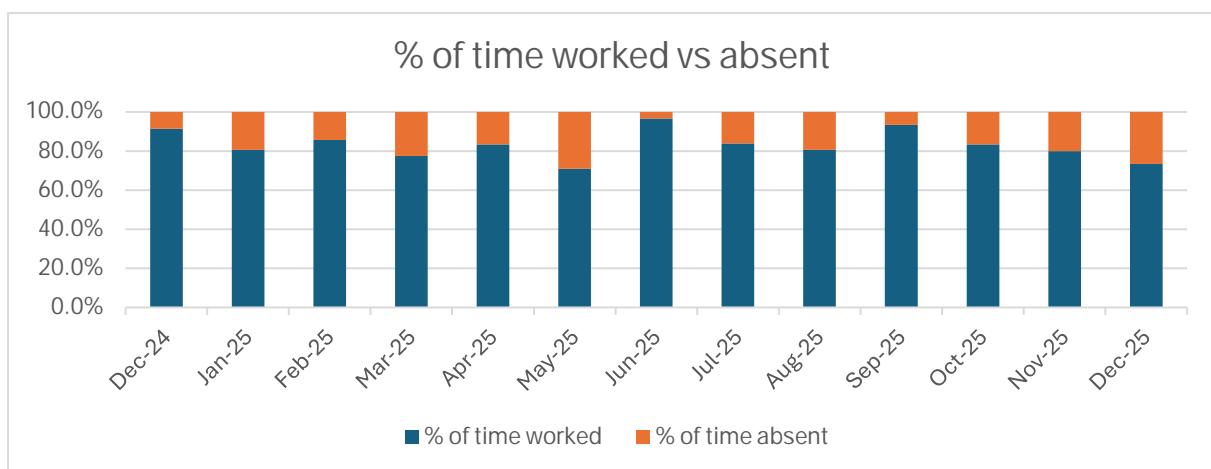
There are ongoing conversations between The BID and SWL to secure further replacement wardens. Oliver has now been onboarded to cover for Johnny during Sunday and Mondays.

## KPIs

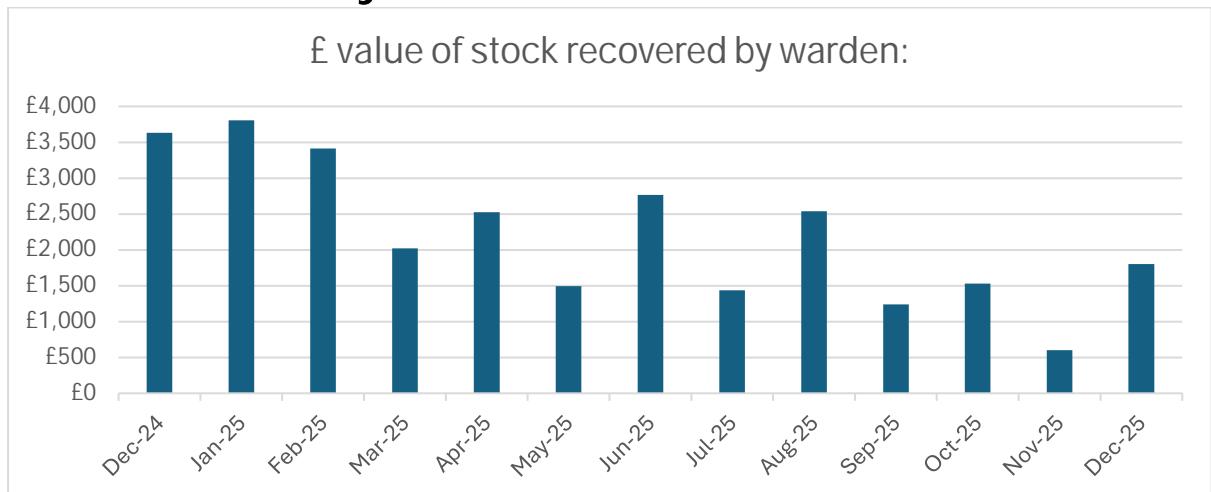
### Hours



### Absence



### Stock Recovery



BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 10 - TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR NOVEMBER AND DECEMBER 2025

REPORT BY DEPUTY CLERK

FOR DECISION

Monthly reports for November and December 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 November (attached as Appendix 1) and December (attached as Appendix 2). Interactions included, for example, patrolling the five Wards, Welfare visits to stores affected by break-ins, responding to reports of ASB, providing First Aid treatment to members of the public, and assisting police with their enquiries.

DECISION

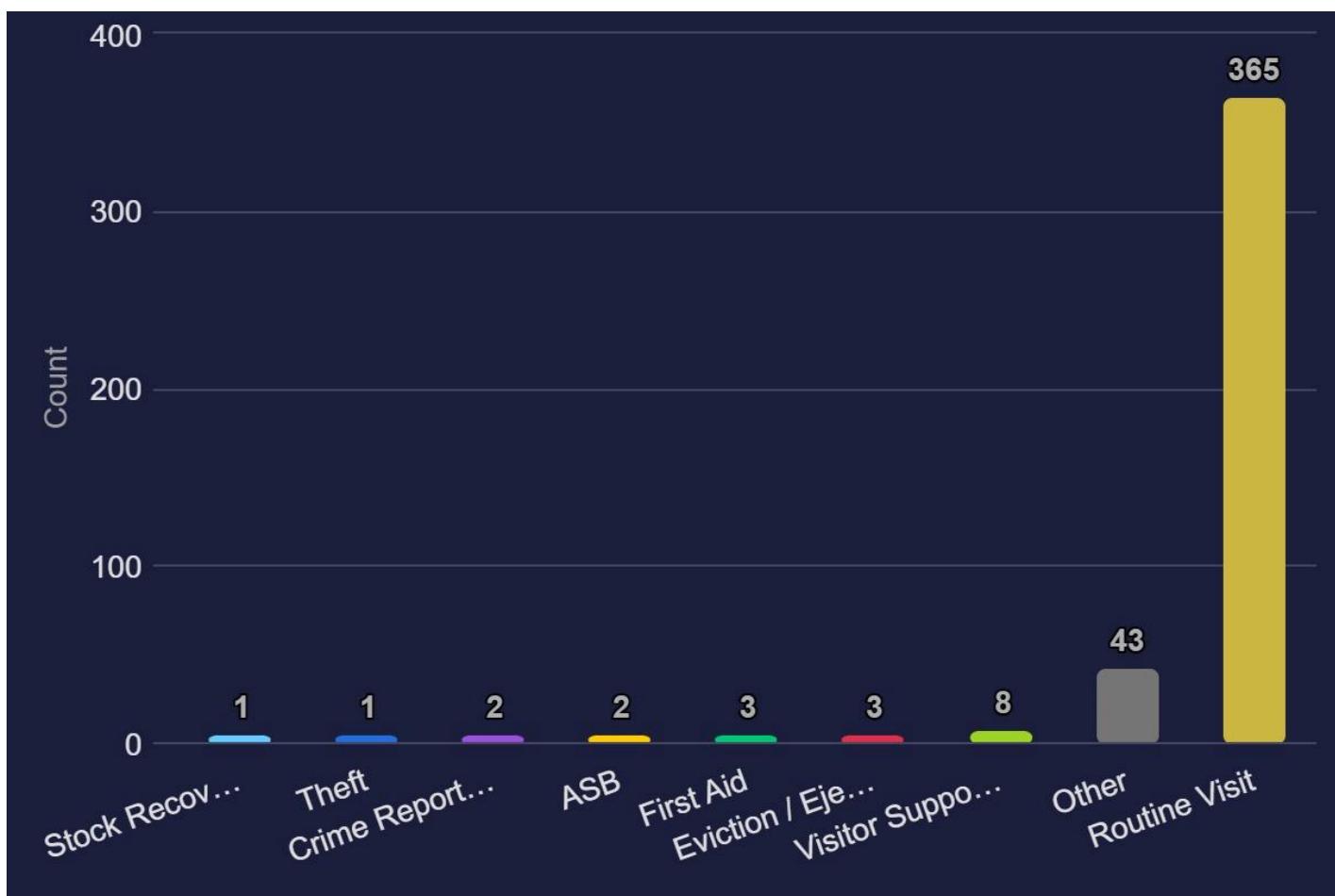
Members are asked to NOTE the Monthly Reports for the Town Council's Community Warden for November and December 2025.

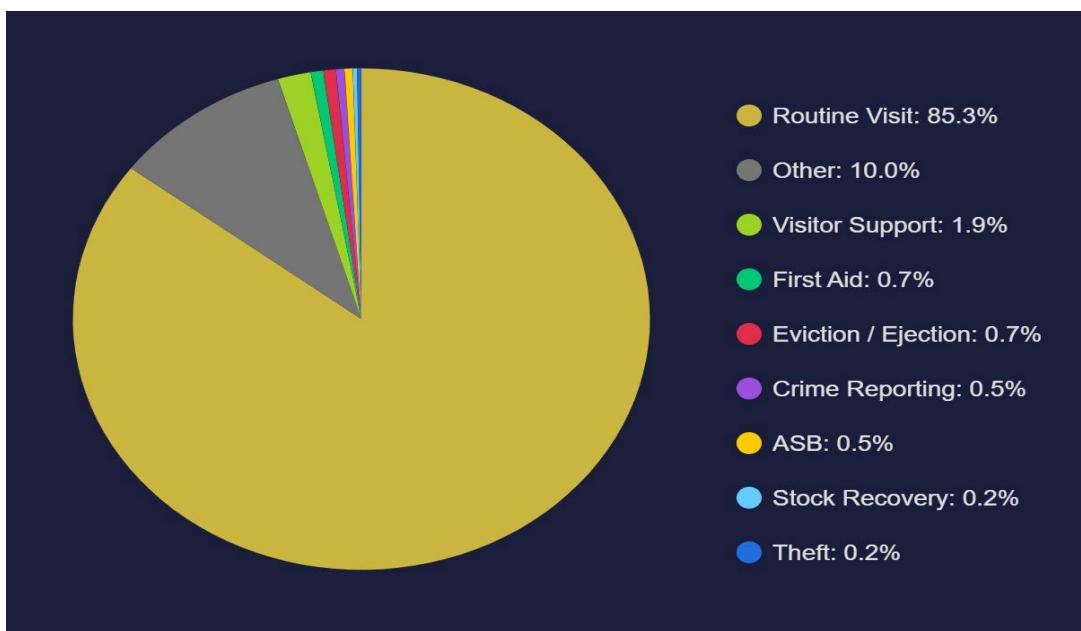


## Bognor Town Council – November Report

**Interactions Logged – 430**

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

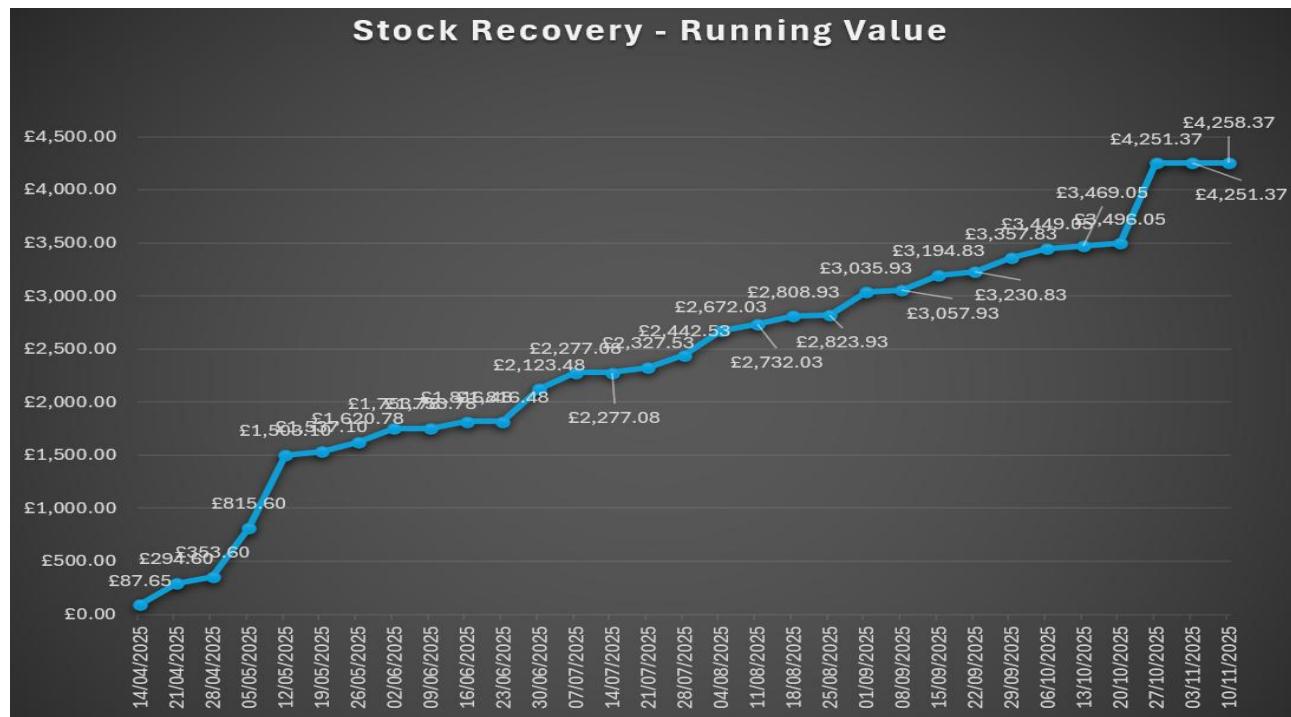


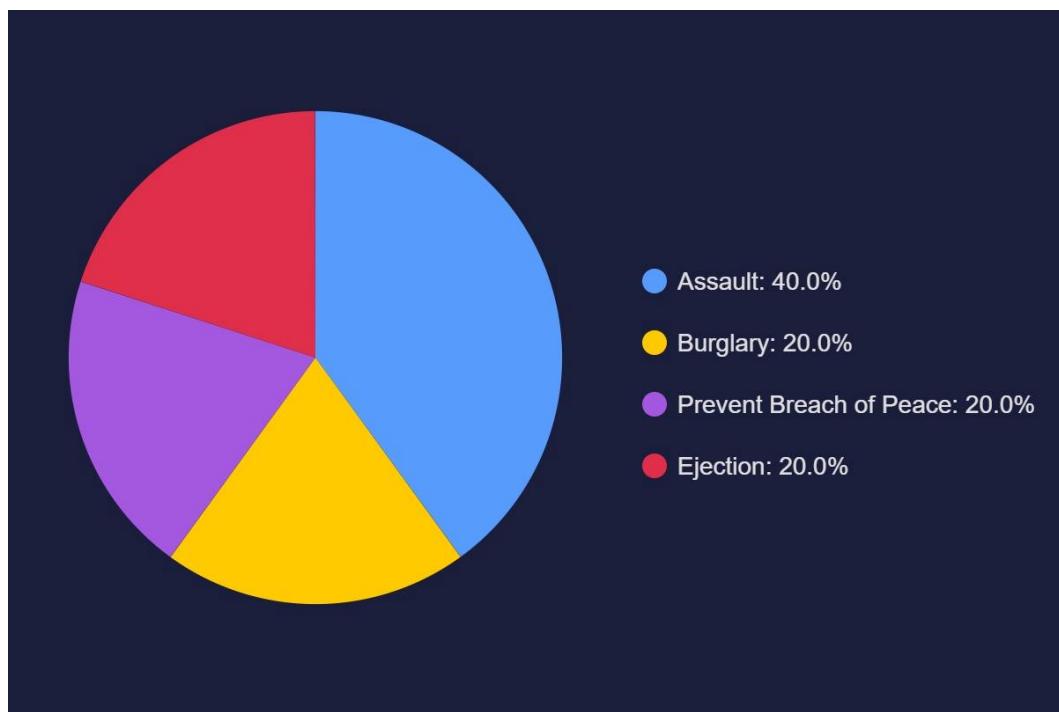
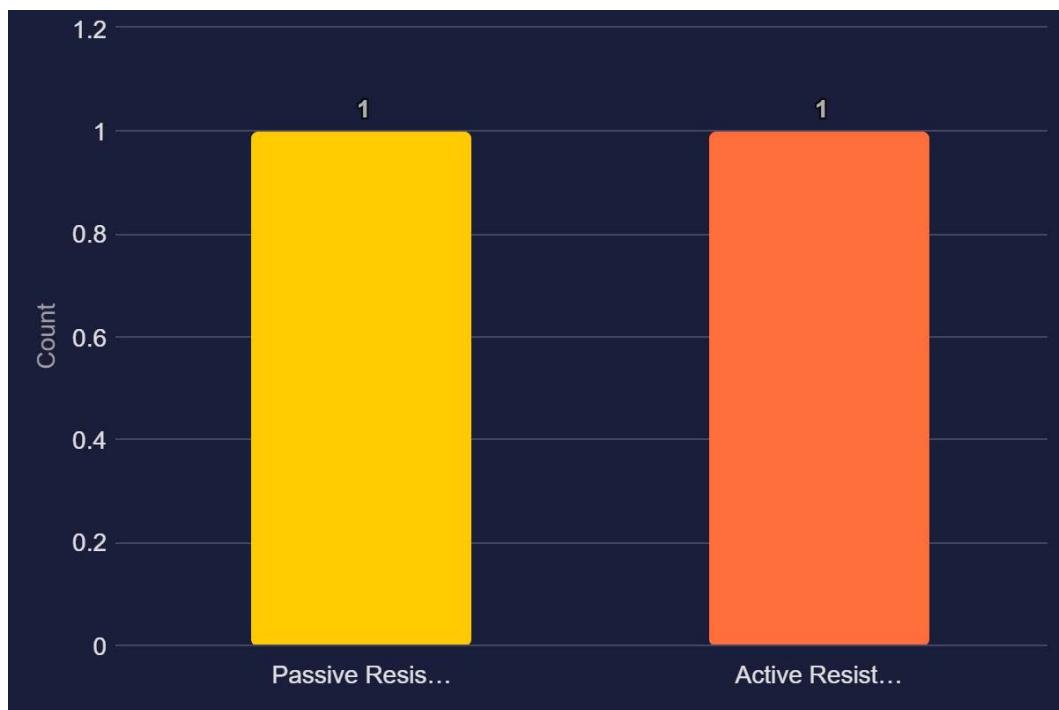


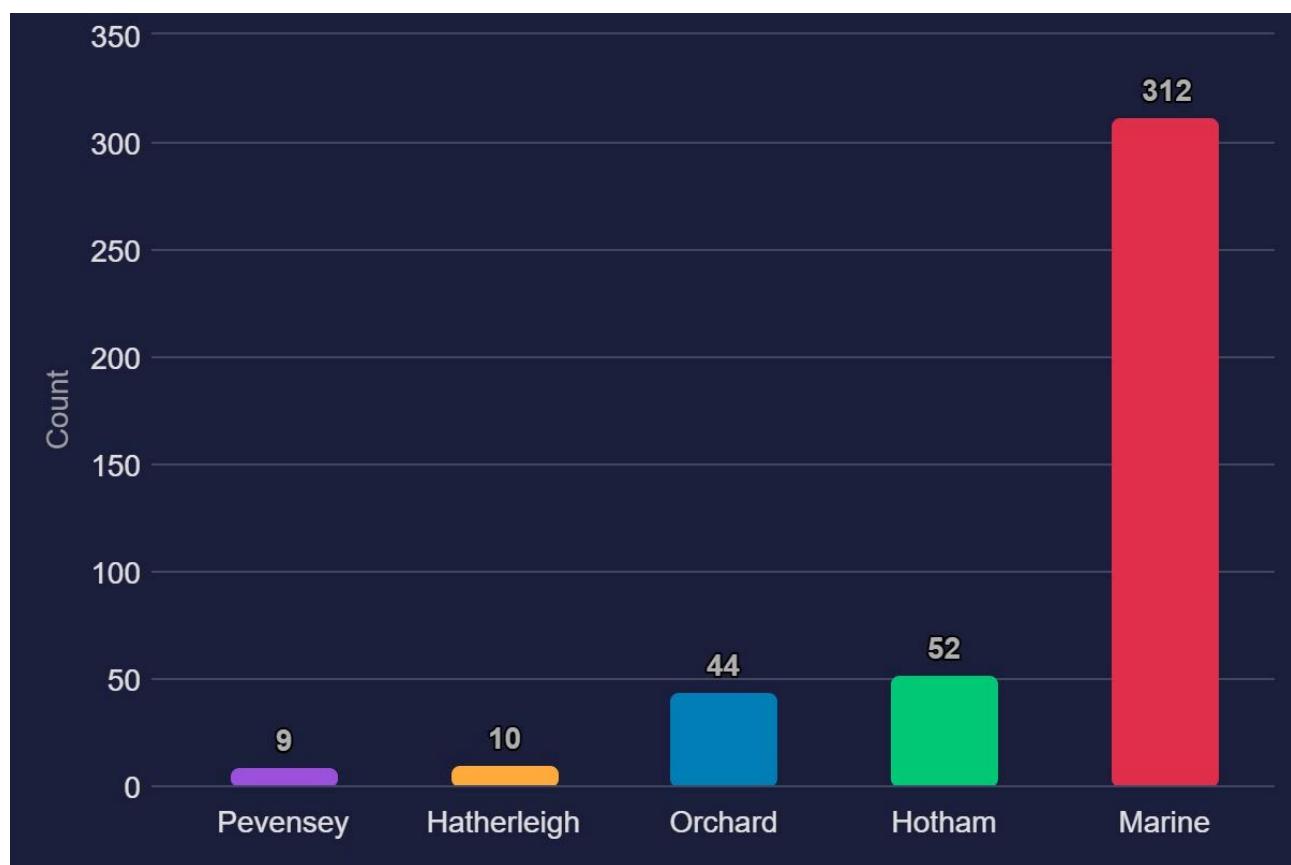
### Stock Recovery

- Total	<b>£7.00</b>
- Occurrences	<b>1</b>

### Stock Recovery - Running Value



**Arrest & Resistance Summary**

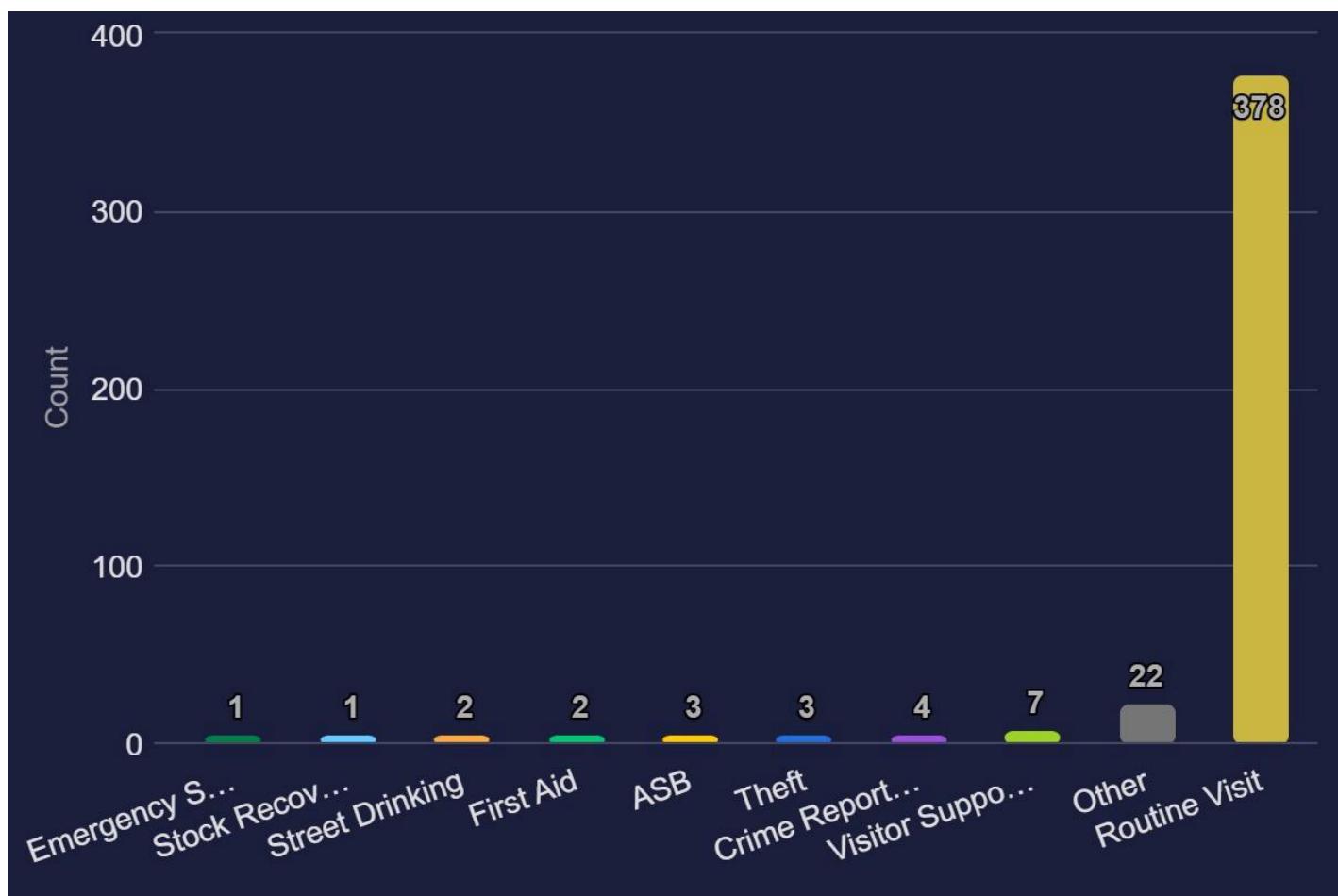
**Ward Interaction Summary**

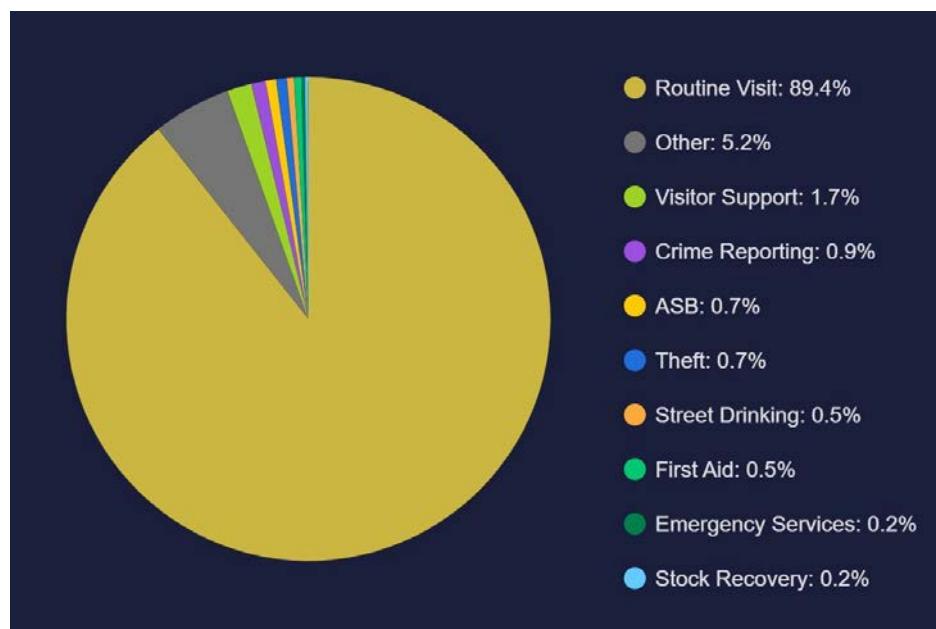


## Bognor Town Council – December Report

**Interactions Logged – 425**

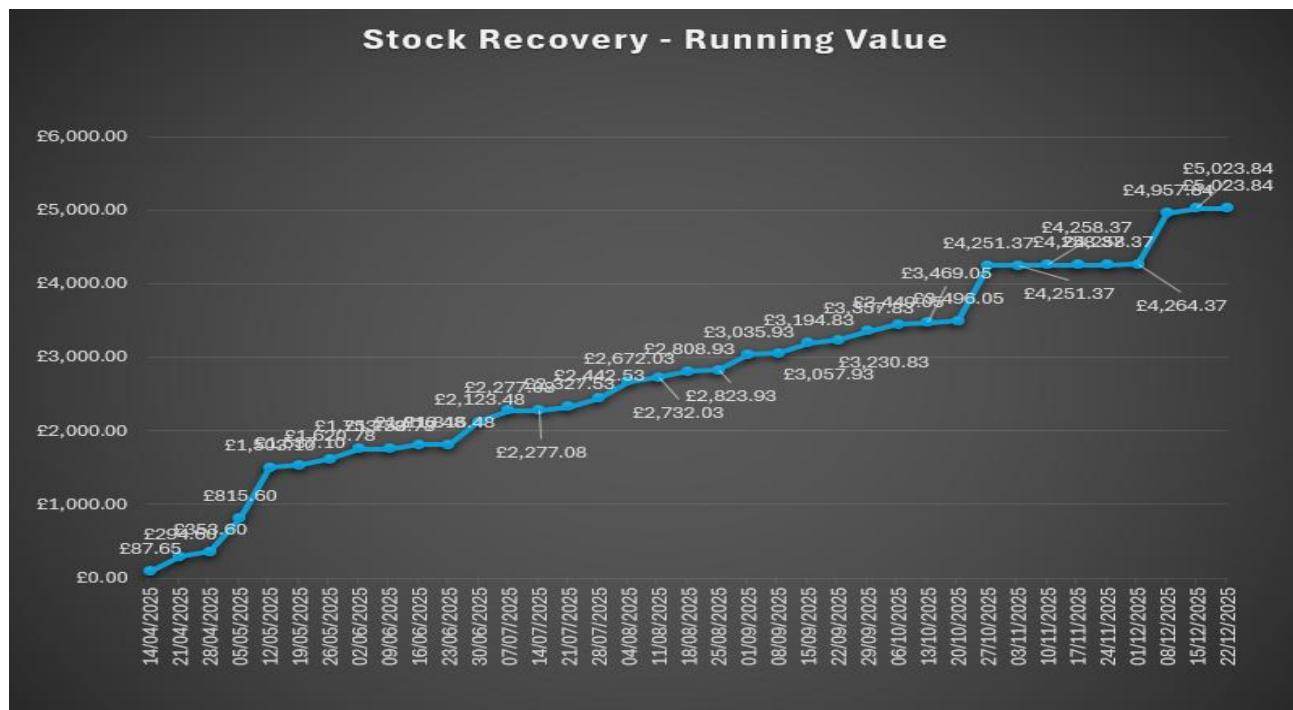
**Interaction Summary 1 – Bar Graph & Pie Chart**



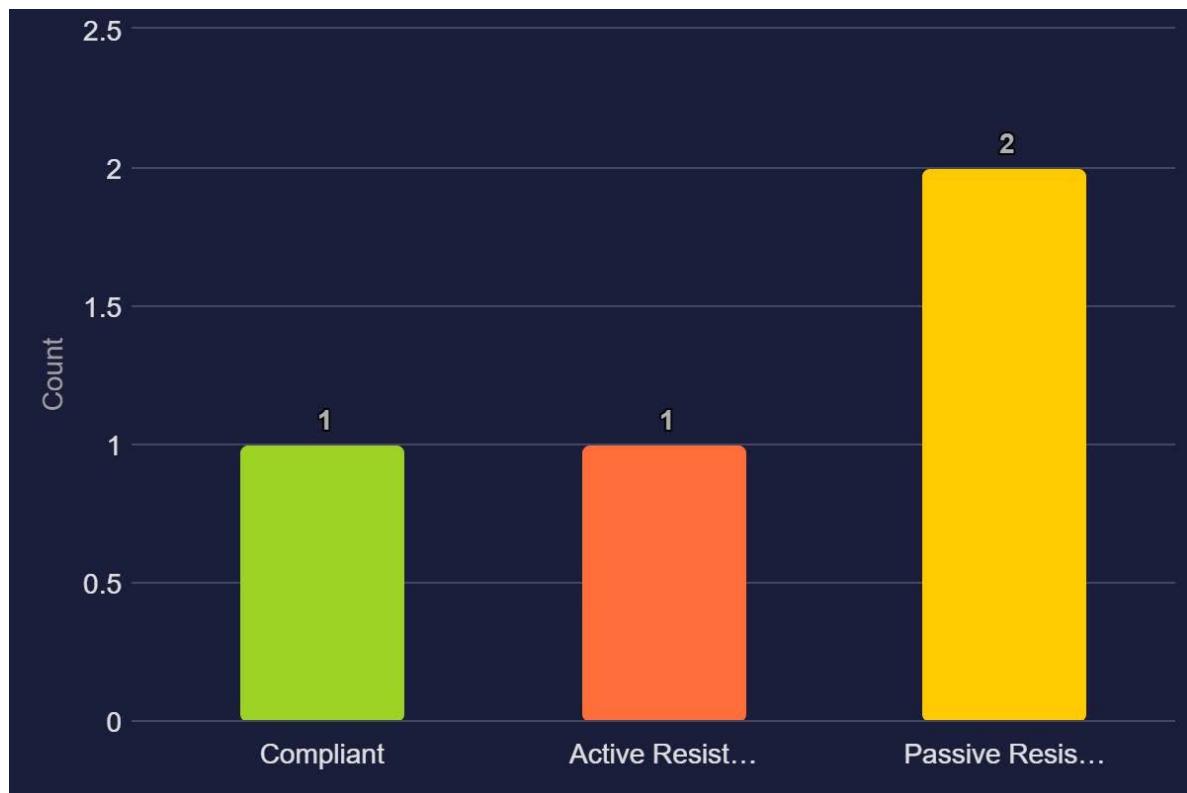


### Stock Recovery

- Total	£765.47
- Occurrences	5

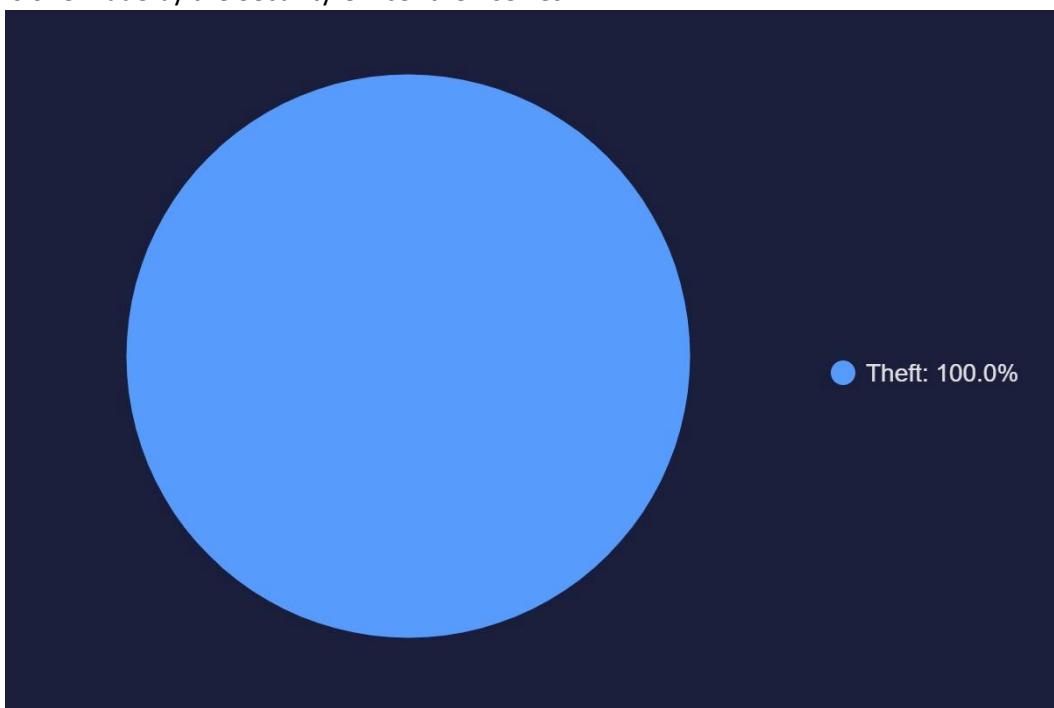


### Arrest & Resistance Summary



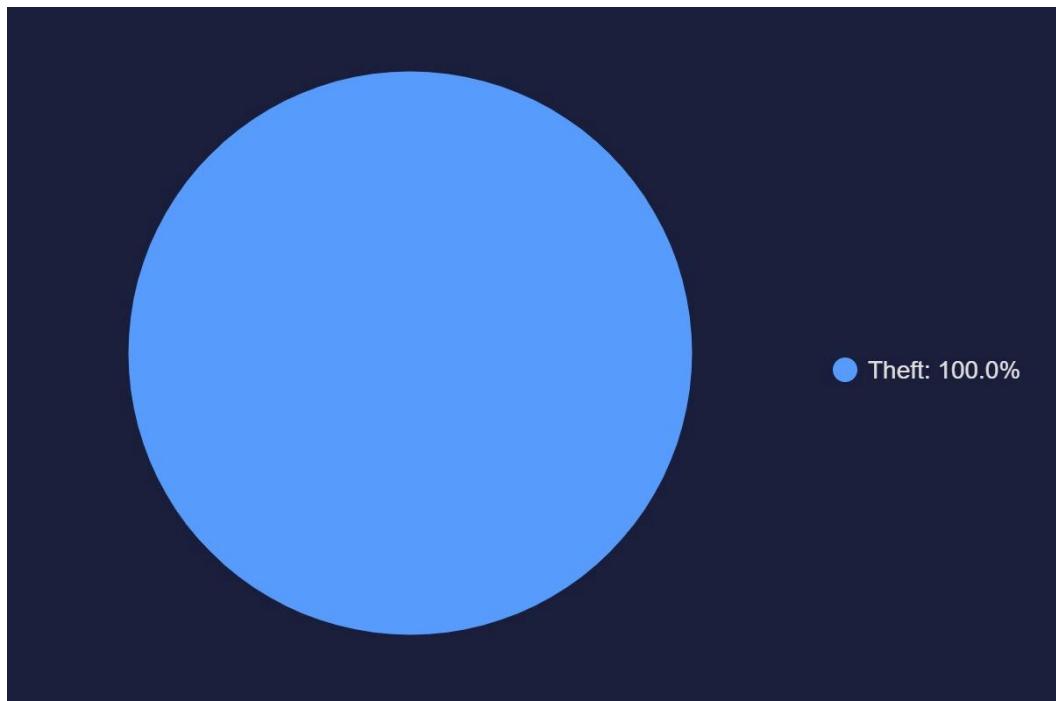
### Arrest Offence Summary

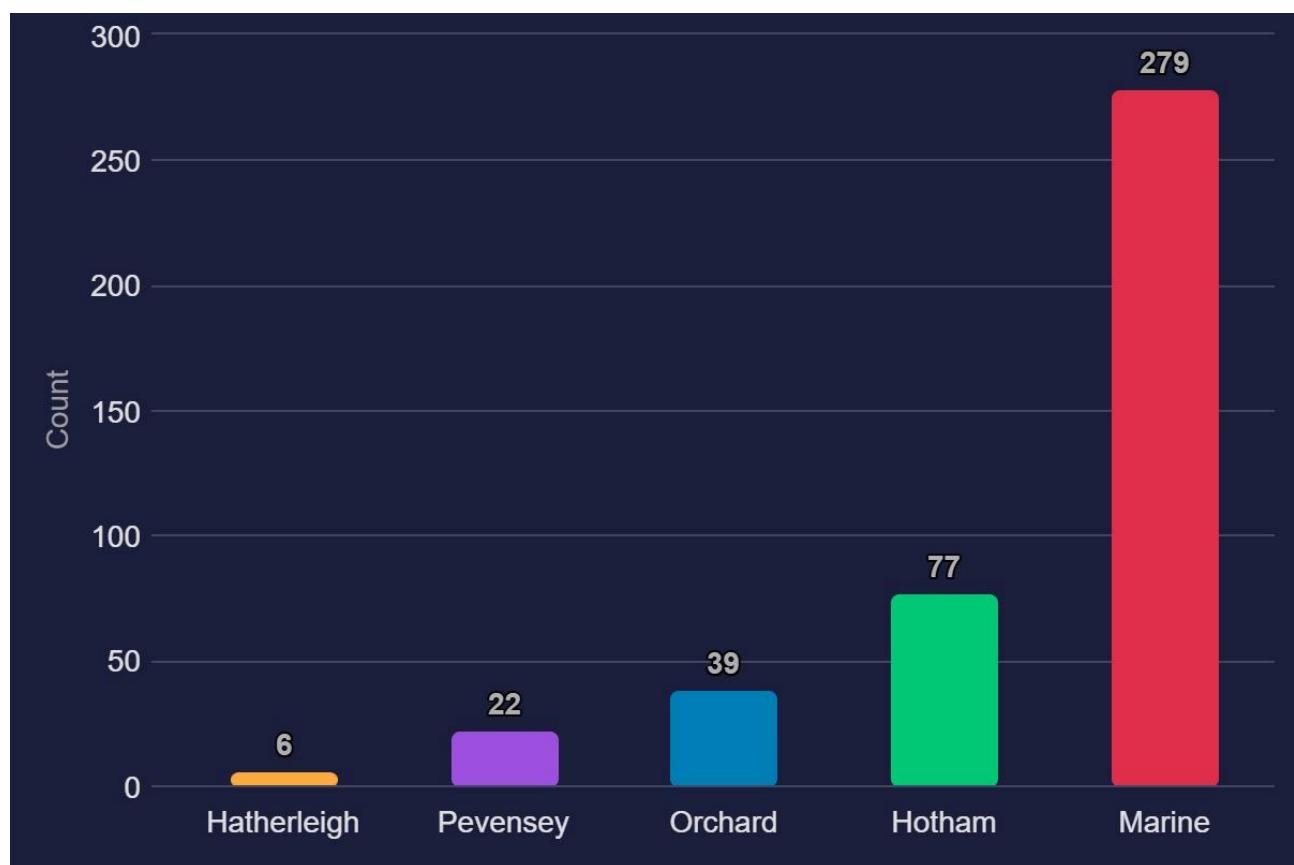
An arrest is one made by the Security Officer themselves.



### Assist Offence Summary

An assist arrest is an arrest where the Security Officer has assisted another person/body making an arrest they are in charge of.



**Ward Interaction Summary**

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 11 – TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 11<sup>th</sup> DECEMBER 2025

REPORT BY THE DEPUTY CLERK

FOR DECISION

The draft Minutes of the Bognor Regis Town Centre Action Group Meeting held on 11<sup>th</sup> December 2025, are attached as Appendix 1.

DECISION

Members are invited to NOTE the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 11<sup>th</sup> December 2025.



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 CENTRE ACTION GROUP MEETING

HELD ON THURSDAY 11<sup>th</sup> DECEMBER 2025

PRESENT:

Cllr. Mrs. 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)  
Cllr. Roger Nash (Chair of Arun District Council's Economy Committee)  
Alison Griffiths MP (Member of Parliament for Bognor Regis & Littlehampton)  
Lee Matthews (ASB Enforcement Team Leader, Arun District Council)  
Toby Willmer (Constituency Manager to Alison Griffiths MP)  
Inspector Ross Wickings (Arun Neighbourhood Policing Team, Sussex Police)  
Sergeant Ross Beaumont (Arun Neighbourhood Policing Team, Sussex Police)  
Matt Gover (Economic Development Projects Officer, Arun District Council)  
Neil Worth (Office of the Sussex Police and Crime Commissioner)  
Katy Alston (Pinks Parlour, Business Representative)  
Danny Dawes (Grandads Front Room CIC, Business Representative)  
Joanne Davis (Town Clerk, Bognor Regis Town Council)  
Max Hirst (Deputy Clerk, Bognor Regis Town Council)

APOLOGIES:

Kieron Ford (The Station pub, Business Representative)  
Elaine Lucas (Principal Trading Standards Officer, West Sussex County Council)  
Cllr. Francis Oppler (County Councillor for Bognor Regis East)  
**Dax O'Connor (Community Safety Manager, Arun District Council)**  
Matt Stanley (Nationwide, Business Representative)  
Simon Mansfield (BID Facilitator, Bognor Regis BID)  
Miriam Nicholls (Business and Economy Manager, Arun District Council)  
Peter Aston (West Sussex County Council)  
Carrie Reynolds (Arun District Council)

*The Meeting opened at 3.00pm*

## 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 31<sup>st</sup> October 2025 were approved.

## 4. TOWN CENTRE ACTION PLAN

The Group reviewed progress across current town centre initiatives and community safety actions. Discussion focused on the promotion of the Safe Spaces scheme, which aims to encourage vetted retailers to provide support to vulnerable individuals. While the scheme was welcomed, some businesses expressed concerns regarding staff safety and requested clearer guidance and education on implementation. It was agreed that further engagement with retailers would be beneficial to increase confidence and participation.

A Town Centre Community Safety Street Audit was undertaken earlier in the day. Members noted that the issues identified mirrored those raised in previous audits and confirmed that these would be followed up through existing action plans. A representative from Neilcott, the contractor delivering the Alexandra Theatre refurbishment, attended the visit to explore opportunities to deliver social value to Bognor Regis, with minor environmental improvements such as repainting bollards identified as example contributions.

Officers provided an update on recent partnership work to address antisocial behaviour (ASB). A meeting had taken place with HMO representatives, the Business Crime Reduction Partnership (BCRP) Manager and partner agencies to review the ASB action plan and identify targeted interventions. The Group agreed that continued collaboration was essential to address repeat offenders and hotspot locations.

Members received an update on environmental and infrastructure projects. A site visit had taken place to progress the solar lighting scheme at Lyon Street Car Park and along the promenade between Gloucester Road and Longbrook Park. Concerns were raised regarding cycling on London Road, where poor signage was creating confusion for both cyclists and pedestrians. A range of potential measures were discussed, including pavement markings, rumble strips, and temporary signage. Frustration was expressed at the **County Council's reluctance to introduce additional signage; however, it was** noted that Alison Griffiths MP agreed to support any measures formally agreed by the Group. It was agreed that further discussions would take place to identify feasible options.

Updates were shared from the Town Council regarding the forthcoming Christmas Craft Market, including opening times, stallholders and free activities. Offers from partners to assist with advertising and promotion were welcomed.

Police updates highlighted increased activity and engagement within the town centre, including targeted patrols, awareness events relating to e-bikes and e-scooters, and enforcement activity linked to drugs, stolen goods and burglary. Members were reassured by the swift response to the recent serious incident at the railway station, which was confirmed as a targeted, non-random event and remains under investigation by British Transport Police. Improvements to lighting at Station Square were also noted.

The Group acknowledged ongoing concerns that a small number of repeat offenders continue to impact public perception of the town. Police confirmed that additional warranted officers are now patrolling daily, although operational demands can limit continuous presence. Business representatives expressed their appreciation for police efforts and noted that Bognor Regis felt safer than in previous years. Councillors echoed this view, acknowledging resident anxieties while recognising that overall progress was being made and emphasising the importance of encouraging footfall and town centre activity.

Members noted that reporting through DISC remains too low and agreed that both the volume and quality of intelligence submissions must improve to better support enforcement and partnership working.

The Group agreed to progress the Town Centre Ambassador Scheme in the new year, with Bognor Regis Town Council leading on delivery.

**ACTION** - To strengthen accountability, it was agreed that the Town Centre Action Plan would be updated to include a target date column against each action point.

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

Reference was made to one particular landlord, who continues to invest in many properties in Bognor Regis, which was used as an example of confidence in the future of the town.

## **6. ANY OTHER BUSINESS**

There was discussion about the need for Wardens in the town centre to be effectively managed to ensure that businesses received the support needed, when required.

It was raised that the signage for the CCTV systems operated by ADC and WSCC were fading and needed refreshing.

*Date and time of next meeting (Bognor Regis Town Hall)  
5<sup>th</sup> February 2026, 3pm-4pm*

*The Meeting closed at 4.12pm*

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 12 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 2<sup>nd</sup> DECEMBER 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 2<sup>nd</sup> December 2025, with the Notes from the meeting shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Town Clerk, on Monday 26<sup>th</sup> January 2026.

DECISION

Members are asked to NOTE the Notes of the ADC/BRTC Liaison Meeting held on 2<sup>nd</sup> December 2025 and AGREE any next steps.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026**

**AGENDA ITEM 13 - CONSIDERATION OF ALLOCATION OF TOWN FORCE  
TIME FOR EXTERNAL TOWN EVENTS 2026**

REPORT BY THE EVENTS MANAGER

FOR DECISION

Listed below are events in the Town that require allocated Town Force hours.

Members are asked to decide, after considering hours allocated previously, what allocation they wish to make for 2026.

Having looked at the hours used for events in 2025, the suggested hours for 2026 are shown in blue.

EVENT	TOTAL HOURS FOR 2025	ACTUAL HOURS USED FOR 2026	VARIATION	SUGGESTED 2026
10K ROAD RACE	40	41.75	-1.75	42
CARNIVAL &	75	41.75	33.25	42
PUPPY LOVE (CANCELLED)			0	33
ROX	15	0	0	15
BRSFL - SWITCH ON	5	6	-1	6
BRSFL - GALA	6	5	1	6
BRHAPB PUPPET PARTY	0	3.5	-3.5	5
SOUTHDOWNS MUSIC FESTIVAL	45	30.5	14.5	45
BOGNORPHENIA	15	9.25	5.75	15
BR BID (XMAS TREE)	10	8.75	1.25	10
ARMED FORCES DAY	55	31	-12	70
ROTARY CLUB	5	1.75	3.25	5
BRTC EVENTS MANAGER'S DISCRETIONARY HOURS	60	5.5	54.5	60

**DECISION**

Members are invited to AGREE the recommended Town Force hours for 2026 external events.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 14 – INTERNAL AUDIT INCLUDING: -

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

TO REVIEW THE 2026/27 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

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

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

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

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

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

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

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

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

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

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

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

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

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

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

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

#### Annual Audit Plan for 2026/27

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

1. Proper book-keeping - Appropriate accounting records have been properly kept throughout the financial year.
2. Financial Regulations, Standing Orders and Payment Controls - The Council complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
6. Petty cash procedure - Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

8. Asset control - Asset and investment registers were complete and accurate and properly maintained.
9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out during the year.
10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery.

#### DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to RECOMMENDING APPROVAL of the Audit Plan for 2026/27 to the Town Council.

#### TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2026/2027 MUNICIPAL YEAR

In line with good practice, quotations have been sought from providers servicing this area who specialise in Town/Parish Council audits. Having reviewed the providers to Town and Parish Councils in the Arun District, the Town Council's current Auditor was approached, together with two other companies, to provide a quotation for the Internal Audit function.

For Members' information, the company that the Town Council have been using for Internal Auditor services for many years, could not quote for this renewal, due to impending retirement and uncertainty over the future of the business.

Quotations have therefore been obtained from two other companies, and these are detailed below: -

Company A (recommended by several local councils) provided a full, detailed scope of works, which is delivered in full compliance with the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide, reflecting current guidelines and accounting standards, with hourly rates fixed through the term. With over 20 years' experience in conducting internal audits for local councils, Company A claims to have 'deep sector knowledge' and can rotate between clients to ensure full independence throughout engagement. Two audits per year are recommended for a Council of Bognor Regis Town Council's size, although this company is happy to offer customised audit visit schedules, depending on needs. The first audit would concentrate on governance and accountability, including procedural aspects. The second and final audit focuses on financial aspects.

A breakdown of this two-stage approach, and what it entails, is included below:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Internal Control Systems and Policies
- Verification of the Annual Governance and Accountability Return (AGAR)
- Review of all supporting documentation for submission to external auditor

Company B (recommended by a local parish council), unlike Company A, this company provided a cost per annum (inclusive of all travel and out of pocket expenses), estimating a requirement of a 'minimum' of 2 audit days per year on site at BRTC offices. The quotation provided includes 'all aspects of the internal audit' and the company have recommended one interim review with officers, with a final close down review to sign off the IA Report and AGAR (between March and April each year), with the end of year section being completed once the year end accounts have been shut down and the AGAR finished ready for adoption by Council. The company are fully regulated and registered to carry out internal audit or independent examination in the UK by the Association of Accounting Technicians (AAT).

The following provides a breakdown of the quoted charges from the two companies: -

Name	No of visits per annum	Hourly charge (excl. VAT)	Cost per annum (excl. VAT)	Mileage costs
Company A	2 visits	£85 (est. 6-10 hours)	£510 - £850	45p per mile (round trip likely to be 100 miles or less)
Company B	Min. 2 visits	-	£795	included within price

The current auditor (who are not quoting) charged at a day rate which, over the course of two visits per annum, cost £900 excl. VAT during 2025/26.

Having received personal recommendations from several local Council's on the services provided by Company A and with the quote allowing a per hour charge, it would be the Officer recommendation to employ the Internal Auditor services of Company A, on a three-year contract from the 2026/2027 municipal year.

#### DECISION

Do Members AGREE with the Officer recommendation and RESOLVE to APPROVE the appointment of Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2026/2027 municipal year?

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 15 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Copies of the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 are attached for Members' consideration as Appendices 1 and 2.

**DECISIONS**

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 and RECOMMEND that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Mayor, as Chair of the Council, and the Town Clerk.



## LCRS 6. Overall Summary

### Bognor Regis Town Council Assessment for year 2025 To 2026

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



## LCRS 6. Overall Summary

### Bognor Regis Town Council Assessment for year 2025 To 2026

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	2	2	1.0	0	
Village Signs	Power to erect (with Highway Authority approval)	4	4	1.0	0	
Web Sites		18	18	1.0	0	
<i>Overall totals/ scores</i>		<b>140</b>	<b>140</b>	<b>1.1</b>	<b>0</b>	

Completed by: Max Hirst

Date: 27<sup>th</sup> January 2026

Position: Deputy Clerk

*How to complete:*

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



**Bognor Regis Town Council**  
**Assessment for year 2025 To 2026**

**LCRS 7b - All Action Plans**

Action  
completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
There are no risks identified that score over 3. Therefore, there are no actions to be taken for 2025-2026.									

**Submitted to council:** \_\_\_\_\_

No of issues listed: 0

**Minute reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed by chairperson - Cllr Mrs Gill Yeates** \_\_\_\_\_

**Signed by responsible Finance officer - Joanne Davis** \_\_\_\_\_

**How to complete (individual risk section):**

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

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 16 - TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS, DEFERRED FROM THE MEETING HELD ON 22<sup>nd</sup> SEPTEMBER 2025 – MIN. 76 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Financial Regulations

The National Association of Local Councils (NALC) has recently updated Model Financial Regulations which serve as a critical framework, guiding local councils in effectively managing their financial operations. Revisions have been made in procurement and the tendering process to enhance transparency and competitiveness. The changes to Section 5 are highlighted in Appendix 1.

Standing Orders

As a result of the updates to the Financial Regulations, this has also necessitated an update to Standing Orders, as highlighted in Appendix 2.

Standing Orders for Contracts

Equally, Standing Orders for Contracts have been revised to reflect these changes, as highlighted in Appendix 3.

**DECISION**

Do Members AGREE to RECOMMEND to Council for Adoption the changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts?



# **BOGNOR REGIS TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

**Adopted by the Council at its Meeting held on 28<sup>th</sup> October 2024**

## BOGNOR REGIS TOWN COUNCIL FINANCIAL REGULATIONS

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They are based on the National Association of Local Council's (NALC) Model.

N.B. **Bold text** indicates legal requirements, which a council cannot change or suspend.

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's Standing Orders and the council's Standing Orders for Contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. Councillors and officers are expected to follow these regulations. Failure to follow these regulations brings the office of councillor into disrepute. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.
  - 'Must' and **bold** text refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly.
- 1.6. The RFO:
  - acts under the policy direction of the council;

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council. (to include regular statements of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances in excess of 15% of the budget.)

1.7. **The council must not delegate any decision regarding the following which must be determined by full council only**, however Council may consider recommendations from the Policy and Resources Committee:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**
- writing off bad debts following consideration and recommendation from the Policy and Resources Committee.

1.8. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of limits delegated to committee.

## 2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

- 2.2. The Town Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Town Clerk, with the RFO if a separate officer, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. 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.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. ACCOUNTS AND AUDIT (INTERNAL AND EXTERNAL)**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them and report thereon to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the Policy and Resources Committee under delegated authority and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council (directly or through the Policy and Resources Committee) in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. BUDGET AND PRECEPT

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed for the following financial year, as part of the budget setting process and the final version shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. The RFO shall each year, prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, preferably along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Policy and Resources Committee not later than the beginning of December each year.
- 4.6. The draft budget, with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Resources Committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The approved budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Policy and Resources Committee.

## 5. PROCUREMENT

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from more than one supplier.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes. (Where the Council hold the General Power of Competence, it will be assumed to be the power of first resort unless otherwise stated.)
- 5.3. Every contract shall comply with the council's Standing Orders, Standing Orders for Contracts and these Financial Regulations and no exceptions shall be made,

except in an emergency, provided that this regulation does not negate the exceptions to contracts specified in 5.12.

- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of ~~The Public Contracts Regulations 2015~~ ~~The Procurement Act 2023 and The Procurement Regulations 2024~~ or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract. ~~(The Regulations require councils to use the Find a Tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.)~~**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Town Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1 and the Council’s Standing Orders for Contracts.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the ~~advertising of contract opportunities and the publication of notices about the award of contracts~~ publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the Town Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £1,000 and £5,000 excluding VAT, the Town Clerk or RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)
- 5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split ~~into smaller lots~~ to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (vii) below:
  - I. for the supply of gas, electricity, water, sewerage and telephone services;
  - II. for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants and other specialist advisors;

- III. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- IV. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- V. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk shall act after consultation with the Chair and Vice Chair of council);
- VI. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- VII. in cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk, under delegated authority, for any items up to £5,000 excluding VAT.
- the Town Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items up to £10,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items up to £20,000 excluding VAT
- the council for all items over £20,000;
- in respect of grants, Policy & Resources Committee are duly delegated within any limits and budget set by council and in accordance with any policy statement agreed by the council.

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk may authorise expenditure of up to £2,000 excluding VAT (or other sum stated in Scheme of Delegation) on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.
- 5.22. The Public Services (Social Value) Act 2012 applies from 31 January 2013 and requires public bodies to consider how what is to be procured may improve social, environmental and economic wellbeing of the relevant area, how they might secure any such improvement and to consider the need to consult.

[N.B. From January 2021, Central Government contracts will have to evaluate social value on major contracts. This does not currently apply to local government.]

## 6. BANKING AND PAYMENTS

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank. (NB when expenditure is authorised in accordance with Regulation 4, and payment is authorised after the invoice has been examined in accordance with 6.2, the Council owes the money if the work, goods or services have been satisfactorily received by the Council. Payment authorisation is therefore technically for the release of funds and cannot be withheld without good reason).
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information. (see Section 11 for payments)
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year Town Clerk or RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance or utility contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year. (see also 7.9)
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made, to reduce the risk of duplicate payments.

- 6.8. A list of such payments shall be reported to the appropriate meeting of the council or Policy and Resources Committee for information only.
- 6.9. The Town Clerk and RFO if a separate officer shall have delegated authority to authorise payments only in the following circumstances:
  - I. any payments of up to £500 excluding VAT, within an agreed budget.
  - II. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - III. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk (or RFO) certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy and Resources Committee.
  - IV. Fund transfers within the councils banking arrangements provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy and Resources Committee.
- 6.10. The RFO shall present a schedule of payments requiring ratification, forming part of the agenda for the meeting, together with the relevant invoices, to the council or Policy and Resources Committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall ratify payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.
- 6.11. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.12. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

## 7. ELECTRONIC PAYMENTS

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in

any online approval process. The Town Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator or another authorised officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator another authorised officer shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council or duly delegated committee, regular payments on the approved list in 6.6 (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council or duly delegated committee at least every year.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council or duly delegated committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council or committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Policy and Resources Committee at least every two years.
- 7.11. If thought appropriate by the council, regular payments (principally salaries) may be made by banker's standing order, provided that the instructions are approved online by two members, evidence of this is retained and any payments are

reported to council. The approval of the use of a banker's standing order shall be reviewed by Policy and Resources at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk or RFO if a separate officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

## **8. CHEQUE PAYMENTS**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members who are authorised signatories
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. PAYMENT CARDS**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Policy and Resources committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council or Policy and Resources Committee. Transactions and purchases made will be reported to the council or duly delegated committee and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk or other specified officers, and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except in exceptional circumstances for expenses of up to £250 including VAT, incurred in accordance with council policy and with prior verbal or written permission of the Town Clerk.

## 10. PETTY CASH

10.1. The RFO may maintain a petty cash float of £300 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council for approval.

## 11. PAYMENT OF SALARIES AND ALLOWANCES

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control

account or other separate confidential record, with the total of such payments each calendar month reported with other payments. Payroll reports may be reviewed by the Policy and Resources Committee to ensure that the correct payments have been made, but also as part of the internal audit process.

- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the Policy and Resources Committee.
- 11.8. Before employing interim staff, the committee must consider a full business case.
- 11.9. An effective system of personal performance management should be maintained for all staff.

## **12. LOANS AND INVESTMENTS**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for a Treasury Management Policy (Investment Strategy and Policy) in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. INCOME**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Policy and Resources Committee by the RFO and shall be written off in the year, with the approval of council. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date. The RFO shall ensure any repayment claim shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where any significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority)will be given by the Managing Trustees of the charity meeting separately from any council meeting.

#### **14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 14.1. Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant

engaged to supervise the works, subject to any percentage withholding as may be agreed in a particular contract.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk, to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. STORES AND EQUIPMENT**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

## **16. ASSETS, PROPERTIES AND ESTATES**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper

business case (including an adequate level of consultation with the electorate where required by law).

- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

## **17. INSURANCE**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall identify and give prompt notification to the RFO, if a separate officer, of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers (in consultation with the Clerk, if they are separate officers).
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. CHARITIES**

- 18.1. Where the council is sole managing trustee of a charitable body, the Town Clerk (and RFO if a different officer) shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 19.1. The council shall review these Financial Regulations annually and following any change of Town Clerk or RFO if a separate officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [31a & 31b] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) If less than three tenders are received for contracts above £30,000 including VAT or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works, subject to compliance with "the Regulations".



# **BOGNOR REGIS TOWN COUNCIL**

## **STANDING ORDERS**

**Adopted by the Council at its Meeting held on 5<sup>th</sup> September 2022  
and amended on 28<sup>th</sup> October 2024 (Min. 95.1 refers)**

# INTRODUCTION

A Town Council is generally not required by law to make Standing Orders which regulate how they conduct their business, except with respect to the making of contracts for the supply of goods or materials or for the execution of works. However, the basic provisions in the 1972 Local Government Act (and other legislation) are insufficient for the majority of Town Councils and Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

Standing Orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a Council but Standing Orders may refer to them.

These Standing Orders have been drafted using the model document published by the National Association of Local Councils (NALC) in March 2025 as a basis.

These Standing Orders were adopted by Council on 5<sup>th</sup> September 2022 (further amended on 28<sup>th</sup> October 2024), and replace all previous versions.

Any part of the Standing Orders printed in **bold type** may not be suspended (see Standing Order 26a), as they contain legal and statutory requirements.

In these Standing Orders the title of Chair of the Council and Vice-Chair of the Council when referring to meetings of the Full Council, denotes reference to the Mayor and Deputy Mayor.

Date	Section	Ref>Title	Details of Amendment made
09.03.2026	18	c e f	Updates incorporated following recent legislative changes relating to procurement
28.10.2024	18	a(v) e	Change to values to align with revised Financial Regulations
13.05.2024	All	All	Change 'Chairman' etc to 'Chair'; removal of reference to Community Engagement and Environment Committee (dissolved); removal of term 'Town' Mayor
13.05.2024	3 5	w(ii) l(ii)	Removal of reason for absence
04.09.2023	3	j	Amendment to reflect that Councillors are no longer required to stand when speaking

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## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b No discussion shall take place upon the Minutes of the Council except upon their accuracy. Corrections to the Minutes shall be made by Resolution and must be initialled by the Chair of the meeting.
- c A Motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- d A Motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- e If a Motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- f An amendment is a proposal to remove or add words to a Motion. It shall not negate the Motion.
- g If an amendment to the original Motion is carried, the original Motion (as amended) becomes the substantive Motion upon which further amendment(s) may be moved.
- h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- i A Councillor may move an amendment to his own motion if agreed by the meeting and if it has been seconded, with the consent of the seconder and the meeting.
- j If there is more than one amendment to an original or substantive Motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- k Subject to Standing Order 1(l), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- l One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A Councillor may not move more than one amendment to an original or substantive Motion.
- n The mover of an amendment has no right of reply at the end of debate on it.
- o Where a series of amendments to an original Motion are carried, the mover of the original Motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive Motion immediately before it is put to the vote.
- p Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a Motion except:
  - i. to speak on an amendment moved by another Councillor;

- ii. to move or speak on another amendment if the Motion has been amended since they last spoke; iii. to make a point of order; iv. to give a personal explanation; or
- v. to exercise a right of reply.
- q During the debate on a Motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- r A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- s When a Motion is under debate, no other Motion shall be moved except:
  - i. to amend the Motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the Motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting; vi. to refer a Motion to a Committee or Sub-Committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; or
  - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- t Before an original or substantive Motion is put to the vote, the Chair of the meeting shall be satisfied that the Motion has been sufficiently debated and that the mover of the Motion under debate has exercised or waived their right of reply.
- u Excluding Motions moved under Standing Order 1(s), the contributions or speeches by a Councillor shall relate only to the Motion under discussion and shall not exceed TWO minutes without the consent of the Chair of the meeting except for the mover or seconder of the Motion whose speech may not exceed THREE minutes.
- v The mover of an original Motion (but not an amendment) shall have a right of reply, not exceeding FIVE minutes, immediately before the Motion is put to the vote [see 1n].

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting, behave offensively or improperly or in such a manner as to breach the Council's Code of Conduct or bring the Council in to disrepute. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The Motion, if seconded, shall be put to the vote without discussion.

c If a Resolution made under Standing Order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### **3. MEETINGS GENERALLY**



- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a Resolution which shall give reasons for the public's exclusion.
- e Meetings of the Council shall normally be held in the Council Chamber of the Town Hall at 6.30pm on Mondays every two months after the Statutory Annual Meeting of the Council or, if this is a Public Holiday, on the Tuesday after (the next day) or the following Monday, as the Mayor shall determine in consultation with the Town Clerk. The 6.30pm start shall normally also apply to Council Committees where possible.
- f The period of time designated for public participation at a meeting in accordance with Standing Order 3(h) shall not exceed FIFTEEN minutes. Similar arrangements will apply at Committees.
- g During the time designated for public participation, a Member of the public or Councillor not serving on the Committee, can ask questions or make statements, provided that if there are insufficient questions/statements to fill the FIFTEEN minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions in writing in advance. Questioners must give their name before stating their question and may speak for up to a maximum of TWO minutes each or FIVE minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period. Councillors who are appointed to a Committee are not permitted to speak under the Agenda item designated for public participation at meetings for the said Committee.
- h In accordance with Standing Order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and may stand or remain seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l Whenever the Mayor rises during a debate all other Members shall be seated and silent.
- m **Subject to Standing Order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Council will also take steps to ensure that children, the vulnerable and Members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.
- n A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- o The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of a meeting may in their absence be done by, to or before the Vice-Chair of the meeting.**
- q The Chair of the meeting, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the meeting if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- r In the event of the Chair or Vice-Chair, as the case may be, arriving after the commencement of the meeting, the Vice-Chair or other Councillor appointed pro tem shall vacate the chair and the Chair or Vice-Chair, as the case may be, shall thereupon preside.
- s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- t The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the Annual Town Council Meeting.

- u **Unless Standing Orders provide otherwise, voting on a question shall be by**
  - **a show of hands** or, if at least TWO Members so request, by signed ballot. **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question.** Such a request must be made before the vote is taken.

v The minutes of a meeting, whilst not a verbatim record of debate at a meeting, shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors who are present and the names of Councillors who are absent and whether these absences meet the agreed criteria;
- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered; vi. if there was a public participation session; vii. the Resolutions made; and

viii. The details of the recorded vote, if this has been requested by a Member at that meeting (see Standing Order 3v).

- w **A Councillor or a non-Councillor with voting rights who has a Disclosable Pecuniary Interest or another Interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.**
- x **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present. The quorum is therefore 6.**

See Standing Order 4d(vi) for quorum of Committee/Sub-Committee meeting.

- y **If a meeting is or becomes inquorate no business shall be transacted** and ● the meeting shall be closed. The business on the agenda for the meeting shall be ● adjourned to another meeting. This applies to all meetings except for those of the Planning and Licensing Committee where the agreed process for delegation of the comments on statutory planning application consultations to be submitted is followed.

z All meetings must conclude within TWO hours of starting. This time limit may be extended for any meeting by a maximum of FIFTEEN minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a Unless the Council determines otherwise, a Committee may appoint a SubCommittee whose Terms of Reference and Members shall be determined by the Committee.**
- b The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be nonCouncillors.**
- d The Council may appoint Standing Committees or other Committees as may be necessary, and:**
  - i. shall determine their Terms of Reference upon recommendation from the Policy and Resources Committee;**
  - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next Annual Town Council Meeting;**
  - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;**
  - iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;**
  - v. Committee Chairs and Vice-Chairs shall be appointed at the Annual Town Council Meeting and they shall hold office until the next Annual Meeting Town Council Meeting;**
  - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;**
  - vii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee; [nb. The public and press are legally entitled to attend if the Sub-Committee has decision making powers.]**
  - viii. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; ix. may dissolve or alter the Membership of a Committee or a Sub-Committee;**
  - x. shall ensure that the political composition of, and the total number of places on, Committees fairly and as accurately as possible reflects the political composition of the Full Council;**
  - xi. The Mayor and Deputy Mayor ex officio shall be Members of the Policy and Resources Committee;**
  - xii. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on**

interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings. With the agreement of the Committee, the Chair of each Committee shall have discretion as to whether Members may speak on a subject more than once and as to how many times;

xiii. A Member who has proposed a Motion that has been referred to any Committee, of which they are not a Member, may explain their Motion to the Committee but shall not vote.

**5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the Annual Town Council Meeting shall be held on a Monday on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the Annual Town Council Meeting shall be held on a Monday in May as the Council decides.**
- c **If no other time is fixed, the Annual Town Council Meeting shall take place at 6pm.**
- d **In addition to the Annual Town Council Meeting, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** See 3e for policy on number of ordinary Council meetings.
- e **The first business conducted at the Annual Town Council Meeting shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Town Council Meeting until their successor is elected at the next Annual Town Council Meeting.**
- g **The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Town Council Meeting.**
- h **In an election year, if the current Chair of the Council has not been reelected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a Member of the Council, they shall preside at the Annual Town Council Meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j **It is a convention of the Council that the Deputy Mayor (Vice Chair) in any year shall, unless they resign, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.**
- k **Council will also recommend a Councillor to become the new Deputy Mayor for the following year.**

- I Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Town Council Meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council, Vice-Chair, and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council and Vice Chair of their Acceptance of Office form unless the Council resolves for this to be done at a later date;**
  - ii. To receive apologies for absence and whether these absences meet the agreed criteria;
  - iii. To receive the Minutes of the last meeting of Council and after consideration to approve the signing of the Minutes by the person presiding as a correct record; to receive the Minutes of the Committees and SubCommittees provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
  - iv. To receive any declarations of interest or dispensations;
  - v. Consideration of the recommendations made by a Committee; vi. Review of delegation arrangements where appropriate;
  - vii. Review of the Terms of Reference for Council and Committees/Sub-Committees when appropriate;
  - viii. Appointment of Members to existing Committees together with appointment of the Chair and Vice-Chair of the Committees; ix. Appointment of any new Committees in accordance with Standing Order 4;
  - x. Review and adoption of appropriate Standing Orders and Financial Regulations;
  - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
  - xii. Review of representation on or work with outside bodies and arrangements for reporting back;
  - xiii. In an election year, to make arrangements with a view to the Council becoming eligible or continuing to be eligible to exercise the General Power of Competence in the future;
  - xiv. Review of inventory of land and other assets including buildings and office equipment; xv. Review of the Council's and/or staff subscriptions to other bodies;

- xvi. To review any governance documents, policies, procedures and insurances as necessary;
- xvii. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Town Council Meeting.
- m All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.
- n A Member may ask the Mayor any question concerning the business of the Council, provided notice of the question has been given in writing to the Town Clerk by 9 a.m. on the Monday morning prior to the meeting.
- o No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- p Every question shall be put by the Councillor who has submitted the question. This shall be read verbatim without any alteration from the originally submitted question. The question shall be answered by the Mayor without discussion, who may decline to answer or may indicate that they will reply in writing subsequent to the meeting.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUBCOMMITTEES**

- a **The Chair of the Council may convene an Extraordinary Meeting of the Council at any time.**
- b **If the Chair of the Council does not call an Extraordinary Meeting of the Council within seven days of having been requested in writing to do so by TWO Councillors, any TWO Councillors may convene an Extraordinary Meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the TWO Councillors.**
- c The Chair of a Committee or a Sub-Committee may convene an Extraordinary Meeting of the Committee or the Sub-Committee at any time.
- d If the Chair of a Committee or a Sub-Committee does not call an Extraordinary Meeting within two days of having been requested to do so by two Members of the Committee or the Sub-Committee, any TWO Members of the Committee or the Sub-Committee may convene an Extraordinary Meeting of the Committee or a Sub-Committee. The summons for the Extraordinary Meeting shall set out the business to be considered and no other business shall be transacted at that meeting.

## **7. PREVIOUS RESOLUTIONS**

- a A Resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least FOUR Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a motion moved pursuant to Standing Order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A Motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. If the subject matter of a Motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Mayor, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- b No Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days not later than the Monday in the week before the next meeting of the Council.
- c The Proper Officer may, before including a Motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the Motion.
- d If the Proper Officer considers the wording of a Motion received in accordance with Standing Order 9(b) is not clear in meaning, the Motion shall be rejected until the mover of the Motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least six clear days before the meeting.
- e If the wording or subject of a proposed Motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the Motion shall be included on the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the Motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following Motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct a factual inaccuracy in the unconfirmed minutes of a meeting;
- ii. to move to a vote; iii. to defer consideration of a Motion; iv. to refer a Motion to a particular Committee or Sub-Committee;
- v. to appoint a person to preside at a meeting; vi. to change the order of business on the agenda; vii. to proceed to the next business on the agenda; viii. to require a written report;
- ix. to appoint a Committee or Sub-Committee and their Members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest; xii. to not hear further from a Councillor or a Member of the public; xiii. to exclude a Councillor or member of the public for disorderly conduct; xiv. to temporarily suspend the meeting;
- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements); xvi. to adjourn the meeting; or xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

See also Standing Order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e A Member of the Council may for purposes of their duty as such Member, but not otherwise, inspect any document which has been considered by a Committee or Sub-Committee or by the Council. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which they are professionally interested or in which they have any Disclosable Pecuniary Interest. This Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal

proceedings would be protected by privilege arising from the relationship of solicitor and client.

## 12. UNCONFIRMED MINUTES

- Full Council meetings • Committee meetings •
- Sub-Committee meetings •
- a If the unconfirmed minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
  - b There shall be no discussion about the unconfirmed minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the unconfirmed minutes shall be moved in accordance with Standing Order 10(a)(i).
  - c The accuracy of unconfirmed minutes, including any amendment(s) made to them, shall be confirmed by Resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
  - d **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish unconfirmed minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.** The Council has resolved to do this.
  - e Subject to the publication of unconfirmed minutes in accordance with Standing Order 12(d) and Standing Order 20(a) and following a Resolution which confirms the accuracy of the minutes of a meeting, the unconfirmed minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3(x).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a Disclosable Pecuniary Interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the Disclosable Pecuniary Interest or other Interest to which the request for the dispensation relates; ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or** iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him, based on the**

recommendations of the Monitoring Officer or District Council's Standards Committee. **Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff Member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee;**
    - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**
  - ii. Subject to Standing Order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 3 day before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;** iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;** vi. hold acceptance of office forms from Councillors;
  - vii. hold and make available for inspection, a copy of every Councillor's register of interests and to forward a copy, and any changes to it, to the Monitoring Officer and appropriate publication on the Town Council's website;
  - viii. assist with responding to requests made under current Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer should one be appointed in future.;
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a Resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the

- requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980); xii. arrange for legal deeds to be executed (see also Standing Order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- xiv. The Clerk shall also have the authority and duties given to them under any Scheme of Delegation.
- xv. In the case of genuine urgency, the Clerk has delegated authority to take action to resolve or alleviate the situation, within the legal authority and resources of the Authority, after consultation with the Mayor and Deputy Mayor or in their absence any TWO Committee Chairs.
- xvi. manage access to information about the Council via the Publication Scheme; and
- xvii. to sign notices or other documents on behalf of the Council; retain custody of the seal of the Council (if there is one) which shall not be used without a Resolution to that effect (see also Standing Order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.
- b The duties of the RFO shall be set out in the Financial Regulations.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in Standing Orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s Financial Regulations.
- c The Responsible Financial Officer shall publish each month a statement to summarise:
  - i. the Council’s income and expenditure for each month;
  - ii. the Council’s aggregate income and expenditure for the year to date; iii. the balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council’s income and expenditure for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council income and expenditure for the year to 31 March. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by Policy and Resources Committee on the advice of the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls; ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£60,000 including VAT** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. ~~The tender process for contracts for the supply of goods, materials, services or the execution of works shall be carried out in accordance with the Council's Financial Regulations and Standing Orders for Contracts.~~ Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds referred to in Standing Order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).~~

Where the value of a contract is likely to exceed the threshold specified by the ~~Office of Government Commerce~~ from time to time, the Council must consider whether the ~~Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of these Regulations apply, the Council must comply with procurement rules~~ contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Joint Consultative Sub-Committee (Staffing) is subject to Standing Order 11.
- b Any annual review of the pay and conditions of service of existing employees shall be undertaken by the Joint Consultative Sub-Committee (Staffing) in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.
- c If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(d).
- f The Council will set out its employment policies in its Employee Handbook and will bring them to the attention of staff. Delegation in respect of administering these will be included in Terms of Reference and Delegation.

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

See also Standing Order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a Resolution.
- b **Subject to Standing Order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of TWO Councillors who shall sign the deed as witnesses.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of Arun District Council and the division Councillor of the West Sussex County Council representing the area of the Town Council.

- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no Councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii issue orders, instructions or directions; or
  - iii respond to official correspondence on behalf of the Council (unless specifically authorised by Council). All such correspondence must, at all times, be sent out by the Officers of the Council.
- b No individual Member of the Council shall require the compilation of any information by Officers of the Council, or give instructions to any Officer or worker, except in so far as the Mayor or Committee Chair is entitled to instruct the Town Clerk to include any item on a Council or Committee agenda pertinent to the work of the Council or Committee as appropriate and subject to such request conforming in all other respects with these Standing Orders.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements (**in bold**) may be suspended by Resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or change or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least TWO Councillors to be given to the Proper Officer in accordance with Standing Order 9. No Standing Order may be changed unless so resolved by at least TWO THIRDS of the Members of the Council present at the meeting.
- c Whenever the Standing Orders are reviewed by Council, they shall be the subject of an advance report by the Proper Officer, clearly indicating the proposed changes.
- d The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- e The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

## **27. COMPLAINTS PROCEDURE**

- a The Council shall deal with complaints made against it or against any Officer or Member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

## **28. MOBILE PHONES**

a Mobile phones must be switched off or on to “silent” mode at all times during meetings of Council, Committees, Sub-Committees and Working Groups. The only exception to this is where due to wholly exceptional circumstances the Chair has agreed prior to the meeting that the mobile phone might be left on.

## **29. ANNUAL TOWN MEETING OF ELECTORS**

- a The Council will facilitate the Annual Town Meeting of Electors, to be held between the 1<sup>st</sup> March and 1<sup>st</sup> June (both inclusive), each year.
- b The Council will fix the day and time of the Annual Town Meeting of Electors but it must not commence earlier than 6pm.
- c At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e The Council Chair, if present presides at the Annual Town Meeting of Electors or their absence the Vice-Chair. If neither are present, the meeting elects a Chair from the local government electors for the Parish who are present.

## **30. PRAYERS AT COUNCIL MEETINGS**

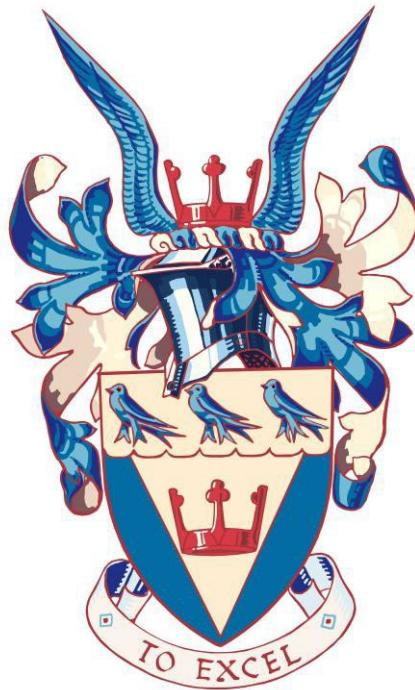
- a If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.
- b If the Council is not eligible to adopt the General Power of Competence, prayers may take place before commencement of the meeting if the Council wishes, but Members cannot be summoned to attend.

## **31. CANDIDATES**

- a If a candidate for any appointment under the Council is to their knowledge related to any Member of or the holder of any office under the Council, they and person to whom they are related shall disclose the relationship in writing to the Clerk. The Clerk shall report to the Council or to the appropriate Committee any such disclosure. Canvassing of any Member (s) or officers will lead to automatic disqualification.
- b This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- c The Clerk shall make known the purport of Standing Order 31(a) to every candidate and tenderer.

## **32. INTERESTS OF OFFICERS IN CONTRACTS**

- a The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1972, of a Disclosable Pecuniary Interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.
- b The recording of a Disclosable Pecuniary Interest shall also apply in respect of the spouse of the Officer.



# **BOGNOR REGIS TOWN COUNCIL**

## **STANDING ORDERS FOR CONTRACTS**

**Adopted by the Council at its Meeting held on 5<sup>th</sup> September 2022  
and amended on 28<sup>th</sup> October 2024 (Min. 95.1 refers)**

## BOGNOR REGIS TOWN COUNCIL

### **STANDING ORDERS FOR CONTRACTS**

These Standing Orders for Contracts were adopted by Council on 5<sup>th</sup> September 2022 and amended on 28<sup>th</sup> October 2024 to align with the substantially revised Financial Regulations. They supplement the Council's main Standing Orders and Financial Regulations.

#### **1. GENERAL**

1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders should be read in conjunction with the Council's Procurement Policy and Financial Regulations applying at the time.

1.2 Contracts are an important part of the Council's purchasing procedures, used for the larger procurements. "Procurement" is the process by which they award contracts to third parties (frequently individuals or companies) to provide goods, services or to undertake works. A procurement process is designed to source the most suitable contractors based on factors such as cost and their knowledge, experience, quality, capability, and financial standing as well as giving fair access to public contracts. A procurement exercise by a local council is subject to the requirements in **The Procurement Act 2023 and The Procurement Regulations 2024 ("the Legislation")**.

1.3 These Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not usually be above the current market value as determined by the Council's appointed valuer and sales of land should not usually be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

1.4 Subject to Rule 1.3 every contract made by or on behalf of the Council shall comply with

- 1.3.1 these Standing Orders for Contracts
- 1.3.2 the Council's Financial Regulations
- 1.3.3 the Council's Standing Orders
- 1.3.4 all relevant statutory provisions.
- 1.3.5 any direction by the Council, committees, sub-committees having appropriate delegated authority.

1.5 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:

- 1.4.1 the Council so resolves
- 1.4.2 statute or subordinate legislation prescribes otherwise

1.6 Certain public contracts are exempted from the requirements of "the Legislation". Examples are contracts for the acquisition of land and buildings, legal services, bank services, a contract with an incorporated body, controlled by a local authority, where more than 80 % of the body's activities are controlled by the local authority and there is no private sector ownership of the body, (with certain exceptions); and a contract between two or more local authorities who come together to provide a public service. These should always be checked closely with "the Legislation".

#### **2. DELEGATED AUTHORITY TO ENTER INTO CONTRACTS**

2.1 The Town Clerk shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the principle and budget have been approved by Council.

2.2 The Town Clerk or Responsible Financial Officer (RFO), if different, have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. **ORDERS FOR WORK, GOODS & SERVICES UPTO £5000**  
3.1 Orders for work, goods and services up to the value of £5000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.

3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4 **LOWER VALUE CONTRACTS**  
4.1 Tenders need not be invited for contracts estimated to have a value of £60,000 including VAT or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations (i.e. value £5,000-£60,000), however advertising required by "the Legislation" still applies above £30,000 including VAT.

4.2 The Council's Procurement Policy states that in all contracts for goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.

4.3 Three quotations need not be invited in circumstances set out in regulation 5.12 of the Financial Regulations (strive for 3 estimates for value below £5,000) or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.

4.4 The Financial Regulation 5.22 refers to the requirements of the Public Services (Social Value) Act 2012 **and the Public Contracts Regulations 2015**.

5 **APPLICATION OF THE PUBLIC CONTRACTS REGULATIONS & TENDER REQUIREMENTS**  
5.1 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by **The Public Contracts Regulations 2015 ("the Regulations")** "the Legislation" which is valued at £30,000 including VAT or more, the council shall comply with the relevant requirements of "the **Regulations** **Legislation**".  
5.2 All contracts over £30,000 but below the threshold (public service or supply contract currently over £214,904 or public works contract over £5,373,609 both including VAT) must be advertised on **Contract Finder** **Find a Tender** as well as any other advertisements placed, including the Council's website. These thresholds are the total value over the period of the contract.  
5.3 As a result of Brexit, the UK Government must now ensure procurement thresholds are aligned with the World Trade Organisation's thresholds. One of the most notable impacts of this change is that contract value estimations must now be inclusive of VAT. Under previous EU rules, procurement thresholds were net of VAT.  
5.4 All contracts above the threshold in 5.2 must follow the more complex procedure of "the **Regulations** **Legislation**" including advertising on the Government website **Find a Tender**.  
5.5 The full requirements of "the **Regulations** **Legislation**", as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in "the **Regulations** **Legislation**" which may change from time to time.  
5.6 Where a council publishes information on **Contracts Finder**/**Find a Tender**, it must — (a) by means of the internet, offer unrestricted and full direct access free of charge to any relevant contract documents; and (b) specify in the information published on **Contracts Finder**/**Find a Tender** the internet address at which those documents are accessible; **A council may advertise the contract**

opportunity on the “Contracts Finder” website when it does not advertise the contract opportunity elsewhere.

5.7 Subject to additional requirements in the financial regulations of the Council and of “the **Regulations Legislation**” for contracts valued above the thresholds in 5.2, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk;
- v. tenders shall be opened by the Town Clerk in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

5.8 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

## 6 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority, in such trade journals as the Town Clerk considers appropriate, on the Council’s website and in accordance with “the **Regulations Legislation**”, stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 31 & 32.

## 7 AD HOC APPROVED LIST

7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders. If this approach is considered a framework agreement under “the **Regulations Legislation**” further advertising is unlikely to be required.

## 8 STANDING APPROVED LIST

8.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work’

8.2 The list shall be compiled in the following manner:

- 8.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal, on the Council’s website and in accordance with “the **Regulations Legislation**”.
- 8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- 8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding three years.

8.3 If this approach is considered a framework agreement under “the **Regulations Legislation**” further advertising is unlikely to be required.

9. **APPROVED LIST OF ANOTHER AUTHORITY**  
9.1 Tenders shall be invited from persons included in a list approved by a Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work. If this approach is considered a framework agreement under “the **Regulations Legislation**” further advertising is unlikely to be required.

10 **ESTABLISHED PROCUREMENT SPECIALIST**  
10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11 **CONTRACTS EXCEEDING THE THRESHOLDS** (see 5.2)  
11.1 Contracts exceeding the thresholds are detailed and complex. It is likely that the Council will require technical and or legal advice from those who specialise in public procurement.

11.2 Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure; and competitive procedure with negotiation. Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate.

11.3 There is a pre-qualification stage; • Councils will need to comply with the requirements in respect of tenders; Contracts should be awarded on the “most economically advantageous tender Contracts can be varied without going through a new procurement exercise in specified situations.

12 **SELECTION OF TENDERERS OR INVITEES**  
12.1 The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Policy & Resources. Advice should be taken from any procurement specialist who has been engaged.

12.2 The Council cannot include a pre-qualification stage under “the **Regulations Legislation**” for the “light touch” requirements below the thresholds. A “pre-qualification stage” is defined as “a stage in the procurement process during which the contracting authority assesses the suitability of candidates to perform a public contract for the purpose of reducing the number of candidates to a smaller number who are to proceed to a later stage of the process.” A council may however ask tenderers to answer “suitability assessment question” which is defined as relating “to information or evidence which the contracting authority requires for the purpose of assessing whether candidates meet requirements or minimum standards of suitability, capability, legal status or financial standing” if the questions are relevant to the subject-matter of the procurement; and proportionate.

12.3 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition and not disadvantage small enterprises or new entrants to the sector. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that completion will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken into account. Construction processes which are taking forward the Government Construction Strategy may also be used.

13 **FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS**  
13.1 All tenders shall be required to be submitted on a Form of Tender which complies with “the **Regulations Legislation**” where applicable and is approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

13.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

13.3 Every tender shall be addressed to the Town Clerk and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1).

13.4 Where the RFO intends to undertake a financial check on all or the preferred tenderer, this must be stated in the tender documents.

13.5 Where an evaluation model is to be used (price and quality), this must be disclosed and described in the tender documents.

13.6 Councils must ensure that contracts contain suitable provisions stating that valid undisputed invoices will be paid by within 30 days. Public contracts must also contain a condition requiring contractors to include similar provisions in their contracts, and so on down the supply chain.

#### **14 EXTENSION OF TIME**

14.1 Subject to compliance with "the **Regulations** **Legislation**", where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received, may be extended after giving notice of such extension of time in the following manner: -

14.1.1 **Open competitive tenders** - in accordance with Standing Order 6.

14.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.

14.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.

#### **15 OPENING OF TENDERS**

15.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Town Clerk or other nominated officer in the presence of two Members of Council. (See also 10.1)

15.2 The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:

15.2.1 the last date and time for the receipt of tenders

15.2.2 the date and time the tender was actually received

15.2.3 the name of the tenderer and the amount of the tender

15.2.4 the date and time they were opened and by whom.

15.2.5 the signature of the officer to whom the tenders were handed after opening.

15.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

15.4 Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15.5 When a contract is awarded, the council, must publish on Find a Tender, required information on the successful tenderer. A council may withhold certain information where its release would impede law enforcement or would otherwise be contrary to the public interest, would prejudice the legitimate commercial interests of a particular economic operator, whether public or private, or might prejudice fair competition between economic operators.

#### **16 LATE TENDERS**

16.1 Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

17

17.1

**ALTERATIONS TO TENDERS** Any alteration to a tender, this tenderer shall not be bound to the terms and conditions and given

an opportunity of confirming, correcting or withdrawing the offer.

## **18 ACCEPTANCE OF TENDERS**

18.1 In accepting a tender, consideration will be given to price and quality (but see 11.3). A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

18.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit, subject to "the **Regulations Legislation**".

## **19 CONTRACTS TO BE IN WRITING**

19.1 Every contract which exceeds £5,000 excluding VAT shall be in writing in a form approved by the Town Clerk.

19.2 Every contract shall specify, amongst other things:

- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
- 18.2.2 the price to be paid with a statement of discount or other deductions
- 18.2.3 where applicable, the time or times that the contract is to be performed
- 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.

19.3 The Town Clerk shall sign every contract not required to be made under seal on behalf of the Council.

19.4 The Town Clerk or his/her nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.

19.5 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or sub-committee of the Council pursuant to Standing Orders and being in value of amount less than £5,000 shall be entered into on behalf of the Council by the Town Clerk by issuing an official order only.

## **20 ASSIGNMENT**

20.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

"The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited"

## **21 LIQUIDATED DAMAGES**

21.1 Every contract that exceeds £50,000 excluding VAT shall, subject to "the **Regulations Legislation**" where considered appropriate by the Town Clerk, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

## **22 PERFORMANCE BONDS**

22.1 Where a contract is estimated to exceed £150,000 excluding VAT in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Policy & Resources Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract, subject to compliance with "the **Regulations Legislation**".

## **23 RETENTION**

23.1 Works contracts, which are estimated to exceed £50,000 excluding VAT in value, will be

subject to a defects period. The Council will, subject to compliance with "the **Regulations Legislation**", retain a percentage of the monies due to the contractor for a period that the Town Clerk deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

**24 CANCELLATION**

24.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

24.2 A notice issued under this standing order shall contain a statement of the effect of main Standing Orders 31 & 32

**25 NOMINATED SUB-CONTRACTORS**

25.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.

25.2 Where the estimated amount of a sub-contract exceeds £40,000 excluding VAT then, unless the Town Clerk certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

25.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

**26 ENGAGEMENT OF CONSULTANTS**

26.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 17 – UPDATES TO: - TIME OFF IN LIEU (TOIL) POLICY;  
HARASSMENT AND BULLYING POLICY

REPORT BY THE DEPUTY CLERK

FOR DECISION

A review of the following policies and Council documents has been undertaken, and the following are now presented to the Committee for approval and recommendation to Council: -

Time Off in Lieu (TOIL) Policy – Appendix 1

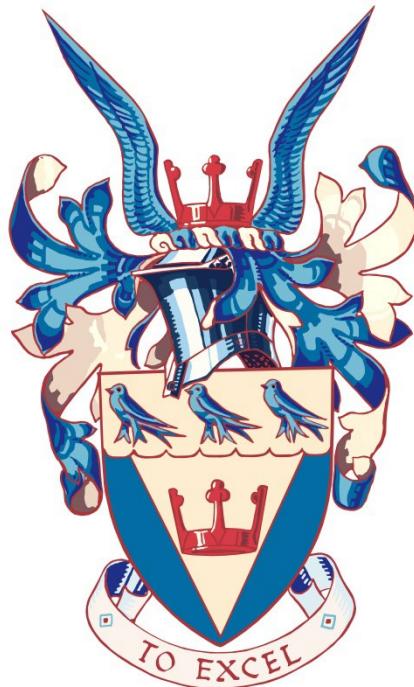
The recommended changes are highlighted.

Harassment and Bullying Policy - Appendix 2

The recommended changes are highlighted. The policy has been updated following recent legislative changes, with advice from external HR and legal services.

DECISION

Do Members AGREE to RECOMMEND to Council the Adoption of the Policies as attached to this report as Appendices 1 and 2, subject to any alterations or amendments agreed at this meeting?



# **BOGNOR REGIS TOWN COUNCIL**

## **OVERTIME AND TIME OFF IN LIEU**

### **POLICY AND GUIDANCE**

**Adopted by the Council at its Meeting held on 7<sup>th</sup> March 2016**

## **1. INTRODUCTION**

Bognor Regis Town Council recognises that, on occasion, employees will be required to work outside their normal working hours. As an employer, we are required to protect the health and safety of our employees by ensuring that they do not work excessive hours, and that any additional hours are agreed in advance and monitored appropriately. Line managers are required to manage overtime when applicable and TOIL accrued by their staff ensuring that the latter is taken at times that minimise disruption to service provision.

## **2. SCOPE OF GUIDANCE**

The guidance applies to all staff employed by Bognor Regis Town Council.

## **3. DEFINITION**

### **OVERTIME;**

Overtime relates to the time worked beyond normal hours. However the Council's Town Force employees are the only staff contractually entitled to receive overtime payments whereas all other staff are contractually entitled to Time of in Lieu (TOIL)

Overtime is payable when a Town Force employee has worked beyond 40 hours Monday to Friday and the rate it is paid at is detailed in either the employee's contract of employment or the handbook.

The appropriate line manager, who has delegated responsibility for agreeing overtime, must authorise all overtime in advance and confirm with the employee.

Overtime must be claimed using the appropriate Timesheets provided.

### **TOIL;**

Time of in lieu (TOIL) is defined as time off granted with pay to compensate for additional hours worked out of normal working hours. Managers should ensure that TOIL is used only occasionally to deal with fluctuations in workload.

### **Town Force**

TOIL is applied to Town Force when Monday to Friday working hours are between 37 and 40 hours beyond which such staff are entitled to overtime payments as detailed above.

### **All Bognor Regis staff other than Town Force**

All other staff other than Town Force may accumulate toil for all extra hours worked subject to the following conditions: -

Accrued TOIL for any staff must be used within 4 weeks of accrual or otherwise it will be lost. Employees are entitled to 'bank' up to 15 hours to be used by the end of the holiday year. These will be referred to as controlled hours. These controlled hours cannot be carried forward into the following annual leave year carried over to the following month.

The cap on accruing only 15 hours TOIL and the timeline in which TOIL must be taken does not apply to the Town Force team and to the Council's Events Team employees between the months of June and September. In order to take account of service requirements relating to regular essential seasonal maintenance work and other seasonal issues, relevant employees can accrue TOIL to be taken within 8 weeks of the last day of September. During this period, TOIL can be accrued without the 4 week limit in which to take it but is capped at 12 normal time extra hours per week.

The conditions relating to TOIL contained within this policy document will not change the existing terms and conditions of current staff contracts. However, staff will be required to comply with the policy its requirements and conditions.

#### **4. MANAGEMENT OF OVERTIME/TOIL**

1. Whenever possible Managers should ensure that the working of overtime or TOIL is on a short term or temporary basis or driven by the urgent needs of the Service.
2. Alternatives should always be considered before any request for overtime/TOIL is approved. Overtime/TOIL should not always be seen as the default option.
3. Other alternatives may include:
  - Appointing temporary or permanent employees.
  - Increasing the hours of part-time employees.
  - Introduction of alternative working arrangements/patterns.
4. The Town Clerk should be consulted for further guidance and advice on the most suitable alternative arrangement based upon the requirements of the Service.
5. All additional hours/overtime worked must be authorised in advance by the appropriate line manager.
6. If the employee wishes to take time off in lieu for the additional hours / overtime worked then this arrangement must also be authorised in advance by the line manager.

#### **5. ADDITIONAL HOURS**

Where a part-time employee works additional hours, these can be claimed as TOIL on an equivalent basis, subject to agreement with their line manager.

## **6. ENHANCEMENTS**

Where additional hours are worked on Saturdays lieu time will be given at the rate of one and one half of additional hours worked.

Where additional hours are worked on Sunday or a public holiday lieu time will be given at the rate of two hours for each hour worked.

When TOIL is undertaken over a period of time where more than one enhancement is applicable the highest rate of enhancement should be selected.

## **7. RECORDING OF TOIL**

All members of staff will record their daily hours worked on the record sheets provided. This will include details of hours worked in excess of normal working hours which will be recorded as excess hours on the record form including the reason for working the excess hours. Line managers will monitor the forms to ensure that in the case of Town Force Overtime is not accruing in excess of the Council's profiled budget for Overtime working. In addition to which managers will monitor all excess hours worked to ensure compliance with this policy.

Where staff take back time they will record this on the record sheets and in accordance with the Council's policy on taking leave which in all cases must be agreed with the line manager.

## **8. EXCEPTIONS**

In all cases the Town Clerk may agree the accumulation of TOIL hours outside of the policy in exceptional circumstances which would subsequently be reported to the Joint Consultative Sub-Committee (Staffing).

## **9. MISUSE**

The Overtime and TOIL guidance and its operation depend on mutual trust. Any employee who is found to have abused the schemes may have them withdrawn and may be subject to disciplinary action up to and including dismissal. Managers should refer to the [Disciplinary Policy](#) or contact Town Clerk for further guidance and advice.

For further advice and guidance on any of the above please contact the Town Clerk.



# **BOGNOR REGIS TOWN COUNCIL**

## **Harassment and Bullying POLICY**

**Adopted by the Council on XX 2025**

Bognor Regis Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

### Purpose

We are committed to providing a working environment free from harassment and bullying, which includes sexual harassment, and ensuring all staff are treated, and treat others, with dignity and respect. This includes harassment or bullying which occurs at work and out of the workplace, such as on business trips or at work-related events or social functions or on social media.

It covers harassment and bullying by staff (which may include consultants, contractors and agency workers) and also by third parties such as clients, customers, suppliers or visitors to our premises.

It also covers harassment and bullying by Councillors whilst elected Members of Bognor Regis Town Council.

In support of this objective, Bognor Regis Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#).

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

We have carried out an assessment to assess the risk of sexual harassment (including third party sexual harassment) and other different forms of harassment occurring in our workforce, including in different roles, the steps we could take to reduce those risks and which of those possible steps are reasonable. This risk assessment will be reviewed regularly.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

### Scope

This policy covers bullying and harassment of and by clerks and all employees and councillors engaged to work at Bognor Regis Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Bognor Regis Town Council this should be raised to their nominated contact,

manager, or the Chair of the Council, in the first instance. Should the complaint be about the Chair of the Council the complaint should be raised to the Council's **Joint Consultative Sub-Committee (Staffing)** **they should follow the process as set out in the Town Council's Complaints Procedure Policy.**

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying. Third-party harassment will not be tolerated, and the law requires employers to take reasonable steps to prevent sexual harassment by third-parties. Workers are encouraged to report third-party harassment and whilst an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claims.

Complaints about other employment matters will be managed under the Council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors. For example, to remedy a complaint and prevent it happening again, a customer may be warned about their behaviour, may be banned, and may be reported to the police for any criminal acts.

### The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Bognor Regis Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment. The law requires employers to take reasonable steps to prevent sexual harassment of their workers.

We expect all representatives of the council, including third-parties, to treat each other with respect and uphold the values of the Code of Conduct, Civility & Respect Pledge, **Equality Policy**, Equality, Diversity & Inclusion Policy, and all other policies and procedures set by the Council. We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not

be treated less favourably as a result. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

## What is harassment?

Harassment is any unwanted physical, verbal or non-verbal **conduct** that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. Harassment can occur whether or not it is intended to be offensive, as it is the effect on the victim which is important, not whether or not the perpetrator intended to harass them. Harassment or bullying is unacceptable even if it is unintentional.

Unlawful harassment may involve **conduct**:

- **related to a protected characteristic** of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation;
- of a sexual nature (**sexual harassment**); or
- of **treating someone less favourably because they have submitted, or refused to submit to, sexual harassment or harassment related to sex or gender reassignment** e.g. where a manager gives a junior employee a poor performance review because they rejected the manager's sexual advances.

Harassment is unacceptable even if it does not fall within any of these categories.

Harassment may include (this is a non-exhaustive list), for example:

- a. racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group, religion or belief, or gender;
- b. disclosing or threatening to disclose someone's sexual orientation or gender identity against their wishes;
- c. offensive e-mails, text messages or social media content; or
- d. mocking, mimicking or belittling a person's disability.

Sexual harassment does not need to be sexually motivated; it only needs to be sexual in nature and may include (this is a non-exhaustive list), for example:

- a. unwanted physical conduct or "horseplay", including touching, pinching, pushing and grabbing;
- b. continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome;
- c. sending or displaying material that is pornographic or that some people may find offensive (including emails, text messages, video clips and images sent by mobile phone or posted on the internet);
- d. unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless);
- e. intrusive questions about a person's private or sex life or a person discussing their own sex life; or
- f. sending sexually explicit e-mails or text messages or sexual posts/contact on social media.

A person may be harassed even if they were not the intended "target". For example, a person may be harassed by racist jokes about a different ethnic group if the jokes create an offensive

environment; or sexually harassed by pornographic images displayed on a colleague's computer in the workplace.

### **What is victimisation?**

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- a. Bringing proceedings under the Equality Act 2010.
- b. Giving evidence or information in connection with proceedings under the Equality Act 2010.
- c. Doing any other thing for the purposes of or in connection with the Equality Act 2010.
- d. Alleging that a person has contravened the Equality Act 2010.

Victimisation may include (this is a non-exhaustive list), for example:

- a. Denying someone an opportunity because it is suspected that they intend to make a complaint about harassment/sexual harassment.
- b. Excluding someone because they have raised a grievance about harassment/sexual harassment.
- c. Failing to promote someone because they accompanied another staff member to a grievance meeting.
- d. Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

### **Harassment/sexual harassment and victimisation are unlawful and will not be tolerated.**

The law requires employers to take reasonable steps to prevent sexual harassment of workers in the course of their employment. All staff are encouraged to report any harassment/sexual harassment or victimisation they are a victim of, or witness, in accordance with this policy. Harassment/sexual harassment or victimisation may lead to disciplinary action up to and including dismissal without notice if they are committed:

- a. In a work situation.
- b. During any situation related to work, such as at a social event with colleagues.
- c. Against a colleague or other person connected to us outside of a work situation, including on social media.
- d. Against anyone outside of a work situation where the incident is relevant to your suitability to carry out your role.

We will take into account any aggravating factors, such as abuse of power over a more junior colleague, when deciding the appropriate disciplinary action to take.

If any harassment/sexual harassment or victimisation of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include updating relevant policies, providing further staff training and taking disciplinary action against the perpetrator.

### **What is third-party harassment?**

Third-party harassment occurs where a person is harassed/sexually harassed by someone who does not work for, and who is not an agent of, the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, derogatory comments about a person's age, disability, pregnancy, colour, religion or belief, sex or sexual orientation, or unwelcome sexual advances, from a client, customer, supplier or visitor visiting the employer's premises, or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.

While an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claim and will not be tolerated. The law requires employers to take reasonable steps to prevent sexual harassment by third parties. All staff are encouraged

to report any third-party harassment they are a victim of, or witness, in accordance with this policy. Any harassment by a member of staff against a third-party may lead to disciplinary action up to and including dismissal.

We will take active steps to try to prevent third-party harassment of staff. Actions may include: warning notices to customers/third parties or recorded messages at the beginning of telephone calls; information in terms and conditions; providing regular training for managers and staff to raise awareness of rights related to sexual harassment and of this policy; provide specific training for managers to support them in dealing with complaints; take steps to minimise occasions where staff work alone; where possible ensure that lone workers have additional support; carry out a risk assessment when planning events attended by clients/customers and/or suppliers. If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. Action may include warning the harasser about their behaviour, banning them from our premises, reporting any criminal acts to the police, and sharing information with other branches of the business.

### **What is bullying?**

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include (this is a non-exhaustive list), for example:

- a. physical or psychological threats;
- b. overbearing and intimidating levels of supervision;
- c. inappropriate derogatory remarks about someone's performance.

However, legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

### **If you are being harassed/sexually harassed/victimised/bullied**

If you are being harassed/sexually harassed/victimised/bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your line manager (or another manager where it concerns them), the Deputy Clerk or the Clerk who can provide confidential advice and assistance in resolving the issue informally or formally. If informal steps are not appropriate, or have not been successful, you should raise the matter formally under our **Grievance Procedure** and it will be dealt with under that procedure, taking into account the below.

We will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship and/or to provide protection between you and between other staff and the person accused during the investigation

If the harasser or bully is a third party such as a customer, supplier or other visitor, we will consider what action may be appropriate to protect you and other staff pending the outcome of the investigation, bearing in mind the reasonable needs of the business and the rights of that person. Where appropriate, we will attempt to discuss the matter with the third party.

Once the investigation is complete, we will inform you of our decision. If we consider that there is a case to answer and the harasser or bully is an employee, the matter will be dealt with under the Disciplinary Procedure as a case of possible misconduct or gross misconduct. The outcome of our investigation may be put on hold while disciplinary action is taken. Where the disciplinary outcome is that harassment/sexual harassment/victimisation/bullying occurred, prompt action will be taken to address it. We will also consider what additional measures need to be taken to prevent future sexual harassment of staff.

Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

### **Protection and support for those involved**

Staff who make complaints, report that they have witnessed wrongdoing, or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our Disciplinary Procedure.

We will review this policy regularly and monitor its effectiveness. This will include monitoring the treatment and outcomes of any complaints of harassment, sexual harassment or victimisation we receive to ensure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved, and workforce training is targeted where needed.

Support and guidance can also be obtained from the following external services:

- a. The Equality Advisory and Support Service ([www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)).
- b. Protect ([www.protect-advice.org.uk](http://www.protect-advice.org.uk)).
- c. Victim support ([www.victimsupport.org.uk](http://www.victimsupport.org.uk)).
- d. Rights of women (England and Wales) ([www.rightsofwomen.org.uk](http://www.rightsofwomen.org.uk)).

### **Record-keeping**

Information about a complaint by or about a staff member may be placed on their personnel file, along with a record of the outcome and of any notes or other documents compiled during the process. These will be processed in accordance with our Data Protection Policy.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 18 - TO RECEIVE QUOTATIONS FOR A NEW  
PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

The Council's current contract for the photocopier/scanner in the main office is due for renewal in the coming months.

To demonstrate financial prudence, a re-tendering process has been undertaken with quotations invited from 2 other providers, as well as from the current provider.

The costs are based on the following requirements, which continue to meet officer needs: -

- \* 55 page per minute colour photocopier, D/feeder, 4 large paper trays, full network print, copy and scanning to Windows and Mac, 2400 x 1200 dpi quality
- \* 1 x professional booklet maker
- \* Estimated copies per quarter: 3500 colour, 6000 black and white
- \* Quarterly payments
- \* Full on-site support, toners, parts, call outs and labour included in charge
- \* Fixed, 4-year and 5-year agreements, to provide a comparison, with the option of a 3-year agreement to retain the current machine (Company A)

Quotations have been received and may be summarised as follows: -

	Machine	3-year per quarter charge (excl. VAT)	4-year per quarter charge (excl. VAT)	5-year per quarter charge (excl. VAT)	Per colour copy (excl. VAT)	Per black & white copy (excl. VAT)
Company A (current provider)	Xerox Altalink C8055 (to keep current machine)	£240.00			3.0 pence	0.5 pence
	Xerox Altalink C8155 (nearly new)		£350.00	£195.00	2.9 pence	0.29 pence
Company B	Fujifilm Apeos C5570 (brand new)		£480.00	£363.00	2.1 pence	0.25 pence
Company C	Xerox Altalink C8255		£362.43	£301.54	2.2 pence	0.22 pence

Specification Sheets for each machine are attached as Appendix 1 with the relevant machine highlighted.

All suppliers can install software to take automatic meter readings, billable monthly, which include provision of toners and consumables, toner replenishment, all parts and same-day servicing. This is in addition to the quarterly payments for the service agreement.

Members may find it useful to note that the current photocopier machine (Xerox Altalink C8055) has to date used less than 20% of its capacity, meaning it is 'more than capable' of lasting well-beyond its current service agreement.

The current supplier has therefore suggested it may be cost beneficial to consider renewing the lease of this machine, on a 3-year deal (to reflect the age and life-expectancy remaining), at a reduced cost of £240 plus VAT per quarter. This is a saving of over 30% on current payments, and as extra insurance in case of total failure within the 3-year period, the company would service exchange the device at no cost to the Council.

It is therefore Officer recommendation that the services of the current leasing company are retained, along with the current photocopier.

#### DECISION

Do Members AGREE with Officer recommendation that the services of the current leasing company are retained, along with the current photocopier, on a new 3-year agreement?

# Xerox® AltaLink C8030/C8035/C8045/C8055/C8070

## Color Multifunction Printer

ConnectKey®  
Technology

DEVICE SPECIFICATIONS	AltaLink® C8030	AltaLink® C8035	AltaLink® C8045	AltaLink® C8055	AltaLink® C8070	
Speed (Color/Black-and-White)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 50/55 ppm	Up to 70/70 ppm	
Monthly Duty Cycle*	Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages	
Hard Drive/Processor/Memory	Minimum 250 GB HDD/Intel® Atom™ Quad Core 1.91 GHz/2 MB Cache/8 GB system memory					
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, Wi-Fi Direct® with optional Xerox® USB Wireless Adapter, NFC Tap-to-Pair					
Optional Controller	Xerox® EX-c C8000 Print Server Powered by Fiery®					
<b>Copy and Print</b>	<b>Copy Resolution:</b> Up to 600 x 600 dpi; <b>Print Resolution:</b> Up to 1200 x 2400 dpi					
First-Copy-Out Time (as fast as) (from platen/warmed-up state)	8.1 seconds color/6.7 seconds black-and-white		7.8 seconds color/6.4 seconds black-and-white	7.2 seconds color/5.7 seconds black-and-white	5.2 seconds color/4.9 seconds black-and-white	
First-Print-Out Time (as fast as)	6.5 seconds color/5.3 seconds black-and-white	6.4 seconds color/5.2 seconds black-and-white	6.5 seconds color/5.3 seconds black-and-white	6.0 seconds color/4.7 seconds black-and-white	4.7 seconds color/4.0 seconds black-and-white	
Page Description Languages	Adobe® PostScript® 3™, Adobe PDF version 1.7, PCL® 5c/PCL 6, Optional XML Paper Specification (XPS)					
<b>Paper Input</b>	Standard	Single-Pass Duplex Automatic Document Feeder: 130 sheets; Speed: up to 130 ipm (duplex); Sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 19 in./89 x 98 mm to 320 x 483 mm (SEF) Tray 1: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF) Tray 2: 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF)				
	Choose One	Four Tray Module (Trays 3 and 4 — available with C8030/C8035): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 to 12 x 18 in./140 x 182 mm to SRA3 (SEF) High Capacity Tandem Tray Module: 2,000 sheets; One 867-sheet paper tray and one 1,133-sheet paper tray; Sizes: 8.5 x 11 in./A4				
	Optional	High-Capacity Feeder (HCF): 2,000 sheets; Size 8.5 x 11 in./A4 long edge feed Envelope Tray (replaces Tray 1): Up to 60 envelopes: #10 Commercial, Monarch, DL, C5				
<b>Paper Output/Finishing</b>	Standard	Dual Offset Catch Tray (standard when finishers are not attached): 250 sheets each; Face-up Tray: 100 sheets				
	Optional	Integrated Office Finisher (Available with C8030/C8035): 500-sheet stacker, 50 sheets stapled, single-position stapling Office Finisher LX (Available with C8030/C8035/C8045/C8055): 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) BR Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching BR Booklet Maker Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding C-Fold/Z-Fold Unit: Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler: 50-sheet stapling (based on 80 gsm), includes Work Surface				
<b>INTUITIVE USER EXPERIENCE</b>						
Customize	Site, Function or Workflow Customization with Xerox® App Gallery Apps					
Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Xerox® Mobile Express Driver®, Application Defaults, Xerox® Pull Print Driver					
Xerox® Embedded Web Server	PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog					
Remote Console/Preview	Remote Control Panel					
Print Features	Print from USB, Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode					
Scan and Fax	Scan to USB/Email/Network (FTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or three-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR)					
<b>MOBILE AND CLOUD READY</b>						
Mobile Connectivity	Apple® AirPrint®, Google Cloud Print™ Ready, Xerox® Print Service Plug-in for Android™, Mopria® Print Service Plug-in for Android, NFC, Wi-Fi Direct Printing, Xerox® Print Service Plug-in for Android™					
Mobile Printing	Xerox® @printbyXerox App, See more at <a href="http://xerox.com/MobileSolutions">xerox.com/MobileSolutions</a> ; <b>Optional:</b> Xerox® Workplace Cloud/Suite Mobile Print Solution. Learn more at <a href="http://xerox.com/MobilePrintApp">xerox.com/MobilePrintApp</a> .					
Cloud Connectivity	Xerox App Gallery: <b>Optional:</b> Connect for Salesforce, Connect for Google Drive™, Connect for OneDrive®, Connect for DropBox™, Connect for Office 365™, Connect for Box® and more at <a href="http://xerox.com/CloudConnectorApps">xerox.com/CloudConnectorApps</a> .					
<b>BENCHMARK SECURITY</b>						
Network Security	IPSec, HTTPS, SFTP and Encrypted Email, McAfee® ePolicy Orchestrator®, Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, SSL, TLS, Security Certificates, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through McAfee DXL/Cisco pxGrid integration					
Device Access	User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog; <b>Optional:</b> Smart Card Enablement Kit (CAC/PIV/.NET), Xerox® Integrated RFID Card Reader E1.0, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at <a href="http://xerox.com/WorkplaceSolutions">xerox.com/WorkplaceSolutions</a> .)					
Data Protection	Encrypted Hard Disk (AES 256-bit, FIPS 140-2, Validated) and Image Overwrite, McAfee Embedded Control Whitelisting, McAfee Integrity Control (optional), Firmware Verification, Job Level Encryption via HTTPS and Drivers, Xerox® Workplace Cloud/Suite Content Security					
Document Security	Common Criteria Certification (ISO 15408), Encrypted Secure Print, FIPS Encrypted Print Drivers					
<b>ENABLES NEXT GENERATION SERVICES</b>						
Print Management	Xerox® Standard Accounting; <b>Optional:</b> Xerox® Workplace Cloud/Suite, Nuance Equitrac, Ysoft SafeQ, PaperCut and more at <a href="http://xerox.com/PrintManagement">xerox.com/PrintManagement</a> .					
Fleet / Device Management	Xerox® Device Manager, Xerox® CentreWare® Web, Xerox® Support Assistance, Automated Meter Read, Managed Print Services Tools, Configuration Cloning, Fleet Orchestrator					
Sustainability	Cisco EnergyWise®, Print User ID on Margins, Earth Smart Print Settings					
<b>GATEWAY TO NEW POSSIBILITIES</b>						
Xerox App Gallery	Go to <a href="http://xerox.com/AppGallery">xerox.com/AppGallery</a> to learn how you can expand the capabilities of your MFP and work in new ways with dedicated apps for business, education, healthcare and more. Available apps include Xerox® Easy Translator, Forms Manager, Connect to Concur, Remark Test Grading and Share Patient Information.					

\* Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

For more detailed specifications, including the latest certifications, go to [www.xerox.com/AltalinkC8000Specs](http://www.xerox.com/AltalinkC8000Specs).

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**xerox**™

# Xerox® AltaLink® C8130/C8135/C8145/C8155/C8170

## Color Multifunction Printer

ConnectKey®  
Technology

DEVICE SPECIFICATIONS	ALTALINK® C8130	ALTALINK® C8135	ALTALINK® C8145	ALTALINK® C8155	ALTALINK® C8170
Speed (Color/Black-and-White)	Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 55/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle <sup>1</sup>	Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory	Minimum 128 GB SSD; <b>Optional:</b> 500GB HDD / INTEL ATOM Quad Core, 1.9GHz/4 GB system memory (8 GB system memory AltaLink® C8170)				
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, WiFi/WiFi Direct with optional Xerox® Dual Band Wireless Kit, NFC, Bluetooth (iBeacon)				
Optional Controller	Xerox® EX-c C8100 Print Server Powered by Fiery®				
<b>Copy and Print</b>	<b>Copy Resolution:</b> Up to 600 x 600 dpi; <b>Print Resolution:</b> Up to 1200 x 2400 dpi				
First-Copy-Out Time (as fast as) (from platen/warmed-up state)	6.10 seconds color/4.50 seconds black-and-white	5.50 seconds color/4.40 seconds black-and-white	4.70 seconds color/3.70 seconds black-and-white	4.00 seconds color/3.20 seconds black-and-white	
First-Print-Out Time (as fast as)	5.70 seconds color/4.20 seconds black-and-white	4.90 seconds color/3.80 seconds black-and-white	4.50 seconds color/3.20 seconds black-and-white	3.80 seconds color/3.00 seconds black-and-white	
Page Description Languages	Adobe® PostScript® 3™, Adobe® PDF, PCL® 5c / PCL® 6				
<b>Paper Input<sup>2</sup></b>	Standard: <b>Single-Pass Duplex Automatic Document Feeder (DADF):</b> Up to 82 ppm simplex / 141 ipm duplex (200 dpi). 130-sheet capacity for AltaLink® C8130/C8135/C8145/C8155. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in. / 85 x 125 mm to 297 x 432 mm. Up to 135 ppm simplex / 270 ipm duplex (200 dpi). 250-sheet capacity for AltaLink® C8170. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in. / 85 x 125 mm to 297 x 432 mm. <b>Bypass Tray:</b> 100 sheets; Custom sizes: 3.5 x 3.9 to 12.6 x 52 in. / 89 x 98 mm to 320 x 1,320 mm (SEF) <b>Tray 1:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in. / 140 x 182 mm to 297 x 432 mm (SEF) <b>Tray 2:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF)	Choose One: <b>Four Tray Module:</b> (Trays 3 and 4 — available with AltaLink® C8130/C8135): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 to 12 x 18 in. / 140 x 182 mm to SRA3 (SEF). Total standard paper capacity: 2,180 sheets. <b>High Capacity Tandem Tray Module:</b> 2,000 sheets; Sizes: 8.5 x 11 in. / A4. Total standard paper capacity: 3,140 sheets.	Optional: <b>High-Capacity Feeder (HCF):</b> Up to 3,000 sheets; Size 8.5 x 11 in. / A4 long edge feed. Max paper capacity with HCF: 6,140 sheets. <b>Envelope Tray (replaces Tray 1):</b> Up to 60 envelopes with Auto Size detection of some sizes <b>Long Sheet Feed Kit (banner printing):</b> 12.6 x 52 in. / 320 x 1,320 mm	Standard: <b>Dual Offset Catch Tray</b> (standard when finishers are not attached): 250 sheets each; Face-up Tray: 100 sheets <b>Integrated Office Finisher:</b> Available with AltaLink® C8130/C8135/C8145/C8155, staple positions: front and rear straight. 500 sheets stacker, 50 sheets stapling, 2-position stapling. <b>Office Finisher:</b> 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) <b>BR Finisher:</b> 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching <b>BR Booklet Maker Finisher:</b> 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding <b>C-Fold/Z-Fold Unit:</b> Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher <b>Convenience Stapler:</b> 50-sheet stapling, includes Work Surface <sup>5</sup>	
<b>INTUITIVE USER EXPERIENCE</b>	Customize user interface, show/hide functions, personalize user experience with authentication, create 1-Touch Apps, auto wakeup with Smart Proximity Sensor.	Print Drivers	Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Application Defaults, Xerox® Pull Print Driver	Xerox® Embedded Web Server	PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog, Remote Control Panel
Print Features	Print from USB, Print from Cloud Repositories (Dropbox, One Drive and Google Drive), Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode, Long Sheet (Banner) Printing	Scan and Fax	Scan Preview, Scan to USB/Email/Network (FTP/SFTP/SMB), Scan File Formats: PDF, PDF/A, XPS, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/XPS/TIFF, Password-protected PDF; Fax Features: Walk-up Fax (one-line or two-line options available, Includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Unified Address Book, Optical Character Recognition (OCR), Server Fax, TWAIN driver (scan); <b>Optional:</b> Scan To Cloud Repositories (Dropbox, One Drive and Google Drive) <sup>3</sup>	MOBILE AND CLOUD READY	Mobile Connectivity
					Near-Field Communication (NFC): <b>Optional:</b> Wi-Fi Direct, Wi-Fi (802.11 b/g/n/ac), AirPrint (iOS) including iBeacon (Bluetooth)
					AirPrint, Mopria®, Xerox® Print Service (Android), @PrintByXerox; <b>Optional:</b> Xerox® Workplace Mobile App (iOS/Android)
					AirPrint, Mopria®; <b>Optional:</b> Xerox® Workplace Mobile App (iOS/Android)
					Cloud Ready: Remote services enabled, native "Print from" Cloud repositories (Dropbox, One Drive, Google Drive). <b>Optional:</b> Native "Scan to" cloud repositories (Dropbox, One Drive, Google Drive), direct connection to cloud hosted services via optional apps (accessed via Xerox® App Gallery app or visit <a href="http://xerox.com/AppGallery">xerox.com/AppGallery</a> ).
<b>COMPREHENSIVE SECURITY</b>	Network Security	802.1x, IPsec, HTTPS, SFTP and Encrypted Email, McAfee® ePolicy Orchestrator <sup>4</sup> , McAfee Enterprise Security Manager <sup>3</sup> , LogRhythm SIEM <sup>3</sup> , Splunk SIEM <sup>3</sup> , Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS 1.1/1.2, Security Certificates utilizing ECDSA, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through McAfee DXL/Cisco pxGrid integration, Local Authentication (Internal Database), FIPS 140-2	Device Access	User Access and Internal Firewall, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog, TPM; <b>Optional:</b> Smart Card Enablement Kit (CAC/PIV/.NET/SIPRNet) <sup>4</sup> , Xerox® Integrated RFID Card Reader, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management and Content Security; learn more at <a href="http://xerox.com/WorkplaceSolutions">xerox.com/WorkplaceSolutions</a> ).	Data Protection
		McAfee Embedded Control Whitelisting, Firmware Verification, Trusted Boot, Job Level Encryption via HTTPS and Drivers, Encrypted Storage Drive (AES 256-bit, FIPS 140-2), Encrypted and Signed Email; <b>Optional:</b> Xerox® Workplace Cloud/Suite Content Security, Encrypted Hard Disk (AES 256-bit, FIPS 140-2) with Image Overwrite, McAfee Integrity Control			Document Security
		Under evaluation Common Criteria Certification (ISO 15408) full system against the HCP PP, Encrypted Secure Print, FIPS 140-2 Encrypted Data with Print Drivers			
<b>ENABLES INTELLIGENT WORKPLACE SERVICES</b>	Print Management	Xerox® Standard Accounting; <b>Optional:</b> Xerox® Workplace Suite/Cloud, Xerox® Virtual Print Management Service, more at <a href="http://xerox.com/PrintManagement">xerox.com/PrintManagement</a>	Fleet / Device Management	Xerox® CentreWare® Web, Xerox® Support Assistant, Automated Meter Read, Xerox® Cloud Fleet Management Solution, Fleet Orchestrator, Configuration Cloning, Intelligent Workplace Services Tool Suite	Security
					Secure Device Management: Xerox® Printer Security Audit Service (auto-configuration of security settings, monitoring, and auto-remediation), Digital Certificate Management, SIEM Reporting, Interactive Dashboard Reports
<b>GATEWAY TO NEW POSSIBILITIES</b>	Xerox App Gallery	Automate everyday processes with apps that translate, redact, eSign, personalize print, convert, route, collaborate and communicate. Visit <a href="http://xerox.com/WorkplaceApps">xerox.com/WorkplaceApps</a> to find apps by industry or workflow. Software and services: Xerox® DocuShare® ( <a href="http://xerox.com/ecm">xerox.com/ecm</a> ), XMPie® ( <a href="http://xerox.com/XMPie">xerox.com/XMPie</a> ), Xerox® Workplace Solutions ( <a href="http://xerox.com/WorkplaceSolutions">xerox.com/WorkplaceSolutions</a> ).			

<sup>1</sup> Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.<sup>2</sup> Paper capacities are based on 20 lb. / 75 gsm stock; capacities will vary with different weight stocks<sup>3</sup> Available post-launch via software update<sup>4</sup> Not available in all geographies<sup>5</sup> Sold separately in some geographies

# Apeos C7070 / C6570 / C5570 / C4570 / C3570

## Functions & Specifications

### Basic Specifications/Copy Function

Item	Description				
	C7070	C6570	C5570	C4570	C3570
Type	Console				
Memory capacity	4 GB (Max: 4 GB)				
Storage Device Capacity <sup>1</sup>	128 GB				
Colour Capability	Full colour				
Scan Resolution	600 x 600 dpi				
Printing Resolution	1,200 x 2,400 dpi (Text-Photo / Photo), 600 x 600 dpi (Text / Map)				
Warm-up Time	[Embedded Plug-ins / Custom Services] <sup>2</sup> When enabled: 30 seconds or less (23 degrees Celsius room temperature) When disabled: 24 seconds or less (23 degrees Celsius room temperature)				
Recovery Time (Recovery Time from Sleep mode)	13 seconds or less (23 degrees Celsius room temperature)	11 seconds or less (23 degrees Celsius room temperature)	5 seconds or less (23 degrees Celsius room temperature)		
Original Size	Maximum of A3, 11 x 17", 297 x 432 mm for both Sheet and Book				
Paper Size	Max SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm), 320 x 483 mm / 12.6 x 19.1" when using Bypass Tray] Min A5, Postcard (100 x 148 mm) [89 x 98 mm / 3.5 x 3.9" when using Bypass Tray]				
Image loss width <sup>3</sup>	Lead edge 4.0 mm, Trail edge 2.0 mm, Right/Left edge 2.0 mm				
Paper Weight <sup>4</sup>	Paper Tray 52 to 300 gsm / 14 lb. bond to 111 lb. cover Bypass Tray 52 to 300 gsm / 14 lb. bond to 111 lb. cover				
First Copy Output Time	B/W <sup>5</sup> 3.3 sec. Colour <sup>6</sup> 4.1 sec.	3.7 sec.	4.4 sec.	4.9 sec.	
Continuous Copy Speed <sup>7</sup>	A4 LEF / JIS B5 LEF B/W: 70 ppm Colour: 70 ppm Letter B/W: 70 ppm Colour: 70 ppm A4 / JIS B5 B/W: 50 ppm Colour: 50 ppm JIS B4 B/W: 41 ppm Colour: 41 ppm Legal B/W: 41 ppm Colour: 38 ppm A3 B/W: 35 ppm Colour: 35 ppm	B/W: 65 ppm Colour: 65 ppm B/W: 55 ppm Colour: 55 ppm B/W: 45 ppm Colour: 45 ppm B/W: 35 ppm Colour: 35 ppm B/W: 40 ppm Colour: 40 ppm B/W: 32 ppm Colour: 32 ppm B/W: 26 ppm Colour: 26 ppm B/W: 23 ppm Colour: 23 ppm B/W: 26 ppm Colour: 26 ppm B/W: 22 ppm Colour: 22 ppm B/W: 19 ppm Colour: 19 ppm	B/W: 55 ppm Colour: 55 ppm B/W: 45 ppm Colour: 45 ppm B/W: 35 ppm Colour: 35 ppm B/W: 32 ppm Colour: 32 ppm B/W: 26 ppm Colour: 26 ppm B/W: 23 ppm Colour: 23 ppm B/W: 26 ppm Colour: 26 ppm B/W: 22 ppm Colour: 22 ppm B/W: 19 ppm Colour: 19 ppm	B/W: 35 ppm Colour: 35 ppm B/W: 35 ppm Colour: 35 ppm	
Paper Tray Capacity <sup>8</sup>	Standard 4 Tray Model: 520 sheets x 4-tray + Bypass Tray 90 sheets Optional High Capacity Feeder B1: 2,000 sheets Max 4 Tray Model: 4,170 sheets (4 Tray Model + High Capacity Feeder B1) Tandem Tray Model: 5,200 sheets (Tandem Tray Model + High Capacity Feeder B1)				
Output Tray Capacity <sup>9</sup>	Upper Center: 250 sheets (A4 LEF), Lower Center: 250 sheets (A4 LEF)				
Power Supply	AC220-240 V ±10%, 10 A, 50/60 Hz common				
Maximum Power Consumption	2.2 kW (AC220 V) 2.4 kW (AC240 V) Sleep mode: 0.5 W (AC230 V) Ready mode: 110 W (AC230 V)	2.2 kW (AC220 V) 2.4 kW (AC240 V) Sleep mode: 0.5 W (AC230 V) Ready mode: 98 W (AC230 V)	2.4 kW (AC240 V) Sleep mode: 0.5 W (AC230 V) Ready mode: 57 W (AC230 V)	2.4 kW (AC240 V) Sleep mode: 0.5 W (AC230 V) Ready mode: 57 W (AC230 V)	
Dimensions	W 658 x D 790 x H 1169 mm / W 25.9 x D 31.1 x H 46.1"	[4 Tray Model (DADF B2-PC)] W 658 x D 720 x H 1119 mm / W 25.9 x D 28.4 x H 44.1"	W 633 x D 677 x H 1119 mm / W 25.0 x D 26.7 x H 44.1"		
Weight <sup>10</sup>	156 kg / 344 lb.	[4 Tray Model (DADF B2-PC)] 129 kg / 285 lb.	124 kg / 274 lb.		

Note: Up to A4 size for Tray1(C3570)

\*1 : The Storage Device Capacity is not totally available for customers.

\*2 : Embedded Plug-ins / Custom Services are enabled as factory default. You can change the settings if needed.

\*3 : Up to A3 size.

\*4 : It is recommended to use our recommended paper. Correct print output may not be possible depending on the requirement.

\*5 : A4 LEF or Letter LEF / Monochrome priority mode.

\*6 : A4 LEF or Letter LEF / Colour priority mode.

\*7 : The speed may be reduced due to the image quality adjustment.

\*8 : 80 gsm paper.

\*9 : 70 gsm paper.

\*10: Excluding Toner Cartridge.

### Print Function

Item	Description	
Type	Built-in type	
Continuous Print Speed <sup>11</sup>	Same as the Basic Specifications / Copy Function	
Printing Resolution	Standard [PCL Driver] High Resolution: 1,200 x 2,400 dpi, High Quality: 1,200 x 2,400 dpi, Optional [Adobe® PostScript® 3™ Driver] High Speed (Standard): 600 x 600 dpi, High Quality: 1,200 x 2,400 dpi, High Resolution: 1,200 x 1,200 dpi	
Page Language	Standard PCL5 / PCL6	Optional Adobe® PostScript® 3™
Supported Operating System <sup>12</sup>	Standard Windows 11 (64 bit), Windows 10 (32 bit / 64 bit) Windows Server 2022 (64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit) [Mac OS X Driver] macOS 14 / 13 / 12 / 11 / 10.15	Optional Windows 11 (64 bit), Windows 10 (32 bit / 64 bit), Windows Server 2022 (64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit) macOS 14 / 13 / 12 / 11 / 10.15
Interface	Standard Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB3.0	Optional Wireless LAN (IEEE 802.11 a / b / g / n / ac)

\*1: The speed may be reduced due to the image quality adjustment. The printing speed may be reduced depending on the document.

\*2: Please refer to our official website for the latest supported OS.

### Scan Function

Item	Description	
Type	Colour Scanner	
Scan Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi	
Scan Speed	Same as the Scan Speed for the Duplex Automatic Document Feeder	
Interface	Standard Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T	Optional Wireless LAN (IEEE 802.11 a / b / g / n / ac)

### Fax Function (Optional)

Item	Description	
Original Size	Max: A3, 11 x 17", Long document (Longest 600 mm / 23.7")	
Recording Paper Size	Max: A3, 11 x 17"; Min: A5	
Transmission Time	2 seconds and more but fewer than 3 seconds*	
Transmission Mode	ITU-T G3	
Applicable Lines	Telephone subscriber line, PBX, Fax communication (PSTN)	

\* When A4 size document with approximately 700 characters is transmitted in standard image-quality (8 x 3.85 lines/mm) and in high-speed mode (28.8 kbps or faster, JBIG). Only indicates the time for transmitting the image information and does not include the communication control time. The total communication time will vary depending on the contents of the document, the type of machine receiving the fax, and line condition.

### Duplex Automatic Document Feeder B2-PC

Item	Description		
Original Size / Paper Weight	Max: A3, 11 x 17"; Min: A6 <sup>13</sup> 38 to 128 gsm / 11 lb. bond to 34 lb. bond (In Duplex: 50 to 128 gsm / 14 lb. bond to 34 lb. bond) <sup>14</sup>		
Capacity <sup>15</sup>	130 sheets		
Copy (A4 LEF, Simplex)	B/W: 55 ppm Colour: 55 ppm	B/W: 45 ppm Colour: 45 ppm	B/W: 35 ppm Colour: 35 ppm
Scan Speed <sup>16</sup>	Scan B/W: 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W 160 ppm, Colour 160 ppm) [Standard Document (A4 LEF), 200 dpi, to Folder.]		

\*1: The minimum custom size is 49 x 85 mm / 2.0 x 3.4".

\*2: Custom sizes from 49 x 85 mm to 55 x 91 mm are available from 38 to 209 gsm.

\*3: 70 gsm paper.

\*4: The scanning speed varies depending on the documents.

### Duplex Automatic Document Feeder C2-PC

Item	Description	
Original Size / Paper Weight	Max: A3, 11 x 17"; Min: A6 <sup>13</sup> 38 to 200 gsm / 11 lb. bond to 34 lb. bond (In Duplex: 50 to 200 gsm / 14 lb. bond to 53 lb. bond)	
Capacity <sup>17</sup>	250 sheets	
Copy (A4 LEF, Simplex)	B/W: 70 ppm Colour: 70 ppm	B/W: 65 ppm Colour: 65 ppm
Scan Speed <sup>18</sup>	Scan B/W: 135 ppm, Colour: 135 ppm (1 pass, 2 sided scanning: B/W 270 ppm, Colour 270 ppm) [Standard Document (A4 LEF), 200 dpi, to Folder.]	

\*1: The minimum custom size is 84 x 139.7 mm / 3.3 x 5.5".

\*2: 70 gsm paper.

\*3: The scanning speed varies depending on the documents.

## Side Tray

Item	Description
Paper Capacity*	100 sheets
Dimensions	W 327 x D 414 x H 179 mm / W 12.9 x D 16.3 x H 7.1"

\*: 70 gsm paper.

## High Capacity Feeder B1 (Optional)

Item	Description
Paper Size	A4 LEF, Letter LEF, JIS B5 LEF
Paper Weight	55 to 216 gsm / 15 lb. bond to 57 lb. bond
Feeding Capacity / Number of Tray*	2,000 sheets x 1-tray
Dimensions	W 389 x D 610 x H 377 mm / W 15.4 x D 24.2 x H 15.0"
Weight	29 kg / 64 lb.

\*: 80 gsm paper.

## Finisher-A2 (Optional)

Item	Description
Type	Sort (Offset available*) / Stack (Offset available*)
Paper Size	Max: A3, 11 x 17"; Min: Postcard (100 x 148 mm)
Paper Weight <sup>2</sup>	52 to 256 gsm / 14 lb. bond to 142 lb. index
Paper Capacity <sup>3</sup>	[Without Stapling] A4: 500 sheets; JIS B4: 250 sheets; A3 or larger: 200 sheets; Mixed Size Stacking*: 250 sheets [With Stapling] 30 sets, or A4 LEF: 500 sheets, JIS B4: 250 sheets, A3 or larger: 200 sheets, Mixed Size Stacking**: 250 sheets
Staple	Capacity: A4: 50 sheets (90 gsm or less), JIS B4 or larger: 30 sheets (90 gsm or less) Paper Size: Max: A3, 11 x 17"; Min: JIS B5 LEF Paper Weight: 52 to 256 gsm / 14 lb. bond to 142 lb. index Position: Single stapling, Dual stapling
Dimensions / Weight	W 478 x D 461 x H 238 mm / W 18.9 x D 18.2 x H 9.4" 11 kg / 25lb.

Note: The unit cannot be installed on C7070 / C6570.

\*: [No Offset] is selected by factory default. The settings can be changed according to the customer's use situation.

\*: Documents may not be printed correctly depending on usage conditions. (52 to 55 gsm)

\*: 70 gsm paper.

\*: When larger size sheets are stacked on top of smaller size sheets: 250 sheets (when large size sheets are smaller than A3) / 200 sheets (when large size sheets are A3 or larger) The same applies to when staple-free and stapled bindings are mixed or different stapling positions are mixed.

\*: Available staple positions vary depending on the paper size.

## Finisher-B4 (Optional)

Item	Description
Type	Sort (Offset available*) / Stack (Offset available*)
Paper Size <sup>5</sup>	Max: A3, 11 x 17"; Min: A5
Paper Weight <sup>6</sup>	52 to 300 gsm
Paper Capacity <sup>5</sup>	[Without Stapling] A4: 2,000 sheets, JIS B4 or larger: 1,000 sheets, Mixed Size Stacking*: 300 sheets [With Stapling] A4: 100 sets or 1,000 sheets, JIS B4 or larger: 75 sets or 750 sheets [With Booklet Finishing**] 50 sets or 600 sheets [With Fold <sup>8</sup> ] 500 sheets
Staple	Capacity: 50 sheets (90 gsm or less) Paper Size: Max: A3, 11 x 17"; Min: A5 LEF Paper Weight: 52 to 256 gsm Position: Single stapling, Dual stapling
Punch	Number of Holes: 2-hole / 4-hole punch Paper Size <sup>11</sup> : Max: A3, 11 x 17"; Min: A5 LEF Paper Weight: 52 to 220 gsm
Booklet Finishing	Capacity*: - Paper Size: - Paper Weight: -
Dimensions <sup>9</sup>	W 644 x D 692 x H 1054 mm / W 25.4 x D 27.3 x H 41.5" When Folder Unit CD3 is installed: W 883 x D 692 x H 1054 mm / W 34.8 x D 27.3 x H 41.5"
Weight	Finisher-C4 (w Punch): 44 kg / 97 lb. Finisher-C4 with Booklet Maker (w Punch): 57 kg / 126 lb. Folder Unit CD3: + 52 kg / 115 lb. Folder Unit CD3: + 52 kg / 115 lb.

\*: 1 : The offset feature is set to disabled by factory default. The setting can be changed as necessary.

\*: 2 : Outputs whose weight is 257 gsm and more or width is less than 210 mm are delivered without offset stacking.

\*: 3 : Paper in the sizes larger than A3 or 11 x 17" or smaller than A5 are delivered to the Centre Tray.

\*: 4 : Documents may not be printed correctly depending on usage conditions. (52 to 55 gsm, 257 gsm and more)

\*: 5 : 70 gsm paper.

\*: 6 : When larger size sheets are stacked on top of smaller size sheets.

\*: 7 : 75 sets or 750 sheets with dual stapling.

\*: 8 : The Booklet Finishing function requires the optional Booklet Maker Unit for Finisher-B. Make a crease allows you to fold easily. After a job with the Booklet Finishing function specified has been output, the next job may not be delivered until the sheets are removed from the output tray. Also, if larger size sheets are stacked on top of smaller size sheets after a job with the Booklet Finishing function specified has been run, the next job may not be delivered until the sheets are removed from the output tray.

\*: 9 : Available staple positions vary depending on the paper size.

\*: 10 : The Punch function requires the optional 2/4 Hole Punch Kit for Finisher-B.

\*: 11 : Available number of punch holes varies depending on the paper size.

\*: 12 : Covers can be up to 220 gsm (Extra Heavyweight).

\*: 13 : Inner connector within the body is excluded.

## Finisher-C4 / Finisher-C4 with Booklet Maker (Optional)

Item	Description	Finisher-C4 with Booklet Maker
Type	Output Tray: Sort (Offset available) / Stack (Offset available) Finishing Tray: Sort (Offset available) / Stack (Offset available) Booklet Tray: -	Sort / Stack
Paper Size	Output Tray: Max: 12 x 19" (305 x 483 mm), A3: Min: A6, Postcard (100 x 148 mm) Finishing Tray: Max: 12 x 19" (305 x 483 mm), A3: Min: A5 LEF	
Paper Weight	Output Tray: 52 to 300 gsm* Finishing Tray: 52 to 300 gsm*	
Capacity <sup>2</sup>	Output Tray: 500 sheets (A4) [Without Stapling] A4: 3,000 sheets, JIS B4 or larger: 1,500 sheets, A5 LEF: 1,000 sheets, Mixed Size Stacking*: 300 sheets [With Stapling] A4: 200 sets or 3,000 sheets JIS B4 or larger: 100 sets or 1,500 sheets A5 LEF: 100 sets or 1,000 sheets Mixed Size Stacking*: 70 sets or 200 sheets	[Without Stapling] A4: 1,500 sheets, JIS B4 or larger: 1,500 sheets, A5 LEF: 1,000 sheets, Mixed Size Stacking*: 300 sheets [With Stapling] A4: 200 sets or 1,500 sheets JIS B4 or larger: 100 sets or 1,500 sheets A5 LEF: 100 sets or 1,000 sheets Mixed Size Stacking*: 70 sets or 200 sheets
Staple	Booklet Tray: -	20 sets*
Punch	Capacity: 50 sheets (90 gsm or less) Paper Size <sup>5</sup> : Max: A3, 11 x 17"; Min: A5 LEF Paper Weight: 52 to 300 gsm Position: Single stapling, Dual stapling Number of Holes: 2-hole / 4-hole punch Paper Size <sup>7</sup> : Max: A3, 11 x 17"; Min: A5 LEF Paper Weight: 52 to 220 gsm	
Dimensions <sup>9</sup>	Dimensions <sup>9</sup> : W 644 x D 692 x H 1054 mm / W 25.4 x D 27.3 x H 41.5" When Folder Unit CD3 is installed: W 883 x D 692 x H 1054 mm / W 34.8 x D 27.3 x H 41.5"	W 649 x D 692 x H 1054 mm / W 25.6 x D 27.3 x H 41.5" When Folder Unit CD3 is installed: W 888 x D 692 x H 1054 mm / W 35.0 x D 27.3 x H 41.5"
Weight	Weight: Finisher-C4 (w Punch): 44 kg / 97 lb. Finisher-C4 with Booklet Maker (w Punch): 57 kg / 126 lb. Folder Unit CD3: + 52 kg / 115 lb. Folder Unit CD3: + 52 kg / 115 lb.	

Note: Transport Unit H4 is required.

\*: 1 : 52 to 55 gsm output paper may not be aligned properly depending on the paper type.

\*: 2 : 70 gsm paper.

\*: 3 : When larger size sheets are stacked on top of smaller size sheets.

\*: 4 : When the output paper size is the same.

\*: 5 : Available staple positions vary depending on the paper size.

\*: 6 : Punching function cannot be added. Select a finisher with the hole punching function.

\*: 7 : Available number of punch holes varies depending on the paper size.

\*: 8 : The maximum number of sheets varies depending on the paper weight. Booklet may not be tightly closed depending on the size or type of the paper.

\*: 9 : Inner connector within the body is excluded.

## Folder Unit CD3 (Optional)

Item	Description
Z Fold	Paper Size: A3, 11 x 17", JIS B4
Half Sheet	Paper Weight: 60 to 90 gsm
Tri-fold	Paper Size: A4, Letter Paper Weight: 60 to 90 gsm Paper Capacity*: 40 sheets
Power Supply <sup>2</sup> / Maximum Power Consumption	AC110 V ±10%, 0.9 A, 60 Hz, 100 W AC220-240 V ±10%, 0.6 A, 50/60 Hz common, 144 W
Dimensions	Dimensions: W 232 x D 588 x H 991 mm / W 9.2 x D 23.2 x H 39.1"
Weight	Weight: 52 kg / 115lb.

Note: Optional of Finisher-C4 / Finisher-C4 with Booklet Maker.

\*: 1 : 70 gsm paper.

\*: 2 : Power supply separate from the main unit is required.

## Notes

1) To comply with paper weight specifications, it is recommended to use our recommended paper.

Document may not be printed correctly depending on usage conditions.

2) Functional spare parts will be available for at least 7 years after the product is no longer manufactured.

# Xerox® AltaLink® C8230/C8235/C8245/C8255/C8270

## Color Multifunction Printers

ConnectKey®

Technology

DEVICE	SPECIFICATIONS	ALTALINK® C8230	ALTALINK® C8235	ALTALINK® C8245	ALTALINK® C8255	ALTALINK® C8270
Speed <sup>1</sup> (Color/Black-and-White)		Up to 30/30 ppm	Up to 35/35 ppm	Up to 45/45 ppm	Up to 55/55 ppm	Up to 70/70 ppm
Monthly Duty Cycle <sup>2</sup>		Up to 90,000 pages	Up to 110,000 pages	Up to 200,000 pages	Up to 300,000 pages	Up to 300,000 pages
Hard Drive/Processor/Memory		256 GB NVMe SSD; <b>Optional:</b> 1 TB NVMe SSD/INTEL ATOM® Quad Core, 1.9GHz/4 GB system memory (8 GB system memory AltaLink® C8270)				
Connectivity		10/100/1000Base-T Ethernet, High-Speed USB 2.0 direct print, NFC; <b>Optional:</b> WiFi/WiFi Direct with Xerox® Dual Band WiFi® and Bluetooth® Kit (for iBeacon™)				
Optional Controller		Xerox® EX-c AltaLink® Print Server Powered by Fiery®				
<b>Copy and Print</b>		<b>Copy Resolution:</b> Up to 600 x 600 dpi; <b>Print Resolution:</b> Up to 1200 x 2400 dpi				
First-Copy-Out Time (as fast as) (from platen/warmed-up state)		6.0 seconds color/4.2 seconds black-and-white		5.5 seconds color/3.9 seconds black-and-white	4.6 seconds color/3.6 seconds black-and-white	4.0 seconds color/2.8 seconds black-and-white
First-Print-Out Time (as fast as)		5.7 seconds color/4.2 seconds black-and-white		4.9 seconds color/3.6 seconds black-and-white	4.5 seconds color/3.2 seconds black-and-white	3.7 seconds color/2.8 seconds black-and-white
Page Description Languages		Adobe® PostScript® 3™, Adobe® PDF, PCL® 5c/PCL® 6, Adobe® Embedded Print Engine				
<b>Paper Input<sup>3</sup></b>	Standard	Single-Pass Duplex Automatic Document Feeder (DADF): Up to 82 ppm simplex/161 ipm duplex (200 dpi). 130-sheet capacity for AltaLink® C8230/C8235/C8245/C8255. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm. Up to 135 ppm simplex/270 ipm duplex (200 dpi). 250-sheet capacity for AltaLink® C8270. Paper sizes: 3.4 x 4.9 in. to 11.7 x 17 in./85 x 125 mm to 297 x 432 mm Bypass Tray: 100 sheets; Custom sizes: 3.5 x 3.9 in. to 12.6 x 52 in./89 x 98 mm to 320 x 1,320 mm (SEF); <b>Tray 1:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 11.7 x 17 in./140 x 182 mm to 297 x 432 mm (SEF); <b>Tray 2:</b> 520 sheets; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF)				
Choose One		Four Tray Module: (Trays 3 and 4 — available with AltaLink C8230/C8235): 1,040 sheets; 520 sheets each; Custom sizes: 5.5 x 7.2 in. to 12 x 18 in./140 x 182 mm to SRA3 (SEF). Total standard paper capacity: 2,180 sheets; <b>High Capacity Tandem Tray Module:</b> 2,000 sheets; Sizes: 8.5 x 11 in./A4. Total standard paper capacity: 3,140 sheets				
Optional		High Capacity Feeder (HCF): Up to 3,000 sheets; Size 8.5 x 11 in./A4 long edge feed. Max paper capacity with HCF: 6,140 sheets; <b>Envelope Tray (replaces Tray 1):</b> Up to 60 envelopes with Auto Size detection of some sizes; <b>Long Sheet Feed Kit (banner printing):</b> 12.6 x 52 in./320 x 1,320 mm; <b>Multi-feed Detection Kit (available for AltaLink® C8270 only):</b>				
<b>Paper Output/Finishing<sup>3</sup></b>	Standard	Dual Offset Catch Tray (standard when finishers are not attached): 250 sheets each; Face-up Tray: 100 sheets				
Optional		Integrated Office Finisher: Available with AltaLink C8230/C8235/C8245/C8255, staple positions: front and rear straight. 500 sheets stacker, 50 sheets stapling, 2-position stapling Office Finisher: 2,000-sheet stacker, 50 sheets stapled, 2-position stapling, optional hole punch, optional booklet maker (score, saddle stitch 2 to 15 sheets (60 pages)) BR Finisher: 3,000-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching BR Booklet Maker Finisher: 1,500-sheet stacker and 500-sheet top tray, 50-sheet multiposition stapling and 2/3-hole punching plus saddle-stitch booklet making (2 to 16 sheets, 64 pages) and V-folding C-Fold/Z-Fold Unit: Adds Z-folding, Letter Z-folding and Letter C-folding to the BR Finisher and BR Booklet Maker Finisher Convenience Stapler: 50-sheet stapling, includes Work Surface <sup>4</sup>				
<b>INTUITIVE USER EXPERIENCE</b>						
Customize		Customize user interface, show/hide functions, personalize user experience with authentication, create 1-Touch Apps, auto wake-up with Smart Proximity Sensor, Enable AI-Assisted Adaptive Learning to set up shortcuts for repetitive and complex jobs. Copy, scan, or email without touching the user screen using the automatic touchless workflow accelerators				
Print Drivers		Job Identification, Bi-directional Status, Job Monitoring, Xerox® Global Print Driver®, Application Defaults, Xerox® Pull Print Driver, Microsoft Universal Print/IPP with Print Support Application (Secure Print and Secure Release),				
Xerox® Embedded Web Server		PC or Mobile — Status Information, Settings, Device Management, Cloning, Fleet Orchestrator, Configuration Watchdog, Remote Control Panel, Security Templates, Web Content Accessibility Guidelines (WCAG) compliant				
Print Features		Print from USB, Print from Cloud Repositories (Dropbox, OneDrive, and Google Drive), Sample Set, Saved Job, Booklet Creation, Store and Recall Driver Settings, Scaling, Job Monitoring, Application Control, Two-sided Printing, Draft Mode, Long Sheet (Banner) Printing, Mopria® Print, Apple AirPrint™, Xerox® Print Service (Android), Xerox@printbyXerox App, Imaging Security; <b>Optional:</b> Xerox® Workplace Mobile App (iOS/Android)				
Scan and Fax		Scan Preview, Scan to USB/PC via USB port/Email/Network (FTP/SFTP/SMB), Scan to Print, Scan File Formats: PDF, PDF/A, JPG, TIFF; Convenience Features: Scan to Home, Searchable PDF, Single/Multi-page PDF/TIFF, Password-protected PDF, TWAIN driver (scan), Imaging Security: Fax Features: Walk-up Fax (one-line or two-line options available, includes LAN Fax, Direct Fax, Fax Forward to Email), Fax dialing, Server Fax, Support for Fax over VOIP, Unified Address Book Optical Character Recognition (OCR), Mopria® Scan, Apple AirPrint™, <b>Optional:</b> Xerox® Workplace Mobile App (iOS/Android); Scan To Cloud Repositories (Dropbox, OneDrive, and Google Drive)				
<b>MOBILE AND CLOUD-READY</b>						
Mobile Connectivity		Near Field Communication (NFC); <b>Optional:</b> Dual Band WiFi and Bluetooth Kit (for iBeacon)				
Mobile Printing		Mopria® Print, Apple AirPrint™, Xerox® Print Service (Android), Xerox@printbyXerox App, <b>Xerox® Easy Assist App</b> , Xerox® Workplace Mobile App (iOS/Android)				
Mobile Scanning		Mopria® Scan, Apple AirPrint™, <b>Xerox® Easy Assist App</b> , Xerox® Workplace Mobile App (iOS/Android)				
Cloud-ready		Remote services enabled, native "Print from" Cloud repositories (Dropbox, OneDrive, Google Drive), integration with Okta, Ping Identity, Microsoft Azure; <b>Optional:</b> Native "Scan to" cloud repositories (Dropbox, OneDrive, Google Drive), direct connection to cloud-hosted services via optional apps (accessed via Xerox App Gallery app or visit <a href="http://xerox.com/AppGallery">xerox.com/AppGallery</a> ), <b>Xerox Workflow Central Platform</b>				
<b>COMPREHENSIVE SECURITY</b>						
Network Security		802.1x, IPsec, HTTPS, SFTP and Encrypted Email, Trellix ePolicy Orchestrator®, SIEM Support (e.g. Trellix Enterprise Security Manager*, LogRhythm, Splunk, Microsoft Sentinel), Network Authentication, SNMPv3, SHA-256 Hash Message Authentication, TLS 1.1/1.2/1.3, Security Certificates utilizing ECDSA, Automatic Self-signed Certificate, Cisco® Identity Services Engine (ISE) integration, automated threat response through Trellix DXL*/Cisco pixGrid integration, Local Authentication (Internal Database), FIPS 140-3 Interim Certification				
Device Access		User Access and Internal Firewall, Serverless Card Authentication, Port/IP/Domain Filtering, Audit Log, Access Controls, User Permissions, Configuration Watchdog, TPM 2.0, Log-in with Okta, Ping Identity, and Microsoft Azure credentials, USB PIV Security tokens such as Yubikey, WPA2™ and WPA3™ with Dual Band WiFi and Bluetooth Kit, NFC Tap Authentication with Xerox® Easy Assist App; <b>Optional:</b> Smart Card Enablement Kit (CAC/PIV/.NET/SIPRNet®), Xerox® Integrated RFID Card Reader, NFC standard (authentication via optional Xerox® Workplace Cloud/Suite Print Management; learn more at <a href="http://xerox.com/WorkplaceSolutions">xerox.com/WorkplaceSolutions</a> )				
Device Security		Trellix Allowlisting*, Firmware Verification, Security Dashboard, Security Templates, Trusted Boot; <b>Optional:</b> Trellix Integrity Control*				
Data and Document Security		Common Criteria Certification full system against cPP HCD V1.0E is pending certification, EU Radio Equipment Directive (RED) Articles 3(3)(d) and (e) compliant, Encrypted Secure Print, FIPS 140-3 Encrypted Data with Print Drivers (Interim Certification), Imaging Security with AltaLink's proprietary marking and infrared detection technology, Job Level Encryption via HTTPS and Drivers, Encrypted NVMe SSD (AES 256-bit), Job Data Removal, Encrypted and Signed Email, Microsoft Universal Print with Secure Print and Secure Release; <b>Optional:</b> Xerox® Workplace Cloud/Suite Content Security, Encrypted 1 TB NVMe SSD (AES 256-bit)				
<b>ENABLES MANAGED PRINT SERVICES</b>						
Print Management		Xerox® Standard Accounting Tool; <b>Optional:</b> Xerox® Workplace Suite/Cloud, Xerox® Virtual Print Management Service, more at <a href="http://xerox.com/PrintManagement">xerox.com/PrintManagement</a>				
Fleet/Device Management		Xerox® CentreWare® Web Software, Xerox® Support Assistant, Automated Meter Read, Fleet Orchestrator, Configuration Cloning, <b>Xerox® Easy Assist App</b> ; <b>Optional:</b> Managed Print Services Suite, cloud-based remote management with Xerox® Workplace Cloud Fleet Management				
Insights		Xerox® MPS Advanced Analytics, Predictive AI				
Security		Secure Device Management: Xerox® Printer Security Audit Service (auto-configuration of security settings, monitoring and auto-remediation), Device Certificate Management, SIEM Reporting, Interactive Dashboard Reports, Device Security Center, Workplace App Management				
<b>GATEWAY TO NEW POSSIBILITIES</b>						
Xerox and Partner Apps		All apps for limited use included in your AltaLink 8200 Series: Xerox® Auto-Redaction App, Xerox® Note Converter App, Xerox® Summarizer App. Gain access to numerous productivity enhancing apps that connect you directly to key business systems and services of document centric tasks. Visit <a href="http://xerox.com/WorkplaceApps">xerox.com/WorkplaceApps</a> to find out more				
Software Solutions		Learn more about Xerox software solutions at <a href="http://xerox.com/en-us/smarter-workflow-management-software">xerox.com/en-us/smarter-workflow-management-software</a>				

<sup>1</sup> Declared in accordance with ISO/IEC 24734<sup>2</sup> Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis<sup>3</sup> Paper capacities are based on 20 lb./75 gsm stock; capacities will vary with different weight stocks<sup>4</sup> Sold separately in some geographies<sup>5</sup> Not available in all geographies

\* Trellix formerly known as McAfee

Certifications: [xerox.com/OfficeCertifications](http://xerox.com/OfficeCertifications)Learn more at [xerox.com/AltaLink](http://xerox.com/AltaLink) and see how we make work, work.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 19 - TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16<sup>th</sup> MARCH 2026

REPORT BY THE DEPUTY CLERK

FOR DECISION

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda and the Council Chamber usually allows ample space to accommodate the low number of attendees.

The appropriate legislation states that the Annual Parish Meeting - called the Annual Electors Meeting in Bognor Regis - must be held between March 1<sup>st</sup> and June 1<sup>st</sup> and it is usual for the meeting to be held in March in Bognor Regis. Normally at this time of year the Town Council considers the arrangements for the Annual Electors Meeting that must be held each year.

A copy of the agenda for last year's meeting is attached as Appendix 1 for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

**DECISIONS**

The Committee is invited to: -

Consider the arrangements for this year's meeting and AGREE the location and confirm the time that the meeting should commence.

To consider items for inclusion on the agenda.



# BOGNOR REGIS TOWN COUNCIL

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

## 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

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 20 - TO CONSIDER AND RATIFY THE LEVEL OF FUNDING TO BE AWARDED TO THOSE ORGANISATIONS IDENTIFIED FOR PARTNERSHIP FUNDING - MIN. 131 OF THE EXTRAORDINARY MEETING OF 12<sup>th</sup> JANUARY 2026 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Extraordinary Policy and Resources Committee Meeting held on 12<sup>th</sup> January 2026, Partnership Funding applications were considered alongside Grant Aid applications. Following recommendations from the Chair, Members discussed the applications that had been identified to receive Partnership Funding, rather than the Grant Aid funding for which they had applied, agreeing that they best fitted the partnership criteria agreed by Members at the Extraordinary Committee Meeting held on 12<sup>th</sup> January 2026 (Min. 131 refers).

The Chair suggested liaison should be held with the relevant organisations, to ensure these partnership proposals are in line with what the organisations are proposing to achieve with any funding provided and best value can be attained.

Following the discussion, Members resolved to agree to enter into a three-year Partnership Funding Agreement with Bognor Regis Armed Forces Day Committee, Bognor Regis Foodbank and Bognor Regis Youth & Community Centre, thus enabling liaison with the applicants once the agreement is reached on the funding levels to be awarded over the 3-year period. It was also agreed that final ratification of the level of funding to be awarded would be conducted by the Policy and Resources Committee at the next meeting.

It has previously been Minuted that "the importance of supporting local groups should be balanced against a desire to see groups moving towards becoming more self-sufficient, sourcing funding from elsewhere, rather than continuing to rely on the Town Council's limited resources". With this in mind, the organisations identified for Partnership Funding in the last two years saw the amount awarded to them in Year 1 reduced in Year 2 and further reduced in Year 3.

The Chair's recommendations to the Extraordinary Meeting on 12<sup>th</sup> January 2026 was to award the following amounts in Year 1:

Bognor Regis Armed Forces Day Committee - £2,200

Bognor Regis Foodbanks - £4,000

Bognor Regis Youth & Community Centre - £14,000

Following further liaison with the Chair, having identified the funds available for Years 2 and 3 in line with other Partnership Funding already committed

and so as not to exceed the anticipated budgets available, it is recommended that each organisation in Years 2 and 3 be provided the following amounts:

Name of Organisation	Year 1	Year 2	Year 3
Bognor Regis Armed Forces Day Committee	£2,200	£1,200	£900
Bognor Regis Foodbank	£4,000	£3,000	£2,000
Bognor Regis Youth & Community Centre	£14,000	£12,000	£7,000

Members are invited to consider the Chair's recommendations relating to Partnership Funding to be awarded across the 3-year agreement period.

#### DECISION

Having considered the recommendations from the Chair, Members are asked to RATIFY 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 2026, as follows: -

##### Year 1

Bognor Regis Armed Forces Day Committee - £2,200  
Bognor Regis Foodbank - £4,000  
Bognor Regis Youth & Community Centre - £14,000

##### Year 2

Bognor Regis Armed Forces Day Committee - £1,200  
Bognor Regis Foodbank - £3,000  
Bognor Regis Youth & Community Centre - £12,000

##### Year 3

Bognor Regis Armed Forces Day Committee - £900  
Bognor Regis Foodbank - £2,000  
Bognor Regis Youth & Community Centre - £7,000

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 21 - TO CONSIDER A PROPOSAL FOR THE REALLOCATION OF FUNDING FROM EVENT UNDERSPEND TO HOLD TWO NEW TOWN CENTRE EVENTS FOR SUMMER 2026

REPORT BY EVENTS MANAGER

FOR DECISION

In 2023, budget provision of £2,500, enhanced with an additional £2,000 from the Publicity and Promotion Budget, was made. It was proposed that the Events Manager work collaboratively with Rox Music & Arts to revive the very popular Halloween event. The event was deferred from the 2023 programme to allow for a full proposal to be brought to a meeting. Unfortunately, due to differing ideals on the event content and length, it was not possible to progress this.

Whilst considering whether to pursue the delivery of a Halloween event in the October Half-Term, at the Policy and Resources Committee Meeting held on 23<sup>rd</sup> September 2024, Members acknowledged that the event would be weather dependent. It was subsequently resolved to agree that the £4,500 held in Earmarked Reserves be retained until such time that the Events Manager proposed an alternative event, not precluding a Halloween event (Min. 57.11 refers).

Officer recommendation

It is the Officer recommendation that the money held in Earmarked Reserves, for event underspend, be returned to General Reserves and reallocated to support the delivery of two new Town Centre events for Summer 2026, with a view to increasing footfall. It is proposed that a budget of £4,200 be divided to fund two such events to be delivered during the April and May Bank Holiday periods. As well as hopefully increasing footfall, this approach would also address an identified gap in the events programme. Potential event options include a BMX stunt show, which was very well received in summer 2025, Dinomania, or the Wheel of Death.

To consider a proposal for reallocation of funds for event underspend  
Returned to GR and reallocated to events proposed

DECISION

Do Members RESOLVE to AGREE that the money currently held in Earmarked Reserves, first intended for a Halloween event, be returned to General Reserves and that a budget of £4,200 be reallocated from General Reserves to deliver two Town Centre events for Summer 2026?

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

AGENDA ITEM 22 - TO CONSIDER A PROPOSAL IN RELATION TO THE SCREENING OF THE 2026 FIFA WORLD CUP FINAL AND TO AGREE, IN PRINCIPLE, A BUDGET FUNDED FROM GENERAL RESERVES

REPORT BY EVENTS MANAGER

FOR DECISION

2026 will see the FIFA Football World Cup take place and, following the success of the Big Screen event held in Hotham Park for the Women's World Cup Final, together with positive feedback from attendees requesting more events of this nature, it is recommended that a budget be identified to deliver a Big Screen event within the Town Centre to broadcast the World Cup Final, at 8pm on Sunday 19<sup>th</sup> July 2026. It is proposed that the Big Screen be located within a road closure, similar to that used for the Christmas Lights Switch-On event.

With the second of the semi-finals taking place on 15<sup>th</sup> July 2026, should it be the case that England go into the Final, there would not be sufficient time to put arrangements in place to offer the community the chance to come together at a Big Screen event in the Town, unless Members agree to this proposal, in principle, thereby enabling the Events Manager to begin working on delivery.

A budget of £3,000 would be required to cover the costs associated with Big Screen hire, as well as the provision of first aid and security services. To enable the Events Manager to enter into negotiations with suppliers, and obtain the relevant permissions from Arun District Council, Members are asked to agree in principle, subject to England making it to the World Cup Final, that this budget be funded from General Reserves. Care will be taken when entering into any contractual arrangements that there is provision for a full refund, or issuance of a credit note, should the event not go ahead as planned.

DECISION

Do Members RESOLVE to AGREE IN PRINCIPLE that a budget of £3,000 be funded from General Reserves for a Big Screen event to be broadcast, should England make it into the FIFA World Cup Final in July 2026?

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
2<sup>nd</sup> FEBRUARY 2026

## AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY DEPUTY CLERK FOR DECISION

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

The financial reports for the month of December 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 December 2025.

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF NOVEMBER AND DECEMBER 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. Woodall has previously verified the bank reconciliations with the Town Council's bank accounts for the months of November and December 2025.

## DECISION

To NOTE verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2025, undertaken by Cllr. Woodall in line with the Council's Financial Regulations.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 2<sup>nd</sup> FEBRUARY 2026  
AGENDA ITEM 24 - CORRESPONDENCE FOR INFORMATION

1. LGR Town and Parish Council briefing 18 December 2025 – Circulated to all Councillors 24.12.2025
2. Sussex Alerts; Online safety for parents – Circulated to all Councillors and on social media 26.12.2025
3. Heather Perrott Next international film being shown at Picturedrome – Circulated to all Councillors 29.12.2025
4. WSCC Cold health alert extended for the South East – Circulated to all Councillors and on social media 02.01.2026
5. Hidden Disabilities Sunflower pricing changes 02.01.2026
6. St Wilfrid's Hospice; Is it time to say goodbye to your Christmas tree – posted on social media 02.01.2026
7. Sussex Alerts; Free UK-wide service which provides extra advice and support, including when there's an interruption to your electricity, gas or water supply
8. Dawn Hudd LGR Town and Parish Council briefing 18 December 2025 – Circulated to all Councillors 05.01.2026
9. NALC; chair has penned an open letter to parish and town councils – Circulated to all Councillors 06.01.2026
10. Chichester Chamber of Commerce and industry – Circulated to all Councillors 06.01.2026
11. Sussex Alerts; New Year's present that could save your organisation 06.01.2026
12. Office for National statistics; Less than a month left: consultations on Census 2031 topics and ethnicity harmonisation 07.01.2026
13. BRBID Simon Mansfield; formal letter of thanks for the successful Big Switch on 29<sup>th</sup> November 2025 noting it was very well run and well attended – Circulated to all Councillors 07.01.2026
14. St Wilfrid's Hospice news 07.01.2026
15. Hidden Disabilities Sunflower February 26 pricing changes coming 09.01.2026
16. West Sussex County Council 'Healthy New Year 2026' Newsletter – Circulated to all Councillors 09.01.2026
17. The Sussex Police and Crime Commissioner; Police funding in Sussex under scrutiny – Circulated to all Councillors 09.01.2026
18. NALC Jobs newsletter 12.01.2026
19. Dawn Hudd; Latest information on Local Government Reorganisation update – Circulated to all Councillors 12.01.2026
20. Sussex Alerts; January Our News – Circulated to all Councillors 12.01.2026
21. WSCC; Clean-up teams respond to container washed ashore at Bognor Regis – Circulated to all Councillors and on social media 13.01.2026
22. Dawn Hudd; Latest information on Local Government Reorganisation – Circulated to Councillors 13.01.2026
23. NALC; The Future of Local Democracy - Devolution and the Need to Empower Town and Parish Councils – Circulated to all Councillors 14.01.2026
24. WSCC; Clean-up teams respond as further containers and debris wash ashore in West Sussex – Circulated to all Councillors and on social media 14.01.2026
25. CCCI January Newsletter: Business Awards, Breakfasts & Death on the Nile and more – Circulated to all Councillors 15.01.2026

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26. NALC Chief executive's bulletin – Circulated to all Councillors 15.01.2026
27. WSCC Resident's eNewsletter; Shipping containers update, Our Council Plan and budget, and more – Circulated to all Councillors 15.01.2026
28. The Sussex Police and Crime Commissioner; How to solve the 'maths gap' in police funding – Circulated to all Councillors 16.01.2026
29. NALC Jobs newsletter 19.01.2026
30. Bognor Regis Puppet Party Partnership Funding Review 2025 Event 19.01.2026
31. NALC Events; previously forwarded to Councillors 20.01.2026
32. WSCC News Release West Sussex shoreline clean-up update – Circulated to all Councillors and on social media 21.01.2026
33. NALC Chief executive's bulleting – Circulated to all Councillors 22.01.2026
34. ADC The Arcade; Press Release – Circulated to all Councillors 23.01.2026
35. The Sussex Police and Crime Commissioner; Protecting the safety of young people in Sussex – Circulated to all Councillors 23.01.2026
36. NALC Jobs newsletter 26.01.2026
37. St Wilfrid's Hospice; fill a bag event 26.01.2026
38. Arun and Chichester Citizens Advice; 2025/2026 Cost-of-Living Survey – Circulated to all Councillor and social media 26.01.2026