



# 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 30<sup>th</sup> MARCH 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 30<sup>th</sup> March 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 23<sup>rd</sup> DAY of MARCH 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 2<sup>nd</sup> February 2026, and the Extraordinary Meeting held on 16<sup>th</sup> March 2026
  5. ADJOURNMENT for public question time and statements
  6. Clerk's report from previous Minutes
  7. To receive an update from the Events Officer on the Events Programme for 2026
  8. Final update and ratification of expenditure on Events Programme for 2025
  9. To receive the Town Force Report
  10. Report on Town Centre Issues including any reports on meetings with the BID Management Board
  11. To receive and note the Monthly Community Warden report from the Bognor Regis BID, including business crime reporting through DISC, for January and February 2026
  12. Town Council Community Warden including: -
    - To receive and note the monthly reports for January and February 2026
    - To note the interim arrangements for a Community Warden service in the Town for 2026-2027
  13. To provide an update on the establishment of a regular market by Bognor Regis Town Council and decide next steps, including budget provision – Min. 14 refers
  14. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 5<sup>th</sup> February 2026
  15. To note the Notes of the ADC/BRTC Liaison Meeting held on 17<sup>th</sup> March 2026 and agree any next steps
  16. Councillors' Allowances including: -
    - To consider whether to increase Councillors' Allowances up to a maximum of £710.40 per annum (equating to 10% of the District Basic Allowance) or whether this should remain unchanged – Min. 138.1 refers
    - To consider whether any increase, should this be agreed be backdated to 1<sup>st</sup> April 2025 in line with the District Council's Basic Allowance or commence from 1<sup>st</sup> April 2026, noting any budget overspend
  17. To ratify the submission of Bognor Regis Town Council's Expression of Interest for the UK Town of Culture 2028
  18. To ratify release of 2026-2027 Partnership Funding for Bognor Regis Seafront Lights (Year 3 of 3), Southdowns Music Festival (Year 3 of 3), Bognor Regis Heritage & Arts Partnership Board (Year 3 of 3), Bognor Pier Trust CIC (Year 2 of 3), Bognor Regis Carnival Association (Year 2 of 3), Bognor Regis Seafront Lights Illuminate Event (Year 2 of 3), Bognor Regis Armed Forces Day Committee (Year 1 of 3), Bognor Regis Foodbank (Year 1 of 3), Bognor Regis Youth & Community Centre (Year 1 of 3)
  19. To consider the Internal Audit Report 2025/26 (Interim update)

20. To review the use of variable Direct Debits, Standing Order mandates and BACS payments as required under 7.9, 7.10 and 7.11 of the Financial Regulations
21. To receive an update in relation to Boom Community Bank
22. Updates to: -
  - Data Protection Policy
  - Data Retention Policy
  - Vexatious Requests Policy
  - Grievance Procedure
  - ICT Policy
  - Information Security Policy
  - Publication Scheme
23. Rolling Capital Programme including: -
  - To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations
24. Financial Reports including: -
  - To note Committee I&E Reports for the month of February 2026 - 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 January and February 2026, 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)
25. To agree to earmark the balance of £12,332 'working budget' for 2025/26, under 'Marketing and Promotions Expenses' (4409/114), and carry forward to 2026/27
26. Earmarked Reserves - consideration of return to General Reserves of any EMR's identified by the Clerk as no longer being required and their possible alternative uses
27. Correspondence
28. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
29. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line with Financial Regulation 13.3

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

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Mrs. J. Davis (Town Clerk)  
Mr. M. Hirst (Deputy Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of  
meeting)  
1 Member seated in the public gallery

*The Meeting opened at 6.33pm*

#### **133. WELCOME BY CHAIR**

Due to the Chair Cllr. Waterhouse having lost his voice, the Vice-Chair, Cllr. Wells, took the 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.

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

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

No apologies were received from Cllr. S. Goodheart, and could not, therefore, be approved.

#### **135. DECLARATIONS OF INTEREST**

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

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

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

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

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

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

***Cllr. Wells stated that he would declare any Interests as and when***

**136. 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**

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

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

The Member seated in the public gallery did not wish to ask any questions, nor make any statements, and the meeting, therefore, was not adjourned.

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

**138.1 31<sup>st</sup> March 2025 Min. 157 Councillors' Allowances**

Notification had now been received from ADC regarding the 2025 Staff Pay Award, confirming that all staff would receive a 3.20% salary increase. In accordance with the Council's Members' Allowances Scheme, this increase is also applicable to the Basic Allowance and all other allowances including Special Responsibility Allowances (SRAs).

Following a number of meetings with various departments at ADC including the Independent Remuneration Panel, it was confirmed that a percentage of 3.20% would be added to the Basic Allowance. This has resulted in the District Basic Allowance increasing from £6,884 to £7,104 per annum with effect from April 2025.

Members would now need to consider whether they wish to increase the Councillors' Allowance once again from the current annual figure of £688.40 to £710.40 (equivalent to an increase of £22 per annum) and whether this should be backdated. Therefore, an item will be placed on the Agenda of the next Policy and Resources Committee Meeting on 30<sup>th</sup> March 2026 for Members' consideration.

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

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

Councillors were disappointed to see an increase in graffiti and commented that where areas of the town looked "tired", this may encourage graffiti.

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

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

**141. 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)**

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for October, November and December 2025, was **NOTED**.

Councillors stated their disappointment in the increased absence rate of the BID Community Warden.

**142. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR NOVEMBER AND DECEMBER 2025**

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

**143. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 11<sup>th</sup> DECEMBER 2025**

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 11<sup>th</sup> December 2025, was **NOTED**.

**144. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 2<sup>nd</sup> DECEMBER 2025 AND AGREE ANY NEXT STEPS**

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 2<sup>nd</sup> December 2025 that had previously been circulated to Councillors, was **NOTED**.

**145. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2026 – REPORT BY EVENTS MANAGER**

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

Members **RESOLVED** to **AGREE** the Officer's recommendation for the allocation of Town Force time for external town events in 2026.

**146. 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**

The Civic & Office Manager's report was **NOTED**.

**146.1** Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2026/27 to the Town Council.

**146.2** Members **RESOLVED** 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.

**147. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS**

The Deputy Clerk's report, including the Overall Summary and Action Plan attached, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

**148. 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**

The Deputy Clerk's report, and the proposed Financial Regulations, Standing Orders and Standing Orders for Contracts appended to the report, was **NOTED**.

Members **AGREED** to **RECOMMEND** the adoption of changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed and without amendment.

**149. UPDATES TO: - TIME OFF IN LIEU (TOIL) POLICY; HARASSMENT AND BULLYING POLICY**

The Deputy Clerk's report, including the proposed Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy as attached and without amendment.

**150. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER**

The Civic & Office Manager's report, and Specification Sheets pertaining to the differing devices quoted for, was **NOTED**.

Members **RESOLVED** to **AGREE** that the services of the current leasing company are retained, along with the current photocopier, on a new 3-year agreement.

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

The Deputy Clerk's report, and the copy of the previous years' Agenda, was **NOTED**.

Members **RESOLVED** to **AGREE** that representatives of the Premier Inn, recently built on Bognor Regis seafront, be invited to present. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 16<sup>th</sup> March 2026, whereby doors will open at 6.30pm with the meeting commencing at 7pm. It was also **AGREED** that the future of the Town Hall be included on the Agenda for local feedback.

**152. 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**

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

Members **RATIFIED** the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1<sup>st</sup> April 2026, as follows: -

Bognor Regis Armed Forces Day Committee -	Year 1: £2,200
	Year 2: £1,200
	Year 3: £900

Bognor Regis Foodbank -	Year 1: £4,000
	Year 2: £3,000
	Year 3: £2,000

Bognor Regis Youth & Community Centre -	Year 1: £14,000
	Year 2: £12,000
	Year 3: £7,000

**153. TO CONSIDER A PROPOSAL FOR THE REALLOCATION OF FUNDING FROM EVENT UNDERSPEND TO HOLD TWO NEW TOWN CENTRE EVENTS FOR SUMMER 2026**

The Events Manager’s report was **NOTED**.

Members **RESOLVED** 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.

**154. 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**

The Events Manager’s report was **NOTED**.

A Member requested the vote be recorded, the request subsequently granted (in accordance with Standing Order 3u), and shown as: -

<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
Cllr. Barrett	Cllr. Smith	
Cllr. Dawes	Cllr. White	
Cllr. Oppler		
Cllr. Warr		
Cllr. Waterhouse		
Cllr. Wells		

Members **RESOLVED** 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.

**155. FINANCIAL REPORTS INCLUDING: -**

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

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

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

**155.2 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)**

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

**156. CORRESPONDENCE**

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

**157. 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 item 26, 27 and 28 (contractual) and Agenda item 29 (staffing).

**158. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

The Committee **NOTED** the list (confidential). The Town Clerk recommended that one debt be written off, and this was **AGREED** by Members.

**159. TO CONSIDER FUTURE FUNDING PROVISION OF THE BID BUSINESS WARDEN – MIN. 123.4 REFERS**

***Cllr. Wells declared an Ordinary Interest as a BID Levy payer***

Members considered whether continuing to part fund the BID's Warden was appropriate, now that the Town Council were fully funding a 7-day a week Community Warden that served all five Wards of Bognor Regis, not just the Town Centre. With concerns about the rising level of absenteeism relating to the BID's Warden, a Member reminded those present that the Council's primary function was to protect the public purse and suggested that where the Town Council was not certain of value for money, funding should be withdrawn.

Members unanimously **RESOLVED** to **AGREE** that the Town Council's funding contribution towards provision of the BID Warden be withdrawn, effective from 1<sup>st</sup> April 2026, with the 2026/2027 budget provision of £17,367 previously approved (Min. 123.4 refers), returned to General Reserves.

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

***Cllrs. Oppler and Mrs. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would not participate in discussion and would abstain from voting***

The Chair, a member of the Working Party, informed those present that the recommendations made had been based on information that was available at the time but that, since then, further information had been forthcoming and amendments to the recommendation were suggested. There followed a discussion, during which guidance was sought from the Town Council's Accountant, Mr. Kemp.

Members **DISAGREED** with the recommendations from the Bognor Regis Town Hall Working Party, instead **RESOLVING** to **APPROVE** the amended recommendation verbally given, as summarised in the Confidential Report attached to the File Minutes. For the record, Cllrs. Oppler and Mrs. Warr abstained from voting.

**161. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 2<sup>nd</sup> FEBRUARY 2026**

**161.1** Members unanimously **AGREED** to **RATIFY** the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 2<sup>nd</sup> February 2026, as detailed in the confidential verbal report given by the Clerk, resulting in the progression of proposed changes to staff resources.

***The Meeting closed at 8.17pm***



# BOGNOR REGIS TOWN COUNCIL

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

### **COMMITTEE MEETING**

#### **HELD ON MONDAY 16<sup>th</sup> MARCH 2026**

**PRESENT:** Cllrs: J. Barrett, D. Dawes (during Min. 167),  
S. Goodheart, F. Oppler, Mrs. J. Warr, P. Wells, M. White  
and Mrs. G. Yeates (from Min. 163)

**IN ATTENDANCE:** Mrs. J. Davis (Town Clerk)  
Mr. M. Hirst (Deputy Clerk)

***The Meeting opened at 5.04pm***

#### **162. WELCOME BY CHAIR**

Due to the recent sad passing of Cllr. Bob Waterhouse, the Vice-Chair, Cllr. Wells, took the 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.

***Cllr. Mrs. Yeates arrived to the Meeting***

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

The Town Clerk reported that Cllr. D. Dawes had given his apologies to advise that he may be late to the meeting.

Apologies for absence were not received from Cllr. N. Smith, therefore, this absence could not be approved.

#### **164. 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
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- 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.

***There were no declarations of Interest***

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

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

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

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

**167. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT FOR 2026/2027 - MIN. 123.2 REFERS**

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

***Cllr. Dawes arrived to the Meeting***

Members were advised of the process undertaken by the Town Clerk and Deputy Clerk, in line with the previous year, to assess the three tender bids received for the Community Warden Service for the period 1<sup>st</sup> April 2026 to

31<sup>st</sup> March 2027.

Clarification was provided on the scoring methodology applied, including the differences between the bids in respect of both quality and price.

Members unanimously **RESOLVED** to **AGREE** the award of the contract for the provision of the Bognor Regis Community Warden Service commencing 1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2027 to Tender Bid 3.

***The Meeting closed at 5.18pm***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING – 30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 7 - TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON  
THE EVENTS PROGRAMME FOR 2026**

**REPORT BY THE EVENTS MANAGER**

**FOR INFORMATION**

**UPDATE ON THE EVENTS PROGRAMME FOR 2026**

**Extreme Mountain Bike Show – 10<sup>th</sup> May**

The first of two Town Centre Extreme Mountain Bike shows led by 5-time British and European Champion Danny Butler.

*"The Extreme Mountain Bike Show is an adrenaline-pumping experience that leaves audiences breathless, thrilling stunts and jaw-dropping tricks from some of the world's best riders."*

**Book Day – Wednesday 27<sup>th</sup> May**

This year's Book Day theme is Festival of the Birds – Let Your Imagination Fly Free. There will be a 145ft mobile zip line, giant coconut tree climbing walls, along with storytelling, arts and crafts, facepainting and book swaps.

**Extreme Mountain Bike Show – Sunday 7<sup>th</sup> June**

The second of two Town Centre Extreme Mountain Bike shows (as described above).

**Drive Through Time – Sunday 5<sup>th</sup> July**

Eighty vehicles are already booked in for the 13<sup>th</sup> Drive Through Time. Sponsorship packages have been sent out but currently headline sponsorship is pending confirmation.

**Sunday Afternoon Concerts – 14<sup>th</sup> June, 19<sup>th</sup> July, 9<sup>th</sup> August & 6<sup>th</sup> September**

Working in partnership with the Rotary Club, the four-concert programme of two performances of a different genre of music for each event has been confirmed.

**Big Screen Live Broadcast World Cup Final – Sunday 19<sup>th</sup> July (TBC)**

The FIFA World Cup Men's Final will be broadcast live on a big screen in the Town Centre, subject to England reaching the final stage.

**Hampshire Avenue Fun week – Monday 27<sup>th</sup> to Friday 31<sup>st</sup> July**

An array of activities for children will be in Hampshire Avenue for the full week running daily from 12 – 3.

**Funshine Days – Every Tuesday, Wednesday and Thursday between 4<sup>th</sup> – 27<sup>th</sup> August**

The full 12-day programme has been booked in, 12 days of free children’s activities spread across Hotham Park and the Prom bandstands, ranging from Surfboard Simulators, Gaming Buses, Music Workshops to a giant 41-foot Assault Course.

**Halloween Event - Saturday 31<sup>st</sup> October**

A bespoke Halloween themed laser and music show will be brought onto the Promenade. The event was originally planned for the 2025 event programme but was rescheduled twice due to inclement weather causing hazardous ground conditions in Hotham Park. Moving the event to the seafront for 2026 will reduce the risk of cancelling/rescheduling.

**Christmas Lights Switch-On – Saturday 28<sup>th</sup> November**

Further details of the event are still in the planning stages, so no further update is available at this time.

**Carols in the Park - Sunday 13<sup>th</sup> December**

Further details of the event are still in the planning stages, so no further update is available at this time.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

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

**REPORT BY THE TOWN FORCE MANAGER**

**FOR DECISION**

**Cherry picker**

The cherry picker (Mobile Elevating Work Platform, MEWP) was once again extremely slow to respond when staff attempted to use it. The MEWP was subsequently delivered to a local access platform specialist who, in consultation with the manufacturer, adjusted the speed setting on the PC board, which initially appeared to resolve the issue. However, tests carried out a few hours later found the MEWP to be almost non-responsive again. The manufacturer is now in discussions with their Head Office in Italy to determine an appropriate solution as it seems the PC board, installed by the manufacturer in October, is not retaining information.

Given the extent of the recurring defects and the ongoing lack of reliability, the MEWP is no longer a reliable asset for operational use. Repeated faults have resulted in disruption on many occasions, and there is a significant risk that further issues will continue to arise even after repair as the machine is now 12 years old. In addition, the cost of diagnosing and rectifying these faults, particularly where manufacturer involvement is required, is likely to be high and difficult to justify.

Furthermore, the machine does not generate sufficient income to offset these ongoing costs. Its low frequency of use further compounds this issue, meaning it is not delivering a reasonable return on investment.

There are also growing concerns among staff regarding the safety and reliability of the MEWP, with some expressing reluctance to use it. This lack of confidence presents both an operational challenge and a potential health and safety risk.

When all factors are considered, retaining ownership of the MEWP represents poor value for money. A more cost-effective and practical approach would be to sell the machine once it has been repaired to a saleable condition and instead hire a MEWP as and when required.

**DECISION**

Do Members **RESOLVE** to **AGREE** to sell the cherry picker once it has been repaired?

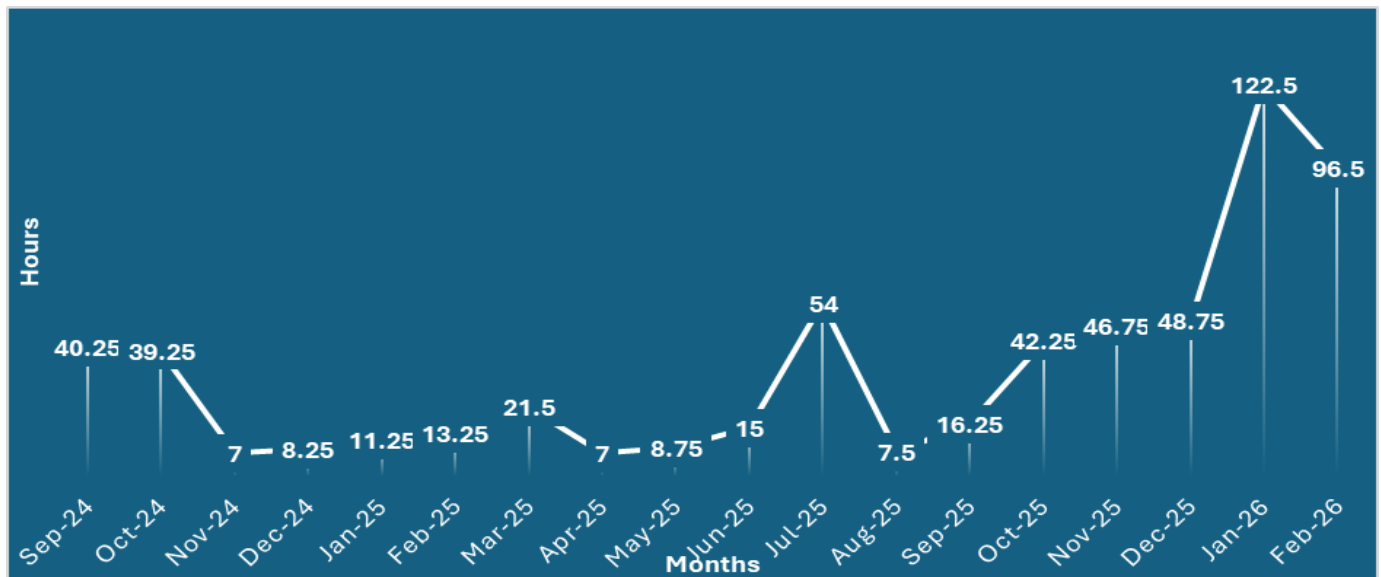
**Staffing**

Following a Team Member's resignation, to take up a Team Leader's position with better pay elsewhere, a new Team Member has been recruited and is joining Town Force on Tuesday 7<sup>th</sup> April.

## Graffiti

Following unprecedented levels of graffiti removal carried out in January and February, the situation has now been brought under control. However, new graffiti continues to appear in all 3 subways on a weekly basis.

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



## Horticultural Activities

The spring planting has received many compliments from members of the public.

Structural testing of the lampposts carrying hanging baskets will be carried out shortly.

Two timber planters by the bullnose had fallen into disrepair and were therefore disposed of. Replacement planters have since been built in-house.

Planters along The Esplanade have been re-glossed.

A planter at the Health Centre became waterlogged due to the heavy rainfall in January and February. It has since been emptied, additional drainage holes have been drilled into its base to prevent recurrence and re-planted.

Each winter, several planters in Queensway typically require replanting after plants are lost due to harsh winter conditions and vandalism. This winter was no exception.

Gloucester Road wall has been prepared for planting. However, due to disruption to Dutch suppliers caused by the conflict in the Middle East, only smaller pot sizes of *Erigeron glaucus* 'Sea Breeze' were available. Planting has therefore been postponed by a further month to give the plants the best chance of survival in this exposed location.

## Sponsored Planting

One sponsor did not renew their sponsorship agreement, and their final quarterly payment of £75 remains outstanding at the time of writing this report. This is being

actively pursued, with repeated assurances that cash will be brought in, although it is yet to be received.

Talks are in progress with an interested party about sponsorship of a Felpham Way planter.

Planters available for sponsorship: A29/Orchard Way planter, Felpham Way (northbound) planter by Upper Bognor Road and planter north of Butlin's roundabout, Felpham Way (southbound) planter by the Leisure Centre roundabout, Martlets planter and Chichester Road planter.

### **Town Force van sponsorship**

NL Auto have renewed their van sponsorship agreement for the BW66 Transit van for another 3 years.

### **Town Force Accommodation**

The roller shutter, yard alarm and fire extinguishers have been serviced.

### **Seafront decking**

Recent stormy weather had caused two decking areas to become buried under shingle. The substantial build-up has now been removed by a digger. New asset plaques have been installed to all 3 decks.

### **Town Hall clock face lights**

As previously reported, there was significant water ingress into the clock tower affecting the wooden floorboards, newly laid insulation and the electrical supply to the BRTC clock. The issue improved significantly following sealing of the exterior of the clock tower by a contractor, following Arun DC's approval. Town Force spent a significant amount of time dealing with the issue, supporting the contractor and sealing the areas they could reach internally. However, their subsequent inspection on a wet day revealed a small, persistent leak. The contractor's view was sought and replacement of the lead flashing was recommended. However, the remedial was not approved by Arun DC due to budgetary constraints. As such, Town Force placed buckets into the loft area to catch any water and attend regularly to empty these. It is hoped that Arun's electrical contractor will attend to check the electrical supply over and confirm it is safe to put a new fuse in.

### **Events Support**

Town Force supported the Town Council's Wellbeing Market.

### **Revenue generating jobs**

- Planter repair for Felpham Parish Council;
- Removal of shingle from a seafront path and bench areas for Pagham Parish Council;
- Graffiti removal from Marine Park Gardens for Arun District Council;
- Provision of crowd barriers to Arun District Council for their event in West Park;
- Cherry picker hire for Arun District Council;
- 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 replaced timber boards on a Felpham Way planter, glossed BRTC benches along The Esplanade and in front of Mountbatten Court, collected newsletters from the printers and delivered them to the distributors, measured Town Centre catenary wires in readiness for the bunting installation, removed flyposting, carried out various jobs at the allotments and serviced the BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 10 - REPORT ON TOWN CENTRE ISSUES INCLUDING ANY  
REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

**REPORT BY THE DEPUTY CLERK**

**FOR INFORMATION**

The BID AGM was held on the 12<sup>th</sup> March 2026 and the following issues were discussed: -

**Board of Directors' Report**

Performance against key targets was reviewed, including progress relating to the General Market, Love Bognor Regis, the BID Community Warden, and wider business objectives.

**Financial Report**

The BID's financial position was considered, including discussion of budgetary priorities and planning for the forthcoming year.

**BID Warden Funding Options**

Options for the future of the BID Community Warden and associated funding arrangements were explored.

Updates from Bognor Regis Town Council: -

**BRTC Community Warden Tender**

An update was provided on Bognor Regis Town Council's Community Warden Tender, including confirmation that the preferred bidder would be determined at the Extraordinary Policy and Resources Committee Meeting on 16<sup>th</sup> March 2026.

**UK Town of Culture 2028 Bid**

Members were informed of the Town Council's forthcoming Expression of Interest submission. The BID was invited to participate as a stakeholder in an upcoming workshop to support the development of the bid.

**Annual Town Meeting of Electors**

It was noted that the Annual Town Meeting of Electors would take place at Bognor Regis Town Hall, with doors opening at 6.30pm for a 7pm start. The agenda included a presentation from Premier Inn and an item concerning the future of the Town Hall.

**Annual Newsletter**

Members were advised that the Town Council's Annual Newsletter had been published, which included a consultation on the potential acquisition of Bognor Regis Town Hall.

## **Next Meeting**

The next Full Board Meeting was scheduled to take place on 11<sup>th</sup> June 2026.

*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  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 11 - TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2026**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

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 January and February 2026 have been provided by the Bognor Regis BID (attached as **Appendix 1** and **2**).

**DECISION**

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for January and February 2026.



## BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC January 2026

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

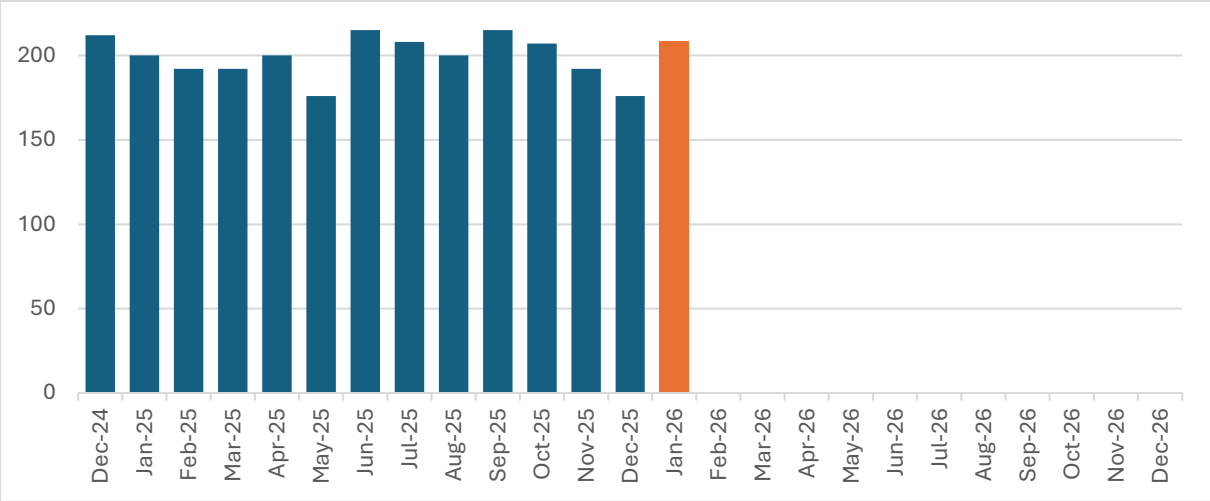
Ref:	Indicator	Source	Dec-25	Jan-26	Change
1	Total number of hours delivered	Invoice	176	208	32
2	Absence rate %	Invoice	26.67%	16.13%	-10.54%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,802	£2,467	£665
4	Number of stock recovery incidence	Warden/ businesses	18	31	13
5	Number of engagements with business representatives	BIDBASE	393	816	423
6	Number of businesses engaged with:	BIDBASE	58	58	0

**Observations:** In January the Community Warden was available and visible on 26/31days, an improved figure compared to previous months

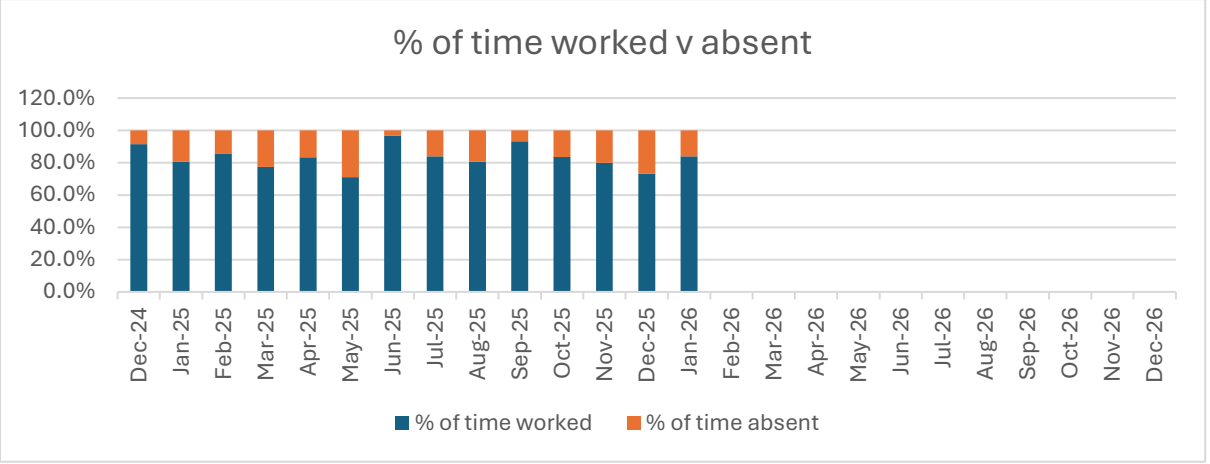
The Bognor Regis Town Council, A valuable supporter offering financial support have decided to withdraw funding, to focus on their own warden. The funding enabled the BID to provide cover 7 days per week. From 1 April this will reduce to 5 days.

# KPIs

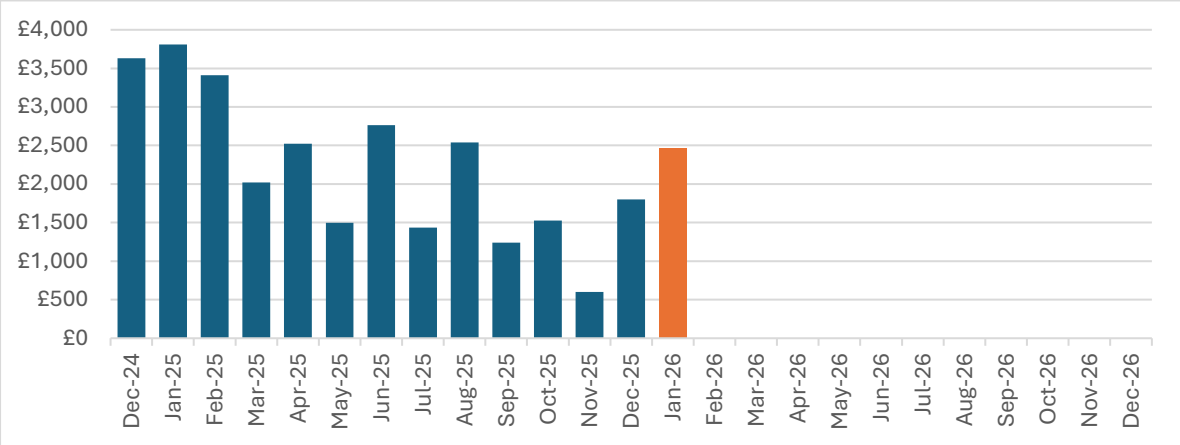
## Hours worked



## Absence



## Stock Recovery





## BOGNOR REGIS COMMUNITY WARDEN REPORT: TO BID DIRECTORS AND BRTC February 2026

Date: 23<sup>rd</sup> March 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	Jan-26	Feb-26	Change
1	Total number of hours delivered	Invoice	208	208	0
2	Absence rate %	Invoice	16.13%	7.14%	-8.99%
3	£ value of stock recovered by warden:	Warden/ businesses	£2,467	£753	-£1,714
4	Number of stock recovery incidence	Warden/ businesses	31	5	-26
5	Number of engagements with business representatives	BIDBASE	816	793	-23
6	Number of businesses engaged with:	BIDBASE	58	60	2

**Observations:** In January the Community Warden was available and visible on 26/28 days, an improved figure compared to January when the figure was 28/31 days.

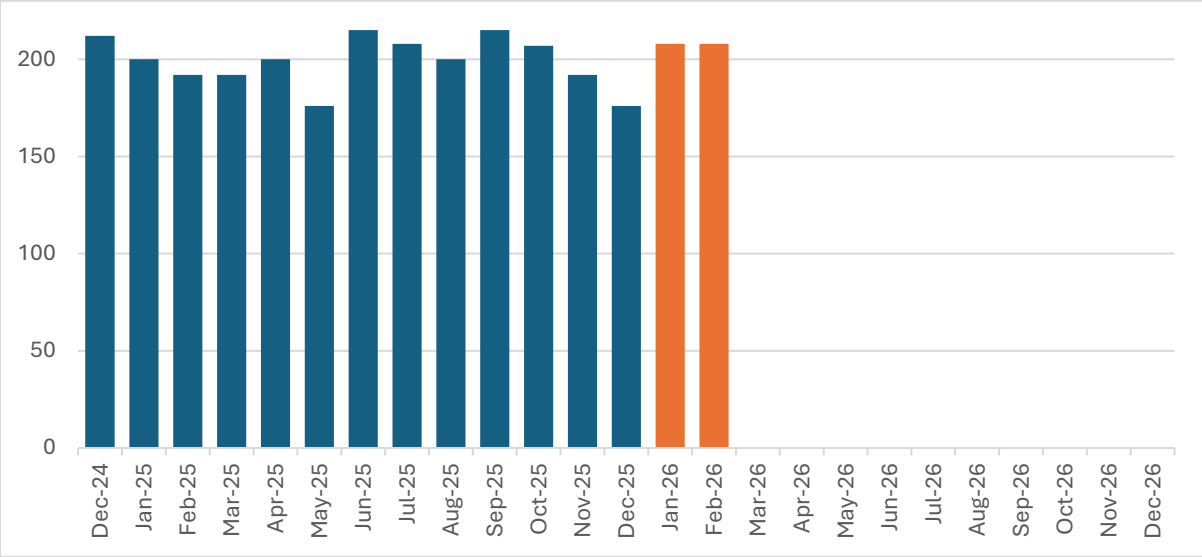
Stock recovery reduced to £753 which is on the back of a high January figure at £2,467.

The warden is part of the Bognor Regis Town centre strategy to reduce crime and deliver a more welcoming town centre, other BID projects include:

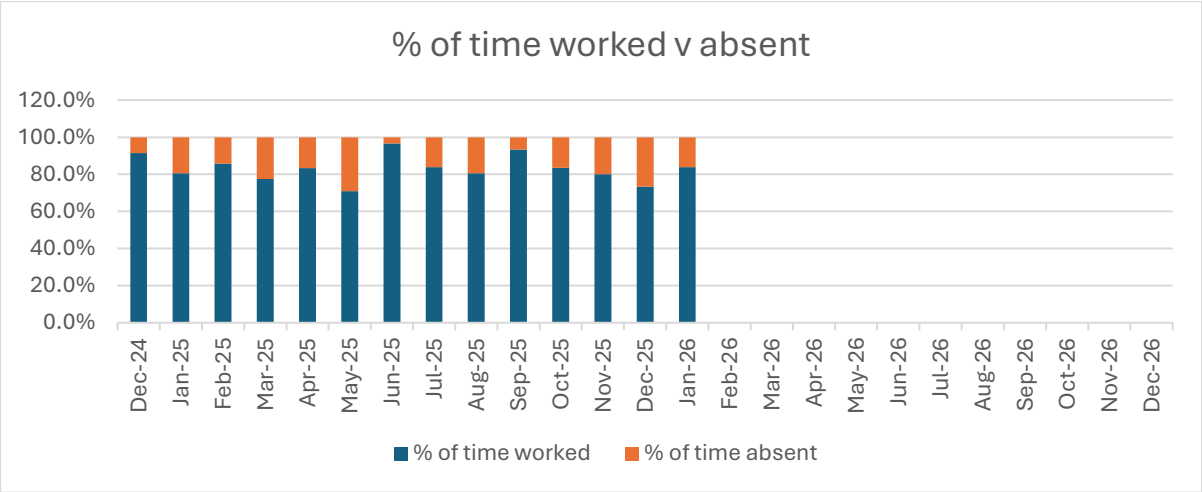
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting

## KPIs

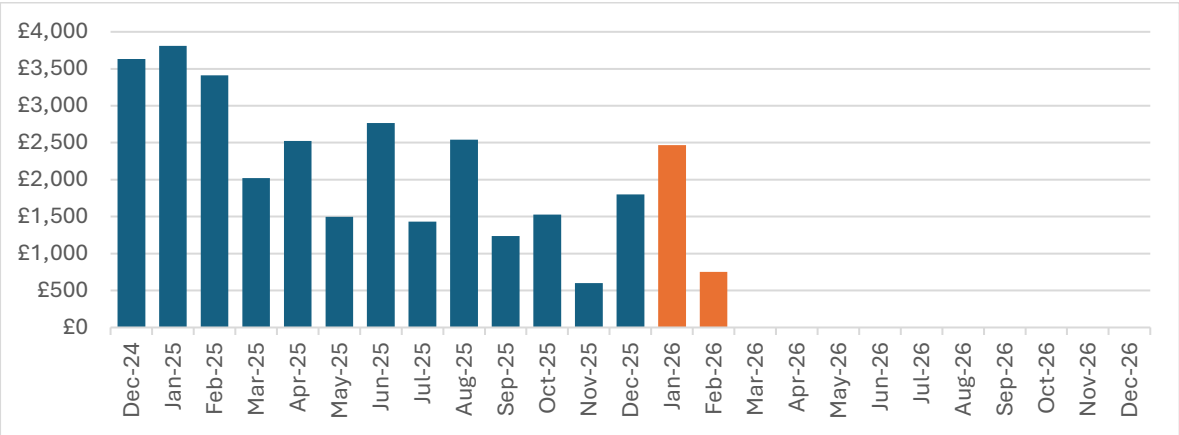
### Hours worked



### Absence



### Stock Recovery



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 12 – TOWN COUNCIL COMMUNITY WARDEN INCLUDING: - TO RECEIVE AND NOTE THE MONTHLY REPORTS FOR JANUARY AND FEBRUARY 2026; TO NOTE THE INTERIM ARRANGEMENTS FOR A COMMUNITY WARDEN SERVICE IN THE TOWN FOR 2026-2027**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

**To receive and note the monthly reports for January and February 2026**

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 January (attached as **Appendix 1**) and February (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 January and February 2026.

**To note the interim arrangements for a Community Warden service in the Town for 2026-2027**

A budget of £65,000 had been agreed to provide a Community Warden from 1<sup>st</sup> April 2026 for 12 months. At the Extraordinary Policy and Resources Committee Meeting held on 16<sup>th</sup> March 2026, a contract for this warden provision to the value of £56,939.05 excluding VAT was agreed (Min. 167 refers).

Owing to delays arising from the procurement and recruitment process, it is anticipated that the new service will be in place from 13<sup>th</sup> April 2026. The current contractor has been asked to provide ad-hoc provision during the interim period, to maintain warden provision particularly during the Easter school holidays, payment for which will be drawn from the surplus available in the budget and the new tender contract amended accordingly.

**DECISION**

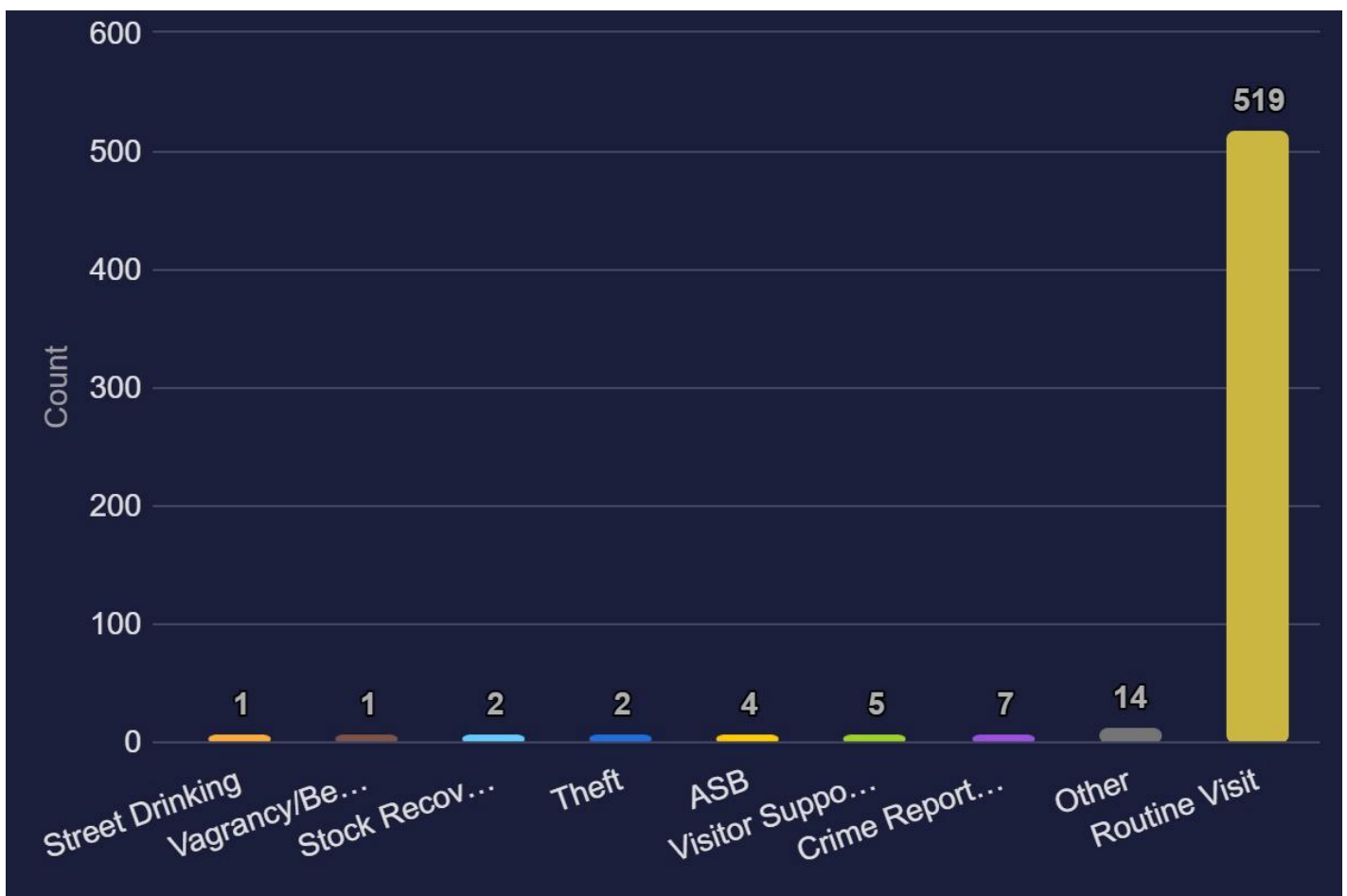
Members are asked to **NOTE** the interim arrangements for a Community Warden service in the Town for 2026-2027.

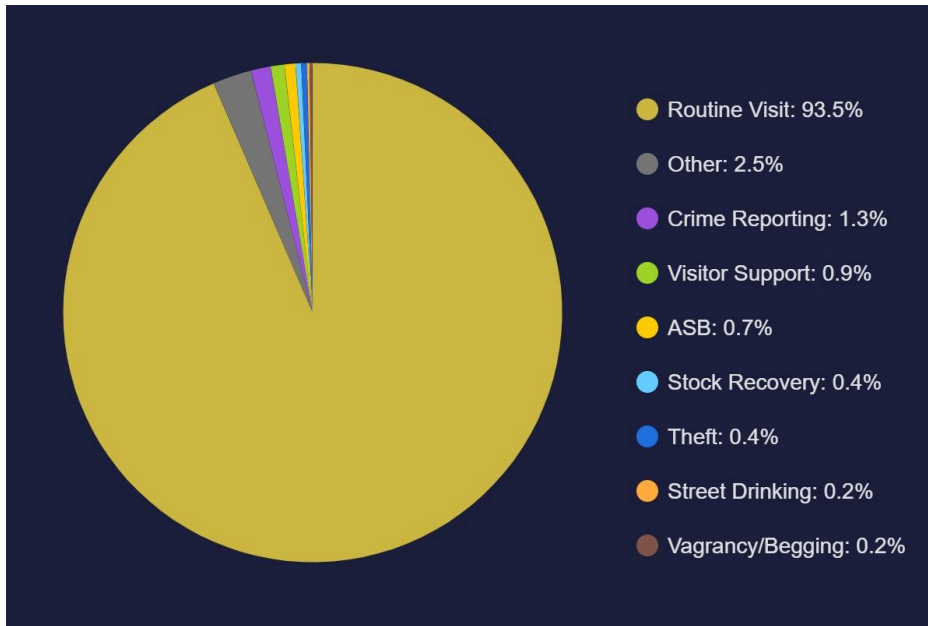


## Bognor Town Council – January Report

**Interactions Logged – 556**

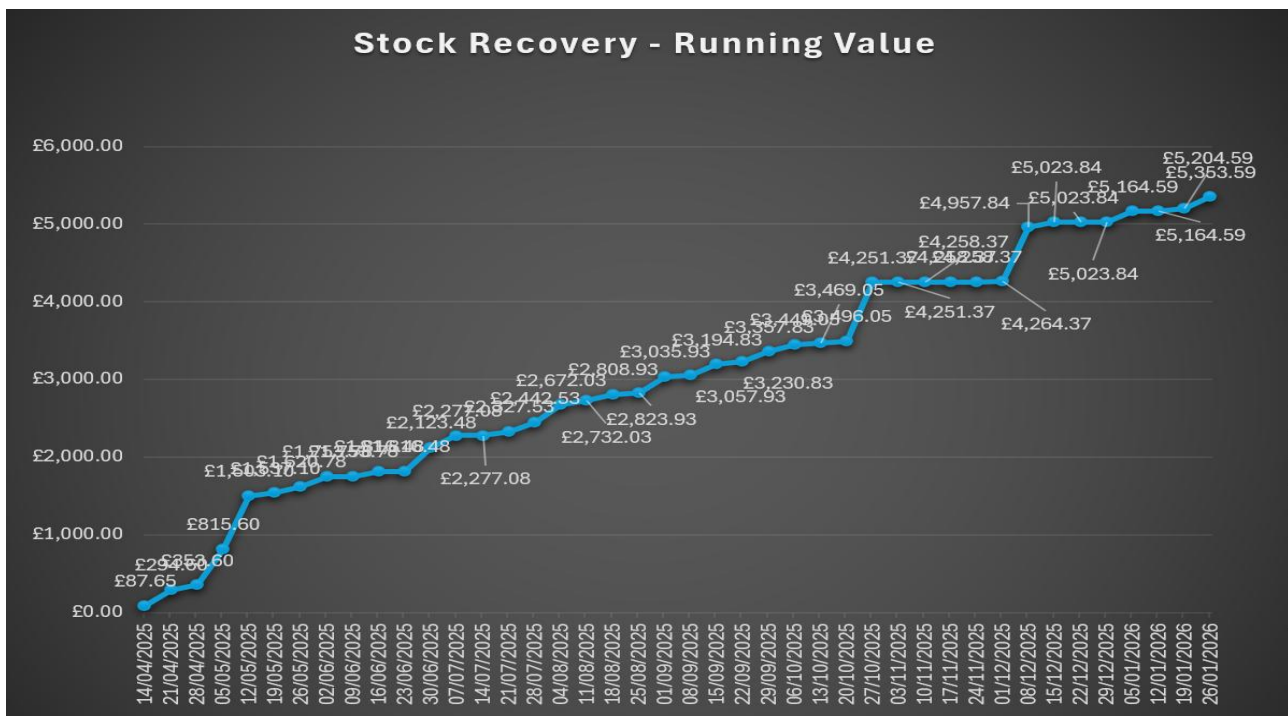
### Interaction Summary 1 – Bar Graph & Pie Chart



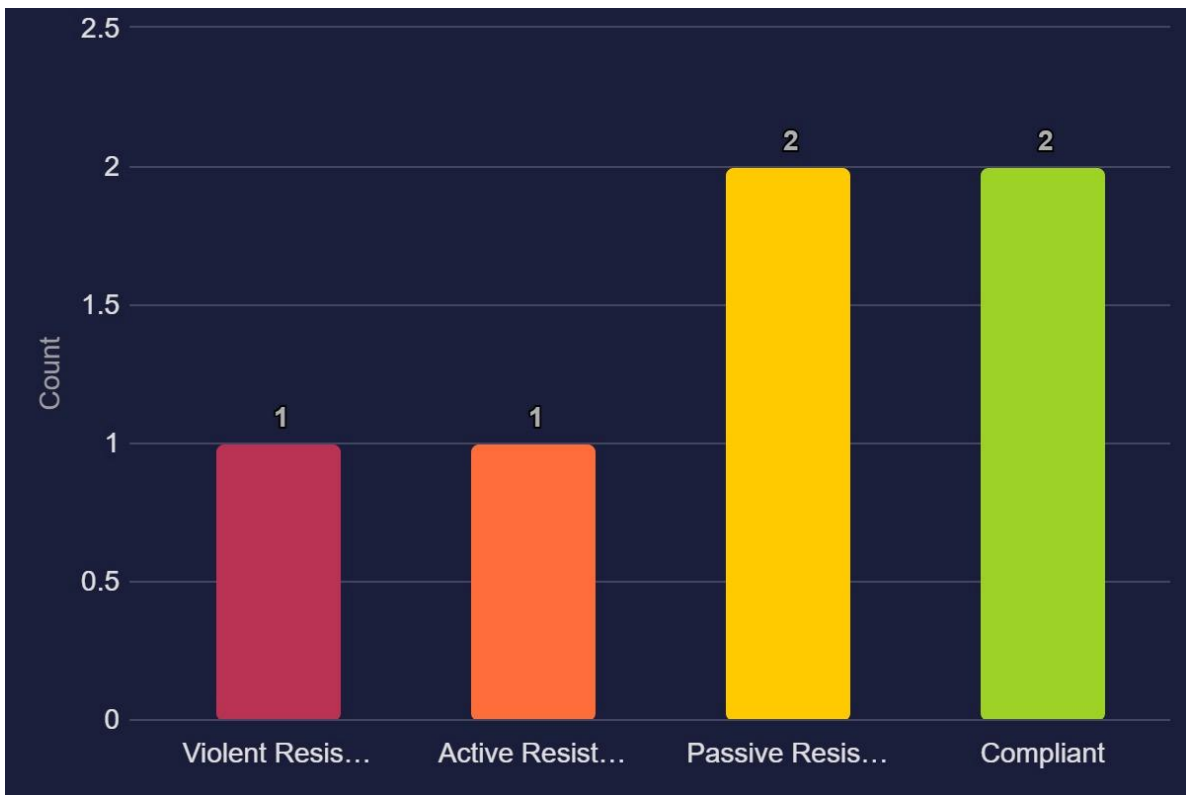


### Stock Recovery

- Total **£329.75**
- Occurrences **5**

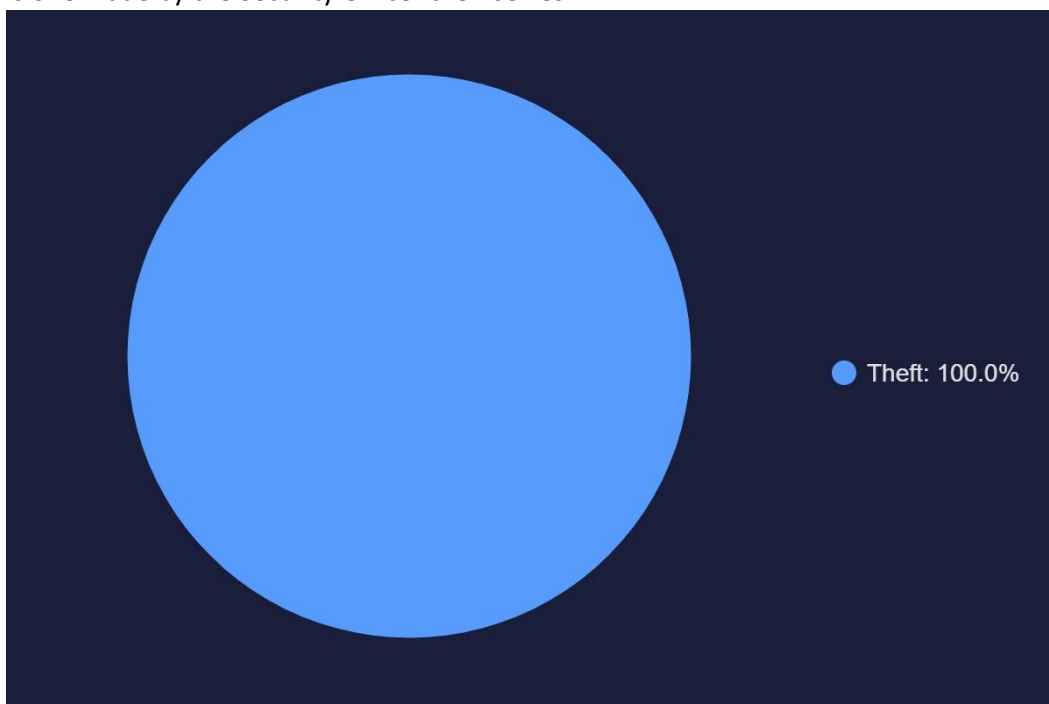


### Arrest & Resistance Summary



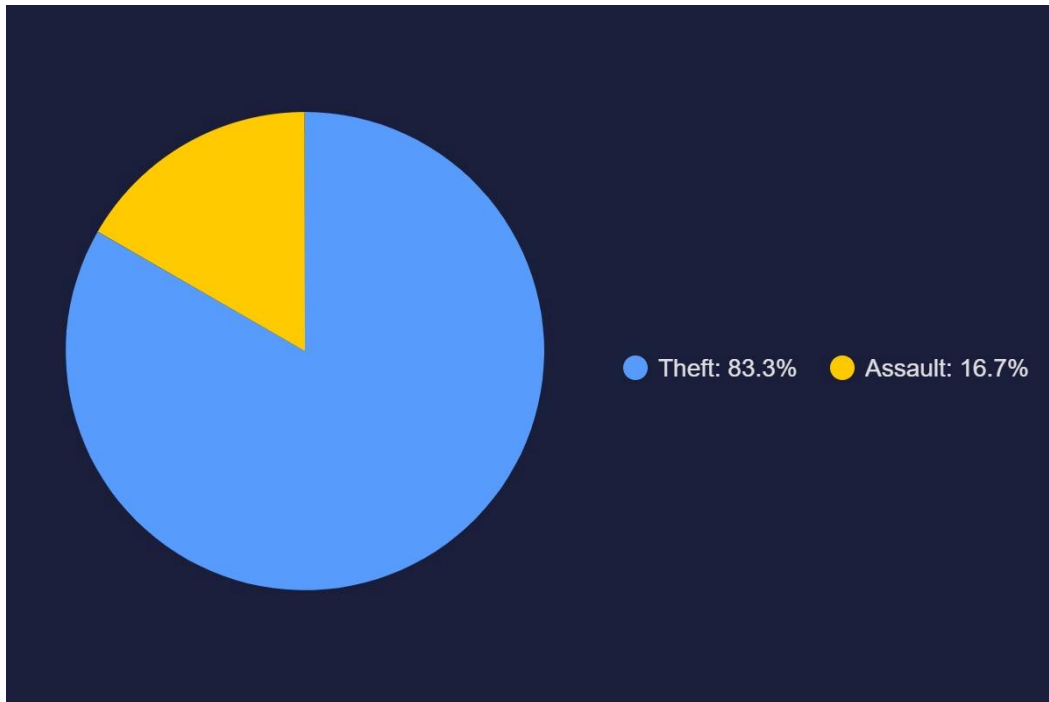
### Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

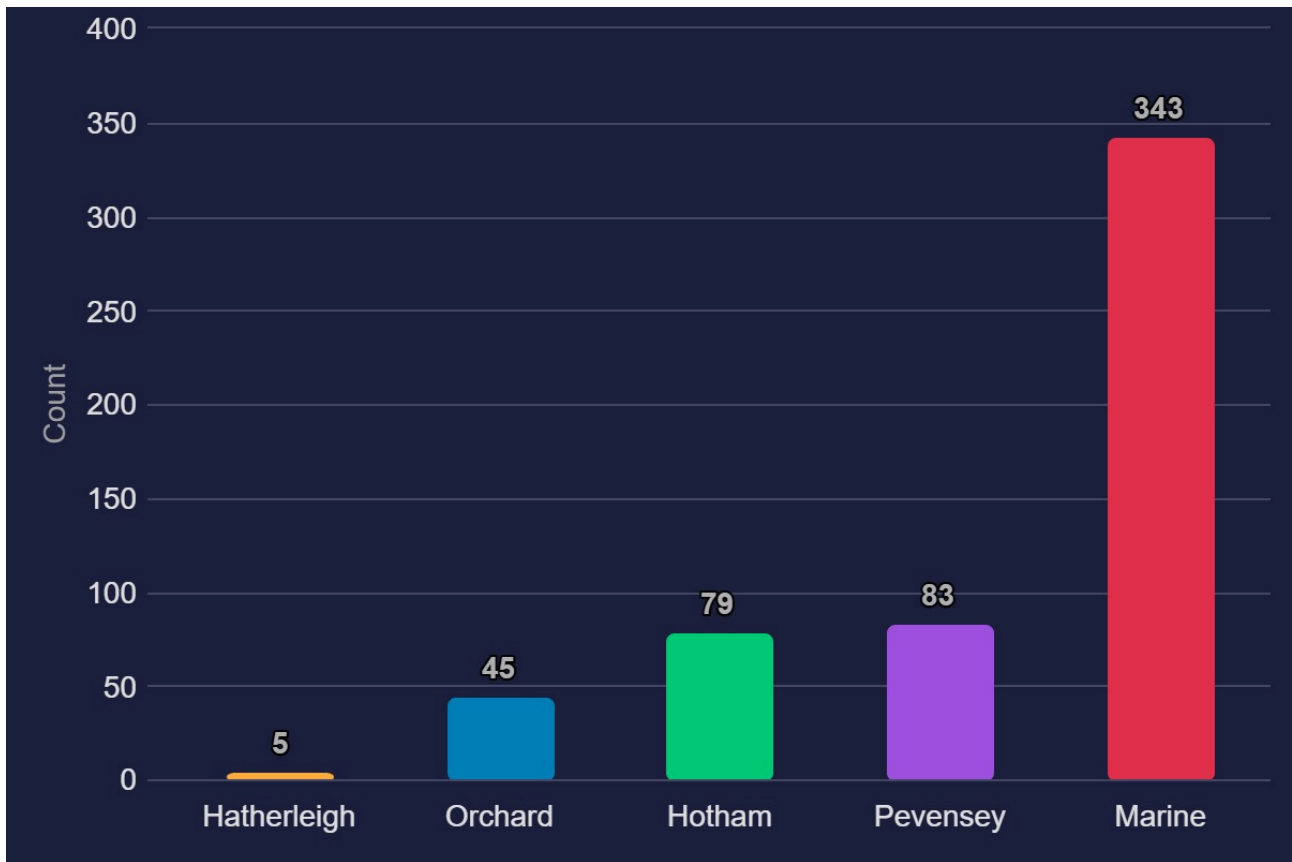


### **Assist Offence Summary**

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

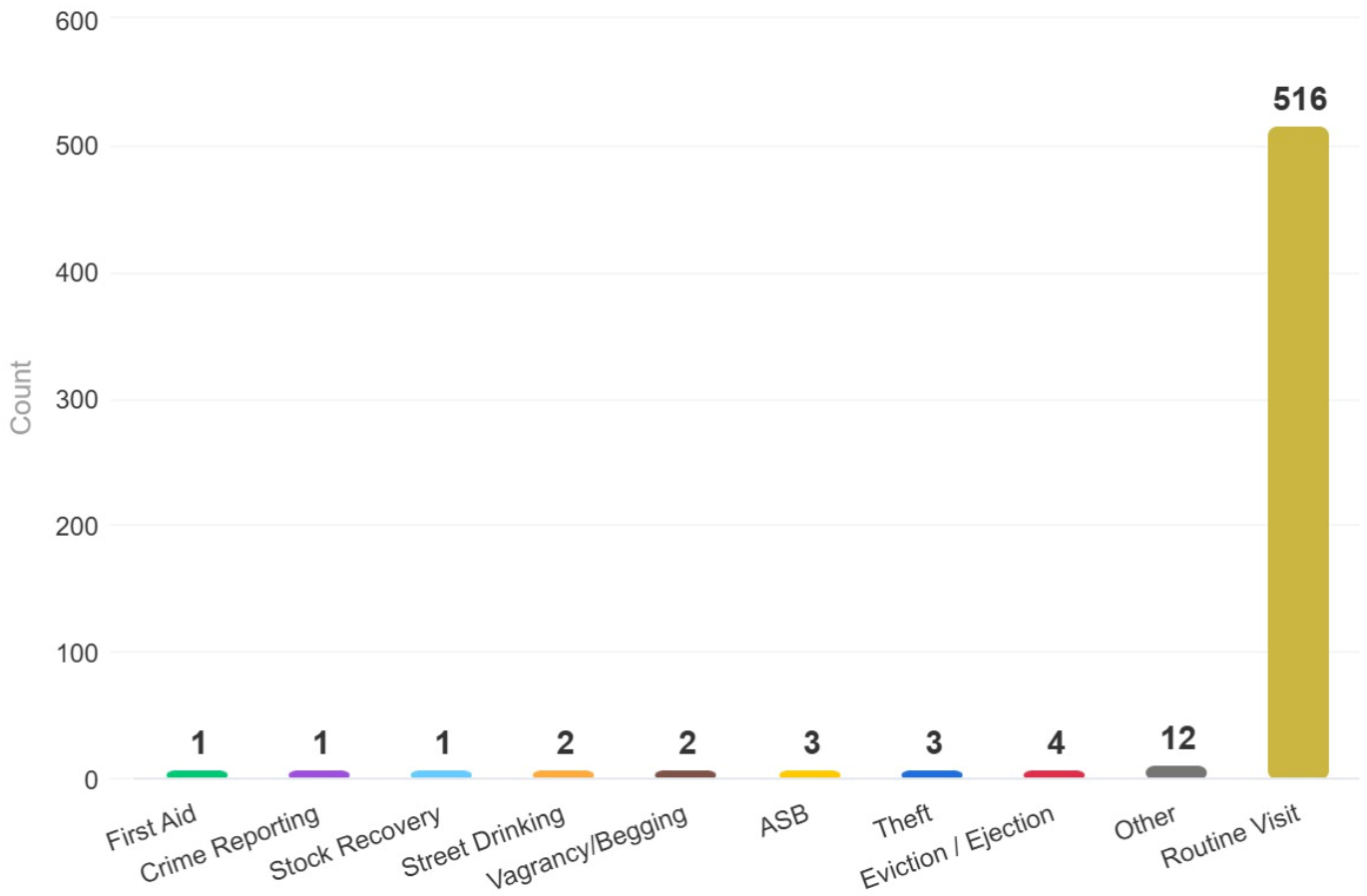


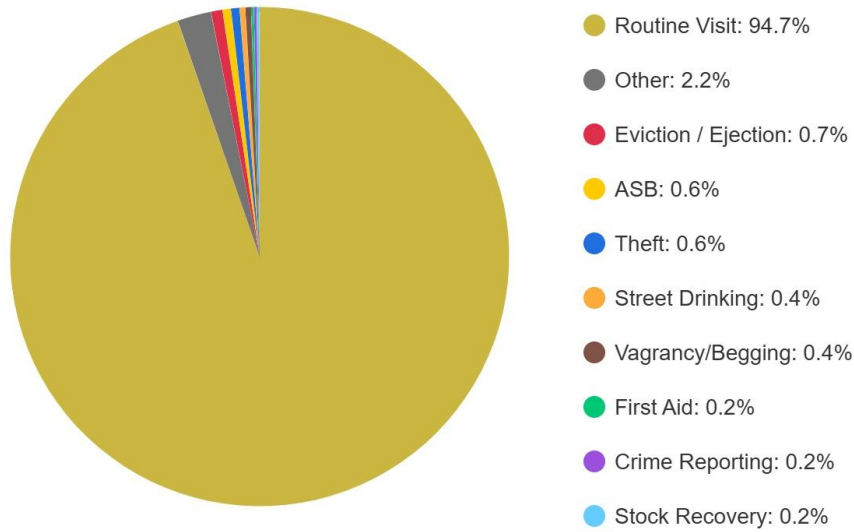


## Bognor Town Council – February 2026 Report

### Interactions Logged – 545

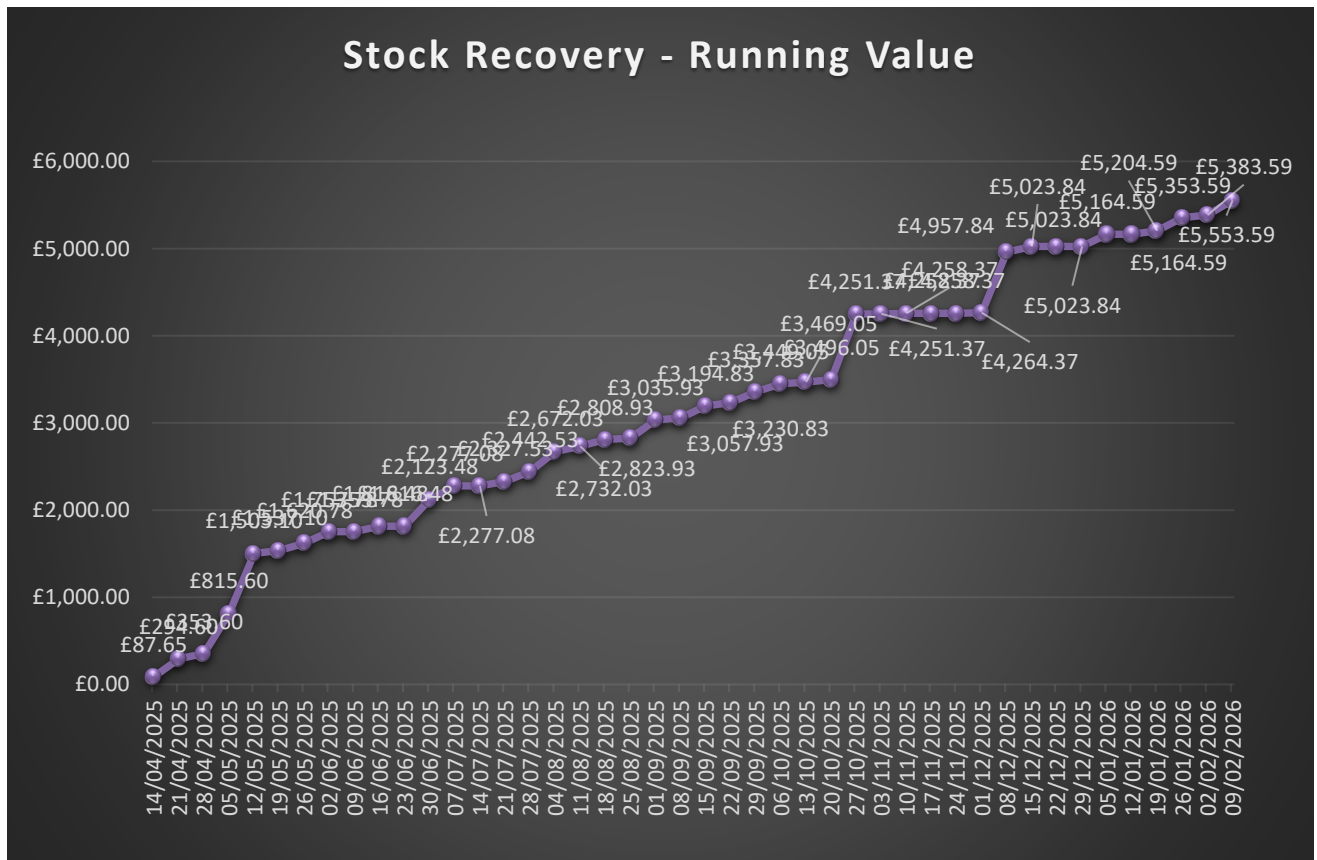
#### Interaction Summary 1 – Bar Graph & Pie Chart



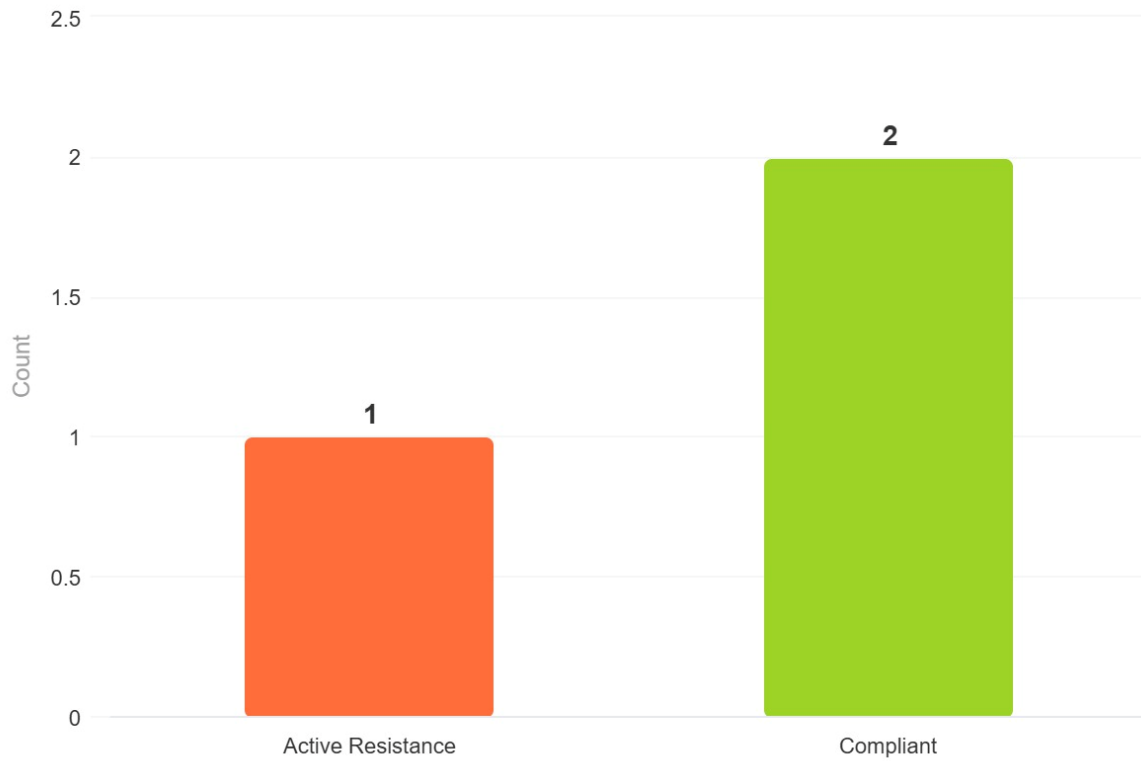


### Stock Recovery

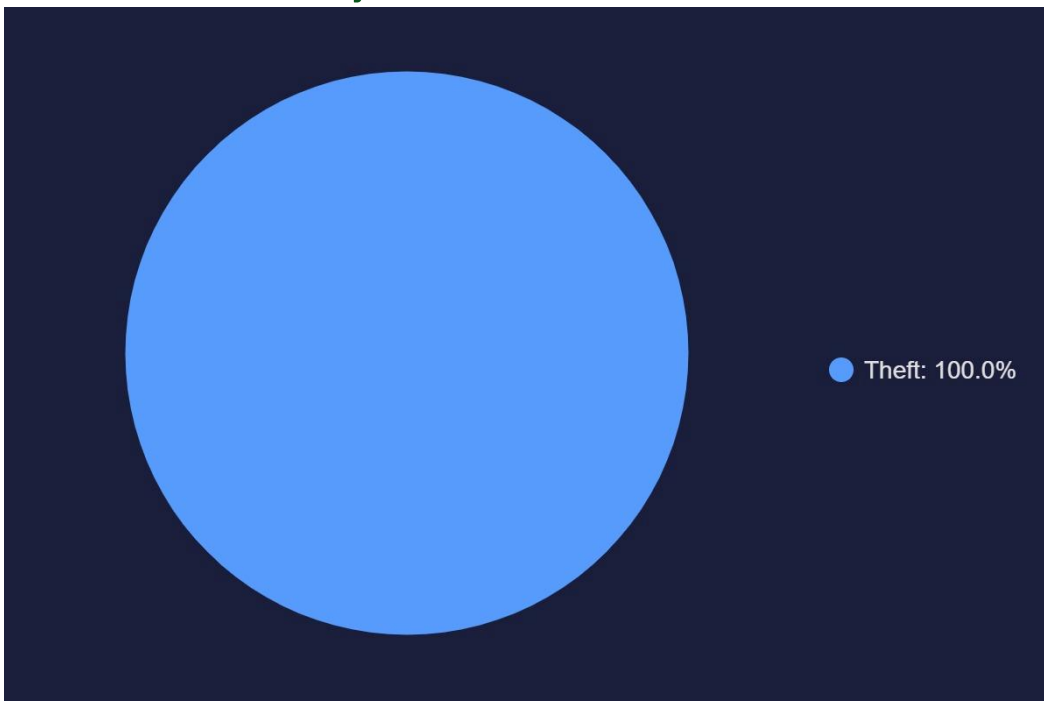
- Total **£200.00**
- Occurrences **3**



### Arrest & Resistance Summary



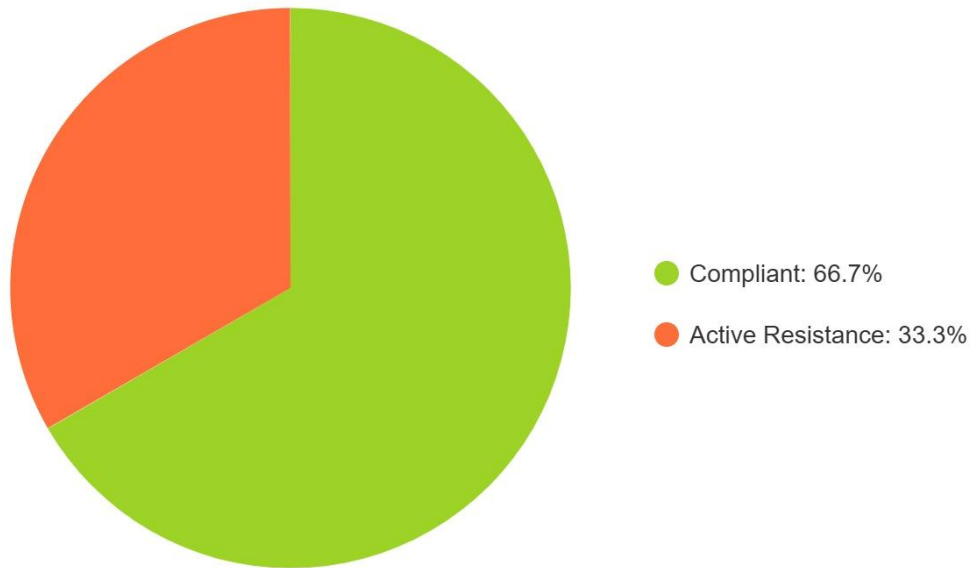
### Arrest Offence Summary



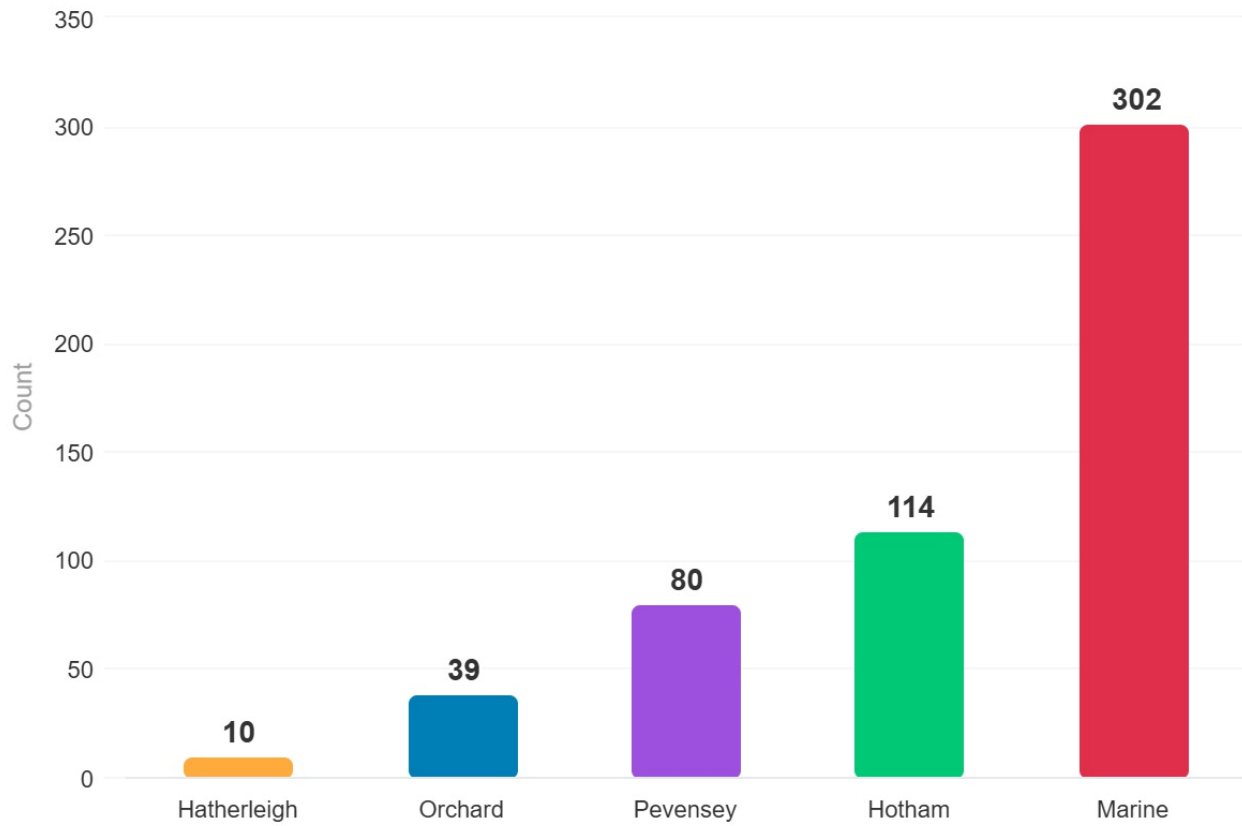
An arrest is one made by the Security Officer themselves.

### **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  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 13 - TO PROVIDE AN UPDATE ON THE ESTABLISHMENT OF A REGULAR MARKET BY BOGNOR REGIS TOWN COUNCIL AND DECIDE NEXT STEPS, INCLUDING BUDGET PROVISION – MIN. 14 REFERS**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Members are provided with an update regarding the potential establishment of a regular market operated by Bognor Regis Town Council.

Members will be aware that the Bognor Regis Business Improvement District (BID) has submitted an application for a market licence, which has since been granted. The Town Council's Planning and Licensing Committee previously considered this matter and resolved to submit an objection.

Following this, Officers have sought to engage with the BID to explore opportunities for collaboration and to support improvements to the existing market offer, which has historically faced challenges in maintaining a consistent number of traders.

As part of this work, Officers engaged with an experienced market operator currently delivering a successful market in Littlehampton, who indicated a willingness to deliver a market in Bognor Regis with Town Council support. However, despite attempts to establish a collaborative approach, the BID has unfortunately not been receptive to these discussions.

In light of the above, Officers have reviewed the feasibility of progressing a regular, Town Council-led market at this time. Given the current position, it is considered that establishing a regular market alongside the BID would present challenges in terms of coordination, duplication, and overall viability.

Officers therefore recommend that, rather than pursuing a regular market at this stage, the Town Council focuses on delivering a series of ad hoc themed markets. These events could be developed in partnership with the experienced market operator referenced above and would allow for a more flexible, event-led approach, supporting town centre activity while minimising risk.

This approach will be reviewed during the year, with the potential for a regular market to be reconsidered in 2027, subject to circumstances at that time, including the performance of the BID-operated market in 2026.

There is currently £12,332 remaining in the budget for delivery of markets and Members will be invited to consider earmarking these funds under Agenda item 25, subject to what is agreed in relation to the delivery of markets going forward.

## **DECISION**

To **NOTE** the update on the establishment of a Bognor Regis Town Council market and **AGREE** the proposed approach to focus on a series of themed markets at this time.

**AGENDA ITEM 14**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 14 – TO NOTE THE MINUTES OF THE BOGNOR REGIS  
TOWN CENTRE ACTION GROUP MEETING HELD ON 5<sup>th</sup> FEBRUARY 2026**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The draft Minutes of the Bognor Regis Town Centre Action Group Meeting held on 5<sup>th</sup> February 2026, are attached as **Appendix 1**.

**DECISION**

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 5<sup>th</sup> February 2026.



# 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 5<sup>th</sup> FEBRUARY 2026**

#### **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 10.00am***

**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 11<sup>th</sup> December 2025 were approved.

**4. TOWN CENTRE ACTION PLAN**

The Group reviewed progress across current town centre initiatives and community safety actions.

**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**

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

*2<sup>nd</sup> April 2026, 10am-11am*

***The Meeting closed at 11am***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 15 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 17<sup>th</sup> MARCH 2026 AND AGREE ANY NEXT STEPS**

**REPORT BY THE DEPUTY 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 17<sup>th</sup> March 2026, with the Notes from the meeting shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Town Clerk.

**DECISION**

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 17<sup>th</sup> March 2026 and **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 16 - COUNCILLORS' ALLOWANCES INCLUDING: -**

- **TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £710.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED - MIN. 138.1 REFERS**
- **TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1<sup>st</sup> APRIL 2025 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1<sup>st</sup> APRIL 2026, NOTING ANY BUDGET OVERSPEND**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

**BACKGROUND**

The policy of the Town Council in the past has been to pay Members an allowance known as the 'Basic Parish Allowance' to recognise the time and effort they put into their parish duties. When paying this allowance, the Town Council has to have regard to any recommendations from the District Council's Parish Independent Remuneration Panel.

Members will recall that Councillors' Allowances including whether to continue paying the Basic Parish Allowance during this administration and continuation of payment of a travelling and subsistence allowance to Members whilst on agreed Town Council duties outside of the town was considered at the Annual Town Council Meeting held on 22<sup>nd</sup> May 2023. Following discussion, continuation of both allowances was subsequently agreed (Min. 25 refers).

- **TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £710.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED - MIN. 138.1 REFERS**

The Clerk reported at the Policy and Resources Committee Meeting on 2<sup>nd</sup> February 2026 (Min. 138.1 refers) that following a review by the District Independent Remuneration Panel (IRP), it was recommended that the District Council's Basic Allowance be increased to £7,140 with effect from 1<sup>st</sup> April 2025. The Parish Basic Allowance is linked to the District Basic Allowance and is also subject to being inflated in line with officer pay. The Local Authorities (Members' Allowances) (England) Regulations 2003, therefore allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

At the March 2025 Policy and Resources Committee Meeting, Members approved an increase to the Councillors' Allowance to the limit of £688.40 per annum, equating

to 10% of the District Council's Basic Allowance, in line with the recommendation payable from 1<sup>st</sup> April 2025. This resulted in a budget overspend in 2025-26 with the budget amended to reflect this increase for the 2026-27 financial year.

The Clerk further reported that notification had been received from ADC regarding the 2025 Staff Pay Award and following a number of meetings with various departments at ADC including the newly appointed Independent Remuneration Panel, it was confirmed that a percentage of 3.70% would be added to the Basic Allowance. This resulted in the District Basic Allowance increasing from £6,884 to £7,104 per annum with effect from 1<sup>st</sup> April 2025.

Members would now need to consider whether they wished to increase the Councillors' Allowance once again from the current annual figure of £688.40 to £710.40 (equivalent to an increase of £22.00 per annum) and whether this would be backdated.

## **DECISION**

Members are now asked to consider and **RESOLVE** whether an increase to the Councillors' Allowance to the limit of £710.40 per annum equating to 10% of the District Council's Basic Allowance is approved in line with the recommendation by the District Independent Remuneration Panel (IRP) or whether this should remain unchanged.

- **TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1<sup>st</sup> APRIL 2025 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1<sup>st</sup> APRIL 2026, NOTING ANY BUDGET OVERSPEND**

Subject to agreement being reached to increase the Councillors' Allowance, Members will need to consider whether this should be backdated in line with the District Council's Basic Allowance to 1<sup>st</sup> April 2025 or alternatively should this instead commence from 1<sup>st</sup> April 2026. Should Members decide that the allowance is to be increased to £710.40 per annum then the budget will need to be adjusted for the 2027-28 financial year to account for the increase. It should be noted that any decision to increase the allowance will therefore result once again in a budget overspend in 2026-27, until the budget can be amended accordingly in 2027-28, which may ultimately result in a potential increase in the Precept.

## **DECISIONS**

Members are invited to **AGREE** to any increase and whether this should be backdated to 1<sup>st</sup> April 2025 or instead commence from 1<sup>st</sup> April 2026.

Members are also asked to **NOTE** that should it be agreed to increase the Councillors' Allowance this will result in a budget overspend until the budget can be amended next year.

**AGENDA ITEM 17**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 17 - TO RATIFY THE SUBMISSION OF BOGNOR REGIS TOWN COUNCIL'S EXPRESSION OF INTEREST FOR THE UK TOWN OF CULTURE 2028**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Members will be aware that Bognor Regis Town Council has been preparing to submit an Expression of Interest (EOI) for the UK Town of Culture 2028 programme as discussed at the Council Meeting of 9<sup>th</sup> March 2026 (Min. 168 refers).

An Expression of Interest has now been drafted, setting out the Town's cultural offer, strengths, ambitions and potential place partnerships. The submission seeks to highlight Bognor Regis' unique identity, heritage, events programme and community engagement, alongside opportunities for future cultural development and investment.

The draft EOI has been prepared by Officers in consultation with key stakeholders, including elected Members. Bognor Regis Town Council would like to thank all stakeholders who participated in the drafting of the Expression of Interest, with special thanks to Si Higgs from Bognor Arts & Music (BAM) for the initial draft bid that he presented at one of the earlier engagement sessions held.

Due to the submission deadline of **31<sup>st</sup> March 2026**, and the timing of this meeting on 30<sup>th</sup> March 2026, there is limited opportunity for substantive amendment. For this reason, the final draft was circulated to Members via email on Thursday, asking that they provide any feedback ahead of the Committee Meeting. Members are therefore kindly requested to focus on whether they are content to ratify the draft circulated, to enable submission within the required timeframe.

**DECISION**

Members are asked to **RATIFY** the submission of Bognor Regis Town Council's Expression of Interest for the UK Town of Culture 2028.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 18 - TO RATIFY RELEASE OF 2026-2027 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 3 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 3 OF 3), BOGNOR PIER TRUST CIC (YEAR 2 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 2 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 2 OF 3), BOGNOR REGIS ARMED FORCES DAY COMMITTEE (YEAR 1 OF 3), BOGNOR REGIS FOODBANK (YEAR 1 OF 3), BOGNOR REGIS YOUTH & COMMUNITY CENTRE (YEAR 1 OF 3)**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Provision has been made by the Town Council for the following revenue partnership contributions in the 2026-2027 budget and as we are about to enter the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

- £3,000 - Bognor Regis Seafront Lights (Lighting) (year 3 of 3-year agreement)
- £7,000 - Southdowns Music Festival (year 3 of 3-year agreement)
- £2,000 - Bognor Regis Heritage & Arts Partnership Board (year 3 of 3-year agreement)
- £2,919.15 - Bognor Pier Trust CIC (year 2 of 3-year agreement)
- £3,500 - Bognor Regis Carnival Association (year 2 of 3-year agreement)
- £4,000 - Bognor Regis Seafront Lights (Illuminate Event) (year 2 of 3-year agreement)
- £2,200 - Bognor Regis Armed Forces Day Committee (year 1 of 3-year agreement)
- £4,000 - Bognor Regis Foodbank (year 1 of 3-year agreement)
- £14,000 - Bognor Regis Youth & Community Centre (year 1 of 3-year agreement)

**DECISION**

The Committee is invited to **RATIFY** the release of the 2026-2027 Partnership Funding of £3,000 for Bognor Regis Seafront Lights (Lighting), £7,000 for Southdowns Music Festival, £2,000 for Bognor Regis Heritage & Arts Partnership Board, £2,919.15 for Bognor Pier Trust CIC, £3,500 for Bognor Regis Carnival Association, £4,000 for Bognor Regis Seafront Lights (Illuminate Event), £2,200 for Bognor Regis Armed Forces Day Committee, £4,000 for Bognor Regis Foodbank and £14,000 for Bognor Regis Youth & Community Centre as agreed as part of the Town Council's budget provision for the next financial year.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 19 - TO CONSIDER THE INTERNAL AUDIT REPORT  
2025/26 (INTERIM UPDATE)**

**REPORT BY TOWN CLERK**

**FOR DECISION**

A copy of the Internal Audit Report 2025-26 (Interim Update) is attached for Members' consideration - **Appendix 1**.

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

**DECISION**

The Committee is invited to **NOTE** the Internal Audit Report 2025-26 (Interim Update) and **RECOMMEND** this to Council for **APPROVAL** whilst noting that no actions are required.



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# **Bognor Regis Town Council**

*Internal Audit Report 2025-26 (Interim update)*

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*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## **Background**

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

This report sets out the work undertaken in relation to the 2025-26 financial year undertaken during our on-site visit on 11<sup>th</sup> September 2025 together with this update review which has been undertaken remotely. We thank the retiring Clerk, her successor and support staff in assisting the process, providing all necessary documentation to facilitate the successful conduct of our review for the year to date: we will update this report following our final update review, the timing of which will depend on completion of the year-end closedown and preparation of the usual detailed Statement of Accounts by the contract accountants.

## **Internal Audit Approach**

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

## **Overall Conclusions**

We are pleased to advise that, based on the work undertaken to date this year, the Clerks and Council have continued to maintain adequate and effective internal control arrangements with no significant issues identified at this stage of our review warranting formal comment or recommendation.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

We have to date: -

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

#### **Conclusions**

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

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation. We note that both SOs and Financial Regulations (FRs) have been reviewed and recommended for re-adoption at

the last Policy & Resources Committee meeting with detail based on the latest NALC model documents.

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

We are pleased to note that the 2024-25 AGAR has been "signed off" by the external auditors with no issues raised: we also note the appropriate posting of the Notice of Public Rights for 2024-25 for the requisite thirty working days.

We are also pleased to note the actions already taken by the Council to ensure / move towards full compliance with data protection requirements, etc in advance of the financial year-end which will facilitate the Council assigning a positive assurance to the new (for 2025-26) Assertion 10 in the AGAR Governance Statement.

### ***Conclusions***

***We are pleased to record that no issues arise in this area currently: we shall continue to review the Council's approach to governance issues at our final review.***

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have previously discussed with officers and the contract accountants the procedural controls in place over the receipt, verification and payment approval of invoiced expenditure, together with the release of funds. Consequently, we have now selected an extended sample of 29 payments processed in the financial year to mid-January 2026. The test sample totals £324,330 equating to 66% by value of non-pay related payments in the year to that date and includes all payments in excess of £4,000 plus every 40<sup>th</sup> payment as recorded chronologically in the Omega cashbooks. We are again pleased to record that effective procedures continue to operate effectively and in line with good working practice.

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

### **Conclusions**

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

## **Assessment and Management of Risk**

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

We are pleased to note that the Risk Management Policy was formally reviewed and re-adopted at the July 2025 Council meeting. The Council's financial risk register, as recorded in the LCRS software, has generally been reviewed and re-adopted at the Council meeting in March each year and understand that the document will again be reviewed and re-adopted by the Council prior to the current financial year-end: consequently, we will ensure that all appropriate action has been taken prior to the financial year-end also reviewing the resultant documentation during our final review.

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

### **Conclusions**

*There are no matters arising in this area currently warranting formal comment or recommendation: we shall, as indicated above, ensure that the Council re-adopts its financial risk register prior to the financial year-end and will examine the resultant document at our final review.*

## **Budgetary Control & Reserves**

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

We note that, following due deliberation, the Council approved its budget and precept requirement for 2026-27 setting the latter at £1,104,229 at its meeting in January 2026.

We are pleased to again note that periodic budget monitoring reports continue to be presented to and considered by members and have examined the latest position (at 31<sup>st</sup> January 2026) with no significant or un-anticipated variances arising warranting further enquiry or explanation. Overall, expenditure to 31<sup>st</sup> January 2026 stands at 80% of the approved annual budget, whilst income stands at 102%.

### **Conclusions**

*No issues arise in this area currently warranting formal comment or recommendation: we shall undertake further work at our final review including examining the year-end budget outturn report and assessing the ongoing appropriateness of the retained reserves to meet the Council's ongoing revenue spending requirements and development aspirations.*

## **Review of Income**

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

We noted last year that members approved a change in the allotment year to start, in future, from 1<sup>st</sup> April annually (formerly 1<sup>st</sup> October). Consequently, invoices for the 2025-26 rental year were raised around the start of the current financial year. The controlling officer has provided us with a copy of the current 2025-26 control spreadsheet detailing, for each plot, the rent due and dates of payment by the tenants. We are pleased to note that, at the date of this update review, all rents have been paid apart from a few where new tenants have taken over the plots recently and will be paying soon. We also note that tenants are required to pay a refundable deposit of £40, detail of the amounts held, being recorded in the allotments spreadsheet: the total value of deposits recorded in the spreadsheet is £4,696.24 (?? The 24 pence) whilst the Omega control account records a value of £4,656.24. Whilst not significant the imbalance between the two records should be examined to ensure that both are effectively synchronised.

### **Town Force invoicing**

The Town Force undertakes a degree of work on behalf of neighbouring parishes, etc issuing formal quotes to undertake the requested work. The Town Force Manager has provided us with detail of the quotes issued during the year and we have reviewed the resultant invoices for consistency with detail in the schedule, also ensuring, through the Rialtas Sales Ledger, that the resultant invoices have been settled within a reasonable time frame and are pleased to record that no issues arise in terms of long standing unpaid accounts in relation to the examined TF invoices.

### **Unpaid sales ledger**

We have also again reviewed the Sales Ledger "Unpaid accounts by date" report at the present date noting the existence of one residual unpaid debt dating back to December 2024, plus a few subsequent debts dating from March 2025: these are subject to "repayment by instalment" arrangements with detail of those repayments clearly identifiable in the above report. Consequently, no issues arise in this area warranting formal comment or recommendation and we shall revisit this area at our subsequent reviews.

## ***Conclusions***

***We are pleased to record that no significant issues or concerns arise in this area warranting formal comment or recommendation. We shall monitor the appropriate and timely recovery of income due to the Council at our final review and urge that the apparent imbalance between allotment deposits per the register and the Omega control account is examined with the values brought into balance.***

## **Petty Cash Account**

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

The Council operates a petty cash scheme, with an agreed "imprest" holding of £300 which is "topped up" periodically during the year based on actual spending since the last reimbursement. A spreadsheet control record is maintained and acts as both the Omega nominal ledger posting document and the source document for re-imburement. We have checked and agreed the spreadsheet records identifying expenditure incurred and repaid during July & August 2025 ensuring that each transaction is supported by an appropriate invoice / till receipt and that any applicable VAT has been appropriately identified for recovery.

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

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

## ***Conclusions***

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

## **Review of Staff Salaries**

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

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

- Agreed the gross salaries paid to each employee in August 2025, which included the national pay award and arrears payable from 1<sup>st</sup> April 2025;

- Verified the tax and NI deductions applied for the month to each employee;
- Checked the pension deductions to ensure that they are in line with the nationally agreed percentages based on the gross salary being paid; and
- Where staff are paid for overtime hours worked, agreed the payments made in the same month to the underlying timesheets, which we are pleased to note continue to be signed by both staff and an independent certifying officer.

### **Conclusions**

***We are pleased to record that no significant issues have been identified in this review area, although we identified a potential anomaly in relation to the pension contribution percentage applied to one staff member's salary, which we are pleased to acknowledge has been satisfactorily resolved conforming the accuracy of the applied pension deduction in the August payroll.***

## **Investments and Loans**

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

As referred to previously in this report, the Council currently holds surplus funds in a CCLA PSDF account with monthly interest credited automatically to the Co-op Current account. We have ensured the accurate posting of the monthly interest to date in the year to that account by reference to the underlying CCLA monthly statements. We are also pleased to record that the Council has a formal and appropriate Treasury Management Policy in place.

The first half-yearly PWLB loan repayment instalment has been repaid, detail of which we have agreed to the PWLB invoice as part of the payment test sample referred to earlier in this report. We will ensure the accurate repayment of the second half-yearly repayment at our final update review of payments.

### **Conclusions**

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

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 20 - TO REVIEW THE USE OF VARIABLE DIRECT DEBITS,  
STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER  
7.9, 7.10 AND 7.11 OF THE FINANCIAL REGULATIONS**

**REPORT BY THE TOWN CLERK**

**FOR DECISION**

Clauses 7.9, 7.10 and 7.11 of the Town Council's Financial Regulations require this Committee to reapprove the use of variable Direct Debits annually, with Standing Order Mandates and BACS payments reapproved at least every two years. Given that the Town Council has recently switched bank provider, Officers felt it appropriate to bring this two year review forward by a year. The Town Council currently has no regular payments made using BACS.

The list below summarises all of the Direct Debits and the Standing Order Mandate in force as at 1<sup>st</sup> March 2026 and Members are invited to **APPROVE** these for continued future use.

Arun District Council	Direct Debit	Business Rates for Lock Up
Adobe	Direct Debit (Card)	Software fee
BNP Paribas	Direct Debit	Copier Lease
British Gas	Direct Debit	Energy charges for Lock Up
Everflow Water	Direct Debit	Lock Up/Allotments
Fargro Ltd	Direct Debit	Horticultural supplies
FP Mailing	Direct Debit	Franking machine/postage
Hendy Group	Direct Debit	Connect van repairs
ICO	Direct Debit	Data Protection fees
Limpio Office Solutions	Direct Debit	Photocopier charges/ toner
National World Publishing	Direct Debit	Subs Bognor Observer
Mailchimp	Direct Debit (Card)	Monthly e-bulletin
Portsmouth Communications	Direct Debit	Phone charges
PWLB	Direct Debit	Loan repayments
SSE	Direct Debit	Street lights energy charge
Telefonica UK Ltd/O2	Direct Debit	Mobile phone charges
Vodafone	Direct Debit	Mobile phone charges
Wider Plan	Standing Order	KiddiVouchers payment
Worldline IT Services UK Ltd	Direct Debit	Fuel charges
Zoom Video Comms	Direct Debit (Card)	Remote meeting platform

**DECISION**

To **APPROVE** the continued future use of the listed Direct Debits and the Standing Orders Mandate.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 21 - TO RECEIVE AN UPDATE IN RELATION TO BOOM  
COMMUNITY BANK**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION AND NOTING**

Members were last updated at the Policy and Resources Committee Meeting held on 17<sup>th</sup> November 2025 (Min. 109 refers).

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

In summary, 31 loans have been disbursed from the fund, totalling £31,100.

To the end of February, £14,552 has been repaid into the fund. Loan performance has been strong, with only £795 reaching the end of the collections process and deemed uncollectable, now written off. Therefore, as of 28<sup>th</sup> February 2026 there was funds of £24,550 remaining within the scheme.

**NILS DATA REPORTS TO 28<sup>th</sup> FEBRUARY 2026**

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

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

**FOR INFORMATION AND NOTING**

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

	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
<b>Bognor Regis (Approved)</b>																												
Number of NILS loans approved	0	0	0	1	9	0	1	1	1	0	2	2	0	0	0	0	1	1	1	2	0	2	2	2	0	0	3	0
Value of Loans issued	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0	£0	£300	£400	£2,000	£2,700	£0	£1,000	£1,500	£1,900	£0	£5,000	£0	
Average Loan Value issued	£0	£0	£0	£1,500	£967	£0	£1,000	£300	£1,500	£0	£1,000	£650	£0	£0	£0	£0	£300	£400	£2,000	£1,350	£0	£500	£750	£950	£0	£1,667	£0	
Number of Loans Settled	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	0	2	0	3	0	
Fully Settled Loans Value	£0	£0	£0	£0	£0	£0	£400	£0	£0	£0	£900	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£800	£0	£1,900	£0	£4,000	£0	
Bad Debt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£795	£0	£0	£0	£0	£0	
<b>Purpose</b>																												
Car purchase	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Car repairs	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	
Christmas	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Clothing and food	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	
Debt consolidation	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Education and training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Funeral costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Healthcare costs	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Household appliance	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Household furniture	0	0	0	0	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Household improvements and repairs	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	
Moving costs	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Multi-purpose and other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
Personal purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rent arrears	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rent deposit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transition to Universal Credit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Travel or holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Utility bills	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	
<b>Gender</b>																												
Female	0	0	0	0	6	0	1	1	1	0	1	2	0	0	0	0	0	1	0	1	0	0	1	2	1	0	2	
Male	0	0	0	1	3	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2	0	1	0	1	0	1	
Unknown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Tenure</b>																												
Council Tenant	0	0	0	0	1	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	1	
Homeowner	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	2	
Housing Association Tenant	0	0	0	1	1	0	0	1	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
Private Tenant	0	0	0	0	6	0	0	0	0	0	1	0	0	0	0	0	0	1	0	0	1	0	0	2	2	0	0	
Shared Accommodation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
<b>Employment Status</b>																												
Employed	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	1	2	0	1	0	
Long Term Sick	0	0	0	1	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Medical Retirement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Part time	0	0	0	0	2	0	0	0	0	0	1	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	
Retired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Self Employed	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	
Unemployed	0	0	0	0	3	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
<b>Main Source of Income</b>																												
Employment	0	0	0	0	5	0	0	1	0	0	1	1	0	0	0	0	1	1	1	2	0	2	1	2	0	2	0	
Pension	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Universal Credit	0	0	0	1	4	0	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
<b>Living Arrangements</b>																												
Houseshare	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	
Live in carer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Living alone	0	0	0	1	5	0	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	1	1	1	0	0	2	
Living with family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1	0	1	0	0	0	
Living with partner	0	0	0	0	4	0	0	1	0	0	1	1	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Dependants</b>																												
0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	0	2	1	2	0	0	0	
1	0	0	0	0	5	0	0	1	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	
2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	
3	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4+	0	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Funding Position</b>																												
Opening Balance	£25,500	£25,500	£25,500	£25,500	£23,995	£15,295	£15,641	£15,534	£16,276	£15,290	£15,789	£14,468	£13,071	£13,619	£13,619	£14,908	£15,505	£15,753	£15,959	£14,577	£12,790	£13,826	£13,444	£12,451	£11,516	£12,214	£8,183	
Loans Disbursed	£0	£0	£0	£1,500	£8,700	£0	£1,000	£300	£1,500	£0	£2,000	£1,300	£0	£0	£0	£0	£300	£400	£2,000	£2,700	£0	£1,000	£1,500	£1,900	£0	£5,0		

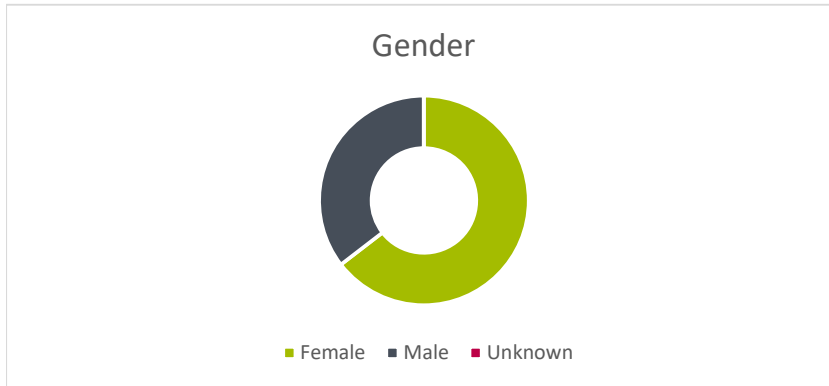
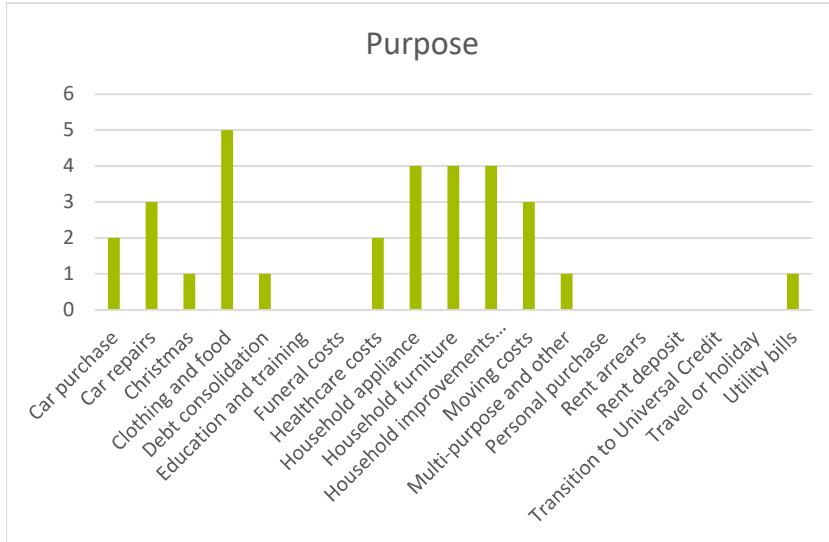






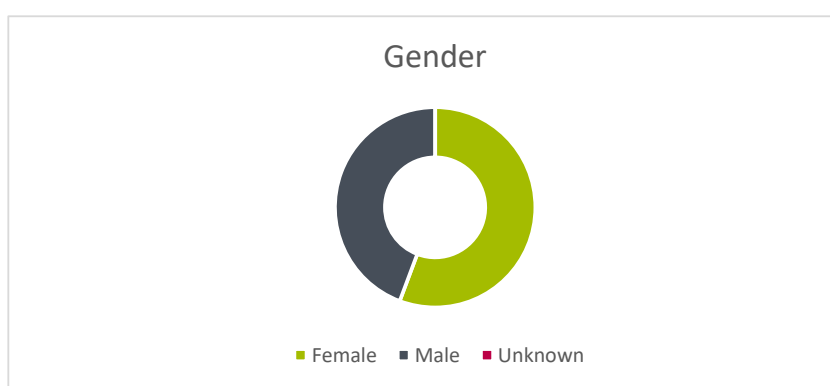
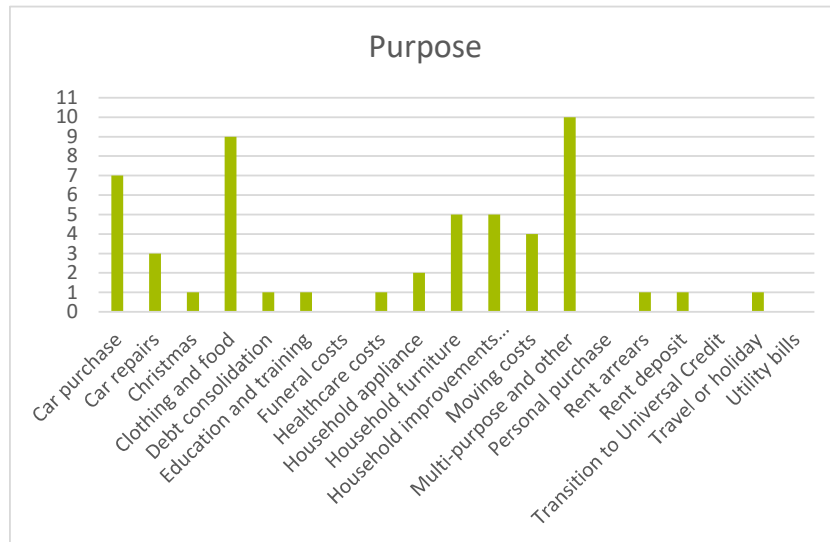
### Bognor Regis Approved

<b>Number of Loans Issued:</b>	31
<b>Value of Loans (£):</b>	31,100
<b>Average Value of Loans (£):</b>	1,003
<b>Number of Loans Repaid:</b>	9
<b>Value of Loans Repaid (£):</b>	14,552
<b>Value of Loans Bad Debt (£)</b>	795

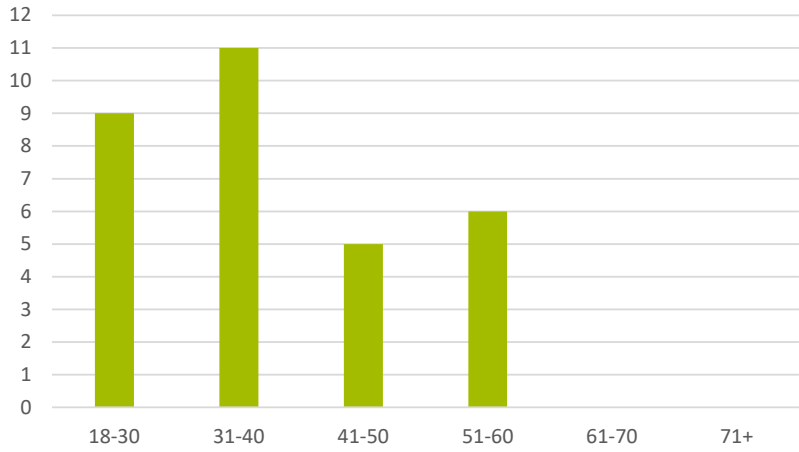


### Bognor Regis Declined

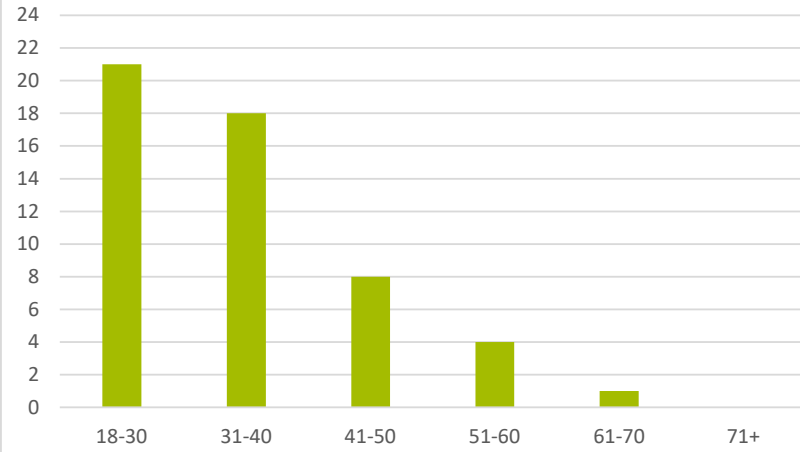
<b>Number of Loans:</b>	52
<b>Value of Loans (£):</b>	65,800
<b>Average Value of Loans (£):</b>	1,265



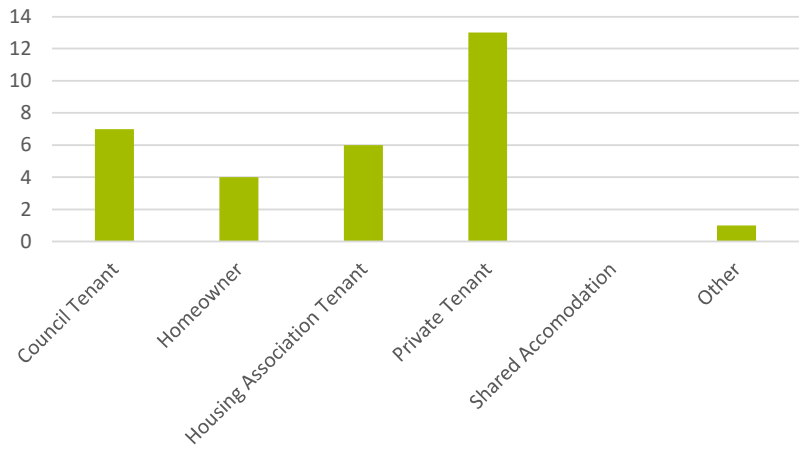
Age



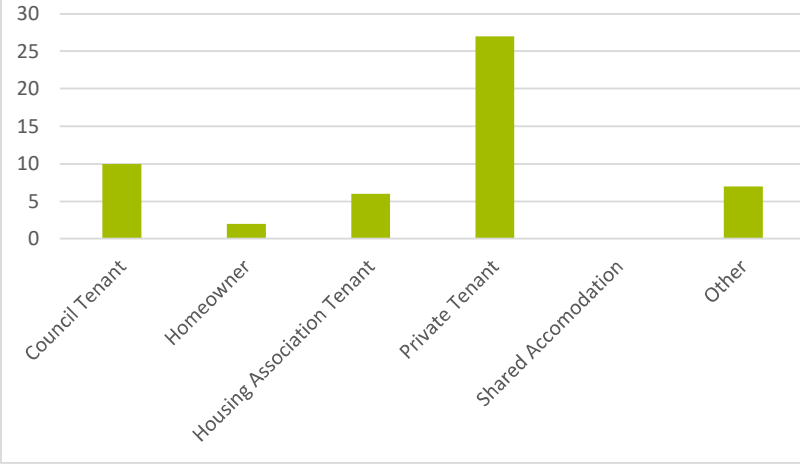
Age



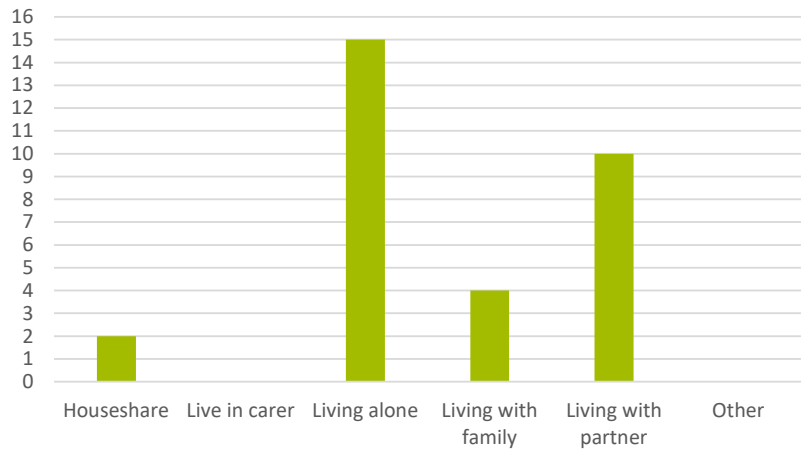
Tenure



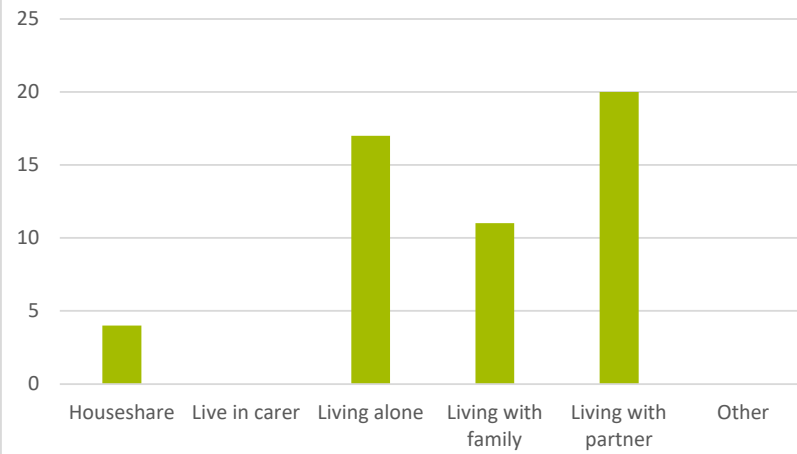
Tenure



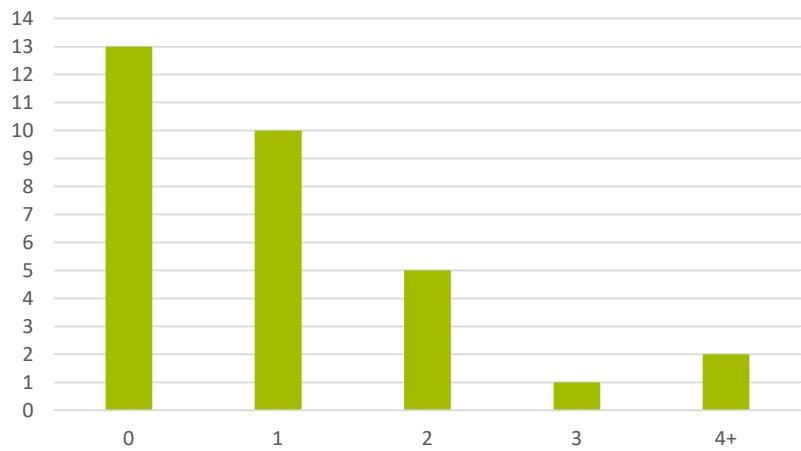
### Living Arrangements



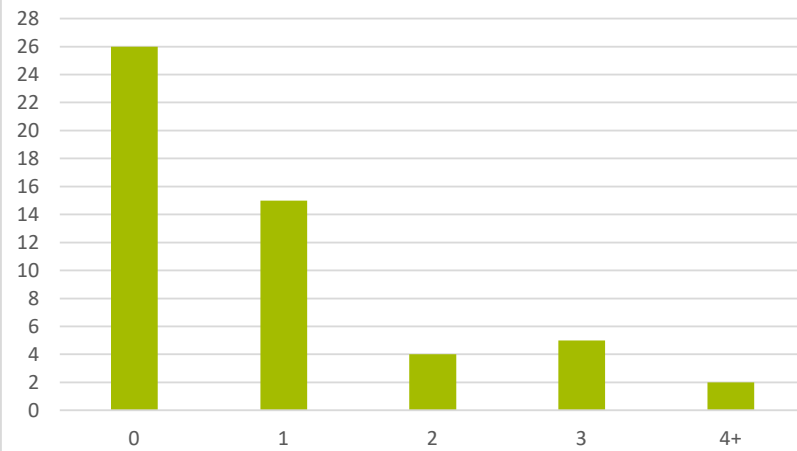
### Living Arrangements

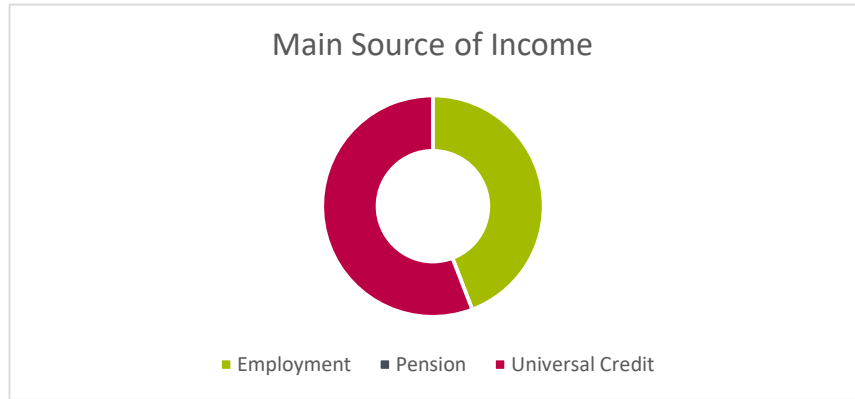
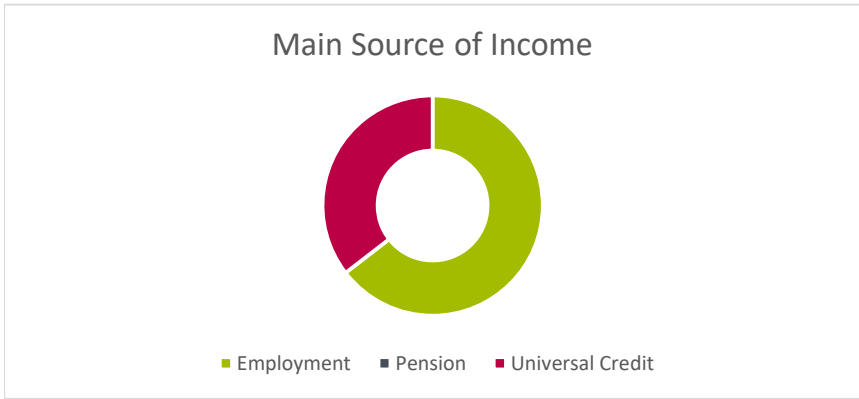
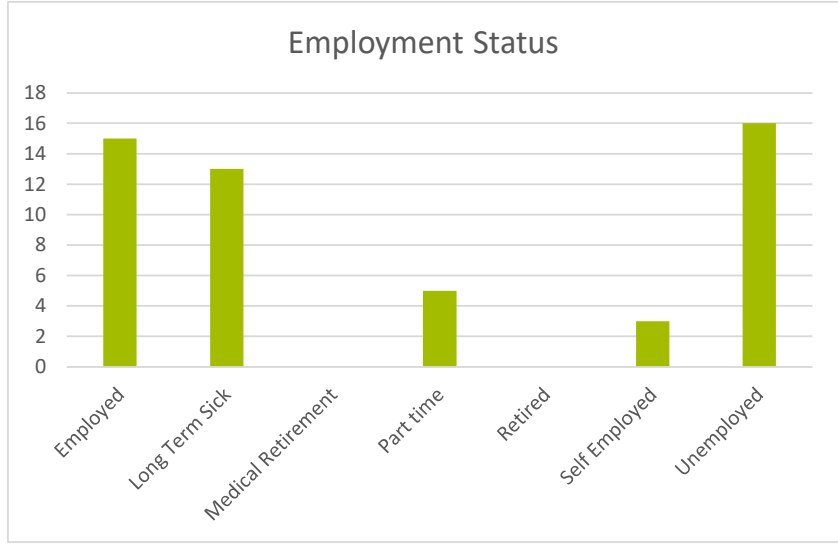
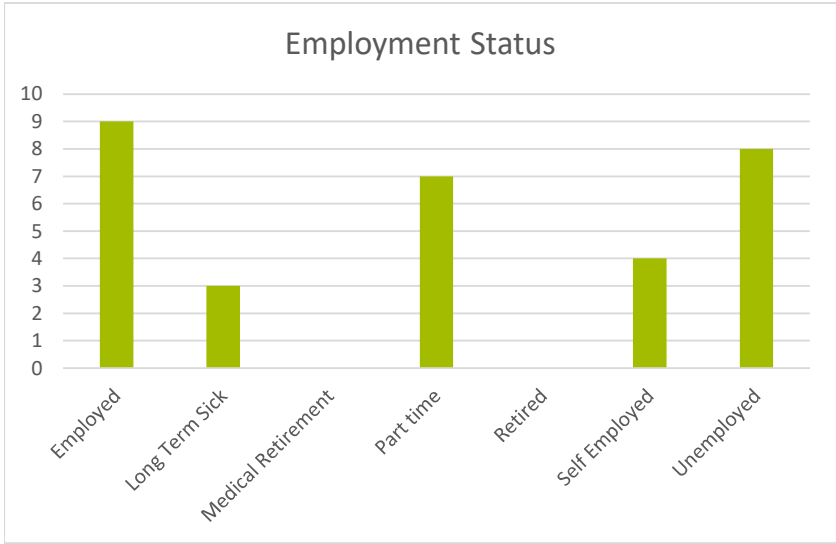


### Dependants

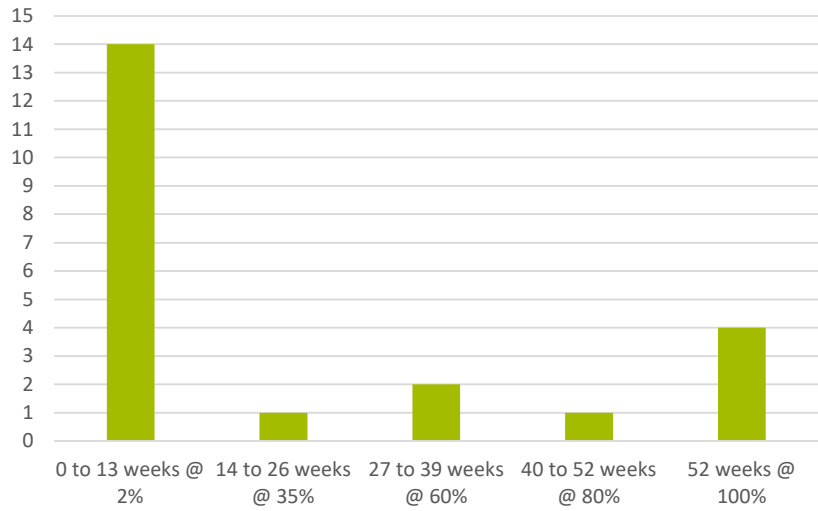


### Dependants

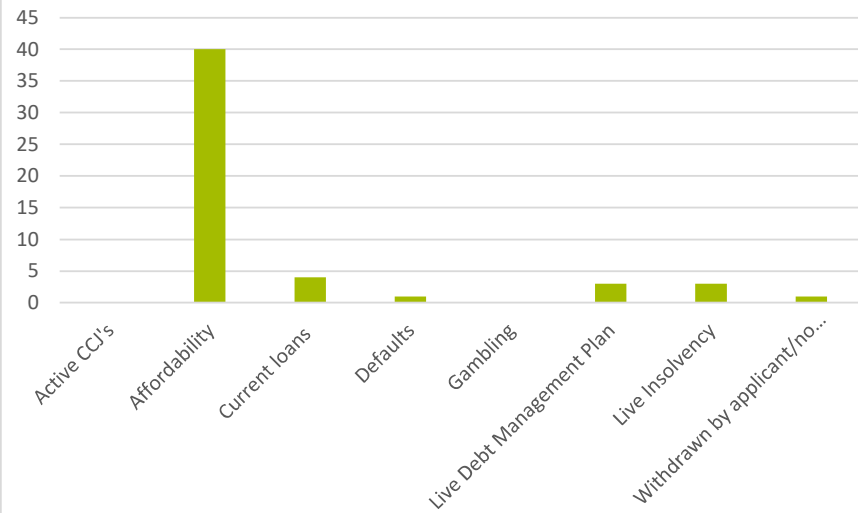




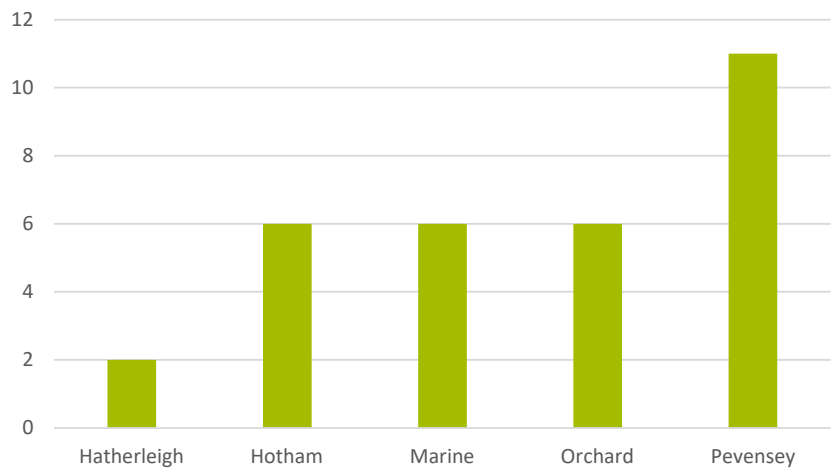
### Arrears (Cumulative)



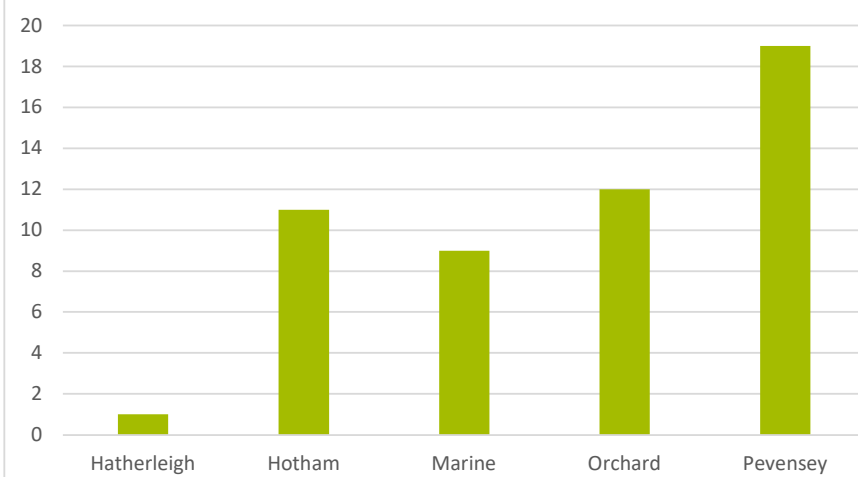
### Ineligible Applicants



### Ward



### Ward



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 22 – UPDATES TO: - DATA PROTECTION POLICY; DATA RETENTION POLICY; VEXATIOUS REQUESTS POLICY; GRIEVANCE PROCEDURE; ICT POLICY; INFORMATION SECURITY POLICY; PUBLICATION SCHEME**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

A review of the following policies and Council documents has been undertaken, noting that most do not have tracked changes as they are substantially different from the previous versions due to updates in legislation, and the following are now presented to the Committee for approval and recommendation to Council.

Data Protection Policy - **Appendix 1**

Data Retention Policy – **Appendix 2**

Vexatious Requests Policy – **Appendix 3**

Grievance Procedure – **Appendix 4**

ICT and Website Policy – **Appendix 5**

Information Governance Policy – **Appendix 6**

Publication Scheme – **Appendix 7**

**DECISION**

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Policies as attached to this report as Appendices 1 through 7, subject to any alterations or amendments agreed at this meeting?



# **BOGNOR REGIS TOWN COUNCIL**

## **DATA PROTECTION (GDPR) POLICY**

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

## Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work.

This policy demonstrates the Council's accountability under Article 5(2) UK GDPR and its obligation to be able to evidence compliance with data protection principles.

In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO), and the Town Clerk, be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed and that appropriate technical and organisational measures are implemented in accordance with UK GDPR.

## Scope

This policy applies to all Councillors and staff. You must be familiar with this policy and comply with its terms.

Failure to comply may result in disciplinary action and regulatory consequences for the Council.

## Who is Responsible for this Policy?

The Deputy Clerk, as the Data Protection Officer (DPO) has overall responsibility for the day-to-day implementation of this policy in liaison with the Town Clerk who is ultimately responsible for compliance with UK GDPR and the Data Protection Act 2018.

## Lawful Basis for Processing

We must process personal data fairly and lawfully in accordance with individuals' rights.

This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Council will process personal data fairly, lawfully and transparently in accordance with UK GDPR.

All processing must be based on a valid lawful basis under Article 6 UK GDPR. For the majority of Council activities, the lawful basis will be:

- Performance of a task carried out in the public interest or in the exercise of official authority (public task);
- Compliance with a legal obligation; or
- Performance of a contract.

Consent will only be relied upon where it is appropriate, freely given, specific and capable of being withdrawn without detriment.

Where special category data is processed, an additional lawful condition under Article 9 UK GDPR and the Data Protection Act 2018 will be identified and documented.

The lawful basis for each processing activity will be recorded in the Council's Records of Processing Activities.

Where processing is based on legitimate interests under Article 6(1)(f) UK GDPR, the Council will complete and retain a Legitimate Interests Assessment (LIA) to evidence compliance.

### **Data Subject Rights**

Individuals whose personal data is processed by the Council have the following rights under UK GDPR:

- The right to be informed;
- The right of access;
- The right to rectification;
- The right to erasure (where applicable);
- The right to restrict processing;
- The right to data portability (where applicable);
- The right to object;
- Rights in relation to automated decision-making and profiling.

Not all rights apply in every circumstance, particularly where the Council is exercising official authority or complying with a legal obligation.

All requests relating to individual rights must be referred immediately to the Data Protection Officer (DPO).

## **Subject Access Requests**

Individuals are entitled to request access to the personal data the Council holds about them.

All Subject Access Requests (SARs) must be referred immediately to the DPO.

The Council will respond to SARs without undue delay and in any event within one month of receipt, unless a lawful extension applies.

The DPO will verify the identity of the requester where necessary, assess any applicable exemptions, and ensure that the response is complete and compliant.

No fee will be charged unless a request is manifestly unfounded or excessive, in accordance with UK GDPR.

## **Data Retention**

We must retain personal data for no longer than is necessary.

Retention periods will be documented, reviewed and justified in line with accountability obligations.

## **Data Security**

You must keep personal data secure against loss or misuse.

In accordance with Article 32 UK GDPR, the Council will implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

## **Personal Data Breaches**

### **Reporting breaches**

All actual or suspected personal data breaches must be reported immediately to the DPO.

The DPO will assess risk, determine whether notification to the ICO is required within 72 hours, notify affected individuals where required, and maintain a breach register.

## **Records of Processing and Data Protection Impact Assessments (DPIAs)**

In accordance with Article 30 UK GDPR, the Council will maintain Records of Processing Activities (ROPA). These records will include details of:

- The purposes of processing;
- Categories of data subjects and personal data;
- Lawful bases relied upon;
- Data sharing arrangements;
- Retention periods;
- Security measures.

Where a proposed processing activity is likely to result in a high risk to individuals' rights and freedoms, a Data Protection Impact Assessment (DPIA) will be carried out prior to processing commencing.

The DPO must be consulted on all DPIAs and any significant new data processing activity.

### **Training**

All staff will receive training on this policy.

Training completion will be recorded and retained as evidence of compliance.

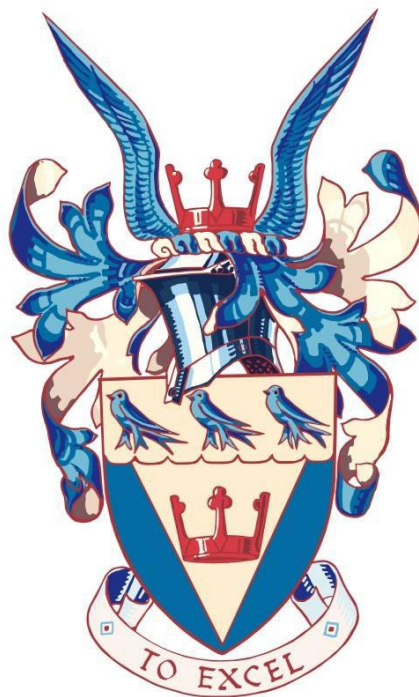
### **Monitoring**

Everyone must observe this policy.

They will monitor it regularly to make sure it is being adhered to.

The DPO will liaise with the Town Clerk on all matters and report back as required.

The DPO and Town Clerk will monitor compliance and report issues and improvements to the Council.



# BOGNOR REGIS TOWN COUNCIL

## DATA RETENTION POLICY

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

## **Introduction**

Bognor Regis Town Council creates and holds information in order to deliver its statutory functions and day-to-day services. Information is a corporate asset; however, under Article 5(1)(e) UK GDPR (the storage limitation principle), personal data must not be kept for longer than is necessary for the purposes for which it is processed.

This policy sets out how the Council manages the retention and secure disposal of information in accordance with UK GDPR, the Data Protection Act 2018, the Freedom of Information Act 2000, the Limitation Act 1980, and other relevant legislation and regulatory requirements. It should be read alongside the Council's Data Protection Policy and Information Governance Policy.

## **Scope**

This policy applies to all records held by the Council, regardless of format. This includes paper files, electronic documents, emails, images, audio and video recordings, backups and archived material. It applies to all Councillors, employees, volunteers and contractors who handle Council information.

## **Core Principles**

The Council will only retain information where there is a lawful, operational or historic reason for doing so. Retention periods must be justifiable, proportionate and documented. Personal data will not be retained indefinitely without a lawful basis, and records required for statutory, audit or evidential purposes will be preserved appropriately.

Information will be disposed of securely once it is no longer required. Retention decisions will take account of statutory requirements, limitation periods for legal claims, audit needs, business use and archival value.

## **Roles and Responsibilities**

Overall responsibility for Data Retention rests with the Town Clerk.

The Deputy Clerk, acting as Data Protection Officer (DPO), is responsible for advising the Council on data retention compliance, monitoring adherence to GDPR and supporting the management of information risks.

Managers are responsible for ensuring records within their service areas are retained and disposed of in accordance with this policy.

All Councillors and staff have a personal responsibility to handle data retention carefully, lawfully and in accordance with Council policies.

## **Retention, Archiving and Secure Disposal**

The Council retains information only for as long as necessary to meet legal, operational and governance requirements.

Records of permanent civic or statutory value form part of the Council's corporate archive. Where appropriate, archived records may be stored off site in a secured location with controlled access.

Where legal claims or investigations such as Freedom of Information requests are ongoing, relevant records must not be destroyed until the matter is concluded.

<b>Record Category</b>	<b>Typical Retention Period</b>
Civic and statutory records (e.g. Council minutes, election results)	Permanent archive
General administrative records (working documents, internal emails, draft documents, routine correspondence)	Up to 3 years, or sooner where no longer required. Records forming part of a formal decision or statutory process should be retained in accordance with the relevant category above.
Financial and contractual records (accounts, invoices, contracts, procurement, insurance)	6 years after end of financial year or contract (12 years where executed under seal)
Personnel and HR records	6 years after employment ends (longer where safeguarding or statutory requirements apply)
Formal casework and regulatory records (correspondence, complaints, FOI requests, SARs)	3 Years
Health and safety records	6 years
CCTV / vehicle camera footage	6 months

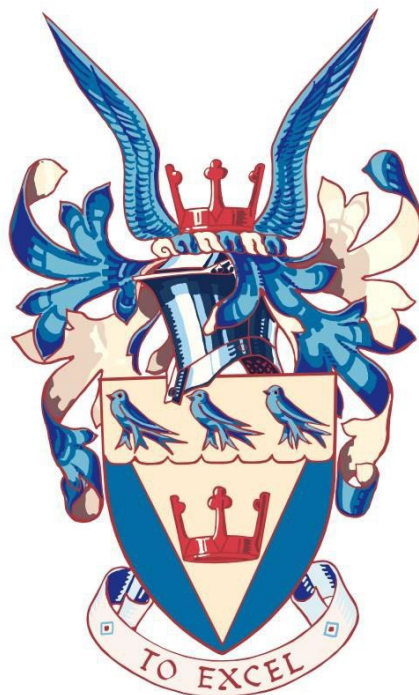
Once records reach the end of their retention period, they must be disposed of securely. Confidential paper records must be shredded or placed in approved confidential waste, and electronic records must be permanently

deleted so they cannot reasonably be recovered. A basic disposal record will be maintained showing what was destroyed, when, how, and by whom.

### **Monitoring & Review**

Compliance will be monitored by the Data Protection Officer (DPO) and Town Clerk.

This policy will be reviewed regularly, or sooner if legislative changes require.



# **BOGNOR REGIS TOWN COUNCIL**

## **VEXATIOUS REQUESTS POLICY**

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

## **Introduction**

Bognor Regis Town Council is committed to openness and transparency and will respond positively to requests for information made under the Freedom of Information Act 2000 or other relevant legislation.

The Council recognises, however, that a small number of requests may be repeated, vexatious or manifestly unreasonable. Such requests can place a disproportionate burden on Council resources and may hinder the Council's ability to carry out its normal functions.

This policy sets out how the Council will identify and manage such requests in a fair, consistent and lawful manner, in line with guidance from the Information Commissioner's Office.

## **Scope**

This policy applies to all requests made under the Freedom of Information Act 2000 and, where relevant, to requests made under data protection legislation.

It applies to all staff involved in handling information requests.

## **What is a Vexatious or Repeated Request?**

A request may be considered vexatious or manifestly unreasonable where it places a significant burden on Council resources and demonstrates one or more of the following characteristics:

- lacks serious purpose or value
- is intended to cause disruption or distress
- forms part of a pattern of persistent or obsessive correspondence
- involves unreasonable demands or expectations
- repeats previous requests without reasonable interval or new information

It is the request, not the requester, that is assessed. Each case will be considered on its own merits, taking account of the context and any previous related correspondence.

A repeated request is one that is identical or substantially similar to a previous request from the same person, made within a short period of time. The Council normally considers 3 calendar months to be a reasonable interval.

## **Assessment and Decision Making**

All potentially vexatious or repeated requests will be assessed on a case-by-case basis by the Town Clerk, with advice from the Deputy Clerk (Data Protection Officer) where appropriate.

Where a request is considered vexatious or repeated, the Council will issue a refusal notice within statutory timescales, explaining the reasons for the decision and advising the requester of their right to appeal.

The Council may also seek to clarify a request or provide guidance to the requester before reaching a formal decision.

### **Record Keeping and Appeals**

The Council will maintain appropriate records of decisions made under this policy, including the reasons for refusal and relevant correspondence.

If they remain dissatisfied, they may complain to the Information Commissioner's Office.

### **Monitoring and Review**

Compliance will be monitored by the Data Protection Officer (DPO) and Town Clerk.

This policy will be reviewed regularly, or sooner if legislative changes require.

## **Grievance Procedure (part of Employee Handbook)**

The Council aims to deal fairly and promptly with concerns raised by employees. Where you are unhappy with something affecting you at work, you may raise a grievance under this procedure.

Any written complaint or grievance alleging that a Member or co-opted Member has failed to comply with the Council's Code of Conduct will be dealt with under the Code of Conduct Procedure.

Examples of issues that may be raised under this procedure include:

- terms and conditions of employment
- health and safety
- working relationships
- bullying and harassment
- new working practices
- working environment
- organisational change
- discrimination

This procedure should not be used to raise matters which do not directly relate to you or your working environment. It must also not be used to challenge disciplinary action or reasonable management action taken under the Performance Management or Sickness Absence Procedures; such matters should be addressed through the relevant appeal processes.

### **Raising a Grievance**

Before submitting a formal grievance, employees are expected, wherever reasonable and appropriate, to seek to resolve the matter directly by discussing the issue with the individual concerned and/or their line manager. Many workplace concerns can be addressed quickly and effectively through open and constructive discussion. This expectation does not prevent an employee from raising a formal grievance where the matter is serious, involves allegations such as bullying, harassment or discrimination, or where direct discussion would not be appropriate.

All grievances must be submitted in writing and clearly marked as a grievance under this procedure. You should provide as much information as possible, including relevant dates and times, to allow your concerns to be properly considered.

Grievances should normally be raised as soon as possible and, except in exceptional circumstances, no later than six months after the issue occurred.

Grievances must be submitted to the Deputy Clerk. Where the grievance relates to the Deputy Clerk, it must be submitted to the Town Clerk.

Where a grievance relates to the Town Clerk, it must be submitted to the Joint Consultative Sub-Committee (Staffing). The Chair or Vice-Chair will hear the grievance on behalf of the Sub-Committee.

### **Grievance Hearing**

You will have the right to be accompanied at any grievance hearing by a fellow employee or a trade union representative.

The Council will normally follow the steps below, although these may be adapted depending on the nature and complexity of the grievance. The Council will ensure that all parties involved are given the opportunity to be heard before any outcome is determined.

1. **Initial meeting with the employee raising the grievance**  
A meeting will be held with the employee to clarify the issues raised, gather relevant information, and understand the outcome sought.
2. **Meeting with the employee(s) concerned**  
Where appropriate, the Council will meet separately with any other employee(s) involved to obtain their account of events.
3. **Further investigation (if required)**  
Additional enquiries may be undertaken, including reviewing documents or speaking with witnesses, where this is necessary to establish the facts.
4. **Follow-up meetings (if required)**  
Separate follow-up meetings may be arranged with the parties involved to clarify findings or respond to new information before a decision is reached.
5. **Outcome**  
A written outcome will be issued once all reasonable enquiries have been completed.

### **Allegations of Misconduct**

Where a grievance includes allegations of misconduct by another employee, the Council may investigate those matters under the Disciplinary Procedure. In such cases, consideration of the grievance may be paused until the disciplinary process has concluded.

### **Confidentiality**

All grievances will be handled sensitively, and information will be shared only where necessary to investigate the matter and reach a fair outcome.

Employees involved in the grievance process are required to maintain confidentiality at all stages. Information relating to the grievance must not be discussed with colleagues or third parties except where formally required as part of the investigation. A failure to respect confidentiality may itself be treated as a disciplinary matter.

It is recognised that both raising a grievance and being the subject of a grievance can be difficult. Where staff are struggling, they are encouraged to raise this only with senior management, who will seek to provide appropriate support while maintaining the integrity of the process.

### **Relationship with Other Procedures**

Where a grievance overlaps with other procedures, including disciplinary or performance management processes, the Council may determine the most appropriate route for handling the matter, including addressing it within those procedures where this provides a fairer or more efficient resolution.

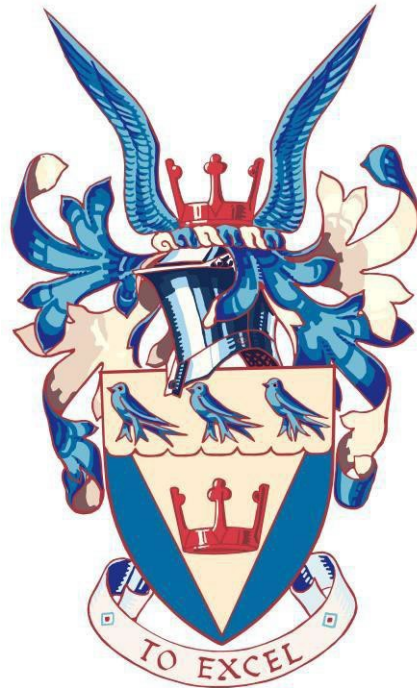
### **Appeals**

If you are dissatisfied with the outcome of your grievance, you may appeal in writing within one week of receiving the decision.

Appeals must be submitted to the Town Clerk.

An appeal hearing will be arranged, and you will have the right to be accompanied by a fellow employee or trade union representative. The Town Clerk will consider the appeal and provide a final written decision.

Any appeal arising from a grievance concerning the Town Clerk must be submitted to the Joint Consultative Sub-Committee (Staffing), which will appoint a panel to hear the appeal.



# **BOGNOR REGIS TOWN COUNCIL ICT AND WEBSITE POLICY**

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

## **Introduction**

Bognor Regis Town Council recognises the importance of effective, secure and resilient Information and Communications Technology (ICT) in supporting its statutory duties, daily operations and communications.

This Policy sets out the standards and responsibilities governing the use, management and security of Council ICT systems, email services, internet access and website provision. It should be read in conjunction with the Council's Data Protection Policy, Information Security arrangements and relevant employment policies.

The Council is committed to ensuring that its ICT systems are secure, lawful, resilient, cost-effective and accessible, and that all users understand their responsibilities when using Council technology.

## **Scope**

This policy applies to all Councillors, employees, volunteers, contractors, agency staff and any other individual authorised to access Council ICT systems.

It covers all Council-managed devices, networks, software, cloud services, email accounts, internet access, website administration and associated digital services.

## **Ownership and General Operation**

All ICT hardware, software, systems, data and documentation created or used in connection with Council business remain the property of Bognor Regis Town Council.

The Council will maintain appropriate IT support arrangements and ensure that systems are managed in a secure and sustainable manner. An up-to-date ICT asset register will be maintained, and regular backups will be undertaken, including secure off-site or cloud storage. Disaster recovery and business continuity arrangements will be kept under review to minimise disruption in the event of system failure.

ICT risks will form part of the Council's corporate risk management framework. Equipment and data will be disposed of securely and in accordance with approved procedures.

## **Legal and Regulatory Compliance**

All ICT use must comply with relevant legislation, including:

- Data Protection Act 2018 and UK GDPR
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988
- Freedom of Information legislation
- Local Government legislation governing electronic communications

Unauthorised access, interference, copying or misuse of ICT systems may constitute gross misconduct and, in some cases, a criminal offence.

## **ICT**

### **Acceptable Use of ICT Resources**

Council ICT systems are provided primarily for official Council business. Limited personal use may be permitted where it is reasonable, does not interfere with work responsibilities, does not incur cost to the Council, and does not breach this policy.

Users must not use Council systems to:

- Access, create or distribute unlawful, offensive or defamatory material
- Infringe copyright or intellectual property rights
- Install unauthorised software or applications
- Deliberately introduce malware or attempt to bypass security controls
- Alter system configurations without authority
- Conduct political campaigning or party-political activity

All users are expected to exercise professional judgement and maintain the reputation of the Council when using ICT resources.

### **Device and Software Management**

Only authorised devices may access Council systems. Software installations must be approved in advance, and unauthorised installation of applications or tools is prohibited.

Cloud-based services must not be used for Council business unless approved, ensuring that appropriate security and data protection safeguards are in place.

Council devices must not be modified or repurposed without authorisation.

### **Data Management and Security**

All users are responsible for safeguarding Council data.

The Council will implement security measures proportionate to risk, including:

- Access controls
- Strong authentication
- Encryption where appropriate
- Secure cloud hosting
- Regular backups
- Secure data destruction

Sensitive or confidential information must only be stored and transmitted using

approved secure methods.

Data breaches must be reported immediately to the Data Protection Officer.

### **Password and Account Security**

Users are responsible for maintaining the security of their accounts. Passwords must be strong, unique and not shared with others. Multi-factor authentication should be enabled where available.

Devices must be locked when unattended. Any suspected compromise of login credentials must be reported immediately.

### **Network and Internet Use**

Internet access is provided to support legitimate Council functions. Users must exercise care when browsing or downloading content and must not access inappropriate, illegal or offensive material.

Files unrelated to Council business must not be downloaded onto Council devices. Users should remain vigilant to phishing attempts and suspicious emails, and must not open attachments or links from unknown or unverified sources.

### **Email Use**

Council email accounts are provided for Council business and must be used in a professional and appropriate manner.

All Councillors are required to use their official **bognorregis.gov.uk** email address for Council communications. Emails must reflect the standards expected of public office and comply with the Council's Code of Conduct.

Care must be taken when sending emails to multiple recipients, including the appropriate use of blind copy (BCC). Confidential or sensitive information must not be transmitted unless appropriate safeguards, such as encryption, are in place.

Emails form part of the Council's corporate record and may be subject to disclosure under Freedom of Information legislation.

The Council reserves the right to monitor email usage where necessary and proportionate to ensure compliance and protect organisational security.

### **Mobile Devices and Remote Working**

Council-issued mobile devices must be secured using strong passcodes and, where available, biometric authentication.

Remote working must adhere to the same security standards as office-based working. Public Wi-Fi should not be used for sensitive Council business unless an

approved secure connection is in place.

## **Health and Safety (Display Screen Equipment)**

The Council complies with the Display Screen Equipment Regulations. Employees identified as regular DSE users must complete workstation assessments and report any issues relating to posture, eyesight or discomfort.

The Council will provide appropriate support, including eye tests where required under the Regulations.

## **Website Management**

### **Website Governance and Editorial Control**

The Town Council website is a corporate communications platform. Editorial control rests with the Town Clerk or a delegated officer.

All website content must be accurate, objective and consistent with adopted Council policy. Content must comply with the Code of Recommended Practice on Local Authority Publicity and must not be party political in nature.

The website will be reviewed regularly to ensure that information remains current, relevant and accessible.

### **Website Content Standards**

Agendas, minutes and public reports will be published in accordance with statutory requirements. Accessibility standards will be maintained to ensure inclusivity.

Confidential or exempt material will not be published. Access to members-only areas of the website will be appropriately controlled.

### **Social Media**

Where ICT systems are used in connection with social media, users must comply with the Council's Social Media Policy.

Official communications must be clearly distinguished from personal views. Confidential information must not be disclosed, and conduct must not bring the Council into disrepute.

### **Monitoring and Audit**

The Council reserves the right to monitor ICT systems where necessary to ensure compliance with this policy, protect security, investigate misconduct, or fulfil legal obligations. Any monitoring will be proportionate and carried out in accordance with UK GDPR and data protection legislation.

## **Reporting Security Incidents**

All suspected cyber incidents, malware infections, unauthorised access attempts, data loss or security concerns must be reported immediately to the Town Clerk and Data Protection Officer so that appropriate action can be taken.

## **Training and Awareness**

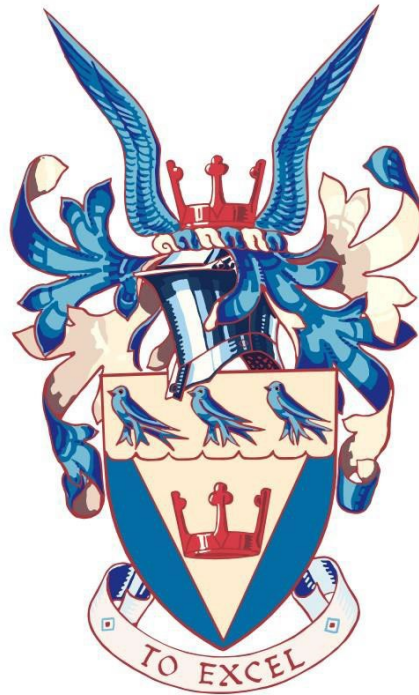
The Council will provide regular ICT security and data protection training to Councillors and staff. Completion of required training is mandatory.

## **Breach of Policy**

Failure to comply with this policy may result in disciplinary action and/or referral to appropriate authorities where required.

## **Policy Review**

This policy will be reviewed regularly and as legislation changes, technology develops or risks are identified.



# **BOGNOR REGIS TOWN COUNCIL**

## **INFORMATION GOVERNANCE POLICY**

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

## **Introduction**

Bognor Regis Town Council recognises that information is one of its most important corporate assets. The Council creates, receives and holds significant volumes of information in the course of delivering its statutory functions and serving the community.

This policy sets out how the Council will manage information responsibly, securely and lawfully. It establishes a clear framework for ensuring that information supports transparency, effective decision-making and public trust, while protecting individuals' rights and complying with legal obligations.

This policy sits alongside and complements the Council's Data Protection Policy, ICT, Email and Website Policy, and other related governance documents.

## **Scope**

This policy applies to all information created, received or held by the Council, regardless of format. This includes digital records, emails, paper files, website content, images, audio recordings and any other medium in which information is stored.

It applies to all Councillors, employees, volunteers and contractors who handle Council information in any capacity.

## **Who is Responsible for this Policy?**

Overall responsibility for Information Governance rests with the Town Clerk.

The Deputy Clerk, acting as Data Protection Officer (DPO), is responsible for advising the Council on data protection compliance, monitoring adherence to relevant legislation and supporting the management of information risks.

Managers are responsible for ensuring that information within their service areas is managed appropriately.

All Councillors and staff have a personal responsibility to handle information carefully, lawfully and in accordance with Council policies.

## **Information Governance Framework**

The Council's approach to Information Governance is built on a coherent framework of policies and procedures. These include the Data Protection Policy (covering UK GDPR compliance), ICT and Information Security arrangements, records management practices, Freedom of Information procedures and business continuity planning.

Together, these arrangements ensure that information is handled consistently across the organisation and that risks are identified and managed appropriately.

### **Principles of Information Governance**

The Council will manage information in a manner that is lawful, accurate, secure and proportionate. Information will only be collected and used where there is a clear purpose and legal basis. It will be stored securely, accessed only by those who need it for legitimate reasons, and retained only for as long as necessary.

Where information can properly be shared to support transparency and accountability, the Council will do so. Where information must be protected, particularly where it relates to individuals or sensitive matters, appropriate safeguards will be applied.

The Council recognises that good information governance is not solely about compliance; it is about maintaining public confidence and supporting effective local government.

### **Data Protection and Privacy**

Where information includes personal data, it will be processed in accordance with UK GDPR and the Data Protection Act 2018. The Council will identify appropriate lawful bases for processing, respect individual rights, maintain records of processing activities and carry out data protection impact assessments where required.

Data breaches or suspected breaches will be managed in line with the Council's Data Protection Policy.

### **Records Management**

The Council will maintain appropriate records to document its decisions, activities and statutory functions. Records will be created where necessary, stored securely, retrievable when required and retained in accordance with approved retention arrangements.

When records are no longer required, they will be disposed of securely.

### **Information Security**

The Council will implement proportionate technical and organisational measures to protect information from loss, unauthorised access or misuse. This includes appropriate physical security, controlled access to systems, secure storage, regular backups and staff awareness.

Information security risks will be considered within the Council's broader risk management framework.

### **Transparency and Access to Information**

The Council is committed to openness and accountability. It will respond to requests for information under the Freedom of Information Act and to Subject Access Requests under data protection legislation within statutory timeframes.

Where appropriate, information will be proactively published to support transparency.

### **Training**

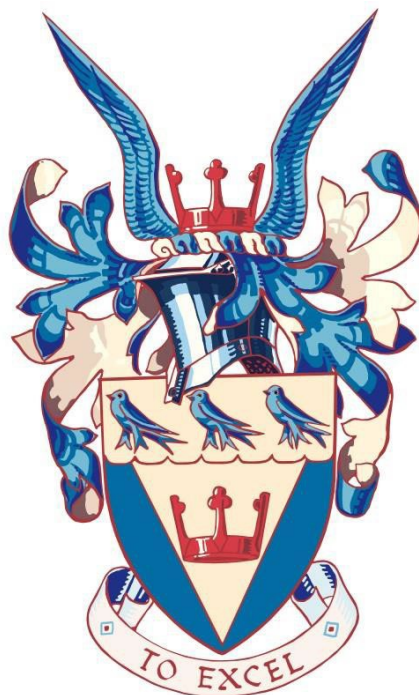
All staff will receive training on this policy.

Training completion will be recorded and retained as evidence of compliance.

### **Monitoring**

Compliance with this policy will be monitored by the Town Clerk and Data Protection Officer.

This policy will be reviewed regularly, or sooner if required due to legislative changes.



# **BOGNOR REGIS TOWN COUNCIL**

## **PUBLICATION SCHEME**

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

## **Introduction**

Bognor Regis Town Council is committed to openness and transparency and seeks to make information readily available to the public as part of its normal business activities.

The Council has adopted the Information Commissioner's Model Publication Scheme under the Freedom of Information Act 2000. This scheme sets out the classes of information the Council publishes or intends to publish and how this information can be accessed.

## **Scope**

This scheme applies to all information held by the Council that falls within the Model Publication Scheme and is not exempt from disclosure.

Information is primarily made available through the Council's website. Where this is not possible, information may be provided in hard copy or made available for inspection by appointment.

## **Classes of Information**

The Council publishes information within the following broad classes:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

These classes follow the ICO Model Publication Scheme for local councils.

Information will not normally include draft documents, archived material that is not readily accessible, or information that is exempt under legislation.

## **Access to Information**

Most information is available free of charge via the Council's website. Where information is not published online, requests can be made to the Town Clerk.

Information will be provided in the format in which it is held, subject to reasonable adjustments, redaction of personal data, and accessibility requirements.

## **Charges**

Information published on the Council's website is provided free of charge.

Where hard copies are requested, the Council may charge reasonable actual costs for:

- photocopying
- postage and packaging

No charge will normally be made where the cost of collection would be disproportionate.

Any applicable charge will be confirmed before information is provided.

### **Requests for Other Information**

Information not covered by this scheme may be requested under the Freedom of Information Act 2000. Requests should be submitted to the Town Clerk.

### **Monitoring and Review**

Compliance will be monitored by the Data Protection Officer (DPO) and Town Clerk.

This policy will be reviewed regularly, or sooner if legislative changes require.

## AGENDA ITEM 23

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING 30<sup>th</sup> MARCH 2026

#### AGENDA ITEM 23 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY DEPUTY CLERK

FOR RATIFICATION

#### **To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations**

In order to overcome power supply issues that had affected the provision of Christmas illuminations in Queensway for the past couple of years, commando sockets were installed to the columns of 8 lamp posts in Queensway to enable illuminated motifs to be installed for the 2025 Festive season, and for future years. As a capital expenditure, Members are asked to ratify that this expenditure therefore be funded from Rolling Capital.

#### **DECISION**

The Committee is therefore invited to **RATIFY** expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 24 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF FEBRUARY 2026 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of February 2026 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 February 2026.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2026, 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. Barrett has previously verified the bank reconciliations with the Town Council's bank accounts for the months of January and February 2026.

**DECISION**

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2026, undertaken by Cllr. Barrett in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 25 - TO AGREE TO EARMARK THE BALANCE OF £12,332 'WORKING BUDGET' FOR 2025/26, UNDER 'MARKETING AND PROMOTIONS EXPENSES' (4409/114), AND CARRY FORWARD TO 2026/27**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

Subject to the decision taken under Agenda item 13, in relation to the delivery of markets going forward, Members are asked to consider whether the remaining balance of £12,332 for the delivery of markets is still required for 2026/27 and should, therefore, be earmarked for this purpose or returned to General Reserves.

**DECISION**

Do Members **RESOLVE** to **AGREE** that the remaining balance of £12,332 'working budget' for 2025/26 be earmarked and carried forward to 2026/27 for the delivery of markets, or that the funds be returned to General Reserves?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING  
30<sup>th</sup> MARCH 2026**

**AGENDA ITEM 26 - EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES**

**REPORT BY TOWN CLERK**

**FOR DECISION**

A list of the Town Council's Earmarked Reserves as at 26<sup>th</sup> March 2026 is attached at **Appendix 1**.

The amounts that are shown in **blue** on the appendix have been identified by the Town Clerk as being no longer required for their specified purpose. It is therefore proposed that these funds should now be returned to General Reserves.

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

**DECISION**

Do Members **AGREE** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves?

**EARMARKED RESERVES AS AT 26<sup>th</sup> MARCH 2026**

<b>Rolling Capital Programme (315)</b>	229,050.36
<b>Economic Development (320)</b>	372,580.54
<b>Civic Fund (321)</b>	2,617.66
<b>Election Fund (322)</b>	10,000.00
<b>Allotments (325)</b>	1,687.86
<b>Promotions &amp; Publicity Committee (326)</b>	2,880.38
<b>Administration (327)</b>	8,040.00
<b>Events Underspend (328)</b>	4,605.87 Less £105.87
<b>P&amp;R Projects (330)</b>	1,080.85
<b>E&amp;L Projects (331)</b>	4,798.50
<b>P&amp;R Grant Aid (333)</b>	6,794.93
<b>Tourism &amp; Events Support (334)</b>	556.02
<b>South East in Bloom (337)</b>	5,593.22
<b>Xmas Lights/Switch On (338)</b>	13,000.00
<b>Street Scene Budget savings (342)</b>	26,898.16
<b>Decking Areas Maintenance (343)</b>	4,378.58
<b>Councillor Training (350)</b>	3,604.00
<b>Town Force H&amp;S Personal Safety Provision (354)</b>	445.90
<b>UKSPF Bike Repair Project (358)</b>	325.00
<b>Staff Training Admin &amp; Town Force (361)</b>	6,781.20
<b>Town Crier (362)</b>	4,098.12
<b>CIL 2020-21 (364)</b>	685.99
<b>CIL 2023-24 (367)</b>	7,339.96

**CIL 2024-25 (368)**

12,408.44

**CIL 2025-2026 (365)**

5,981.92

**BOGNOR REGIS TOWN COUNCIL**  
**POLICY AND RESOURCES COMMITTEE MEETING – 30<sup>th</sup> MARCH 2026**  
**AGENDA ITEM 27 - CORRESPONDENCE** **FOR INFORMATION**

- 1.** WSCC Cabinet;10 March 2026 agenda – Circulated to all Councillors 02.03.2026
- 2.** NALC events newsletter – Circulated to all Councillors 03.03.2026
- 3.** St Wilfrid’s newsletter 03.03.2026
- 4.** Office for National Statistics; Latest updates from Population, Census and Social Statistics 04.03.2026
- 5.** Stonepillow Supporter Update – Circulated to Cllrs Yeates and Barrett 04.03.2026
- 6.** NALC Chief executive’s bulletin – Circulated to all Councillors 04.03.2026
- 7.** St Wilfrid’s Hospice; Your Will is the story of your life 05.03.2026
- 8.** Hidden Disabilities Sunflower; New monthly resources 06.03.2026
- 9.** CCCI March Newsletter – Circulated to all Councillors 06.03.2026
- 10.** The Sussex Police and Crime Commissioner; Shining a light on support and safety this No More Week – Circulated to all Councillors 06.03.2026
- 11.** NALC Jobs newsletter 03.09.2026
- 12.** Letter of condolence to Elizabeth Waterhouse on the passing of Cllr Bob Waterhouse 09.03.2026
- 13.** NALC Events newsletter 09.03.2026
- 14.** WSALC newsletter forwarded to Cllrs Goodheart and Wells (Reps) 09.03.2026
- 15.** NALC Chief executive bulletin – Circulated to all Councillors 12.03.2026
- 16.** St Wilfrid’s Hospice; Bryony’s story 12.03.2026
- 17.** Hidden Disabilities Sunflower; New monthly resources 13.03.2026
- 18.** Network Rail; Upcoming Railway Engineering Work – Saturday 28 March to Thursday 2 April 2026 between Havant, Fareham and Portsmouth Harbour – Circulated to all Councillors and on social media 13.03.2026
- 19.** The Sussex Police and Crime Commissioner; Supporting safer communities – Circulated to all Councillors 13.03.2026
- 20.** NALC Jobs newsletter 16.03.2026
- 21.** NALC event newsletter previously sent to Councillors 17.03.2026
- 22.** CCCI March Events Update – Circulated to all Councillors 17.03.2026
- 23.** VAAC E-bulletin March – Circulated to all Councillors 18.03.2026
- 24.** NALC Chief executive’s bulletin – Circulated to all Councillors 19.03.2026
- 25.** St Wilfrid’s Hospice; Join us for a walk to remember – Circulated to all Councillors 20.03.2026
- 26.** The Sussex Police and Crime Commissioner; Standing up for our high streets – Circulated to all Councillors 20.03.2026
- 27.** NALC Jobs newsletter 23.03.2026