



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

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 1st JUNE 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 1st June 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 22nd DAY of MAY 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 30th March 2026, and the Minutes of the Extraordinary Meeting held on 18th May 2026
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Town Hall Working Party
 - Bognor Regis Town Centre Action Group
8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Town Hall Working Party
 - Bognor Regis Town Centre Action Group
 - To note any recommendations from the Environmental and Leisure Committee made at their meeting on 18th May 2026 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group
 - To note any recommendations from the Planning and Licensing Committee made at their meeting on 19th May 2026 (Min. 8 refers)
9. Internal Audit – To consider the Internal Audit Report 2025/2026 (Final Update)
10. To welcome the Town Council's Accountant, Mr. D. Kemp, to present the Annual Accounts for the year 2025/2026
11. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2026 including: -
 - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) and to recommend approval to Council
 - 11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR)
 - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the Meeting of the Council approving the Annual Governance Statement and by the Town Clerk
 - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2026 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk
 - 11.5 To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)
 - 11.6 To Recommend Approval to Council of the Accounting Statements for 2025/2026 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
12. To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required
13. To receive the Town Force Report, and further consider possible actions relating to the cherry picker, deferred from the previous meeting – Min.

176 refers

14. Boom Community Bank including: –
 - To receive an update (Min. 188 refers)
 - To consider that the Town Council's Boom Community Bank fund is topped up by £950 to be funded from General Reserves, and agree whether budget provision should be made in future years to account for any annual top up required (Min. 188 refers)
15. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for March and April 2026
16. To receive and note the monthly report for the Town Council's Community Warden for March, April and May 2026 (if available)
17. Report on Town Centre Issues including any reports on meetings with the BID Management Board
18. To consider annual review and recommend to Council the Risk Management Policy
19. To ratify the additional cost of Community Warden provision for the month of April 2026
20. Final Update and Ratification of Expenditure on Events Programme for 2025, deferred from the meeting held on 30th March 2026 (Min. 175 refers)
21. Updates to: -
 - Flag Flying Policy
 - Legionella Policy
 - Social Media Policy
 - Training and Development Policy
 - Volunteering Policy
 - Whistleblowing Policy
 - Working From Home Policy
22. To note Earmarked Reserves as at 31st March 2026
23. To consider a recommendation from the Environmental and Leisure Committee that the £2,510 overspend of the Equipment Maintenance Budget for Christmas Activities be drawn from General Reserves (Min. 88 of the Environmental and Leisure Committee Meeting held 23rd March 2026 refers)
24. Rolling Capital Programme including: -
 - To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge
25. Financial Reports including: -
 - To note Committee I&E Reports for the month of [April](#) 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 March and April 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)
26. Correspondence
27. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
28. 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 **28** 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 30th MARCH 2026

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler (from Min. 176), Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
Mr. B. Handley (Events Duty Officer)

The Meeting opened at 6.31pm

168. WELCOME BY CHAIR

Due to the recent sad passing of the Chair, Cllr. Bob Waterhouse, 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.

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

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

170. 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. S. Goodheart declared an Ordinary Interest in Agenda Item 18 as a Trustee of Bognor Regis Youth & Community Centre

171. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd FEBRUARY 2026, AND THE EXTRAORDINARY MEETING HELD ON 16th MARCH 2026

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd February 2026, and the Extraordinary Meeting held on 16th March 2026, and these were signed by the Chair.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

173. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

174. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2026

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

Members asked that it be investigated whether the Drive Through Time event could return to the Esplanade in the future, as it had been in previous years.

Members **AGREED** that a further update be brought to Committee after the event season had concluded.

175. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025

Owing to not all of the information being available in readiness for the meeting, this item was **DEFERRED** to a future meeting.

176. TO RECEIVE THE TOWN FORCE REPORT

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

Members felt further information was needed to make a decision regarding the future of the cherry picker, and therefore **AGREED** to **DEFER** this decision to the next meeting.

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

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

178. 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

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2026, was **NOTED**.

179. TOWN COUNCIL COMMUNITY WARDEN INCLUDING: -

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

179.1 To receive and note the monthly report for January and February 2026

The monthly reports for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout January and February 2026, was **NOTED**.

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

The interim arrangements for a Community Warden Service in the Town for 2026-2027 were **NOTED**.

180. 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

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

Members were supportive of the proposed refocus to a series of specialist markets for 2026/2027. It was clarified that the BID do not receive a grant from the Town Council and that there was adequate staffing provision to assist in the running of themed or specialist markets.

Members **AGREED** to the proposed approach to focus on a series of themed markets at this time.

181. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 5th FEBRUARY 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 5th February 2026, was **NOTED**.

182. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 17th MARCH 2026 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 17th March 2026 that had previously been circulated to Councillors, was **NOTED**.

183. COUNCILLORS' ALLOWANCES INCLUDING:-

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

183.1 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

Members **RESOLVED** to increase the Councillors' Allowance to the limit of £710.40 per annum equating to 10% of the District Council's Basic Allowance in line with the recommendation by the District Independent Remuneration Panel (IRP).

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

183.2 To consider whether any increase, should this be agreed be backdated to 1st April 2025 in line with the District Council's Basic Allowance or commence from 1st April 2026, noting any budget overspend

Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1st April 2025.

184. TO RATIFY THE SUBMISSION OF BOGNOR REGIS TOWN COUNCIL'S EXPRESSION OF INTEREST FOR THE UK TOWN OF CULTURE 2028

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

Members expressed their gratitude to all external partners and stakeholders who had participated in the various workshops to help bring Bognor Regis' Expression of Interest to life.

Particular thanks were also given to the Town Clerk, Mrs. J. Davis, for her extensive work in shaping the comments and ideas into a coherent and excellent document for submission.

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

185. 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)

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

- 185.1** Release of the Partnership Funding for 2026-2027 of £3,000 for Bognor Regis Seafront Lights (BRSFL) (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.2** Release of the Partnership Funding for 2026-2027 of £7,000 for Southdowns Music Festival (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.3** Release of the Partnership Funding for 2026-2027 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.4** Release of the Partnership Funding for 2026-2027 of £2,919.15 for Bognor Pier Trust CIC (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.5** Release of the Partnership Funding for 2026-2027 of £3,500 for Bognor Regis Carnival Association (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.6** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Seafront Lights (Illuminate Event) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.7** Release of the Partnership Funding for 2026-2027 of £2,200 for Bognor Regis Armed Forces Day Committee (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

185.8 Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Foodbank (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

185.9 Release of the Partnership Funding for 2026-2027 of £14,000 for Bognor Regis Youth & Community Centre (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

186. TO CONSIDER THE INTERNAL AUDIT REPORT 2025/26 (INTERIM UPDATE)

The Town Clerk's report, along with the Internal Audit Report 2025-26 attached as an appendix, was **NOTED**.

Members **AGREED** to **RECOMMEND** the Internal Audit Report 2025-26 (Interim Update) to Council for **APPROVAL** and noted that no actions are required.

187. 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

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

Members **RESOLVED** to **APPROVE** the continued future use of the listed Direct Debits, Standing Orders Mandates and other recurring payments.

188. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK

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

189. UPDATES TO: - DATA PROTECTION POLICY; DATA RETENTION POLICY; VEXATIOUS REQUESTS POLICY; GRIEVANCE PROCEDURE; ICT POLICY; INFORMATION SECURITY POLICY; PUBLICATION SCHEME

The Deputy Clerk's report, including the proposed updated Policies as appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Data Protection Policy, Data Retention Policy, Vexatious Requests Policy, Grievance Procedure, ICT Policy, Information Security Policy and Publication Scheme as attached and without amendment.

190. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

- 190.1 To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations**
Members unanimously **RATIFIED** the expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations.

191. FINANCIAL REPORTS INCLUDING: -

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

- 191.1 To note Committee I&E Reports for the month of February 2026 - previously copied to Councillors**
Members **NOTED** receipt of the financial reports for the month of February 2026.

- 191.2 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)**
The verification of bank reconciliations as detailed was **NOTED**.

192. 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

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

Members **RESOLVED** 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.

193. 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

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

Members **AGREED** 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.

194. CORRESPONDENCE

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

**195. 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 29 (contractual).

196. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 7.40pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING HELD ON MONDAY 18th MAY 2026

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

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.02pm

1. **TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR
OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN
COUNCIL MEETING HELD ON 11th MAY 2026**

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

It was further **NOTED** that Cllr. P. Wells was elected Chair and
Cllr. Mrs. G. Yeates was elected Vice-Chair of this Committee at the
Annual Town Council Meeting held on 11th May 2026.

2. **WELCOME BY CHAIR**

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

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

Apologies for absence from the Town Clerk were **NOTED**.

Apologies for absence were not received from Cllr. J. Barrett, therefore,
this absence could not be approved.

4. **DECLARATIONS OF INTEREST**

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

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

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

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

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

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

There were no declarations of Interest

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

6. 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 8 (contractual).

7. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT AWARD – MIN. 167 REFERS

- 7.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on Community Warden Service contract award for 2026/2027.

7.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

8. **TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT FOR 2026/2027, AGREEING NEXT STEPS AND APPROVE ANY RELATED EXPENDITURE – MIN. 167 REFERS**

The Town Clerk's confidential report, as read by the Deputy Clerk, was **NOTED**.

Members were informed of the difficulty experienced in commencing the Community Warden Service since the contract award to Tender Bid 3 (Min. 167 refers) and noted the concern of the Town Clerk and Deputy Clerk of the ability of the contractor to fulfil their obligations.

Members, further noted, as detailed in confidential report, the Officer recommendation that the Council revoke the contract award to Tender Bid 3 and move to appoint the second highest scoring bidder (Tender Bid 1).

It was clarified for Members that the scoring between the two bids was very similar, and that the cost of Tender Bid 1 was still within the budget allocation set by the Council.

Members therefore **RESOLVED** to **AGREE** to revoke the awarding of the Community Warden Service contract previously made to Tender Bid 3 and enter into a contract from 25th May 2026 until 31st March 2027 with Tender Bid 1.

The Meeting closed at 6.18pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026**

AGENDA ITEM 7 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

Membership includes the following representatives: -

Mayor, Deputy Mayor, Chair of the Policy and Resources Committee, Group Leaders, Town Clerk, Deputy Clerk and the Civic & Office Manager.

As Cllr. P. Wells is both the Liberal Democrat Group Leader and the Chair of the Policy and Resources Committee, it is suggested that Cllr. Mrs. G. Yeates take the seat allocated to the Chair of Policy and Resources, in her capacity as being Vice-Chair on the Committee.

The proposed appointments are therefore: -

Mayor - Cllr. P. Ralph

Deputy Mayor – Cllr. D. Dawes

Group Leader - Liberal Democrats - Cllr. P. Wells

Group Leader - Labour - Cllr. R. Nash

Group Leader – Bognor Independents Group – Cllr. P. Woodall

Vice-Chair of Policy and Resources Committee - Cllr. Mrs. G. Yeates

Town Clerk - Mrs. J. Davis

Deputy Clerk – Mr. M. Hirst

Civic & Office Manager - Mrs. R. Verweken

DECISION

To **APPROVE** the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above.

· BOGNOR REGIS TOWN HALL WORKING PARTY

At the Policy and Resources Committee Meeting held on 31st March 2025, it was agreed that membership of the Working Party would include 5 Members and, if additional Members came forward expressing a wish to be part of the Working Party, that named substitutes would be included in the Terms of Reference (Min. 151 refers).

Members are reminded that it is the advice of the Monitoring Officer that dual-hatted Councillors carefully consider where they want to be involved with decision-making in relation to the Town Hall – whether that is at the Town Council or the District Council. They also need to be mindful of how what they say in one arena may impact on their ability to take part in future decision-making in another arena.

With recent changes having been approved by the Policy and Resources Committee and Full Council, it is recommended that the appointments remain unchanged at this time.

The proposed appointments are therefore: -

Cllr. D. Dawes
Cllr. N. Smith
Cllr. P. Woodall
Cllr. P. Wells
Cllr. M. White

DECISION

To **APPROVE** the membership of the Bognor Regis Town Hall Working Party as detailed above.

· BOGNOR REGIS TOWN CENTRE ACTION GROUP

Membership includes the following representatives from Bognor Regis Town Council: -

Mayor, Chair of the Policy and Resources Committee and one other Member

Cllr. P. Wells served as the "one other Member" during the previous year and has acted as Chair to the Town Centre Action Group since it began. As Cllr. Wells is now Chair of the Policy and Resources Committee, it is suggested that Cllr. Mrs. G. Yeates, who had been involved with the Group since its inception as the Mayor at that time, be appointed as the "one other Member" in order to maintain continuity.

The proposed appointments are therefore: -

Mayor - Cllr. P. Ralph
Chair of Policy and Resources Committee - Cllr. P. Wells
One other Member - Cllr. Mrs. G. Yeates

DECISION

To **APPROVE** the membership of the Bognor Regis Town Centre Action Group as detailed above.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026**

AGENDA ITEM 8 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **Bognor Regis Town Centre Action Group**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 18th May 2026 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 19th May 2026 (Min. 8 refers)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. As part of this process the Policy and Resources Committee Terms of Reference are also reviewed.

Members are asked to note that any Sub-Committee or Working Group Terms of Reference would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at **Appendix 2**.

There are no Officer recommendations for amendment.

BOGNOR REGIS TOWN HALL WORKING PARTY

A copy of the current Bognor Regis Town Hall Working Party Terms of Reference is attached for consideration at **Appendix 3**.

There are no Officer recommendations for amendment.

BOGNOR REGIS TOWN CENTRE ACTION GROUP

A copy of the current Bognor Regis Town Centre Action Group Terms of Reference is attached for consideration at **Appendix 4**.

There are no Officer recommendations for amendment.

ENVIRONMENTAL AND LEISURE COMMITTEE

A copy of the Environmental and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 18th May 2026 (Min. 9 refers), with no amendments recommended, is attached for consideration at **Appendix 5**.

There are no further Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Allotments Sub-Committee (attached at **Appendix 6**) were also considered by the Committee at the meeting with no amendments recommended.

There are no further Officer recommendations for amendment.

Members are invited to further note that the Terms of Reference for the Bognor Regis In Bloom Working Group (attached at **Appendix 7**) were also considered by the Committee at the meeting with no amendments recommended.

There are no further Officer recommendations for amendment.

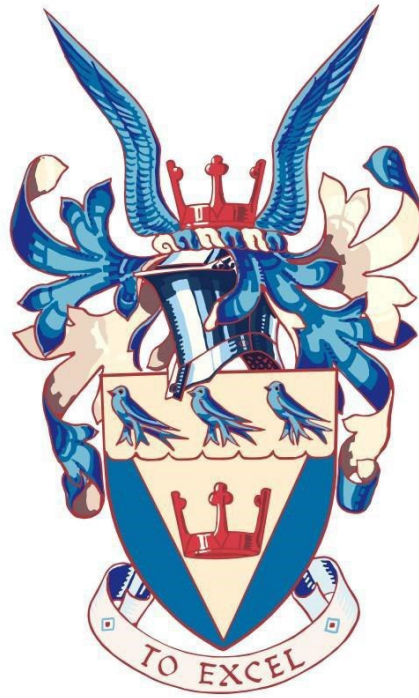
PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 19th May 2026 (Min. 8 refers), with no amendments recommended, is attached for consideration at **Appendix 8**.

There are no further Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 to 8** and **RECOMMEND TO COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

10 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&R) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the matter shall be determined by Council.

Definitions

- “Management Overview”: To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions within budget and Financial Regulations/Standing Orders for contracts.
- “Operational Management” That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts.	<ul style="list-style-type: none"> • Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	<ul style="list-style-type: none"> • Committee
1.3	To advise Council on new or revised policies.	<ul style="list-style-type: none"> • Committee after considering the advice of the Town Clerk and recommendations from other committees
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	<ul style="list-style-type: none"> • Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To agree terms of reference of any sub-committees established by itself.	<ul style="list-style-type: none"> • Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. • Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> • Management Overview to Committee • RFO / Town Clerk in accordance with Financial Regulation and for Operational Management
3.2	To formulate the annual budget for Council and submit recommendations on Budget & Precept requirements (including recommendations on savings and efficiency gains) by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> • Committee • Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chair and political group leaders

3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations.
3.4	Approval of variation, overspend, and virement in accordance with Financial regulations.	<ul style="list-style-type: none"> • Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> • Committee
3.6	To advise Council on borrowing policy, investment & treasury management.	<ul style="list-style-type: none"> • Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> • Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> • Town Clerk for renewal & operational matters. • Town Clerk for tendering & changes of cover such as an increase to public liability cover, or loss of business, i.e. changing cover by adding a new section
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> • RFO • Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> • RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> • Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> • Committee in accordance with Financial Regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> • Committee/Town Clerk/ RFO in accordance with Financial Regulations • Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing Orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> • Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> • Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations.
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> • Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> • Oversee to ensure delivery of sponsored events • To negotiate the return of sponsorship money if events do not take place

4.4	Grants and sponsorship for cultural activities in the Town	• Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	• Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	• Committee
4.7	Powers to make grants for bus services or taxi concession	• Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	• Committee under the direction of Council • Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	• Management Overview to Committee • Operational Management to Town Clerk
5.2	Amendments & updates to layout of website	• Town Clerk for updates & layout • Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	• Management Overview to Committee • Operational Management to Town Clerk
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	• Management Overview to Committee • Operational Management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	• Management Overview to Committee • Operational Management to Town Clerk
7.3	Approval of Corporate Business Plan	• Committee • Town Clerk to determine underlying Action & Project Plans
7.4	To promote efficiency, value for money and an integrated approach to management and to manage any formal quality systems, risk assessments, local council awards and self assessments programmes.	• Management Overview to Committee • Operational Management to Town Clerk • Approval of operational procedures to Town Clerk
7.5	To promote customer care and equality in service delivery and access.	• Management Overview to Committee • Operational Management to Town Clerk
8.	Communications / Public Relations and Marketing	
8.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	• Management Overview to Committee • Operational Management to Town Clerk
8.2	To promote the public face of the Council through the management of public and media relations. Design and presentation of the council website, including content of Civic, governance and policy pages (content of website pages relating to promotion to E&L Committee)	• Management Overview to Committee • Operational Management to Town Clerk
8.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	• Management Overview to Committee • Operational Management to Town Clerk
8.4	To advise Council on adoption of a Publication Scheme, including Information Guide, and Information & Data Protection Policy	• Management Overview to Committee • Operational Management to Town Clerk

9.	Land & Asset Management	
9.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> • Town Clerk (Chair to verify annually)
9.2	Provision & management of office accommodation, other corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.3	Provision of common land	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.4	Responsibility for energy conservation and disabled access in the Council's facilities.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings and land registration.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
9.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, S133	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

9.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
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10.	Audit	
10.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit brief.	<ul style="list-style-type: none"> • Committee • Town Clerk to support with operating procedures
10.2	To receive, approve and action audit reports.	<ul style="list-style-type: none"> • Committee generally, Council if change of policy required. • Council to receive external audit reports.
10.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> • Management Overview to Committee • Policies reserved for Council • Operational Management to Town Clerk

11.	Crime & Disorder	
11.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management and maintenance of any CCTV.
11.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> • Committee/ Town Clerk in accordance with Council direction.
11.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee
11.4	To liaise with the Police & Crime Commissioner	<ul style="list-style-type: none"> • Committee to respond to consultations • Operational Management to Town Clerk
11.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.	Town Development	
12.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.2	Power to provide conference & other facilities	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
12.3	To promote regeneration in the Town	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

12.4	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> • Management Overview to Committee, in conjunction with Planning Committee • Operational Management to Town Clerk
12.5	To support skills & training for local businesses	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.	Personnel To administer personnel matters on behalf of the Council after considering recommendations from the Joint Consultative Sub-Committee (Staffing)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
13.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> • Committee, but Town Clerk reserved for Council, except increments which are determined by Committee
13.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> • All other staff to Committee including payment of honoraria
13.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
13.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee, including discretionary provisions of National Joint Agreement
13.5	Appointment of Staff	<ul style="list-style-type: none"> • Recommend appointment of Town Clerk to be endorsed by Council

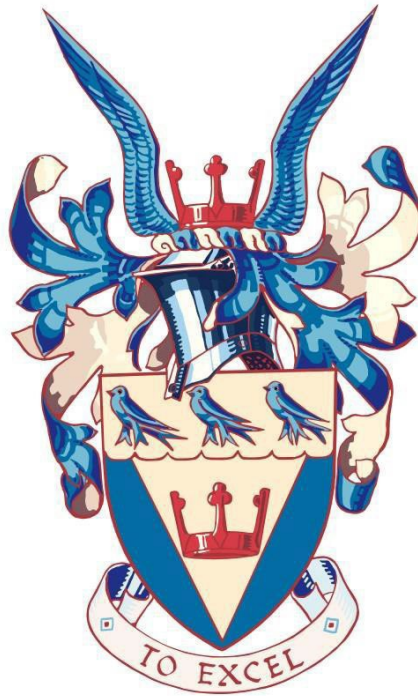
		<ul style="list-style-type: none"> • Selection of long list for Town Clerk list by personnel advisor. • Selection of final short list for Town Clerk – Chair & Vice Chair, plus Mayor & Deputy Mayor • Final Interview - 5 members of Committee & Mayor • Appointment of other management Staff to Town Clerk & 2 Members of Committee • Appointment of other Staff to Town Clerk • Town Clerk for casual staff and temporary appointments to approved positions • Decision on whether to fill vacant positions is delegated to Town Clerk • Decision on recruitment of contract staff or interim contract staff to Committee
13.6	Disciplinary matters under the Council's Disciplinary Procedure	<ul style="list-style-type: none"> • Town Clerk with appeal to Policy and Resources Committee. Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&R and not previously connected to the process. • Dismissal of Town Clerk to be ratified by Council
13.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> • Committee - however in the case of the Town Clerk to Council.
13.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Committee for administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions Pensions Discretions Policies to Committee
13.9	Approval of job descriptions & person specifications	Town Clerk except Committee in the case of Town Clerk
13.10	Absence issues under the Council's Attendance Management Guidelines	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of the Town Clerk
13.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Council

13.12	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
13.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee
13.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> • Committee
13.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> • Council
13.17	Health & Safety	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement & Organisation which are reserved for Council • Management overview by Committee • Operational Management to Town Clerk on advice from consultants
13.18	Grievance Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk for all staff often delegated to direct manager. • Mayor, P&R Chair and one other Member of Committee for Town Clerk
13.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
13.21	Training & Development Plan	<ul style="list-style-type: none"> • Town Clerk

13.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
13.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
14.	Burial Facilities	
14.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, S9 & S10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> • Acquisition & provision reserved for Council • Management Overview to Committee • Operational Management to Town Clerk
14.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
14.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
15.	Public Realm & Public Facilities	
15.1	Power to maintain, repair, protect & alter War Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
15.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

16.	Events	
16.1	To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors.	<ul style="list-style-type: none"> • Committee
16.2	To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view.	<ul style="list-style-type: none"> • Committee

16.3	Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.	<ul style="list-style-type: none"> • Committee
16.4	To agree budget expenditure for each event under delegated powers within the overall budget allocation and always ensure adherence to the Town Council's Standing Orders relating to contracts.	<ul style="list-style-type: none"> • Committee
16.5	To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.	<ul style="list-style-type: none"> • Town Clerk
16.6	To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds.	<ul style="list-style-type: none"> • Town Clerk
16.7	Develop and deliver a marketing plan for all Town Council events, ensuring that an appropriate marketing budget is allocated.	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
17.	Entertainment & the Arts outdoors	
17.1	Power to provide entertainment and support of the arts, Local Government Act 1972, S145.	<ul style="list-style-type: none"> • Committee
17.2	Power to promote lotteries, Gambling Act 2005.	<ul style="list-style-type: none"> • Committee • Operational Management to Town Clerk
18.	Markets	
18.1	Any matters concerning markets including power to operate markets. Food Act 1984 S50-61 or any charters.	<ul style="list-style-type: none"> • Management Overview to Committee within policy & budget • Operational Management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE

SUB-COMMITTEE (STAFFING)

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

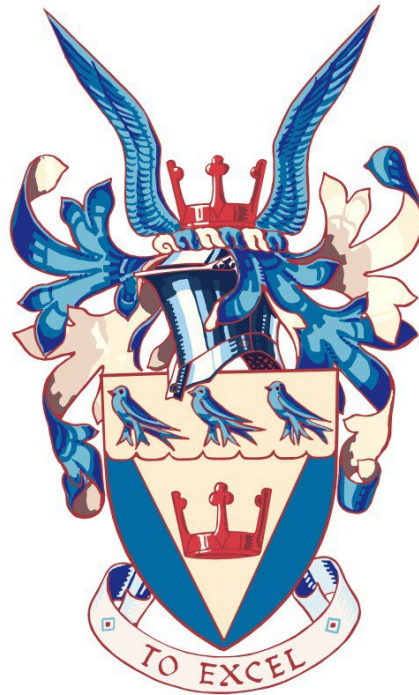
This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Mayor and Deputy Mayor, Chair of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee (Staffing) shall comprise: Town Clerk, Deputy Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. All matters relating to Terms and Conditions of Employment2. Issues of Health and Safety and Accommodation3. Training & Development4. Pensions5. Duty of Care	<ul style="list-style-type: none">• To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN HALL

WORKING PARTY

Adopted by the Council at its Meeting held on 12th May 2025

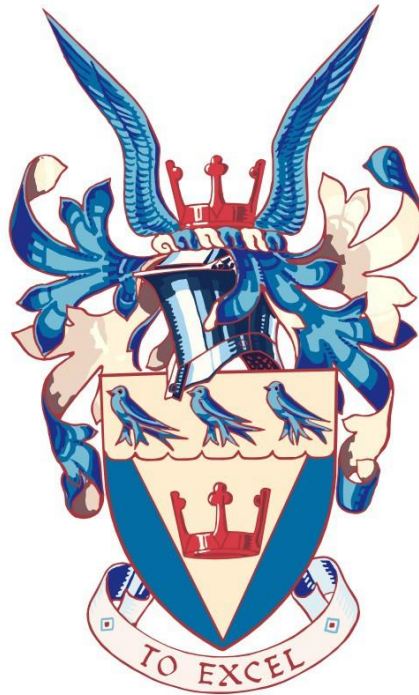
BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: BOGNOR REGIS TOWN HALL
WORKING PARTY

This is a Working Party of the Policy and Resources Committee

Membership: 5 Members (plus named substitutes)

Quorum = n/a

Function of the Working Party Column 1	Delegation of Functions Column 2
<p>1.To work with Arun District Council, Officers, Engineers, Architects and other Partners and Agencies to determine the viability of any proposals relating to the Town Council and the future of Bognor Regis Town Hall</p> <p>2.To give consideration to ways in which Bognor Regis Town Hall might be transformed into a multi-functioning building that is fit for purpose and of value to the Town Council and the community</p> <p>3.To investigate means of achieving the necessary funding for costs associated with any proposals relating to the future of Bognor Regis Town Hall</p> <p>4.To recommend any programme and budgets to Policy and Resources Committee</p> <p>5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome</p>	<ul style="list-style-type: none"> • Working Party to make recommendations to the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS TOWN

ACTION GROUP

Adopted by the Council at its Meeting held on 8th September 2025

BOGNOR REGIS TOWN COUNCIL
TERMS OF REFERENCE: BOGNOR REGIS TOWN ACTION
GROUP

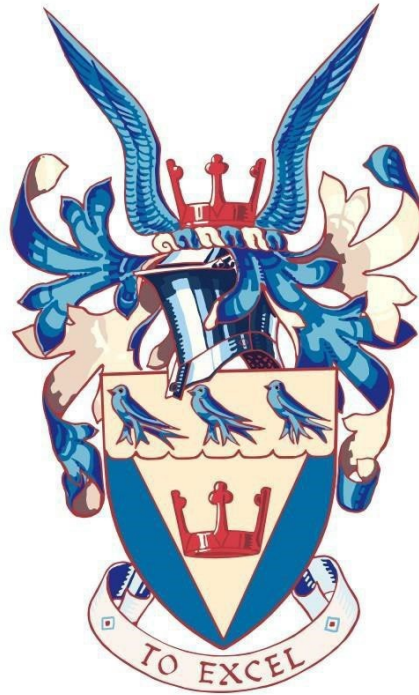
This is an Action Group reporting to the Policy and Resources Committee

Membership to include the following: -

Bognor Regis Town Council: Mayor, Chair of Policy and Resources Committee, one other Member, relevant Officers; **Arun District Council**: Chair of Economy Committee, Ward Member, relevant Officers; **West Sussex County Council**: County Division Member, relevant Officers; **Sussex Police**: Divisional Commander, relevant Officers; **Bognor Regis BID**: BID Facilitator or a Director; **Business/Landlord Representatives**: up to two nominated business and/or landlord representatives (*preferably not an elected member of either the Town Council or District Council*); **MP for Bognor Regis & Littlehampton**; **Office of the Sussex Police & Crime Commissioner**: Head of Partnership

Quorum = n/a

Function of the Action Group Column 1	Delegation of Functions Column 2
<p>1. To formulate a partnership with businesses in and around the town of Bognor Regis through the BID and other open business forums</p> <p>2. To work in partnership to formulate an action plan that encourages an attractive, welcoming, and thriving town centre for our businesses, community and visitors</p> <p>3. To ensure that the town centre has a welcoming, safe, and attractive physical environment that supports the needs of both businesses and town centre users, enables delivery of a range of events and activities and provides a focus for a healthy and thriving community</p> <p>4. To improve the commercial viability of the town centre for existing and potential new businesses</p> <p>5. To ensure that town centre accessibility is inclusive, supports all modes of transport and meets the needs of all users</p>	<ul style="list-style-type: none"> • Following discussion and a decision taken by the Group, Delegated Authority to be given to the Mayor and Chair of the Policy and Resources Committee, in liaison with the Town Clerk, to approve expenditure from within the Town Council's budget available to the Action Group



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ENVIRONMENTAL AND LEISURE **COMMITTEE**

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ENVIRONMENTAL AND LEISURE COMMITTEE

10 Members of the Authority

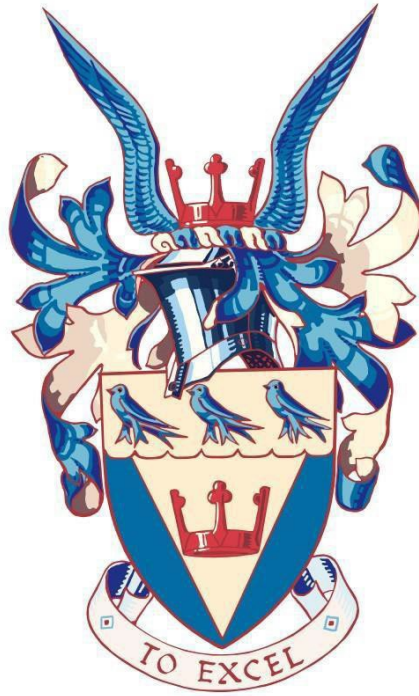
Quorum = 3

Definitions

- "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Promotions, Publicity & Marketing	
1.1	<p>To work with partners on the publicity and promotion of the town, its environs and attractions, as agreed by Council including:</p> <ul style="list-style-type: none"> • Promotion and protection of the Brand Image and advertising campaigns. • Issuing of press releases, press features, promotional copy and reports on matters within the remit of the Committee • Producing and managing Newsletters, webcams, and social media. Design and presentation of the Website and content of promotional pages. (Content of Civic, governance and policy pages to Policy & Resources Committee) • Reviewing and initiating literature available for visitors including Visitor Guide • Devising marketing logos and strap-lines • Managing Town boundary signs, poster sites and Town map boards 	<ul style="list-style-type: none"> • Management Overview to Committee • Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. • Grants to Policy and Resources Committee
1.2	To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy	<ul style="list-style-type: none"> • Committee
1.3	To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Environmental and Leisure Committee	<ul style="list-style-type: none"> • Management Overview to Committee within budget • Operational Management to Town Clerk
2	Leisure & Recreation	
2.1	Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	<ul style="list-style-type: none"> • Committee for Management Overview • Town Clerk for operational management
2.2	Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54	<ul style="list-style-type: none"> • Acquisition to Council • Management & development to Committee within budget & policy • Town Clerk for operational management

2.3	Management & enhancement of Play areas	Management & development to Committee within budget & policy <ul style="list-style-type: none"> Town Clerk for Operational management
3.	Allotments	
3.1	To provide and manage allotments, improve land and let rights under S23, 26 & 42 of the Small Holding Allotments Act 1908	<ul style="list-style-type: none"> Operational Management to Town Clerk Management Overview & development
4.	Tourism & Christmas Lights	
4.1	To promote tourism within the Town and encourage visitors.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.2	To work in partnership with others to promote and develop the Bognor Regis brand and to market the Town.	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
4.3	Provision, directly or indirectly of Christmas lights, Local Government Act 1972. S144, including sponsorship and maintenance of the High Street Pea Lights.	<ul style="list-style-type: none"> Grants to Policy Committee Management Overview to Committee within budget Operational Management to Town Clerk
5.	Meteorological Office	
5.1	Maintenance of the Town Meteorological Office	<ul style="list-style-type: none"> Management Overview to Committee Operational Management to Town Clerk
6.	Children and Young People	
6.1	Support public and community services and facilities for the young.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.2	Co-ordinate the involvement of children and young people in decision-making.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk
6.3	Support to children and young people in their communities.	<ul style="list-style-type: none"> Management Overview to Committee Operational management to Town Clerk



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To maintain good liaison between the Council and Allotment Tenants2. To promote the sensible use and advancement of the Allotments within the 5 Wards of Bognor Regis3. To promote the use of Allotments by young people who live within the 5 Wards of Bognor Regis	<ul style="list-style-type: none">• Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for operational management • Sub-Committee as directed by Committee• Town Clerk for Operational management

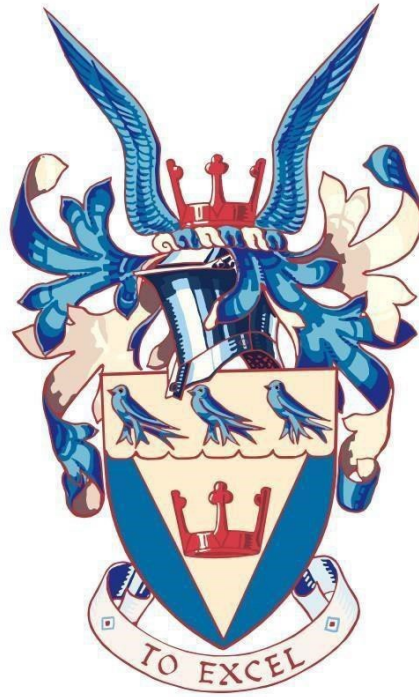


BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM **WORKING GROUP**

Adopted by the Council at its Meeting held on 7th July 2025



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on 7th July 2025

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

10 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Definitions

- **Management Overview:** To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to. To make spending decisions with budget and Financial Regulations/Standing Orders for contracts.
- **Operational Management:** That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget. Spending decisions in accordance with Financial Regulations on matters for which committee has already made a resolution. Decisions which if not delegated would need to be referred to Council.

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Planning and Development Control</p> <p>To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>2 Referring any Planning enforcement issue to the principal Council</p>	<ul style="list-style-type: none"> • Town Clerk
<p>3 To make observations on all planning aspects and licensing aspects of waste applications or mineral applications</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>4 To comment on Tree Preservation applications or the making of Orders</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>5 To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies</p>	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
<p>6 To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
<p>7 To make observations on Hazardous Substance applications</p>	<ul style="list-style-type: none"> • Committee
<p>8 Responding to consultations from adjoining parishes</p>	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> • Committee
14	Making observations on highways consultations including all on-road issues, on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> • Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> • Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 S3: Highways Act 1980, S301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> • Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> • Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> • Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.3	Improve off street parking	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> • Committee under the direction of Council • Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, S144	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Power to make contribution, within budget to Committee
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> • Management overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> • Committee
28.	Environment	
28.1	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.2	Issues involving ancient monuments & areas of archaeological interest.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.3	To approve & action any Environmental Audits.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.4	To promote environmental awareness.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
28.5	To work in partnership on sustainability and transition for the Town.	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk

<p>28.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, S40.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk
<p>29. Environmental & Public Health</p> <p>29.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125.</p> <p>29.2 Power to deal with ponds & ditches, Public Health 1936, S260.</p> <p>29.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, animal welfare issue.</p> <p>29.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p> <p>29.5 Waste & recycling.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Petitions to Committee • Town Clerk in other cases • Committee • Town Clerk in consultation with Chair in cases of urgency • Management Overview to Committee • Operational Management to Town Clerk
<p>30. Public Realm & Public Facilities</p> <p>30.1 Provision of litter receptacles, Litter Act 1983, S5&6.</p> <p>30.2 Provision and maintenance of street furniture and directional signs in the public realm.</p> <p>30.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005.</p> <p>30.4 Power to provide & maintain public conveniences, Public Health Act 1936, S87, including partnerships for community provision.</p> <p>30.5 To promote and support floral and planting Initiatives, Local Government Act 1972, S144.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk
<p>31. Clocks</p> <p>31.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2.</p> <p>31.2 Liaison with private owners of publicly viewed clocks, to support and encourage high standards.</p>	<ul style="list-style-type: none"> • Management Overview to Committee • Operational Management to Town Clerk • Management Overview to Committee • Operational Management to Town Clerk

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 1st JUNE 2026**

**AGENDA ITEM 9 - INTERNAL AUDIT - TO CONSIDER THE INTERNAL
AUDIT REPORT 2025/2026 (FINAL UPDATE)**

REPORT BY TOWN CLERK

FOR DECISION

A copy of the Internal Audit Report 2025/2026 (Final Update) is attached for Members' consideration – **Appendix 1**.

DECISION

The Committee is invited to **NOTE** the Internal Audit Report 2025/2026 (Final Update).

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026

AGENDA ITEM 12 - TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED

REPORT BY DEPUTY CLERK

FOR DECISION

The Council's Corporate Strategy identifies the Council's priority headings, and these are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis to make the Town as sustainable as possible.
- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

The Grant Aid application pack consists of an application form, supported by the Town Council's Grant Awarding Policy and a map showing the wards of Bognor Regis. The documents used for 2026 are attached (**Appendices 1-3**). There are no changes suggested by Officers, besides from updating dates (as highlighted in red on the appendix).

DECISION

Members are invited to review the Town Council's Grant Awarding Policy and Grant Aid application form, **AGREE** any amendments, and **APPROVE** the Grant Aid application form for 2027.



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2027

IMPORTANT NOTICE - ONLY applications received in **electronic format by email can be accepted. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please read questions carefully and provide a full answer.**

1. Name of your organisation

2. Name, address, postcode and daytime telephone number of person applying including position in Organisation

Name:

Address:

Postcode:

Daytime telephone number:

Position in organisation:

3. Does your Group/Organisation have a constitution or set of rules? - **Please enclose a copy if applicable**

Please tick: Yes No

4. Please tick the relevant information and supply the appropriate number

Registered Charity: Yes Charity number:

Company Ltd. by Guarantee: Yes Company number:

Other (please specify):

5. Please supply the following information

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)? Yes No

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

7. Please tell us if you are a branch of, or related to a larger organisation

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's Strategy and priority headings as listed in the Grant Awarding Policy.

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability Insurance: Yes No

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? - If so, please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is keen to hear about the impact and benefits arising from the Grant Aid awards. Therefore, if your application is successful, the Town Council will require a commitment from you to promote the support that you have received from the Town Council by including the logo that will be supplied to you in any promotional material that you produce of which you are required to provide the Town Council with electronic or hard copies. We will also be in touch with you, in due course, to request the following: feedback on the success of the event/initiative; a breakdown of the budget; the provision of photographs showcasing events and initiatives that the Town Council can share on their social media platforms.

Please indicate below whether you anticipate that your event/initiative will be completed within 6 or 12 months of the funds being awarded, so that you are contacted at the appropriate time

6 months <input type="checkbox"/>	12 months <input type="checkbox"/>
-----------------------------------	------------------------------------

18. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email clerk@bognorregis.gov.uk to request a copy.

PLEASE COMPLETE BELOW TO FINISH YOUR APPLICATION

Name..... Position.....

Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return via email as soon as possible and **no later than 5.00pm on Thursday 12th November 2026**, with all required documentation as outlined to:

Town Clerk
BOGNOR REGIS TOWN COUNCIL

clerk@bognorregis.gov.uk



BOGNOR REGIS TOWN COUNCIL GRANT AWARDING POLICY

Policy Statement

The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Whilst wishing to support such groups, the Town Council is also keen to encourage groups to work towards becoming largely self-sufficient, with it evident that efforts are made to raise money through fundraising activities. Furthermore, we seek to work in partnership with organisations who actively support the Town Council in their aims and objectives, and the work that it carries out.

Who can apply?

This Policy applies to any organisation which falls within the eligibility criteria, which is based in or benefits the residents of Bognor Regis.

Key Principles

The Bognor Regis Town Council Vision is to develop Bognor Regis to become more proactive and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2024-2028 and organisations are required to show how their application would meet one or more of these: -

- Build on the heritage and history of Bognor Regis in promoting business, cultural, and artistic activities and events to make Bognor Regis a great place to live, work, study and visit. Using our resources, coupled with partners, to develop artistic and cultural activities and events to create economic benefits.
- Work with partners to manage environmental impacts on Bognor Regis

to make the Town as sustainable as possible.

- Work to enable residents and community groups to live well and enjoy and take pride in our Town.
- Work to remove barriers to enterprise within the Town.
- Ensure that Bognor Regis is a great place to grow up in, with support for parents and young people.

In taking these priorities into account applicants may have regard to the following supporting actions: -

- Supporting local tourism and events.
- Improving the Bognor Regis Town Environment.
- Supporting alcohol reduction strategies.
- Supporting vulnerable people within the community.
- Supporting projects which create a safer Bognor Regis.
- Town Heritage and Regeneration projects.
- Providing services and support for younger people.

Review of the Policy

The Grant Awarding Policy was reviewed by the Policy and Resources Committee in June 2026. The Policy is scheduled to be reviewed every 12 months.

GRANT AWARDING POLICY - GUIDANCE NOTES FOR APPLICANTS

These Guidance Notes are intended to provide information to assist applicants regarding the procedure to be followed in applying for a grant from Bognor Regis Town Council. Please read them carefully before completing the Application Form.

Who may apply for a grant?

The Town Council will fund organisations: -

- Whose activities and projects are for the benefit of Bognor Regis residents.
- Whereby all individuals have reasonable, potential access to activities, facilities or services offered by the organisation.
- Whose project demonstrates sustainability and long-term value for money.

Who is not eligible to apply for a grant?

The Town Council may not fund: -

- Retrospective funding - for something that has already taken place or been purchased.
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated.
- Funding for loan payments or outstanding debt or interest.
- Funding to provide activities that are of a political or religious nature.
- Organisations that hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- Organisations that fundraise to support their head office for distribution to other areas.

The Application

The application form is available from the Town Clerk (contact details below) or from the Town Council website www.bognorregis.gov.uk.

All applications: -

- Must demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities insurance etc, to ensure the safeguarding of public finance.
- Must include a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc, not associated with your organisation.
- From clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
- Should be the only application submitted by an organisation for funding where it is intended for different activities and projects, rather than multiple applications.

- Are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.
- For new equipment that is over £100 in value, must include at least two quotations. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible.
- Must be made on the form provided by this Council and must be emailed to the Town Clerk to arrive **not later than 5.00pm on Thursday 12th November 2026**. Late applications will not be considered.

Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

How the application is determined

Each application for grant funding will be considered on its own merit with funds awarded at Members discretion.

- Account will be taken of: -
 - The level of the organisation's own fundraising activities.
 - The level of grant funding sought or secured from other sources.
 - The level and frequency of previous grant applications.
- Whilst there is no upper limit to the amount that an applicant can request from the grant budget available, the Town Council seeks to ensure that funding awarded will directly benefit Bognor Regis, or part of the area, some or all residents and be spent commensurately with the benefits it brings.
- The Town Council may attach conditions to the award of a grant, if it is considered appropriate.
- Applications that have complied with the guidelines will be considered at an Extraordinary Meeting of the Policy and Resources Committee in January 2027 (for details of the date of the meeting, please see the Town Council notice boards or visit the Council's website).

Following determination of the application

- Successful applicants will be notified in writing shortly after the meeting granting the application.

- Successful applicants will be expected to attend the Mayor's Civic Reception in March 2027, to collect their cheques, unless there are exceptional circumstances (further information including an invitation will follow). Cheques will be post-dated to 1st April 2027.
- Successful applicants will be required to acknowledge the Town Council's contribution on any publicity by incorporating the Town Council logo below, an electronic copy of which will be supplied:



- The Town Council requires all grant aided organisations to complete an end of grant monitoring form to provide information on the work or project funded and to ensure that the terms and conditions of the grant have been met.
- Successful applicants considering a different use for the grant than for the purpose for which it was awarded must contact the Town Council beforehand.
- In the event of an organisation closing or that the project/services funded by the Council do not proceed for any reason, the Grant Aid must be returned to the Council.
- The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

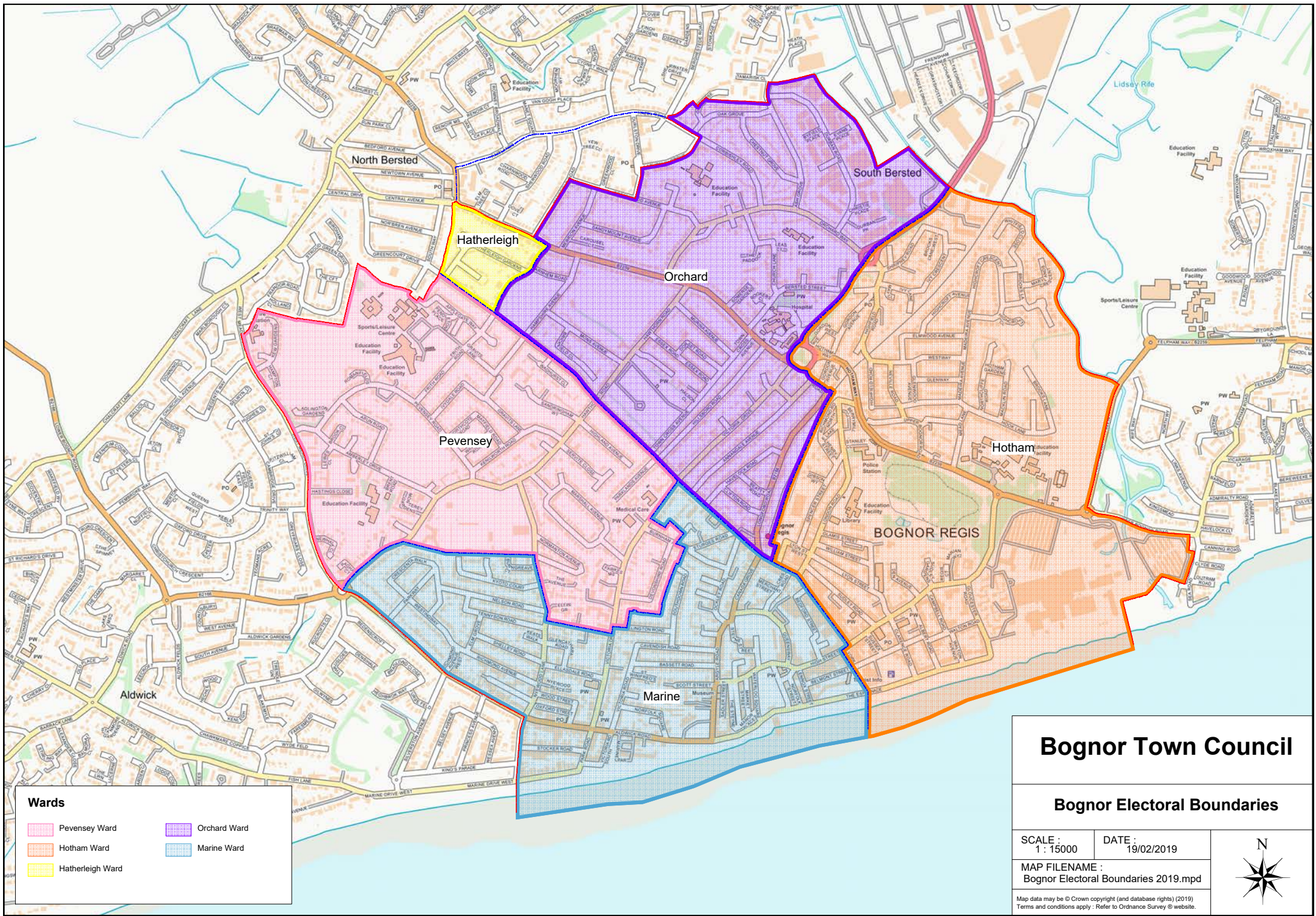
Data






The information provided in the grant application will solely be used to determine the grant funding and will be kept for a maximum of six years. A resume of the application will form part of the Clerk's Report for the decision-making meeting. Any award will be published on the Town Council's website www.bognorregis.gov.uk.


Should you have any questions or require additional support to complete the application form please contact: -

The Town Clerk
Bognor Regis Town Council
The Town Hall, Clarence Road
Bognor Regis
West Sussex. PO21 1LD
Tel: 01243 867744

Email: clerk@bognorregis.gov.uk



Wards	
	Pevensey Ward
	Orchard Ward
	Hotham Ward
	Marine Ward
	Hatherleigh Ward

Bognor Town Council		
Bognor Electoral Boundaries		
SCALE : 1 : 15000	DATE : 19/02/2019	
MAP FILENAME : Bognor Electoral Boundaries 2019.mpd		
<small>Map data may be © Crown copyright (and database rights) (2019) Terms and conditions apply : Refer to Ordnance Survey © website.</small>		

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 1st JUNE 2026**

AGENDA ITEM 13 - TO RECEIVE THE TOWN FORCE REPORT, AND FURTHER CONSIDER POSSIBLE ACTIONS RELATING TO THE CHERRY PICKER, DEFERRED FROM THE PREVIOUS MEETING – MIN. 176 REFERS

REPORT BY THE TOWN FORCE MANAGER

FOR DECISION

Future of the cherry picker

Following Committee’s request for further information, Members were emailed by the Town Clerk on 20th May with additional details and were invited to submit any questions ahead of the meeting on 1st June.

The latest update from the manufacturer was received on 19th May and read: - *"The fault is so intermittent we were struggling to get it to fault long enough to be able to get some good voltage readings. I can confirm it is an electrical fault rather than a hydraulic fault we are looking for. I have finally been able to take some readings which I have sent over the technical guys at the factory."*

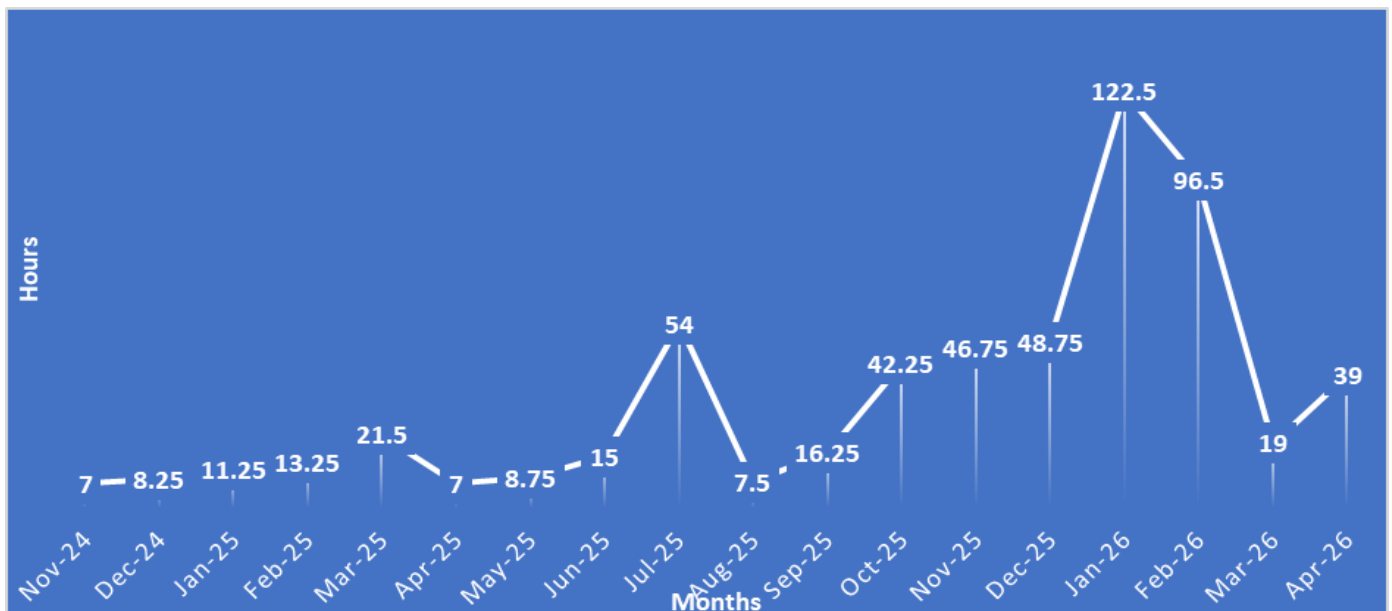
DECISION

Members are asked to **AGREE** any further action regarding future arrangements for a cherry picker.

Graffiti

Following exceptionally high levels of graffiti removal activity in January and February, the situation has since become more manageable. Artwork in Hotham subway has already been defaced by graffiti several times and a section of the vinyl pulled off.

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



Community Highway Partnership Agreement with West Sussex CC

WSSCC have now confirmed that the Agreement for removal of offensive graffiti from WSSCC assets, removal of flyposting and enhanced maintenance of the five local roundabouts is to continue post 31st March 2026. Meeting with the Area Highway Manager is scheduled to take place in June.

Horticultural Activities

Following receipt of a structural engineer's report, Enerveo approved our application for third-party attachments to the lampposts carrying the hanging baskets in Queensway and Aldwick Road. These will be installed during the third week of June.

Winter bedding plants had to be removed from the Station concourse planters earlier than planned due to an aphid infestation as treating the plants with a soapy water solution didn't work.

Winter bedding plants are currently being removed in readiness for arrival of the summer bedding on 1 June and 8 June. This will be followed by delivery and installation of hanging baskets and troughs to the High Street, Queensway, Railway station, seafront, Arcade and the Picturedrome cinema.

Gloucester Road wall

Following a collision in the early hours of 2nd May, a partnership arrangement was agreed with Butlin's to reinstate the wall, with Butlin's funding the materials and the Town Council providing labour. The repair is progressing well and is anticipated to be completed early June, with planting to follow mid-June.

Sussex Police has released the driver's information and contact has been made with their insurance company to initiate a claim.

Sponsored Planting

LUV Sweeties have renewed their sponsorship for 3 years, whilst Aerial Dave has renewed for one year. Johnny Lancaster (Mortgage advisor) has taken on a Felpham Way planter for a year.

Planters available for sponsorship: A29/Orchard Way planters x 2, Felpham Way (northbound) planter by Upper Bognor Road and planter north off Butlin's roundabout, Felpham Way (southbound) planter by the Leisure Centre roundabout, Martlets planter and Chichester Road planter.

Seafront showers

Disinfection of the system following winter shutdown, as recommended by the Legionella Risk Assessment and BS8554:2015, was undertaken by a contractor on 6th May and water to the showers turned on. Weekly flushings, temperature monitoring and quarterly cleaning/descaling regimes have been initiated and are carried out by Town Force.

Events Support

Town Force have supported the BRSFL Easter Funfair, Scouts St. George's Day Parade, Bike Show and Bognor Prom 10K Road Race. The team will also be at Carnival and Festival of Birds in Hotham Park. A Town Force member will tow Billy the Bulb in the Carnival procession. Two magnetic signs will be placed on the TF vehicle advertising the Town Council's support of the event.

Town Force Training

Staff have completed Emergency First Aid and Data Protection training and have started an Emotional Resilience course.

Town Force Equipment and Vehicles

The ride on mower has been serviced. Cobra pedestrian mower has had to be sent off for repair.

Bike Repair Stations

There are monthly incidents of tools being stolen from each bike repair station. The team continues to replace them with locally sourced like-for-like items where possible. However, a new plastic hose connector recently had to be purchased directly from the manufacturer, which incurred high international delivery charges.

Revenue generating jobs

- Replacement of two planter pots at the BRWM Hospital;
- Removal of disintegrated downpipe from above 1a Linden Road and replacement with a new one for Bognor Pier Co.;
- Planter installation and planting up on behalf of Pagham Parish 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 ongoing commitments, Town Force have also installed bunting to the top catenary wires in the Precinct, provided equipment for the Civic Reception, refixed loose electrical cables by the EE shop, applied stain to wooden decking, replaced two banners outside CEX on behalf of BR BID, provided signs and traffic cones for the artist working in Hotham subway, fixed a leaking tap at the allotments, removed paving slabs, levelled the ground and spread grass seed to create a new path at Gravits Lane allotments, distributed events leaflets, assisted the In Bloom Working Party with judging of entries into the Guides competition, set up & packed away equipment for Councillor surgery, turned water on at the allotments, removed flyposting and serviced BRTC noticeboards.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 1st JUNE 2026
AGENDA ITEM 26 - CORRESPONDENCE FOR INFORMATION**

1. Arun April Newsletter 01.05.2026
2. The Sussex Police and Crime Commissioner; Keeping Our High Streets Safe – Circulated to all Councillors 01.05.2026
3. NALC Jobs Newsletter 04.05.2026
4. NALC Events previously forwarded to Councillors 05.05.2026
5. Clerks & Councils Direct magazine issue 165 06.05.2026
6. News release – New Public Spaces Protection Order for Littlehampton and Bognor Regis – Circulated to all Councillors and on social media 06.05.2026
7. Sussex Alerts; Our News May 2026 is here – Circulated to all Councillors and on social media 06.05.2026
8. Stay alert: romance fraud cost UK victims £102M last year – Circulated to all Councillors and on social media 06.05.2026
9. Latest news from St Wilfrid's Hospice 06.05.2026
10. NALC Chief executive's bulletin – Circulated to all Councillors 07.05.2026
11. CCCI latest news – Circulated to all Councillors 07.05.2026
12. The Sussex Police and Crime Commissioner; Crime and Policing Act – delivering real change for Sussex – Circulated to all Councillors 08.05.2026
13. NALC Jobs news
14. Ollie Jefferys, Alexandra Arts Centre; Info/Theatre update – Circulated to all Councillors 09.05.2026
15. Dawn Hudd, ADC; Update on local government reorganisation – second consultation launch – live until 23:59 on 15 June 2026 – Circulated to all Councillors and on social media 13.05.2026
16. NALC Chief executive's bulletin – Circulated to all Councillors 14.05.2026
17. St Wilfrid's Hospice; Don't miss out on your Moonlight Walk tickets – Circulated to all Councillors 14.05.2026
18. CCCI Newsletter – Circulated to all Councillors 14.05.2026
19. The Sussex Police and Crime Commissioner; Bringing Sussex's Policing History Back to Life – Circulated to all Councillors 15.05.2026
20. NALC Jobs newsletter 18.05.2026
21. The Regis School newsletter 18.05.2026
22. Sussex Alerts; Survey about Government proposals to merge police forces – Circulated to all Councillor and on social media 19.05.2026
23. Sussex Alerts; Sussex Police – Sceptre week, knife crime devastates lives – Circulated to all Councillors and on social media 19.05.2026
24. NALC event newsletter – Circulated to all Councillors 19.05.2026
25. ACCA News; Fresh Starts & Community Support 20.05.2026
26. NALC Chief executive bulletin – Circulated to all Councillors 21.05.2026