



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 27th JULY 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 27th July 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 20th DAY of JULY 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 1st June 2026, and the Minutes of the Extraordinary Meeting held on 29th June 2026
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for May and June 2026
8. To receive and note the monthly report for the Town Council's Community Warden for May and June 2026
9. Report on Town Centre Issues including: -
 - Any reports on meetings with the BID Management Board
 - Update in relation to letter sent to Deputy CEO of Arun District Council in relation to rough sleeping in London Road Precinct – Min. 25 refers
10. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 28th May 2026
11. To note the Notes of the ADC/BRTC Liaison Meeting held on 23rd June 2026 and agree any next steps
12. To receive the Town Force Report
13. To note that Bognor Regis was not amongst those shortlisted, by the Department for Culture, Media and Sport, for UK Town of Culture 2028 – Min. 17 refers
14. To consider a recommendation from the Environmental and Leisure Committee that the remaining balance of £1,463.57 in the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the 2026/2027 financial year (Min. 12 of the Environmental and Leisure Committee Meeting held on 18th May 2026 refers)
15. Final update and ratification of expenditure on the Events Programme for 2025, deferred from the meeting held on 1st June 2026 (Min. 28 refers)
16. To consider the provision of an E-Bike for the Community Warden (Min. 78 refers)
17. To receive an update on markets in the Town Centre and agree any next steps (Min. 41 refers)
18. To further consider updates to the Social Media Policy, Training and Development Policy and Working From Home Policy, deferred from the previous meeting (Min. 29 refers) and to consider the Artificial Intelligence (AI) Policy
19. Rolling Capital Programme including: -
 - To ratify expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops
 - To ratify expenditure of £877.49 excluding VAT for a PVC Marquee Tent
20. Financial Reports including:
 - To note Committee I&E Reports for the month of June 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 May and June 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)

21. Correspondence
22. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
23. 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
24. To receive an update and any recommendations from the Bognor Regis Town Hall Working Party and to agree further actions

Agenda items **23** and **24** 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