



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



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 1st JUNE 2026

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of meeting – attended via Teams)

The Meeting opened at 6.30pm

9. 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.

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

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

No apologies for absence were received from Cllr. F. Oppler and could not, therefore, be approved.

11. 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

12. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th MARCH 2026, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 18th MAY 2026

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th March 2026, and the Minutes of the Extraordinary Meeting held on 18th May 2026, and these were signed by the Chair.

13. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

14. CLERK'S REPORT FROM PREVIOUS MINUTES

14.1 30th March 2026 - Min. 174 Events Programme for 2026

Following Members request 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, the following response from the Events Manager was shared: -

"This was originally the plan for Drive Through Time in 2023, however, due to the building works on Place St Maur at the time, installing water jets, it was moved back to West Park. Once all the theatre building works are completed then it will be revisited with a view to relocate the event to the Esplanade."

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

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

15.1 Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, R. Nash, P. Ralph, P. Wells, P. Woodall and Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

15.2 Bognor Regis Town Hall Working Party

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, N. Smith, P. Wells, M. White and P. Woodall to the Bognor Regis Town Hall Working Party.

15.3 Bognor Regis Town Centre Action Group

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; P. Ralph, P. Wells and Mrs. G. Yeates to the Bognor Regis Town Centre Action Group.

16. 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)**

The Deputy Clerk's report, and related appendices, were **NOTED**.

16.1 Members noted the proposed minor amendments to the Terms of Reference for the Allotments Sub-Committee, as recommended by the Environmental and Leisure, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

16.2 Members also noted the proposed minor amendments to the Terms of Reference for the Bognor Regis in Bloom Working Group, as recommended by the Environmental and Leisure Committee, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

- 16.3** Approving the proposed minor amendments to the Allotments Sub-Committee Terms of Reference, and those in relation to the Bognor Regis in Bloom Working Group, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments suggested.

17. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FINAL UPDATE)

The Town Clerk's report and Internal Audit Report 2025/2026 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2025/2026 (Final Update) to Council for approval.

18. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2025/26

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd., Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2025/26.

Mr. Kemp advised that there had been a small deficit of £8,000 but that £30,000 had gone into Earmarked Reserves and income was stable. Expenditure was under control, up 6.35% on the previous year.

Whilst Mr. Kemp declared the Town Council's finances to be sound, he warned that they would not take a hit such as buying Bognor Regis Town Hall. Members, therefore, asked for suggested ways in which the Town Council could purchase the building. In response, Mr. Kemp declared that the Town Hall was an asset in public ownership and he could not, therefore, see how Arun District Council could justify putting a price tag on the building were the Town Council to seek possession, and the building thereby remain in public ownership.

There being no further questions, the Chair thanked Mr. Kemp for his attendance and contribution to the meeting. The Committee also expressed its thanks to Mr. Kemp and the Town Clerk for their work in relation to the accounts.

19. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2026 INCLUDING: -

The Town Clerk's report and the relating appendices were **NOTED**.

19.1 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

Members unanimously **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

19.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR)

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to Statements 1 to 8 and Statement 10, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to the Town Council.

19.3 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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2025/2026 and that Section 1 is signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

19.4 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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2026 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

19.5 To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2025/2026 as detailed in Section 2 of the AGAR.

19.6 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

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2025/2026 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2025/2026 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

20. TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED

The Deputy Clerk's report and the related appendices were **NOTED**.

Members unanimously **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified in red in the attached appendices.

21. TO RECEIVE THE TOWN FORCE REPORT

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

The Chair read out a further update from the manufacturer of the Town Council's cherry picker, received the day of the meeting, which confirmed that further investigations had been undertaken. A base unit associated with a relay system had been replaced after intermittent faults were identified, with the voltage output repeatedly dropping approximately every 20 minutes. Following replacement of the unit, the machine was tested continuously for approximately four hours in all operating directions without fault. However, the manufacturer was unable to fully explain why replacing the component had resolved the issue and could not therefore guarantee that the underlying cause had been conclusively identified. Further testing is scheduled to take place, after which a further update will be provided.

Following a question, it was clarified that in the meantime, whilst the owned cherry picker was out of action, the Town Council have hired a cherry picker ad hoc as required.

Members **AGREED** to take no further action, at this time, in relation to the Town Council's cherry picker.

22. BOOM COMMUNITY BANK INCLUDING: -

Having become aware of an Interest, Cllr. Dawes declared a Disclosable Pecuniary Interest as a customer of Boom Community Bank and stated that he would not participate or vote on this agenda item

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

22.1 Members **RESOLVED** to **AGREE** that the Town Council's Boom Community Bank fund be topped up by £950, to be funded from General Reserves, thereby returning the balance to the original funding amount of £25,500.

22.2 Members discussed the value of the scheme and debated whether to automatically top up the fund each year.

A proposal by Cllr. Smith, seconded by Cllr. White, that budget provision should be made in future years to account for any annual top up required, automatically set at £1,000 each year without decision, was voted on, and Members **DISAGREED**.

A proposal by Cllr. Ralph, seconded by Cllr. Wells, that budget provision should be made in future years to account for any annual top up required, but that a decision be made annually by the Committee regardless of value, was voted on, and Members **AGREED**.

23. 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

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

Members queried the poor uptake of DISC by national chains and inconsistent radio usage. It was clarified that some Town Centre businesses were not using the radios consistently, and that regional and national chains had been more resistant to adopting DISC. Members noted, however, that extensive efforts had been made by the ADC Officers responsible for DISC, and that progress had been made over the last year, albeit slowly.

24. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR MARCH, APRIL AND MAY 2026 (IF AVAILABLE)

The Deputy Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout March and April 2026, was **NOTED**.

The report for May was not available but would be presented at a future meeting.

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

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

Members discussed various Town Centre issues including drug use and littered drug paraphernalia associated with an alleyway between Sudley Road and London Road Precinct, graffiti, stickers on lampposts and benches along the promenade, and the lifts at Fitzleet Multi-Storey Car Park. Members expressed frustration that these issues were not new and that little effective action has been taken by the relevant authorities.

Officers were asked, and it was **AGREED**, to send a letter to the Deputy CEO of Arun District Council, Karl Roberts, asking that action be taken to address the issues at Sudley Road as soon as possible. Furthermore, that Arun writes to the Halifax, in the Precinct, to ask the banking company to take action in relation to the rough sleeping that takes place in the doorway of their building. The Town Clerk also agreed to raise the matter with Karl Roberts, in person, at the next Liaison Meeting.

Members were asked by the Chair to report these incidents not only to the relevant authorities but also into the Town Council as they happen so that they could be collated and evidenced if further action is not taken.

26. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members unanimously **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

27. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2026

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

Members unanimously **RATIFIED** the additional cost of £4,680 plus VAT for Community Warden Provision for the month of April 2026, to be funded from the Community Warden budget for 2026/2027.

28. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING HELD ON 30th MARCH 2026 (MIN. 175 REFERS)

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

Members further unanimously **NOTED** the finances for the majority of Town Council events in 2025, excluding Drive Through Time, which would be brought to the meeting to be held on 27th July 2026, at which point Members will be invited to ratify expenditure on the events programme for 2025..

29. UPDATES TO: - FLAG FLYING POLICY; LEGIONELLA POLICY; SOCIAL MEDIA POLICY; TRAINING AND DEVELOPMENT POLICY; VOLUNTEERING POLICY; WHISTLEBLOWING POLICY; WORKING FROM HOME POLICY

The Deputy Clerk's report, including the relevant appendices, was **NOTED**.

29.1 It was further **NOTED** that consideration of the Social Media Policy and Training and Development Policy had been **DEFERRED** to a future meeting, as Officers needed to carry out further work in relation to the updates required.

Following a suggestion from a Member to include additional changes to the Working From Home Policy, it was **AGREED** to **DEFER** consideration of this Policy to the next meeting.

29.2 Members **AGREED** to **RECOMMEND** to Council the adoption of the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy as attached and without amendment.

30. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2026

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2026, was unanimously **NOTED**.

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

31. 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)

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

Members **NOTED** the overspend of the Equipment Maintenance Budget from Christmas Activities of £2,510 and unanimously **RESOLVED** to **AGREE** that this be drawn from General Reserves.

32. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

32.1 To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge

Members unanimously **RATIFIED** expenditure of £124.17 excluding VAT for the purchase of a LOGIK undercounter fridge.

33. FINANCIAL REPORTS INCLUDING: -

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

33.1 To note Committee I&E Reports for the month of April 2026 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of April 2026.

33.2 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)

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

34. CORRESPONDENCE

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

35. 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 28 (contractual).

36. 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

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

The Meeting closed at 7.25pm



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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING HELD ON MONDAY 29th JUNE 2026

PRESENT: Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill,
D. Dawes (from Min. 41), F. Oppler, N. Smith,
Mrs. J. Warr and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
1 Member sat in the public gallery

The Meeting opened at 6.34pm

37. 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.

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

Apologies for absence were received from Cllr. P. Ralph and Mrs. G. Yeates, with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

Apologies for absence were not received from Cllr. S. Goodheart, therefore, this absence could not be approved.

39. 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

40. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Member seated in the public gallery did not wish to raise any questions nor make a statement, therefore the meeting was not adjourned.

Cllr. Dawes arrived at the Meeting

41. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, and the summary of options available from market providers attached, was **NOTED**.

Members considered the proposals presented. Having sought assurances from Officers around the experience and reputation of each provider, comment was made around the possibility that occasional markets would draw more people in whereas regular markets could be at risk of buyer lethargy.

Clarification was sought on the anticipated number of stalls, with the question asked as to how arrangements could complement the BID's existing market provision. The London Road Precinct was considered as a potential location for the occasional markets on a Saturday, however, it was noted that the BID has a licence to operate a market here on this day. Officers were asked to determine whether there was any scope with this option.

Members **RESOLVED** to **AGREE** that Company C be invited to deliver the Town Council's themed markets and that Officers continue to engage with Company B for a potential regular market provision, with a report to be brought back to a future meeting. It was also **AGREED** that Officers write, out of courtesy, to the Bognor Regis BID updating them on the Town Council's plans in relation to market provision in the Town Centre.

42. TO RECEIVE AN UPDATE IN RELATION TO THE PROPOSAL FOR A BIG SCREEN EVENT TO BE BROADCAST, SHOULD ENGLAND MAKE IT INTO THE FIFA WORLD CUP FINAL IN JULY 2026, AND AGREE ANY NEXT STEPS – MIN. 154 REFERS

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

Members expressed disappointment that there had been significant opposition from licensed premises within the town, to the proposal to hold a public screening in the Town Centre. It was felt that there was likely to be considerable public demand for a screening, should England reach the FIFA World Cup Final. Furthermore, those wishing to come together collectively, such as families with young children, may not wish to gather in pubs but would prefer to do so in an outdoor space.

Having noted the Events Manager's suggestion to relocate the screening from the Town Centre, to West Park (subject to Arun District Council's approval), and in further noting the concerns raised by them in relation to the additional resources required, Members **RESOLVED** to **AGREE** that the previously agreed budget of £3,000 be increased to £5,000, funded from General Reserves, to enable the Big Screen event to go ahead, should England make it into the World Cup Final on Sunday 19th July 2026.

43. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) (CONTRACTUAL AND STAFFING)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda item 8 (staffing) and Agenda item 9 (contractual).

44. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 29th JUNE 2026

The Town Clerk gave a confidential verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

44.1 That, with the proposed job description having been recommended for approval, the services of the retiring Town Force Supervisor be retained

through recruitment to a part-time (22.5 hours per week) horticultural role, commencing 1st October 2026, remunerated on a starting annual salary of between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata).

Members wished to put on record their sincere thanks for the excellent work that the member of staff had delivered over their many years with the Council.

- 44.2** That the resulting vacancy for Town Force Supervisor, effective 1st October 2026, be advertised internally utilising the job description proposed and recommended at a salary ranging between Pay Scale SCP 16 (£30,518) and SCP 23 (£34,434).
- 44.3** That the Town Council's contractual employer notice period be amended to one month for the first four years following the successful completion of probation, with the notice period increasing thereafter in line with the statutory minimum entitlement.
- 44.4** That the Allotments and In-Bloom Officer's contracted hours be increased from 15 hours per week to 18 hours for a six-month trial period.
- 45.** **TO RECEIVE AN UPDATE AND ANY RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS – MIN. 160 REFERS**

Cllr F. Oppler and Mrs. J. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would take no part in discussions or vote

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

There were no recommendations.

The Meeting closed at 7.35pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

**AGENDA ITEM 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**

REPORT BY DEPUTY CLERK

FOR DECISION

The purpose of this report is for the BID (who carry out the day-to-day management of the third-party contract) to provide regular updates including key performance indicators for the information of BRTC Elected Members.

Until recently, the Town Council had provided a funding contribution towards provision of the BID Warden, however, at the Policy and Resources Committee Meeting held on 2nd February 2026, Members resolved to agree to withdraw this funding effective from 1st April 2026 (Min. 123.4 refers).

It has been agreed that BID will continue sharing monthly reports with the Council to aid transparency and provide valuable information for residents.

At the time of publishing this report, the Community Warden reports for May and June 2026 had not yet been provided by the Bognor Regis BID.

DECISION

Members are asked to **NOTE** the Monthly Community Warden Reports from the Bognor Regis BID for May and June 2026, if available.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

**AGENDA ITEM 8 – TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE
TOWN COUNCIL’S COMMUNITY WARDEN FOR MAY AND JUNE 2026**

REPORT BY DEPUTY CLERK

FOR DECISION

With the inception of the Town Council fully funding a 7-day Community Warden service, from 1st April 2025, the purpose of this report is for the third-party contractor to provide regular updates including key performance indicators for the information of Members.

Owing to an intended change of contractor, provision of the Community Warden service in May was limited to the final week of the month for which there is no report.

Attached is a summary of the Community Warden’s daily interactions throughout June (attached as **Appendix 1**). Interactions included, for example, patrolling the five Wards, particularly in areas where unauthorised encampments were present, dispersing street drinkers, giving first aid, challenging cyclists riding through the London Road Precinct, dealing with youths on rooftops, assisting the BID Warden in the Town Centre with apprehending shoplifters and recovering stock.

DECISION

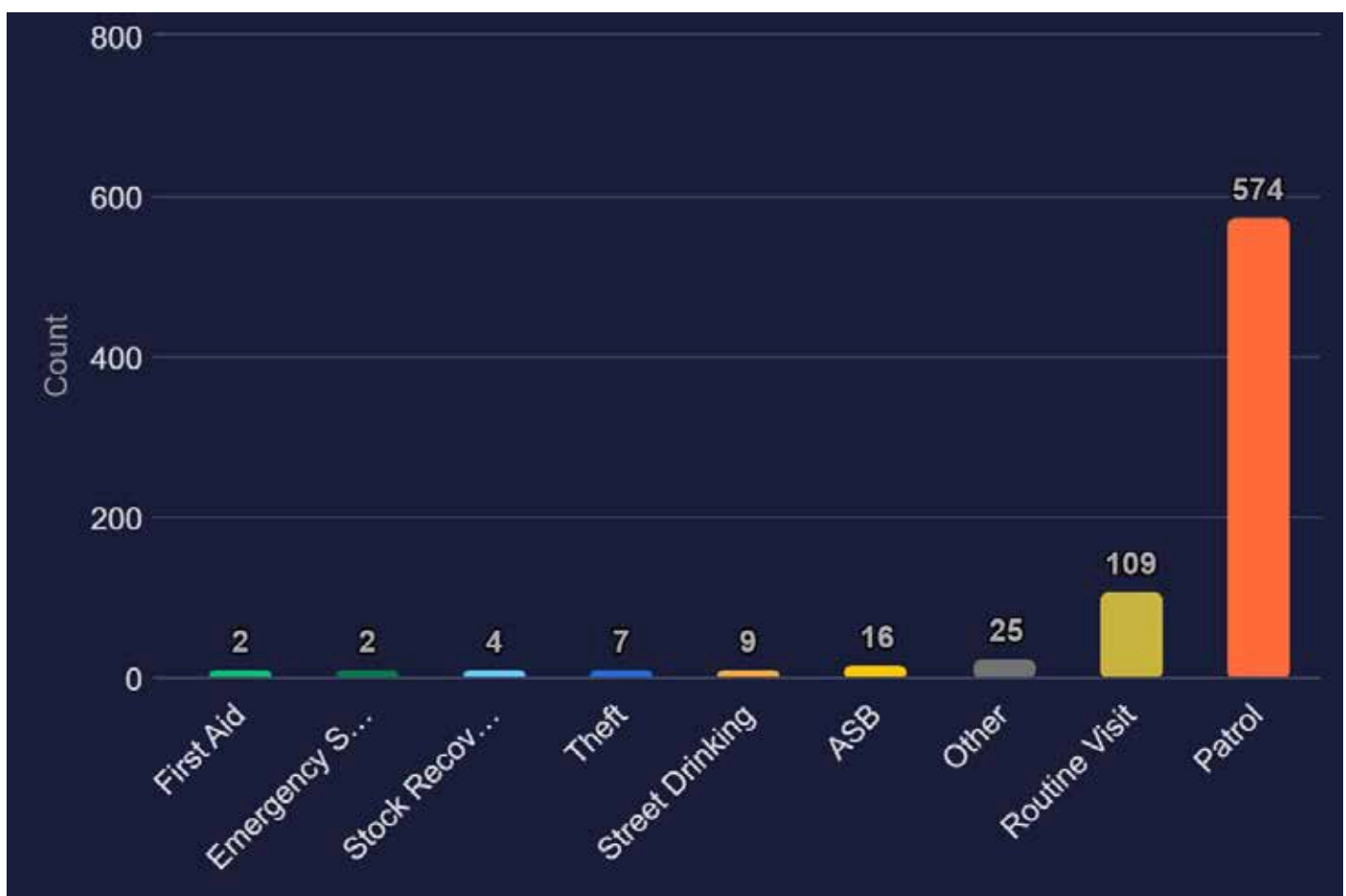
Members are asked to **NOTE** the Monthly Report for the Town Council’s Community Warden for June 2026.

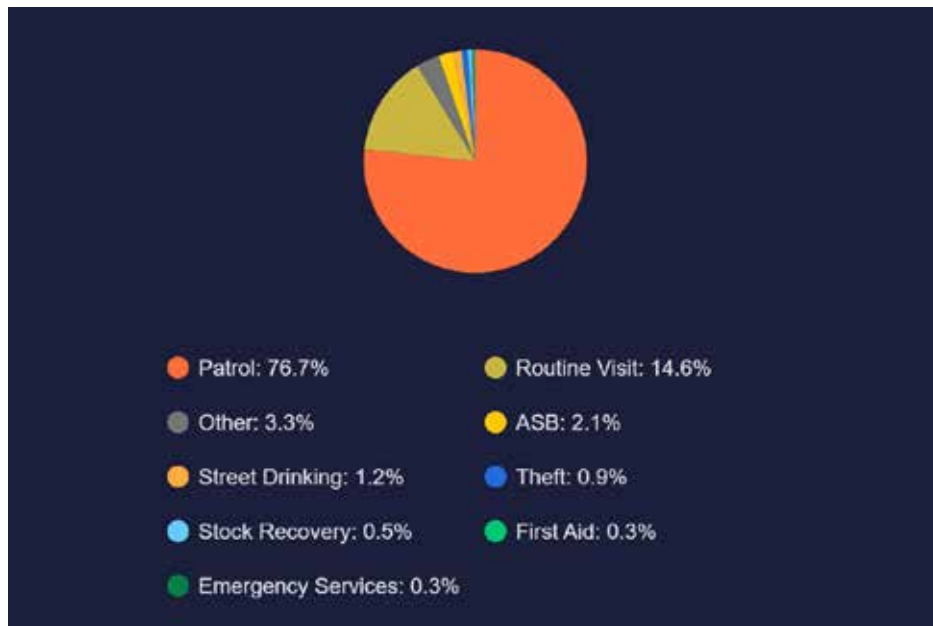


Bognor Town Council – June 2026 Report

Interactions Logged – 748

Interaction Summary 1 – Bar Graph & Pie Chart





Stock Recovery

- Total £147.57
- Occurrences 7

Arrest & Resistance Summary

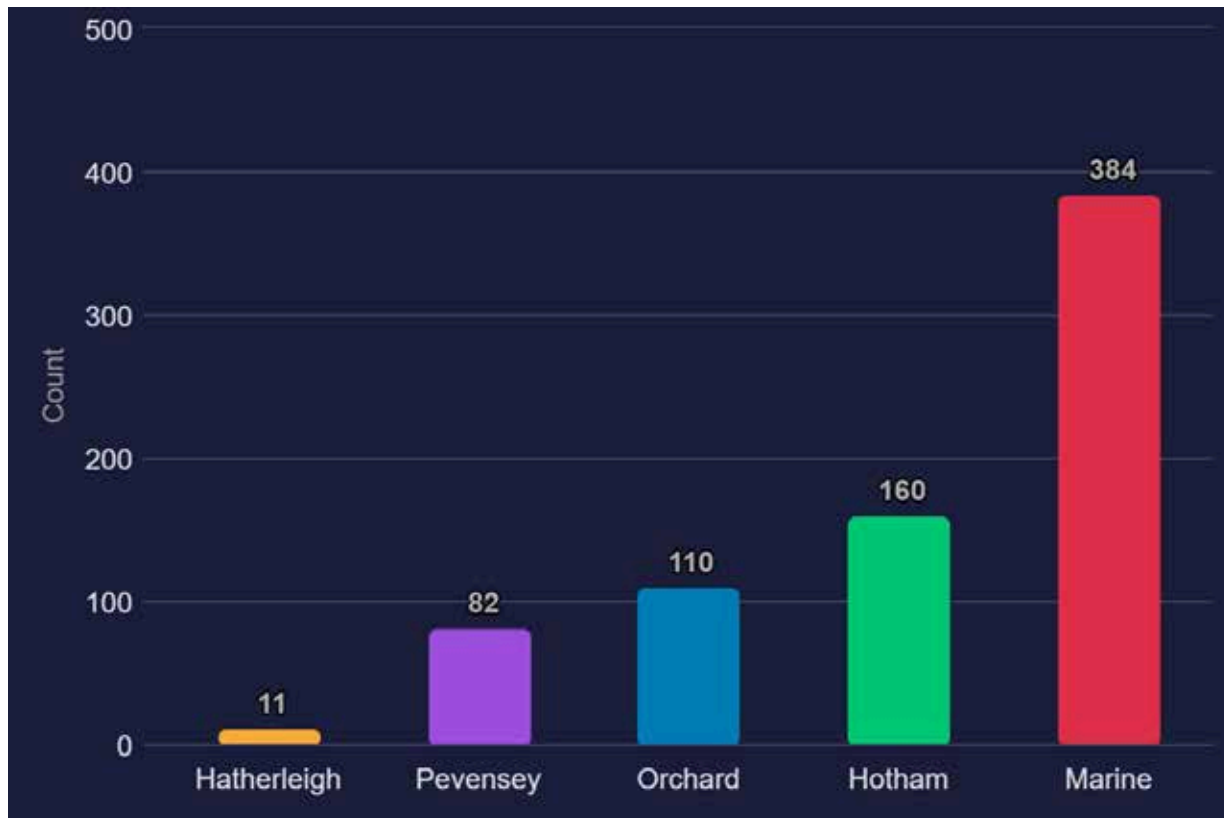
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

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

Ward Interaction Summary



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE
27th JULY 2026**

AGENDA ITEM 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**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Any reports on meetings with the BID Management Board

The most recent Full Board Meeting took place on 11th June 2026, which was attended by the Deputy Clerk.

Business Warden

The Board received updates on the performance of the BID Business Warden. The Warden continues to provide visible patrols within the town centre, engage with local businesses, support retailers through stock recovery and work alongside Sussex Police and partner agencies. A survey of businesses and stakeholders indicated broad support for continuation of the service.

CCTV

An evaluation of the BID CCTV system was considered. The cameras continue to support Sussex Police investigations and have assisted with a number of prosecutions. Opportunities to expand coverage and further enhance the system are being explored.

Markets

The Board noted continued progress with the General Market, including increased trader interest, improved footfall and ongoing work to improve the quality and diversity of stalls.

Station Square

An update was received on the Station Square improvement project. Planning permission and the necessary consents have been secured, with railings ordered and implementation progressing.

Love Bognor Regis

The Board reviewed the ongoing digital marketing programme, which continues to promote the town, local businesses and events through social media and online campaigns. Members also considered a report into the feasibility of a BID mobile application.

Finance

The Board received updates on the BID's financial position and the draft budget for 2026/27.

Updates from Bognor Regis Town Council: -

Bognor Regis Town Centre Action Group

It was noted that a number of projects continued to be progressed through the Town Centre Action Group, including the replacement of missing catenary wires along London Road and the installation of additional "No Cycling" signage.

Town Council Events

Members were advised that the Town Council's events programme was now underway, with *Drive Through Time* highlighted as one of the forthcoming events.

Bunting

It was noted that summer bunting had been installed throughout the town centre, including Pride bunting at the London Road/High Street junction during June.

Markets

An update was provided on the Town Council's plans to introduce a programme of specialist markets to complement the BID's regular market offer within the town centre.

Next Meeting

The next Full Board Meeting was scheduled to take place on 10th September 2026.

Members can subscribe to all BID Communications using the form at the bottom of every page of the BID website. Alternatively, links to the latest BID Updates are publicised in the "News" section on the homepage of the BID website (www.brbid.org).

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

At the meeting on 1st June 2025, Officers were asked to send a letter to the Deputy CEO of Arun District Council, Karl Roberts, asking that action be taken to address the issues at Sudley Road as soon as possible. Furthermore, that Arun writes to the Halifax, in the Precinct, to ask the banking company to take action in relation to the rough sleeping that takes place in the doorway of their building (Min. 25 refers)

The Deputy Clerk sent a letter to the Deputy CEO, which received the following response:

Dear Max

Thank you for your letter.

The area to which you refer to is private property not public land and therefore the council has been seeking to engage with the landowners to firstly, get the immediate problems resolved but secondly, encourage them to manage the area more effectively. In parallel to this we have sought legal advice on what formal action we may be able to take if the landowner doesn't take positive steps.

With regard to the issue of rough sleepers the council continues to engage with those in our community who find themselves in this situation and work with them to find solutions. I will seek an update from our team for our next meeting. Of course as a sovereign council the option of the Town Council writing directly to the Halifax is entirely open to you.

Mindful that Halifax have now vacated the premises in London Road, Members are asked to consider whether any further action should be taken by the Town Council.

DECISION

Do Members wish to take any further action in relation to the presence of rough sleepers in the doorway of the unit in London Road Precinct, previously occupied by Halifax?

AGENDA ITEM 10

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

**AGENDA ITEM 10 – TO NOTE THE MINUTES OF THE BOGNOR REGIS
TOWN CENTRE ACTION GROUP MEETING HELD ON 28th MAY 2026**

REPORT BY THE DEPUTY CLERK

FOR DECISION

The draft Minutes of the Bognor Regis Town Centre Action Group Meeting held on 28th May 2026, are attached as **Appendix 1**.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 28th May 2026.



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,
Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING

HELD ON THURSDAY 28th MAY 2026

PRESENT:

Cllr. Paul Ralph (Mayor of Bognor Regis)
Cllr. Paul Wells (Chair of Bognor Regis Town Council's Policy and Resources Committee)
Cllr. Mrs. Gill Yeates (Vice-Chair of Bognor Regis Town Council's Policy and Resources Committee)
Sergeant Ross Beaumont (Arun Neighbourhood Policing Team, Sussex Police)
Neil Worth (Office of the Sussex Police and Crime Commissioner)
Matt Gover (Economic Development Projects Officer, Arun District Council)
Chloe Jones (Business Crime Reduction Partnership Manager, Arun District Council)
Richard Sergeant (Trading Standards Officer, West Sussex County Council)
Simon Mansfield (BID Facilitator, Bognor Regis BID)
Katy Alston (Pinks Parlour, Business Representative)
Joanne Davis (Town Clerk, Bognor Regis Town Council)

APOLOGIES:

Cllr. Roger Nash (Chair of Arun District Council's Economy Committee)
Alison Griffiths MP (Member of Parliament for Bognor Regis & Littlehampton)
Toby Willmer (Constituency Manager to Alison Griffiths MP)
Carrie Reynolds (Acting Group Head of Communities & Wellbeing, Arun District Council)
Miriam Nicholls (Business and Economy Manager, Arun District Council)
Max Hirst (Deputy Clerk, Bognor Regis Town Council)
Dax O'Connor (Community Safety Manager, Arun District Council)

The Meeting opened at 10.00am

1. WELCOME AND INTRODUCTIONS

Introductions were made between the Group.

It was agreed that Cllr. P. Wells would continue as Chair, and he introduced Cllr. P. Ralph, Mayor of Bognor Regis, to the Group.

2. APOLOGIES FOR ABSENCE

Apologies for absence were given, as detailed above.

3. PREVIOUS MINUTES

The Minutes of the meeting held on 2nd April 2026 were approved.

4. TOWN CENTRE ACTION PLAN

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

It was advised that the Action Plan had been categorised into projects and themes to assist with prioritisation and delivery. Members discussed the various proposals and considered which projects may be suitable for funding support.

4.1 Business Rally Project

The Group considered the proposed Business Rally Project. Concerns were raised regarding the potential impact on businesses participating in a two-day event and it was suggested that local businesses should first be consulted to gauge support and identify any operational concerns. Members **AGREED** to **SUPPORT** the project **IN PRINCIPLE**, subject to further investigation and consultation.

It was further **AGREED** that the current BRTCAG budget position should be checked, including whether the budget allocation to the Group, of £10,000 in 2025/26, had been replenished by Bognor Regis Town Council for the 2026/27 financial year.

4.2 Pop-Up Areas Project

The Group discussed proposals for temporary pop-up installations, particularly outside of the Halifax bank on London Road and at Station Road.

It was suggested that further work be undertaken to develop the proposals. Cllr. P. Wells agreed to contact Halifax regarding the possibility of boarding up the premises once they become vacant and exploring whether BRTCAG could support the provision of artwork.

Discussion also took place regarding the creation of an application through which spaces could potentially be booked by community groups and businesses.

The possibility of a large-scale deckchair installation was considered and members suggested that an additional location on the beach should also be explored. Members suggested incorporating marketing opportunities, signage and event listings beneath any installations.

The group **AGREED SUPPORT IN PRINCIPLE**, subject to amendments and further development of the proposals.

4.3 Clean-Up Project

The Group considered proposals aimed at improving cleanliness within the town centre.

It was noted that Community Infrastructure Levy (CIL) funding may be available through Arun District Council and members felt any opportunities should be explored before funding windows closed. Concerns were raised regarding overflowing bins during busy periods and it was suggested that larger capacity “belly” bins may help alleviate the issue.

The Group also discussed contractor management arrangements and considered that stronger oversight may be beneficial.

Given the potential funding opportunities available through CIL, it was **AGREED** that the project should be **DEFERRED** pending further investigation.

Should the project subsequently receive support, it was further **AGREED** that the Group ask Bognor Regis Town Council, in due course, to **REFER** the matter to their Planning and Licensing Committee, and that up to £9,000 CIL funding be requested.

4.4 Station Square Planters Project

The Group received an update regarding proposals for Station Square planters.

It was noted that specialist advice had been sought, as had planning permission and landlord consent. An estimated implementation period of six to eight weeks from approval to installation was suggested.

Members recommended that surrounding businesses should be consulted regarding the design and appearance of the scheme.

Following discussion, **SUPPORT** was **AGREED** and an allocation of £2,500 was **APPROVED**.

4.5 E-Bikes and E-Scooters Project

Concerns were discussed regarding e-bikes and e-scooters, specifically on London Road, and it was agreed that the proposal should be framed more

broadly as a road safety initiative for all bikes and scooters and not just electric ones.

Updates were provided regarding recent enforcement activity, including the seizure of several e-scooters during the previous week. Members heard that Sussex Police have powers to seize and destroy vehicles where appropriate, although discretion may be exercised in relation to younger individuals.

Discussion highlighted perceived gaps and inconsistencies within current legislation relating to e-scooters.

Funding for "no cycling" signage was approved, and it was **AGREED** that the matter would be **REFERRED** to Alison Griffiths MP to raise concerns with current e-scooter legislation.

4.6 Blind Spots Initiative Project

The possibility of installing durable reporting signage in key locations where anti-social behaviour occurs was discussed.

One suggestion included the installation of signage on the Morrisons car park wall, that runs alongside the alleyway from Bedford Street to Queensway, encouraging the public to report incidents of anti-social behaviour and providing a phone number and/or a link to the Arun reporting app. Cllr. P. Wells also offered to have a similar poster on his shop, which is located nearby.

The proposal received **SUPPORT IN PRINCIPLE**.

4.7 Solar Light Project

Members considered a funding request of approximately £10,140 for the Solar Light Project on the promenade, with the project viewed positively.

The Group **AGREED** to **SUPPORT** funding of up to £10,140, subject to any contribution that may be received from Sussex Police and Crime Commissioner funding. Should PCC funding be secured, the Group's contribution would be reduced accordingly.

4.8 Arun District Council Update

The Group received updates regarding the Waterloo Square public toilets.

Members were advised that a Town Centre Audit had recently been undertaken involving Community Safety, Bognor Regis Town Council, local businesses and Sussex Police. The outcomes of the audit would be shared, with a number of issues identified relating primarily to cleansing and the appearance of the town centre.

An update was received in relation to Arun's Community Protection Officers. Members were advised that patrol activity in Bognor Regis was currently focussed on Station Square and the town centre, with significant joint working taking place alongside Sussex Police. During April and May, officers had undertaken 118 patrol hours and secured 22 instances of compliance with Public Spaces Protection Order requirements.

Members were informed of a rise in racist and offensive graffiti across the Arun district. Officers advised that incidents were being monitored and addressed in partnership with other agencies as reports were received.

It was noted that this work formed part of wider partnership activity with West Sussex County Council relating to community tensions.

The Group was advised that preparations were underway in advance of the forthcoming FIFA World Cup. Particular concern was noted regarding the increased risk of domestic abuse associated with major sporting events. Officers confirmed that communications activity would focus on promoting awareness of support services and reporting mechanisms.

Members were also informed that a further round of Community Safety Small Grants funding had recently been launched. It was noted that the previous funding round had been fully allocated within six weeks, demonstrating the strength of community-led initiatives aimed at improving safety and wellbeing across Arun.

It was separately noted that business grants could be applied for via arun.gov.uk/LEAP.

An update was also received regarding business workshops and consultation work relating to the Marine Quarter, which is expected to be considered by Arun District Council in September.

Members noted that a Section 215 Notice had been served in relation to untidy land associated with a business located in Bedford Street.

The Group also received an update regarding a planned visit by the British E-Sports Committee in July, during which Bognor Regis would be promoted as a potential South Coast hub for the sector.

4.9 West Sussex County Council Trading Standards Update

A detailed update from Trading Standards was given regarding ongoing work to tackle serious organised crime and illegal trading activity.

It was reported that county-wide funding had been secured and that Bognor Regis had been identified as a hotspot location. Joint operations involving Sussex Police and Immigration Enforcement were being undertaken to address the sale of illegal tobacco, vapes and associated criminal activity.

It was advised that intelligence reports relating to illegal tobacco and vape sales continued to play an important role in identifying wider organised criminality and were encouraged to utilise the reporting mechanisms available.

It was further advised that Trading Standards officers were engaging directly with landlords and undertaking formal interviews where proceeds of crime concerns had been identified.

Officers explained that Trading Standards do not possess powers to close premises but continue to work closely with Arun District Council and Sussex Police where enforcement action may be appropriate.

Examples were provided where local intelligence had resulted in significant criminal investigations. Members were encouraged to utilise the intelligence reporting system to report concerns relating to tobacco and vape sales.

Difficulties associated with enforcement against the traveller community selling on the street were also discussed, particularly due to evidential requirements and Trading Standards having no powers to arrest.

5. FEEDBACK FROM BUSINESSES AND LANDLORDS REPRESENTATIVES

5.1 BID Update

Members received an update regarding the ongoing Wayfinding audit. It was reported that quotations were currently being obtained and that the findings would be presented to a future meeting.

The query was again raised regarding the Promenade Train route no longer extending west of the Pier, towards the Waverley; ADC Officers agreed to raise this with the Property and Estates Team.

6. ANY OTHER BUSINESS

Members were invited to submit any further project ideas for consideration as part of future Action Plan reviews.

It was **AGREED** that future versions of the Action Plan should incorporate a RAG (Red, Amber, Green) rating system to assist members in monitoring project progress and priorities.

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

Thursday 23rd July 2026, 3pm - 4.30pm

The Meeting closed at 11.37am

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

**AGENDA ITEM 11 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON
MEETING HELD ON 23rd JUNE 2026 AND AGREE ANY NEXT STEPS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

It was reported to Members at the Committee Meeting held on 18th November 2024 that Arun District Council (ADC) would be appointing a Lead Officer for each Town Council in the district to be the key point of contact with the Town Clerk regarding any issues or opportunities they would like to discuss with ADC. Members agreed with the proposals put forward by the CEO of ADC regarding future relations, in terms of liaison with Bognor Regis Town Council, and acknowledged that the Lead ADC Officer for BRTC would be Karl Roberts, Director of Growth, who will keep the CEO, and the relevant Members, advised on any issues discussed with the Town Clerk (Min. 90 refers).

The Town Clerk most recently met with Karl Roberts on 23rd June 2026, with the Notes from the meeting shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Town Clerk.

DECISION

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 23rd June 2026 and **AGREE** any next steps.

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING 27th JULY 2026

AGENDA ITEM 12 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Impact of Extreme Heat on Town Force Operations

With the recent amber and red heat warnings issued by the UK Health Security Agency, working hours were temporarily adjusted to 6:00am–11:00am. Staff then used accrued TOIL or carried out indoor jobs for the remainder of their working day. The work plan was also amended to ensure that no strenuous tasks were undertaken during periods of extreme heat. These measures created additional operational challenges and resulted in delays to grass-cutting, graffiti removal and allotments maintenance, extending completion times beyond the desired timeframe.

Town Force Vehicles

The cherry picker has now been collected from the manufacturer in Leicester following extensive repairs and a statutory LOLER inspection. The final cost was £1,769.73 + VAT, representing nearly a third of the annual budget for all Town Force (TF) vehicles.

The BW66 Transit developed an ignition key fault, which was found to be caused by a worn internal tumbler mechanism. Arrangements were made for a replacement key blade and ignition barrel rebuild. The van also needed new rear brake pads, which were fitted at the same time.

Bunting

Following collection of the repaired cherry picker on 22nd May, bunting installation to catenary wires took place in London Road on 24th May and in Station Road on 25th May, reusing bunting from previous years.

Pride bunting was removed from the catenary cross-section at the junction of the High Street and Precinct and replaced with multicoloured bunting on 1st July.

Following the installation of 3 new catenaries in the Precinct, bunting was added to these to bring them in line with the existing displays in the Precinct, and zigzag installation commenced. This had to be paused when Town Force ran out of bunting. Further bunting was delivered on 17th July, with installation scheduled to resume on 20th July (subject to wind speed of less than 26mph).

All installations take place early mornings (6am onwards) when pedestrian and vehicle movements are at their lowest. Carrying out the work at these times minimises disruption to businesses, pedestrians and road users, while providing a

safer working environment for Town Force. The installation requires a team of 3, with a 4th operative deployed as required, depending on site layout and conditions.

Graffiti

Graffiti incidents have increased again, with a significant number of new incidents spotted over the past week. These are being removed as soon as is reasonably practicable.

The team reinstated several sections of the vinyl in Hotham subway after they had been pulled off the wall.

Two males were witnessed applying graffiti to a wall by Queensway car wash at around midday on 13th July. A crime report was submitted to the police on 14th July, together with images of the individuals.

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



Horticultural Activities

The bedding plant changeover went smoothly, and all summer bedding has now been planted. The programme was completed over a period of three weeks.

Hanging baskets have been installed at the Railway Station, in Queensway, outside Bonito Lounge and in Aldwick Road. Railing troughs have been put in situ in Queensway and along the seafront.

The team planted the winning design from the annual Youth Group Competition at the Waterloo Square Mini Golf course on behalf of the BR In Bloom Working Party. Reynolds kindly donated a rowing boat that was no longer required and had been sitting unused in their yard. The team used it to replace a disintegrated boat on Orchard Way roundabout.

Gloucester Road wall

Reinstatement and replanting of the wall have now been completed and an invoice for £3,426.95 + VAT presented to the driver's insurer. Although liability has been accepted, the insurer has appointed a loss adjuster to review the costs and negotiate settlement. Liaison continues.

Sponsored Planting

Arkview Ltd. have joined the floral sponsorship scheme and sponsor 3 planters. LUVCarpets have renewed their sponsorship agreement for another year.

Planters available for sponsorship: A29/Orchard Way planter, Felpham Way (northbound) planter by Upper Bognor Road, planter north off Butlin's roundabout and Martlets planter.

BRTC asset maintenance

With water temperatures exceeding 20°C in the recent weeks, the seafront showers are now flushed twice a week to prevent the growth of Legionella. Water testing has also been arranged.

Flagpole outside the Town Hall has been painted, decorative hat above Bonito Lounge has been checked and cleaned, and Olby's clock in the High Street has been serviced by a contractor (assisted by TF operating the cherry picker).

Events Support

Town Force have supported the Bike Show, Proms in the Park, Armed Forces Day, Town Criers competition and Drive Through Time.

Community Highway Partnership Agreement with West Sussex CC

Following receipt of a draft agreement covering the next three years, which contained only minor changes relating to the local government reorganisation, the signed draft was returned.

Revenue generating jobs

- Installation and maintenance of Arcade hanging baskets for Arun DC;
- Bench repair for Pagham PC;
- Ongoing bedding plant maintenance of 3 planters for Felpham PC;
- 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. Recent additions to the regular schedule of works at the cinema includes planting and maintenance of window boxes and flowerpots by the side entrance.

Examples of other jobs

In addition to ongoing commitments, Town Force have also installed a number of sponsor signs, removed flyposting and serviced BRTC noticeboards.

AGENDA ITEM 13

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 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

REPORT BY THE DEPUTY CLERK

FOR DECISION

On 9th July 2026, Bognor Regis Town Council received confirmation that its bid to become UK Town of Culture 2028 had, unfortunately, not been shortlisted. The Deputy Clerk informed all Councillors of the outcome via email on 10th July 2026.

The shortlisted towns are: -

Small towns - Ilfracombe, Isle of Bute, Lerwick, Sandown, Strabane, and Stockton Town Centre Ward

Medium towns - Corby, Great Yarmouth, Leith, Pontypridd, and Port Talbot

Large towns - Basildon, Birkenhead, Grimsby and Rotherham

The Town Council would like to place on record its sincere thanks to all stakeholders, partners and organisations who contributed their time, expertise and support in developing the bid. While the outcome is disappointing, the Council greatly appreciates the collaborative effort that went into preparing a strong submission and remains committed to working with partners to promote and enhance the town's cultural offer.

DECISION

Members are asked to **NOTE** that the bid for Bognor Regis to become UK Town of Culture 2028 was unsuccessful.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 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 ON 18th MAY 2026 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

From the report given to the Environmental and Leisure Committee at its meeting on 18th May 2026:

The Publicity and Promotion Budget currently comprise of three elements; General Promotion (formerly Seafront Shelter Posters), Events Leaflets and Unallocated.

Whereas General Promotion and Events Leaflets are well utilised, the unallocated element of the budget tends to be spent on ad-hoc activities, ranging from provision of software to enable the monthly E-Bulletin, (Min. 49 refers) to potentially including the provision of bunting (Min. 99 refers). Thus, the Publicity and Promotion Budget remains underspent in the 2025/2026 financial year.

Therefore, the Environmental and Leisure Committee have recommended that the remaining balance in the 2025/2026 Publicity and Promotion Budget be earmarked for similar use in the 2026/2027 financial year.

DECISION

Do Members **RESOLVE** to **AGREE** 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?

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING 27th JULY 2026

AGENDA ITEM 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)

REPORT BY THE TOWN CLERK

FOR DECISION

At the meeting held on 1st June 2026, it was reported to Members that it had not been possible to finalise the total figures as an enquiry was outstanding in relation to the 2025 Drive Through Time event. Therefore, the full and final update, with ratification of expenditure, would take place at the meeting to be held on 27th July 2026 (Min. 28 refers).

With all figures now finalised, Members are asked to note the combined finances for the main Town Council events in 2025 namely, Drive Through Time, Proms in the Park, Book Day, Sunday Afternoon Concerts, Funshine Days, Hampshire Avenue Funweek, BMX Stunt Show, Carols in the Park and the Christmas Light Switch-On event.

The total combined budget for all events was £44,800 and when expenditure of £49,810.37 and income of £4,991.48 are taken into account, the result is an overspend of £18.89.

DECISION

Members are asked to **NOTE** the finances for the main Town Council events in 2025 and to **RATIFY** the overspend of £18.89.

AGENDA ITEM 16

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 16 - TO CONSIDER THE PROVISION OF AN E-BIKE FOR THE COMMUNITY WARDEN (MIN. 78 REFERS)

REPORT BY THE TOWN CLERK

FOR DECISION

Following a suggestion at the Policy and Resources Committee Meeting on 22nd September 2025 that the provision of an electric bike would enable the Community Warden to travel between the five Wards more quickly, particularly whilst responding to reports, it was agreed that this be included on a future Agenda for consideration (Min.78 refers).

Since the inception of the role, in April 2025, the Community Warden patrols the five Wards of Bognor Regis on foot. From time to time, when receiving Warden reports, Members have commented on the possibility of supplying an e-bike for the Warden to use in order, assumably, for them to cover the wider area more easily and to respond to incidents more quickly.

Initial enquiries have suggested that a base model bike (with a battery range of 80 miles) would cost in the region of £1,999.

Matters to be considered include: -

Health & Safety

As an employer, the Council has duties under the Health and Safety at Work etc. Act 1974 to ensure, so far as reasonably practicable, the health, safety and welfare of employees. Whilst technically employed by a third-party, if it is the Council providing the e-bike then it must assume responsibility. Considerations include: - a written risk assessment for using the e-bike; safe systems of work; suitable equipment for the intended patrol area; regular maintenance and inspections; procedures for accidents and breakdowns.

Training

Even experienced cyclists may require accredited cycle training which should cover: - safe road riding; defensive cycling; low-speed manoeuvring; dealing with pedestrians; battery management; carrying equipment; emergency braking; riding in poor weather.

Personal Protective Equipment (PPE)

Typically, this might include: - cycle helmet; high-visibility clothing; gloves; waterproof clothing; eye protection; lights; reflective strips; panniers.

Insurance

Including: - Public Liability; Employer's Liability; Property insurance; Theft cover; Accidental damage. Although e-bikes do not require motor insurance, many insurers recommend specific cycle insurance.

Maintenance

Wardens should know when a bike is unsafe to use. Therefore, the following should be established: - daily pre-use inspections; regular servicing;

maintenance records; defect reporting; tyre replacement; brake inspection; battery health monitoring.

Battery Safety

Lithium-ion batteries require careful management. Procedures should be in place to cover: - approved chargers only; charging away from escape routes; avoiding overnight unattended charging; storage temperatures; damaged battery reporting; replacement schedules.

Storage and Security

Consider: - locked storage; CCTV; GPS tracker; Sold Secure-rated locks; removal of battery when parked; charging location.

Policy and Governance

In addition to adopting an 'E-Bike Use' policy, Members should ensure there is: - a business case for the purchase; a budget allocation; delegated authority for maintenance and replacement; annual review of effectiveness; monitoring of incidents and usage.

Feedback from Community Warden

Preference is to remain on foot as this allows them to be more sociable and engage with the public. They also feel that being on foot makes them more approachable. This Warden has personal experience of using a Segway when on patrol (in Portsmouth) but problems arose with securing this expensive piece of equipment when attending an incident, and the delay this caused them in dealing with what was happening.

Members are invited to give full consideration to the points above before deciding on whether to proceed with the provision of an e-bike, for the Community Warden. Until budget provision can be made from 1st April 2027, a suitable budget will need to be identified for the various expenditure required for the scheme.

If agreeing to proceed then Officers will seek further costings for a bike, in addition to costings for all other requirements, and will draft the necessary policies, risk assessments and governance documents, all of which will be brought to a future meeting for further consideration.

DECISION

Do Members **AGREE IN PRINCIPLE** or **DISAGREE** to the provision of an e-bike for the Community Warden?

AGENDA ITEM 17

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 17 - TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS (MIN. 41 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Following the update given at the Extraordinary Meeting held on 29th June 2026, Members agreed to move forward with Company C for specialist markets in July/August, October and December 2026 and continue talks with Company B regarding a more regular “Farmer’s Market” provision (Min. 41 refers).

Officers and Company B are finalising arrangements for a site visit in the near future.

However, after notifying Company C that the Town Council wished to proceed with their proposal, they unexpectedly reversed their position and advised that they could no longer deliver the event in July/August, due to a lack of time to put everything in place. The email went on to suggest that they would also not deliver a market in October or December but would look to work with the Town Council in 2027.

Liaison continues with Company C, in order to establish whether they could deliver a market in October and December or to determine their reasons for being unable to do so. Should an update be available in time for the meeting then a verbal report will be given, or else reported to the next meeting.

Members are invited to consider any next steps regarding market provision in the town.

DECISION

Do Members **AGREE** that any further action should be taken at this time in relation to market provision in the Town Centre?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 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

REPORT BY THE DEPUTY CLERK

FOR DECISION

A review of the following policies and Council documents has been undertaken, noting that some of the policies have no tracked changes as the policies are either substantially different from the previous versions due to updates in legislation, or are brand new, and are now presented to the Committee for approval and recommendation to Council.

Consideration of the Social Media Policy and Training and Development Policy was deferred from the previous meeting as further work was needed in relation to the updates required (Min. 29.1 refers).

The Working From Home Policy was also deferred following suggestions from a Member at the previous meeting which were taken away and implemented (Min. 29.1 refers).

Social Media Policy - **Appendix 1**

Training and Development Policy - **Appendix 2**

Working From Home Policy - **Appendix 3**

Artificial Intelligence (AI) Policy - **Appendix 4**

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the Policies as attached to this report as Appendices 1 through 4, subject to any alterations or amendments agreed at this meeting?



BOGNOR REGIS TOWN COUNCIL

SOCIAL MEDIA POLICY FOR

COUNCILLORS

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

Introduction

Social media is an important communication tool which enables the Council, Councillors and the wider community to engage quickly and effectively.

This policy sets out how Bognor Regis Town Council expects social media to be used by Councillors in a lawful, respectful and responsible manner.

Social media can provide significant benefits including increased public engagement, improved transparency, wider accessibility of information and more immediate communication with residents. However, it also presents risks relating to reputational damage, misinformation, data protection breaches, safeguarding concerns, harassment and legal liability.

This policy is intended to support the positive and responsible use of social media whilst protecting the Council, Councillors, Officers and members of the public.

For the purposes of this policy, "social media" includes websites, applications and online platforms which enable users to create, share or comment on content. This includes, but is not limited to, Facebook, X (formerly Twitter), Instagram, LinkedIn, YouTube, TikTok, blogs, online forums, messaging applications and comments posted on news articles or public forums.

This policy should be read alongside:

- The Councillor Code of Conduct;
- The Council's Data Protection (GDPR) Policy;
- The Council's Equality Policy;
- The Council's Bullying and Harassment Policy; and
- Any relevant legislation or statutory guidance.

Benefits and Risks

The following potential benefits have been identified with the use of social media:

- Ability to connect with harder-to-reach groups;
- Real-time updates on emerging situations (i.e. as they happen);

- Heightened level of interactivity;
- Low cost in comparison with traditional forms of media;
- Enhanced transparency;
- Building a sense of belonging in a neighbourhood;
- Increased resident satisfaction levels;
- Help to reduce social problems like vandalism or racism.

The following risks have been identified with the use of social media:

- Virus or other malware (malicious software) infection from infected sites;
- Disclosure of confidential information;
- Damage to the reputation of the Council;
- Social engineering attacks or “phishing”. This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client;
- Bullying or witch-hunting;
- Civil or criminal action relating to breaches of legislation;
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

Scope

This policy applies to all Councillors.

It applies to the use of social media:

- In an official Council capacity;
- In a personal capacity where the individual is identifiable as a Councillor; and
- Where content could reasonably be associated with the Council or affect the reputation of the Council.

This policy applies regardless of whether social media is accessed using Council equipment, personal devices or third-party systems.

Who is Responsible for this Policy?

The Town Clerk has overall responsibility for the implementation and operation of this policy, and overall administrative control of the Council's corporate social media accounts unless delegated otherwise.

Councillors remain personally responsible for all content they publish or allow to remain visible on accounts under their control.

Corporate Social Media Accounts

The Town Clerk will have administrative control of the Council's corporate social media accounts unless delegated otherwise.

Only authorised persons may post on behalf of the Council using corporate accounts.

Corporate social media accounts must be used in a lawful, professional and politically neutral manner and must not disclose confidential, exempt or personal information unlawfully.

The Council reserves the right to moderate, remove or restrict content or users where necessary to protect the Council, Councillors, Officers or members of the public from unlawful, abusive or inappropriate conduct.

Personal Social Media Use by Councillors

Councillors are entitled to use social media in a personal capacity.

Where a Councillor identifies themselves as a Councillor, or where their role is otherwise publicly known, they should make clear that views expressed are their own. Councillors must not make commitments, representations or statements on behalf of the Council unless specifically authorised to do so.

Councillors are encouraged to include wording such as:

"Views expressed are my own and do not necessarily reflect those of Bognor Regis Town Council."

Use of the Council's logo, branding or imagery on personal accounts or websites must only occur with the prior approval of the Town Clerk.

Councillors should carefully consider privacy settings and the potential for personal content to become public.

Councillors must not:

- Use anonymous accounts or pseudonyms to comment on Council matters in order to conceal their identity;
- Publish misleading or knowingly false information;
- Engage in bullying, intimidation or personal attacks; or
- Use social media in a way which may reasonably bring the Council into disrepute.

Standards of Conduct

Councillors must treat others with respect and professionalism when using social media.

Social media must not be used to publish, share, endorse or engage with content which may:

- Constitute harassment, bullying, threatening or discriminatory language or behaviour
- Damage the reputation of another individual through defamatory or untrue statements;
- Encourage unlawful activity;
- Breach safeguarding responsibilities; or
- Breach the Councillor Code of Conduct.

Councillors should be mindful that social media interactions may be permanent, publicly accessible and capable of being reproduced or shared outside of their original context.

Even deleted posts may remain recoverable through screenshots, archives or third-party sharing.

Information Governance and Data Protection

Councillors must not disclose confidential, exempt, sensitive or personal information through social media.

All personal data must be handled in accordance with:

- UK GDPR;
- The Data Protection Act 2018; and
- The Council's Data Protection (GDPR) Policy.

Councillors must not:

- Share exempt committee reports or confidential briefing papers;
- Publish personal data without a lawful basis;
- Share information relating to employees, residents, complainants or contractors without appropriate authority;
- Publish photographs or information involving children or vulnerable individuals without appropriate consent or safeguarding consideration; or
- Use Council information for personal or political advantage.
- Where there is uncertainty regarding the appropriateness of publishing information, advice should be sought from the Town Clerk before publication.
- Councillors should also be aware that social media activity may be scrutinised through complaints processes, Code of Conduct investigations, legal proceedings, media reporting, and requests for information relating to Council-held records.

Councillors must respect copyright, intellectual property and licensing requirements when sharing content online. Images, videos, publications and other materials must not be used without appropriate permission or lawful authority. Where appropriate, sources should be acknowledged.

Security and Account Management

Councillors should take reasonable steps to secure their social media accounts.

This includes:

- Using strong and unique passwords;
- Enabling multi-factor authentication where available;
- Keeping devices and applications updated;
- Remaining alert to phishing, scams and impersonation attempts; and
- Avoiding the use of unsecured public networks where possible.

Councillors should not publish information which could compromise their personal safety, the safety of others or the security of Council premises or operations.

Any threats, abuse, harassment, impersonation or suspected security breaches should be reported to the Town Clerk and, where appropriate, the police or platform provider.

Elections and Political Activity

The Electoral Commission requires that candidates provide a return of expenditure on any form of advertising or campaign literature - and this includes web advertising. There are additional requirements, such as imprint standards, for materials which can be downloaded from a website. Full guidance for candidates can be found at www.electoralcommission.org.uk.

During periods of heightened sensitivity, including pre-election periods, Officers will ensure that social media activity complies with applicable legislation and guidance concerning local authority publicity and political neutrality.

Corporate Council social media accounts must not and will not be used for party political purposes, including promoting or opposing any political party, candidate or campaign via political blogs, campaign websites or election material.

Best Practice Guidance

Councillors are encouraged to:

- Communicate respectfully and constructively;
- Correct inaccuracies carefully and professionally;
- Consider whether online discussions would be more appropriate through formal Council processes;
- Pause before posting where content is emotionally charged or controversial;
- Avoid engaging in prolonged hostile exchanges online;
- Consider whether humour, sarcasm or informal language could be misunderstood;
- Signpost residents towards official Council channels where appropriate; and
- Remember that their conduct online may affect public confidence in the Council.

Councillors should also be mindful that “liking”, sharing, reposting or endorsing content may reasonably be interpreted as approval or support for that content.

Councillors are reminded that passwords should be strong, unique and not shared with any other person.

Breaches of this Policy

Failure to comply with this policy may result in:

- Informal resolution or advice;
- Referral to the Monitoring Officer;
- Investigation under the Councillor Code of Conduct;
- Restriction or removal of access to Council-managed accounts; and/or
- Civil, regulatory or criminal action where legislation has been breached.

The Council reserves the right to request the removal of content which is considered inappropriate, unlawful or potentially damaging to the Council's reputation or legal position.

Monitoring

This policy will be reviewed periodically to ensure that it remains up to date with changes in legislation, technology, social media platforms and best practice.



BOGNOR REGIS TOWN COUNCIL

TRAINING & DEVELOPMENT POLICY

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

Introduction

Bognor Regis Town Council recognises that training and development for its staff and Councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.

This policy sets out the Council's approach to identifying, supporting and managing training and development.

Policy Commitments

The Council will commit to ensuring all staff and Councillors are trained to the highest standard and are kept up to date with new legislation to enable the Council to meet agreed objectives under the Corporate Strategy.

To support this commitment, funds will be allocated in the annual budget to enable staff and Councillors to attend appropriate training and conferences relevant to their office.

The Town Council's Policy and Resources Committee will be responsible for managing the allocated budget. The Policy, which will be reviewed annually.

Scope

This policy applies to all Councillors and Officers employed at Bognor Regis Town Council.

Training may include professional development, statutory training, skills development and other learning opportunities that assist individuals in performing their roles effectively.

Training Plan

Identifying Training Needs

The Town Clerk and the Council will be responsible for determining, meeting and monitoring the training needs of Councillors.

The Deputy Clerk and Civic & Office Manager, in liaison with the Town Clerk, will be responsible for determining, meeting and monitoring the training needs of staff.

The Town Force Manager, in liaison with the Town Clerk, will be responsible for determining the training needs of Town Force staff.

Records of all training of staff and Councillors will be kept by the Clerk.

A training schedule will be drawn up by the Clerk for approval by the Joint Consultative Staffing Sub-Committee to ensure all training is relevant, fit for purpose and is carried out in a cost-effective manner. This schedule will be informed by training needs of staff identified through the staff appraisal system. Consideration will be given to carrying out training locally, possibly in liaison with other local councils.

All new Councillors will receive an induction pack prepared by the **Town** Clerk and invited to attend an induction meeting **with the Clerk and Chair of the Council** following the parish elections every four years, where basic information relating to Bognor Regis Town Council's organisation and responsibilities will be provided. Re-elected councillors will be invited to this meeting.

Where appropriate, the Council may arrange further group training sessions for Members relating to governance, planning, finance, code of conduct responsibilities, and other areas relevant to the Council's functions.

Types of Training

Training may take a variety of forms, including:

- Formal courses, seminars or conferences
- Online learning and webinars
- Professional qualifications
- Internal training sessions
- Mentoring, knowledge sharing or practical learning

The Council will seek to ensure that training represents good value for money and is relevant to the duties of the individual.

Approval of Training

Requests for training should normally be discussed in advance with the Deputy Clerk, in liaison with the Town Clerk.

Training needs may be identified through a number of routes, including:

- Induction for newly elected Councillors or new employees
- Staff appraisal or review processes

- Changes in legislation, regulation or Council procedures
- Professional requirements for specific roles
- Organisational priorities or operational needs

Professional Qualifications

It will be a requirement of the **Town** Clerk to hold the qualification of Certificate in Local Council Administration (CiLCA) or equivalent or commit to achieving it within **12 months of an agreed timescale following their** appointment.

The Council will meet the financial cost of registering for, training support and submitting the CiLCA portfolio. If a candidate is unsuccessful, the candidate will be responsible for the cost of any re-submission.

All staff members will be encouraged to pursue professional qualifications relevant to their individual roles.

The Council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the Council and staff member.

Staff Personal Development

The Council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the Council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.

Where there is clear benefit to the Council, payment for any personal development training will be made by Bognor Regis Town Council, and the staff member will be expected to use their new or improved skills in their existing role within the Council.

Where the cost of the personal development training course exceeds **£1,000**, and at the discretion of the **Town Clerk and Council**, the staff member will repay to the Council the full cost of the training if they leave the employment of the Council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the Council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file. **Those on fixed term contracts of 2 years or less will not be**

required to repay the cost of training that has been agreed with the Town Clerk.

The above provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

Recording

The Council may maintain basic records of training undertaken in order to support workforce development and organisational learning.

Monitoring & Review

Monitoring of training and development arrangements rests with the Deputy Clerk, with overall responsibility resting with the Town Clerk.

This policy will be reviewed periodically to ensure it remains effective and reflects best practice.



BOGNOR REGIS TOWN COUNCIL

WORKING FROM HOME POLICY

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

Introduction

Bognor Regis Town Council recognises that flexible working arrangements, including working from home, can support effective service delivery, employee wellbeing and work-life balance.

Working from home is not an automatic entitlement and must be agreed in advance. The Council will consider requests in line with operational requirements, the nature of the role, and the need to maintain high-quality public services.

This policy sets out the Council's approach to working from home and the responsibilities of employees and managers.

Scope

This policy applies to all employees of the Council. It does not apply to Members.

Working from home may be considered on an occasional or regular basis where appropriate to the role and agreed by the Town Clerk.

Core Principles

The Council will support flexible working arrangements where these can be accommodated without detriment to service delivery.

Working from home arrangements will be based on trust and accountability. Employees are expected to maintain the same standards of performance, conduct and availability as when working from Council premises.

Decisions on working from home will be made on a case-by-case basis, taking into account operational needs, team requirements and the suitability of the role.

Roles and Responsibilities

Overall responsibility for working from home arrangements rests with the Town Clerk.

Managers are responsible for considering requests, ensuring that service delivery is maintained, and that appropriate supervision and communication arrangements are in place.

Employees are responsible for ensuring that they remain contactable during working hours, carry out their duties effectively, and comply with all relevant Council policies, including those relating to data protection, confidentiality and health and safety.

Arrangements for Working from Home

Working from home must be agreed in advance and may be subject to review or withdrawal where operational requirements change.

Employees must ensure that they have a suitable working environment at home, including a safe workspace and appropriate equipment. The Council may provide equipment where necessary, but employees remain responsible for taking reasonable care of any equipment provided.

Employees are expected to work their normal hours unless otherwise agreed, remain available via agreed communication methods, and attend Council premises when required.

Where operational circumstances require, the Town Clerk may direct employees to work from home, or alternatively require employees to attend Council premises, in order to maintain service delivery and business continuity. Employees are expected to cooperate with reasonable arrangements made to ensure that essential Council functions continue to be delivered effectively during periods of disruption or emergency.

Health and Safety

The Council has a duty to ensure, so far as is reasonably practicable, the health and safety of employees working from home.

Employees must take reasonable care of their own health and safety and ensure that their home working environment is suitable. Any concerns relating to Health and Safety must be reported to the Deputy Clerk or the Town Clerk.

The Council may require completion of a basic home working risk assessment where appropriate.

Data Protection and Confidentiality

All Council policies relating to data protection, information governance and confidentiality apply equally when working from home.

Employees must ensure that Council information is kept secure and that personal data is not accessed by unauthorised persons. This includes taking appropriate care when handling documents, using devices, and accessing Council systems.

Equipment and Expenses

The Council may provide equipment necessary for home working where appropriate. Any equipment provided remains the property of the Council and must be used for Council purposes.

The Council will not normally reimburse additional household costs associated with working from home unless otherwise agreed.

Monitoring & Review

Working from home arrangements will be kept under review and may be amended or withdrawn where necessary.

The Town Clerk will monitor the overall effectiveness of this policy.

This policy will be reviewed regularly, or sooner where there are changes in legislation or Council requirements.



BOGNOR REGIS TOWN COUNCIL

ARTIFICIAL INTELLIGENCE (AI)

POLICY

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

Introduction

Bognor Regis Town Council recognises that Artificial Intelligence (AI) technologies have the potential to improve efficiency, enhance productivity and support the delivery of Council services.

The Council also recognises that AI presents legal, ethical, security and governance risks if used inappropriately.

This policy establishes the principles governing the use of Artificial Intelligence by Councillors and Officers to ensure that AI is used responsibly, transparently and lawfully, whilst maintaining public confidence in the Council's decision-making.

This policy should be read alongside the Council's Data Protection Policy, Information Security Policy, Data Retention Policy and any other relevant governance documentation.

Scope

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

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

It applies whenever Artificial Intelligence systems are used for Council business, whether accessed through Council devices or personal devices authorised for work purposes.

Use of Artificial Intelligence

General Principles

The purpose of this policy is to ensure that Artificial Intelligence (AI) is used safely, ethically, securely, transparently and in compliance with all relevant legislation. AI should enhance the efficiency and effectiveness of Council services whilst supporting, rather than replacing, the professional judgement of Councillors and Officers.

For the purposes of this policy, Artificial Intelligence includes systems capable of generating, analysing or processing text, images, audio, video, software code or other content using machine learning or similar technologies. This includes, but is not limited to, Large Language Models (LLMs) and AI writing assistants, image generators, coding assistants, transcription services, meeting assistants and research tools.

Council decisions remain the responsibility of Councillors and Officers and must never be delegated to an AI system. Users remain accountable for all work produced with AI assistance and are responsible for ensuring that information is accurate, complete, unbiased and appropriate. AI-generated content should always be independently reviewed and must never be treated as an authoritative source without appropriate verification. Where AI has materially contributed to reports, publications or other formal Council documents, users should be prepared to explain how AI has been used if requested.

Permitted Use

Artificial Intelligence may be used to support legitimate Council business, including:

- Drafting reports, agendas, policies and correspondence;
- Summarising documents;
- Proofreading and formatting;
- Undertaking research using publicly available information;
- Generating ideas and first drafts;
- Preparing training material;
- Supporting communications and social media content.

All AI-generated outputs remain subject to human review and approval before being relied upon or published.

Artificial Intelligence must not be used to:

- Make decisions reserved to Councillors or Officers;
- Determine planning, licensing, procurement or employment outcomes;
- Generate misleading, defamatory or discriminatory material;
- Impersonate individuals;
- Circumvent established Council governance procedures;

- Undertake any activity that would be unlawful or contrary to Council policy.

Data Protection, Security and Confidentiality

The use of AI must comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Council's Data Protection Policy.

Personal data and confidential Council information, including staffing matters, legal advice, commercially sensitive information, procurement documentation, financial information, complaints and exempt committee reports must never be disclosed to AI platforms unless expressly authorised.

Whilst using AI, all users must comply with the Council's ICT security requirements.

Intellectual Property and Procurement

Users must consider copyright and intellectual property rights when using AI-generated material and should ensure that any content published or reused can lawfully be used by the Council.

New AI systems must not be introduced without appropriate approval. Before implementation, consideration should be given to information security, privacy, legal compliance and reliability. The Data Protection Officer and/or the Town Clerk should be consulted before attempting to use new AI systems.

Accountability

The Council must always be able to explain and justify decisions regardless of whether AI has been used during their preparation. The use of AI does not transfer responsibility for Council business. Councillors and Officers remain fully accountable for the accuracy, legality and appropriateness of any work produced with AI assistance.

Risk Assessment

Where AI is introduced into a new Council service, business process or system, the Council shall consider any legal, privacy, equality and information security implications before implementation.

This may include:

- Data Protection Impact Assessments;
- Legitimate Interests Assessments;
- Equality Impact Assessments;
- Information Security assessments.

Before attempting to use AI for work-related purposes, users are expected to understand:

- the capabilities of AI;
- its limitations;
- security risks;
- data protection obligations;
- verification requirements.

Who is Responsible for this Policy?

All users must:

- Comply with this policy;
- Exercise professional judgement;
- Verify AI-generated outputs;
- Protect confidential information;
- Report concerns regarding AI use.

The Data Protection Officer shall provide advice regarding data protection implications, review DPIAs where appropriate and support compliance with UK GDPR.

The Town Clerk shall oversee the Council's governance arrangements relating to the use of Artificial Intelligence.

Monitoring

Compliance with this policy will be monitored by the Town Clerk and the Data Protection Officer. The policy will be reviewed periodically, or sooner where legislative, technological or organisational changes make this necessary.

AGENDA ITEM 19

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING 27th JULY 2026

AGENDA ITEM 19 - ROLLING CAPITAL PROGRAMME INCLUDING: -

REPORT BY DEPUTY CLERK

FOR RATIFICATION

To ratify expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops

The Council's appointed IT providers recommend that laptops are replaced every 4 years in line with best practise to avoid expensive upkeep of aging equipment. With 3 laptops almost 8 years old, it was necessary to replace them.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops to replace products that had reached their end of life.

To ratify expenditure of £877.49 excluding VAT for a PVC Marquee Tent

The marquee tent used for events in previous years had become unfit for purpose due to multiple rips in the fabric and other issues associated with age. Therefore, a replacement was necessary.

DECISION

The Committee is therefore invited to **RATIFY** expenditure of £877.49 excluding VAT for a PVC Marquee Tent to replace a marquee that was no longer fit for purpose.

AGENDA ITEM 20

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
27th JULY 2026**

AGENDA ITEM 20 - FINANCIAL REPORTS INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

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

The financial reports for the month of June 2026 are being copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

DECISION

To **NOTE** receipt of the financial reports for the month of June 2026.

- **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)**

BACKGROUND

Following recent changes to the Council's Financial Regulations, under the Risk Management and Internal Control heading it states as follows: -

'On a monthly basis, and at each financial year end, a member other than the Chair or Vice-Chair of Policy and Resources Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Policy and Resources Committee'.

In line with this requirement, Cllr. Nash has previously verified the bank reconciliations with the Town Council's bank accounts for the months of May and June 2026.

DECISION

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, undertaken by Cllr. Nash in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 27th JULY 2026
AGENDA ITEM 21 - CORRESPONDENCE FOR INFORMATION**

1. NALC Jobs newsletter 29.06.2026
2. Sussex Alerts; Warning to organisations to protect themselves from ransomware – Circulated to all Councillors and on social media 29.06.2026
3. Hidden Disabilities; Sunflower Telephone Lines webinar 30.06.2026
4. WSCC revised Cabinet Agenda – Circulated to all Councillors 30.06.2026
5. NALC Newsletter – Circulated to all Councillors 02.07.2026
6. CCCI July Newsletter – Circulated to all Councillors 02.07.2026
7. St Wilfrid's Hospice; Latest News & Stories 03.07.2026
8. The Sussex Police and Crime Commissioner; Leading the Fight Against Online Grooming in Sussex – Circulated to all Councillors 03.07.2026
9. NALC Jobs newsletter 06.07.2026
10. NALC Events newsletter – Circulated to all Councillors 07.07.2026
11. Sussex Alerts; Neighbourhood Watch newsletter – Circulated to all Councillors 07.07.2026
12. Email from Jan Malpas, on behalf of Bognor Regis Armed Forces Day Committee, thanking the Town Council for their support and funding for this year's event – Circulated to all Councillors 07.07.2026
13. NALC Chief Executive's Bulletin – July 2026 – Circulated to all Councillors 09.07.2026
14. Hidden Disabilities Sunflower New member benefit: Free monthly webinars are now included 09.07.2026
15. The Sussex Police & Crime Commissioner - A Crucial Conversation on Retail Crime – Circulated to all Councillors 10.07.2026
16. NALC Jobs newsletter 13.07.2026
17. Sussex Alerts; Metal & Cable Theft – Circulated to all Councillors 13.07.2026
18. NALC Events newsletter – Circulated to all Councillors 14.07.2026
19. NALC Chief Executive's Bulletin – Circulated to all Councillor 16.07.2026
20. Sussex Alerts - staying safe online, hear from our South East Cyber Crime Unit – Circulated to all Councillors and on social media 16.07.2026
21. WSCC news release; Family Hubs helping thousands of West Sussex families get the best start in life – Circulated to all Councillors 16.07.2026
22. WSCC residents e-newsletter – Circulated to all Councillors 16.07.2026
23. WSCC news release; Recognised, seen and involved: a new strategy for West Sussex's unpaid carers (updated) – Circulated to all Councillors 16.07.2026
24. ADC; Government delays decision on new councils for West Sussex – Circulated to all Councillor 16.07.2026
25. WSALC email; Government delays decision on LGR in West Sussex – Circulated to all Councillors 17.07.2026
26. NALC email requesting responses from Town Councillors regarding time off for public duties survey – Circulated to all Councillors 17.07.2026
27. Stonepillow Supporter Update 17.07.2026
28. The Sussex Police and Crime Commissioner; Welcoming a New Era of Police Performance Monitoring – Circulated to all Councillors 17.07.2026
29. NALC Jobs Newsletter 20.07.2026
30. ADC; Survey Larksfield Park, Bognor Regis posted on social media 20.07.2026

AGENDA ITEM 21

- 31.** Arun District Council Community Governance Review Programme – Circulated to all Councillors 20.07.2026