



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 21st SEPTEMBER 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 21st September 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 14th DAY of SEPTEMBER 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 27th July 2026
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. Proposals for Events programme for 2027 including consideration of budgets. Also, to receive preliminary plans for an event to celebrate the 100th anniversary of the title 'Regis' being bestowed upon Bognor including consideration of a budget
 8. 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 (deferred from the previous meeting) and July and August 2026 (if available) - Min. 52 refers
 9. To receive and note the monthly report for the Town Council's Community Warden for July and August 2026 (if available)
 10. Report on Town Centre Issues including: -
 - Any reports on meetings with the BID Management Board
 - Update in relation to letter sent to Halifax in relation to rough sleeping in London Road Precinct – Min. 54 refers
 11. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 23rd July 2026
 12. To note the Notes of the ADC/BRTC Liaison Meeting held on 15th September 2026 (if available) and agree any next steps
 13. To receive the Town Force Report
 14. To consider a request from the Bognor Regis Heritage & Arts Partnership Board for a renewed 3-year Funding Agreement (Min. 78 of the meeting held on 20th November 2023 refers)
 15. To receive an update on markets in the Town Centre and agree any next steps including ratification of any expenditure (Min. 62 refers)
 16. To consider updates to the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy
 17. To undertake the annual review of the Town Crier role, and to consider a request from the Town Crier to partake in the St Wilfrid's Hospice Firewalk
 18. To consider any input from the Committee for the content of the 2027 Town Newsletter
 19. Financial Reports including:
 - To note Committee I&E Reports for the month of August 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 July and August 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)
 20. To receive an update in relation to Boom Community Bank (if available) –

- Min. 22 refers
21. To consider Arun District Council's request for a financial contribution towards the loss of parking revenue arising from the increase in the Parking Disc Scheme from two hours to three hours (referred from the Council Meeting held 7th September 2026 – Min. 99 refers)
 22. To consider any recommendation from the Environmental and Leisure Committee in relation to any overspend of the Equipment Maintenance Budget from Christmas Activities
 23. Correspondence
 24. To resolve to move to Confidential Business (S.O. 3d) – (contractual)
 25. Town Force: Note of outstanding debtors including recommendation to Council for approval of any action in relation to irrecoverable sums in line with Financial Regulation 13.3

Agenda items **25** 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 27th JULY 2026

PRESENT:

Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes, S. Goodheart, 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)
1 Member sat in the public gallery
1 member of the public

The Meeting opened at 6.30pm

46. 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.

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

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

48. 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.

Cllrs. Wells and Dawes declared an Ordinary Interest as a BID Levy payer

49. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1st JUNE 2026, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 29th JUNE 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 1st June 2026, and the Minutes of the Extraordinary Meeting held on 29th June 2026, and these were signed by the Chair.

50. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Neither the member of the public, nor the Member, seated in the public gallery wished to ask any questions, or make any statements. The meeting, therefore, was not adjourned.

51. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

52. 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

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

It was **FURTHER NOTED** that, unfortunately, the Bognor Regis BID had been unable to provide the monthly BID Community Warden reports for May

nor June 2026 in time for the meeting. Members therefore unanimously **AGREED** to **DEFER** the noting of these reports to the next meeting.

Members raised concerns regarding the continued irregular absences of the BID Community Warden within the town centre, noting the valuable role the position had previously played in providing a visible presence, supporting businesses, reporting issues, and acting as a link between traders and partner agencies. Members considered that the lack of this resource had been noticed by businesses and had contributed to concerns about the overall management and safety of the town centre.

Members also expressed concern over a perceived reduction in visible police presence within Bognor Regis. It was felt that the lack of regular patrols was having a detrimental impact on public confidence, particularly in the town centre, and that greater engagement between Sussex Police, the Town Council and local businesses was needed to address ongoing issues.

Cllr. Mrs. Warr briefly left the Meeting before returning

Members unanimously **AGREED** to write to Sussex Police expressing the Council's concerns regarding police visibility and engagement within the town, and to invite a representative to attend a future meeting of Full Council to discuss these matters.

53. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR MAY AND JUNE 2026

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 June 2026, was **NOTED**.

It was **NOTED** that no Community Warden report had been provided for May 2026, as the Community Warden had only been operational for one week during the month owing to issues surrounding the tendering of the Community Warden service (Min. 8 refers).

54. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORT ON MEETING 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

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

Members considered the response received from Arun District Council regarding concerns over rough sleeping in London Road, particularly in the vicinity of the Halifax branch. Whilst noting the information provided, Members remained concerned about the ongoing impact on the town centre, including the effect on nearby businesses, residents and visitors.

Following discussion, it was unanimously **AGREED** that the Town Council write to Halifax to raise its concerns regarding the ongoing issues of rough sleeping outside the premises and to encourage the bank to engage with the relevant agencies to help address the situation.

55. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 28th MAY 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 28th May 2026, was **NOTED**.

56. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 23rd JUNE 2026 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 23rd June that had previously been circulated to Councillors, was **NOTED**.

57. TO RECEIVE THE TOWN FORCE REPORT

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

Members wished to record their thanks to the Town Force team for their continued hard work, particularly in relation to the recent installation of bunting in the town centre.

58. 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

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

Members noted with disappointment that Bognor Regis had not been shortlisted by the Department for Culture, Media and Sport for UK Town of Culture 2028.

Members wished to place on record their sincere thanks to Officers, in particular the Town Clerk, and all partner organisations involved in preparing and submitting the bid, recognising the considerable time, effort and collaboration that had gone into the application.

59. 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)

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

Members unanimously **RESOLVED** 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.

60. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING HELD ON 1st JUNE 2026 (MIN. 28 REFERS)

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

Members unanimously **NOTED** the finances for the Town Council events of 2025, and **RATIFIED** the overspend of £18.89.

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

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

Members considered the proposal for the provision of an e-bike for use by the Community Warden. It was noted that an e-bike could enable the Warden to travel more quickly between wards while still allowing them to easily dismount and engage with members of the public or respond to incidents as required.

During discussion, Members acknowledged the wider issues surrounding the misuse of e-bikes. However, other Members emphasised the distinction between legal, pedal-assisted e-bikes and illegal modified vehicles, noting that these should not be conflated.

The Town Clerk provided further clarification on the report and advised Members of the Community Warden's views regarding the potential operational drawbacks of an e-bike, including a restricted ability to engage the public on foot and difficulty in efficiently securing the bike when responding to incidents.

Whilst Members **AGREED IN PRINCIPLE** to the provision of an e-bike for the Community Warden it was **AGREED** to **DEFER** consideration of the proposal pending further operational feedback from the Community Warden. Officers were requested to bring the matter back as part of the wider review of the Community Warden contract and tender arrangements due to be considered in November, at which point Members would determine whether an e-bike should be included within the new specification.

Cllrs. Mrs. Warr and Smith voted **AGAINST** the proposal to defer and asked that this be noted.

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

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

Following a further verbal update from the Deputy Clerk, together with recommendations from Officers, Members reviewed the current position regarding future market provision.

After discussion, Members unanimously **AGREED** that Officers continue discussions with Company B regarding the delivery of market provision for 2027, whilst also progressing discussions with Company C in relation to establishing a more frequent farmers' market.

In addition, Members requested that Officers continue efforts to secure a provider for a 2026 Christmas Market, including reopening discussions with Company A. Should this not prove possible, Officers were asked to investigate the feasibility of the Town Council delivering the event in-house.

63. 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

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

Members were reminded that the Social Media Policy, Training and Development Policy and Working from Home Policy had been deferred from the previous meeting pending updates (Min. 29 refers).

Members highlighted the usefulness of an Artificial Intelligence (AI) Policy in today's society and considered that the policy would need reviewing annually to keep abreast of technological advances.

Members also requested that the provision of social media training for Councillors be explored. It was unanimously **AGREED** that the Town Clerk would email all Councillors to ascertain the level of interest before any further arrangements were considered.

Members unanimously **AGREED** to **RECOMMEND** to Council the adoption of the Social Media Policy, Training and Development Policy, Working From Home Policy and Artificial Intelligence (AI) Policy as attached and without amendment.

64. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

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

Members unanimously **RATIFIED** expenditure of £2,940 excluding VAT for 3 x Dell Pro 16 Laptops.

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

Members unanimously **RATIFIED** expenditure of £877.49 excluding VAT for a PVC Marquee Tent.

65. FINANCIAL REPORTS INCLUDING: -

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

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

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

65.2 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)

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

66. CORRESPONDENCE

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

67. 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 items 23 and 24 (contractual).

68. 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.

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

Cllrs. Goodheart, Mrs. Warr and Mrs. Yeates declared an Ordinary Interest as Arun District Council Members and declared that they would not participate in discussion nor vote, and would leave the room

Members received the recommendations of the Bognor Regis Town Hall Working Party. There followed a discussion, during which guidance was sought from the Town Council's Accountant, Mr. Kemp.

Members **RESOLVED** to **APPROVE** the Business Plan and formal offer proposed by the Working Party and **RECOMMEND** them to Council.

Members **AGREED** to **RECOMMEND** to Council that Delegated Authority be given to the Town Clerk to send the proposed letter, to which minor amendments had been discussed and agreed, to the Chief Executive of Arun District Council, detailing the formal offer alongside the Business Plan.

Membership of the Town Council's negotiating party, should discussions progress with the District Council, was **RECOMMENDED** to Council.

Cllr. White **ABSTAINED** from all proposals and asked that this be noted.

The Meeting closed at 8.28pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 7 - PROPOSALS FOR EVENTS PROGRAMME FOR 2027 INCLUDING CONSIDERATION OF BUDGETS. ALSO, TO RECEIVE PRELIMINARY PLANS FOR AN EVENT TO CELEBRATE THE 100th ANNIVERSARY OF THE TITLE 'REGIS' BEING BESTOWED UPON BOGNOR INCLUDING CONSIDERATION OF A BUDGET

REPORT BY THE EVENTS OFFICER

FOR DECISION

Proposals for Events programme for 2027 including consideration of budgets

The following proposals are based on the 2026 events programme. Should Members have any suggestions that they wish the Events Officer to investigate then these would need to be put forward for consideration by the Committee at this meeting to allow time for these to be taken into consideration.

The Events Officer's recommendations that are agreed at this meeting, subject to suggestions by Members, will be fed into the budget calculations to be considered at this Committee's budget meeting in December and will form part of the overall recommendation to the Town Council in January 2027.

Book Day - Hotham Park - Thursday 27th May 2027

Approved Budget 2026 - £5,250

Recommended Budget 2027 - £5,500

Book Day is a very popular event with a historically high footfall, the event is themed, and there are activities for children around the theme, storytelling, arts and crafts workshops and the all-important book swap, where children can bring old books and swap them for new ones. The theme for 2027 is to be confirmed.

It is the Officer recommendation, due to rising costs, an increase of £250 be applied taking the suggested budget to £5,500 for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£5,500** for the 2027 Book Day event?

Proms in the Park - Hotham Park – Saturday 12th June 2027

Approved Budget 2026 - £3,150

Recommended Budget 2027 - £3,150

Live music performed on the bandstand in the beautiful surroundings of Hotham Park, normally two performances of differing genres, finishing off with a brass band performing all the Proms classics.

It is the Officer recommendation that the same budget as this year of £3,150 be retained for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£3,150** for the 2027 Proms in the Park event?

Sussex 1550 – Beacon Brazier – Wednesday 16th June 2027

The Sussex 1550 celebration marks the 1550th anniversary of the traditional founding of Sussex in 477 AD. The organisers have suggested that celebrations take place during the week encompassing Sussex Day, Wednesday 16th June 2027, and can include the preceding and following weekends, running from Saturday 12th June to Sunday 20th June 2027.

As part of the celebrations, coordinated beacon and bonfire lightings are proposed for 9.00pm on Wednesday 16th June 2027, alongside a programme of street parties, village fetes and other Sussex-themed activities taking place across the county.

As Proms in the Park is scheduled to take place on Saturday 12th June 2027, within the proposed Sussex 1550 celebration period, the Officer recommendation is that the event should also recognise the 1550th anniversary of Sussex in some format.

Members are asked to consider whether they would like to participate in the lighting of the Seafront Beacon as part of the Sussex Day celebrations. If so, it is the Officer recommendation that a budget of £3,000 be allocated to support the lighting of the Seafront Beacon Brazier, accompanied by appropriate entertainment, as part of the Sussex Day 2027 celebrations.

DECISION

Do Members **AGREE** to light the seafront Beacon Brazier as part of Sussex 1550, the 1550th anniversary of the founding of Sussex?

Do Members **AGREE** the Events Officer's recommendation of **£3,000** for the 2027 Sussex Day Beacon Lighting event?

Drive Through Time - West Park – Sunday 4th July 2027

Approved Budget 2026 - £5,250

Recommended Budget 2027 - £5,500

The Drive Through Time is a static motor gala, with over 200 vehicles on display and live broadcast of the Silverstone Formula One on a big screen. There is also a Craft & Charity fair, live music and a free kidszone. This is a very popular event in the events programme and will be in its 14th year in 2027.

Due to the ongoing building works and uncertainty surrounding completion date at the Alexandra Theatre, the event will remain in West Park for 2027 and look to relocate to the Esplanade, Prom and Place St Maur in 2028.

It is the Officer recommendation that, due to rising costs, an increase of £250 be applied taking the suggested budget to £5,500 for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£5,500** for the 2027 Drive Through Time event?

Hampshire Avenue Fun Week – Hampshire Avenue – Monday 26th July – Friday 30th July 2027

Approved Budget 2026 - £5,250

Recommended Budget 2027 - £6,500

Free activities for children daily between 11am–3pm on Hampshire Avenue recreation ground.

It is proposed that this budget is increased to £6,500 to allow a full week of activities and allowing the Hampshire Avenue fun week content to be refreshed to bring a different offering to the park. This week is very well attended and very much needed in this out-of-Town Centre location, and a full week is required.

It is the Officer recommendation that, to refresh the offering of activities and due to rising costs, an increase of £1,250 be applied taking the suggested budget to £6,500 for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£6,500** for the 2027 Hampshire Avenue Fun week event?

Funshine Days - Prom & Hotham Park Bandstands – 3rd, 4th & 5th; 10th 11th & 12th; 17th, 18th & 19th; 24th, 25th & 26th (Tues, Weds & Thurs) August 2027

Approved Budget 2026 - £5,250

Recommended Budget 2027 - £5,250

Free activities for children on and around the bandstand in Hotham Park and on and around the bandstand on the Prom.

Running Tuesday, Wednesday, and Thursdays for 4 weeks. Everything from magicians to samurai sword workshops, beach cleans to clowns.

It is the Officer recommendation that the same budget as this year of £5,250 be retained for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£5,250** for the 2027 Funshine Day events?

Sunday Afternoon Concerts - Hotham Park - dates TBC

Approved Budget 2026 - £3,150

Recommended Budget 2027 - £3,250

BRTC have worked very successfully with the Rotary Club on a series of events throughout the Summer for the past few years, to revive the very popular Sunday Afternoon Concerts. These concerts were exceptionally well attended with great feedback and a positive response to their return.

Discussions with the Rotary Club (and possibly Friends of Hotham Park), as to whether they wish to continue working in partnership on these concerts, are yet to take place. However, should they be agreeable, then it is the Officer recommendation that these events once again continue for 2027.

If continuing, then it is likely that there will be four concerts this year, each with a different genre, and each perhaps featuring a soloist vocal and a full live band performance, as has been the case in the past.

It is the Officer recommendation that, due to rising costs, an increase of £100 be applied taking the suggested budget to £3,250 for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£3,250** for the 2027 Sunday afternoon Concert events?

Christmas Illuminations Switch-On - Town Centre – Saturday 27th November 2027

Approved Budget 2026 - £6,300

Recommended Budget 2027 - £6,300

The switching on of the town's Christmas illuminations.

It is the Officer recommendation that the same budget as this year of £6,300 be retained for 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of £6,300 for the 2027 Christmas Illuminations Switch-On event?

Carols in the Park – Hotham Park – date to be confirmed

Approved Budget 2026 - £2,625

Recommended Budget 2027 - £2,625

This popular event was revived for 2025, but sadly due to adverse weather conditions making the Hotham Park unusable, it was downsized and relocated to the Train Station Concourse. The 2026 event is due to take place on Sunday 13th December, between 5pm and 7pm, on the Bandstand in Hotham Park.

It is the Officer recommendation that a budget of £2,625 be allocated for Carols in the Park 2027.

DECISION

Do Members **AGREE** the Events Officer's recommendation of **£2,625** for the 2027 Carols in the Park event?

There are no plans to host a Halloween event in 2027 as, historically, this was a one-off event. Therefore, no budget recommended is made.

To receive preliminary plans for an event to celebrate the 100th Anniversary of the title 'Regis' being bestowed upon Bognor including consideration of a budget – locations and dates to be confirmed

Thursday 26th July 2029 marks the 100th anniversary of the title 'Regis' being bestowed upon Bognor, by King George V. This provides an important opportunity to celebrate a significant milestone in the history and heritage of Bognor Regis and to showcase the Town to residents and visitors alike.

It is recommended that Bognor Regis Town Council engage with a range of local partners to collaborate on the development of an appropriate programme of celebrations. This could include the Heritage & Arts Partnership Board, Bognor Regis Museum, the BID, Arun Arts, and Arun District Council, alongside other community and heritage organisations.

The Seafront Beacon could be used as the focal point for the celebrations, with the Beacon being lit to commemorate the centenary. An event could be developed around the seafront, esplanade and Place St Maur throughout the day, leading up to the Beacon lighting in the evening. For example, there might be a torch-lit procession led by Town Criers.

Having recently formed a group with officers from fellow town and parish councils who share the 'Regis' accolade, Chairs and Mayors of these councils could be invited to participate.

Consideration could also be given to creating a wider programme of activities across the Town, potentially involving locations such as Hotham Park, the Town Centre, Alexandra Arts Centre, the Pier and Bognor Regis railway station. These locations could host entertainment, exhibitions, heritage activities and community events throughout the day or potentially extending over the weekend.

To enable early discussions with stakeholders, secure appropriate bookings and begin the event-planning process, the Officer recommendation is that a budget of £2,000 per annum be allocated for each of the three years leading up to the anniversary. This would provide an overall event budget of £6,000. Should additional funding be required as the plans progress, a further funding request could be submitted at the appropriate stage. The Event Officer will also explore potential external funding and partnership opportunities to enhance the overall programme.

It is proposed that a meeting be arranged involving Members, Officers and relevant external stakeholders/community groups to provide an opportunity for proposals to be presented, considered and developed collaboratively. Early notification of potential proposals will enable Officers to undertake the necessary research and assessment of feasibility, identify potential partners and funding opportunities, and establish realistic timescales for delivery.

The ambition is to maximise opportunities for partnership working and collaborative engagement, with the aim of delivering a high-quality and memorable event that reflects positively on the town and its community.

DECISIONS

Do Members **AGREE** to hold an event/events to mark the 100th anniversary, on the 29th July 2029, of the title 'Regis' being bestowed upon Bognor?

If so, do Members further **AGREE** the Events Officer's recommendation of £6,000 to be allocated for the Regis event with £2,000 allocated annually over the next three years, effective 1st April 2027?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 8 - 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 (DEFERRED FROM THE PREVIOUS MEETING) AND JULY AND AUGUST 2026 (IF AVAILABLE) - MIN. 52 REFERS

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 however been agreed with BID Board of Directors that they will continue to share reports in the interest of collaboration and transparency.

The Community Warden reports for May and June 2026, which were unavailable for the previous meeting, have been provided by the Bognor Regis BID (attached as **Appendices 1 - 2**).

At the time of publishing this report, the Community Warden reports for July and August 2026 had not been provided by the BID.

DECISION

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



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

Date: 28th June 2026 (updated 04 August 2026)

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID). The warden works 5 days per week, always on a Saturday and 4 other days randomly selected. The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Apr-26	May-26	Change
1	Total number of hours delivered	Invoice	168	176	8
2	Absence rate %	Invoice	0.00%	0.00%	0.00%
3	£ value of stock recovered by warden:	Warden/ businesses	£3,738	£1,197	–£2,541
4	Number of stock recovery incidence	Warden/ businesses	28	11	-17
5	Number of engagements with business representatives	BIDBASE	683	752	69
6	Number of businesses engaged with:	BIDBASE	54	68	14

Observations: In May the Community Warden was available and visible on all 21/21 days. The BTC had awarded their contract to another provider, so the BID benefited from a second month with a larger SWL workforce pool.

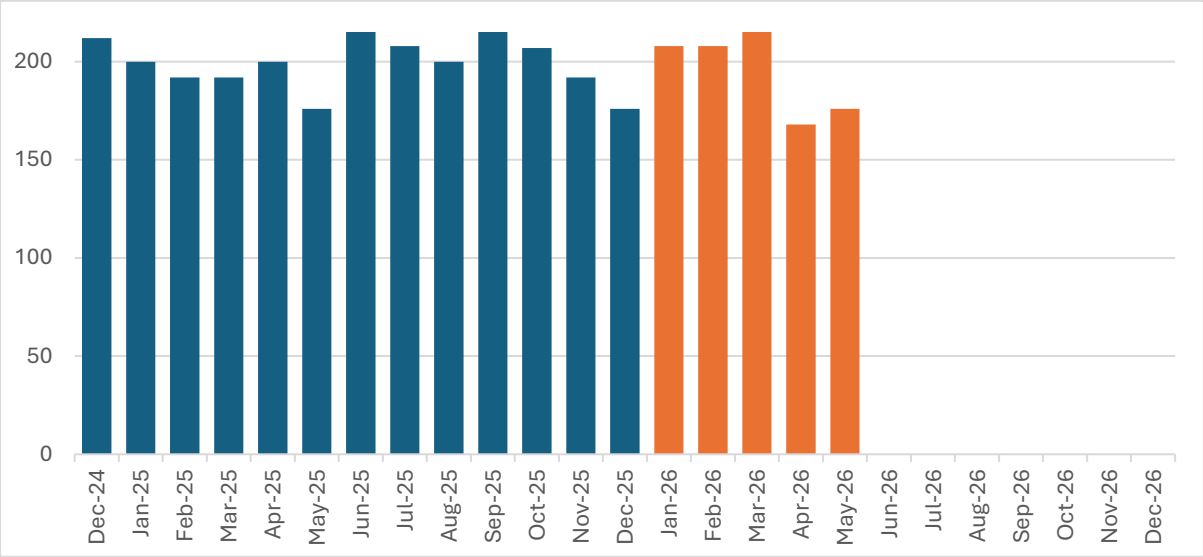
Stock recovery in May was lower than the previous month. A total of £1,197 of stock was recovered.

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

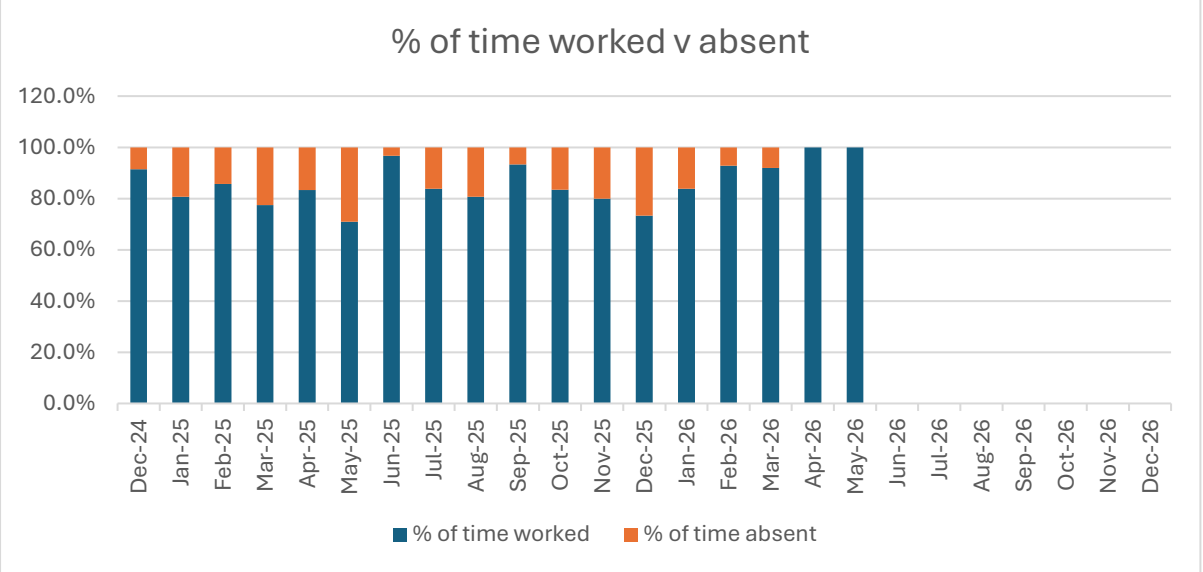
- Auxiliary CCTV cameras operated by the Sussex police continue to be progressed

KPIs

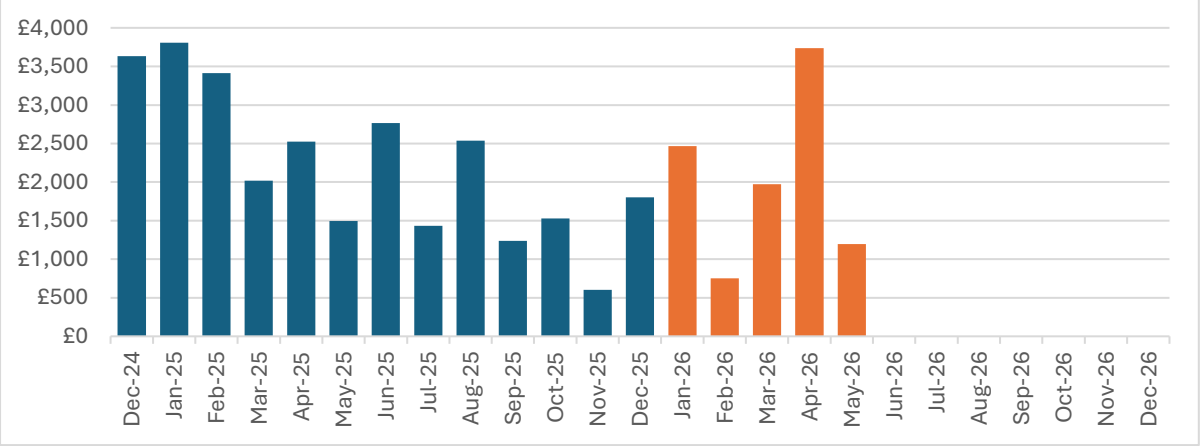
Hours worked



Absence



Stock Recovery





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

Date: 28th July 2026 (updated 04 August 2026)

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID). The warden works 5 days per week, always on a Saturday and 4 other days randomly selected. The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	May-26	Jun-26	Change
1	Total number of hours delivered	Invoice	176	176	0
2	Absence rate %	Invoice	0.00%	0.00%	0.00%
3	£ value of stock recovered by warden:	Warden/ businesses	£1,197	£3,122	£1,925
4	Number of stock recovery incidence	Warden/ businesses	11	21	10
5	Number of engagements with business representatives	BIDBASE	752	784	32
6	Number of businesses engaged with:	BIDBASE	68	62	-6

Observations: In June the Community Warden was available and visible on all 21/21 days. The BTC had awarded their contract to another provider, so the BID benefited from a second month with a larger SWL workforce pool.

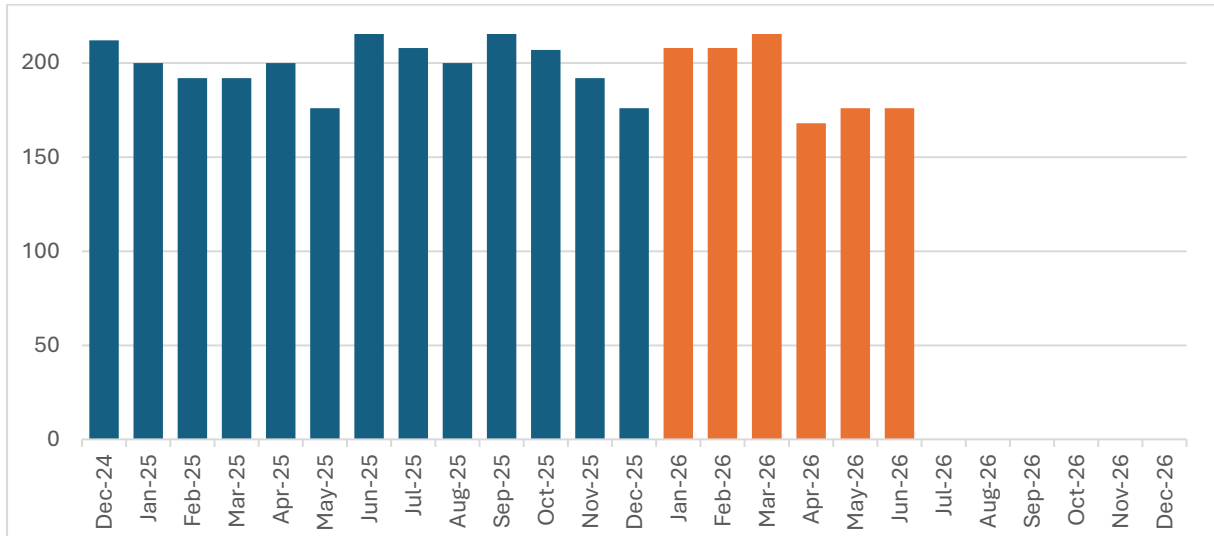
Stock recovery in June is unknown at present, simply due to a delay in processing.

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

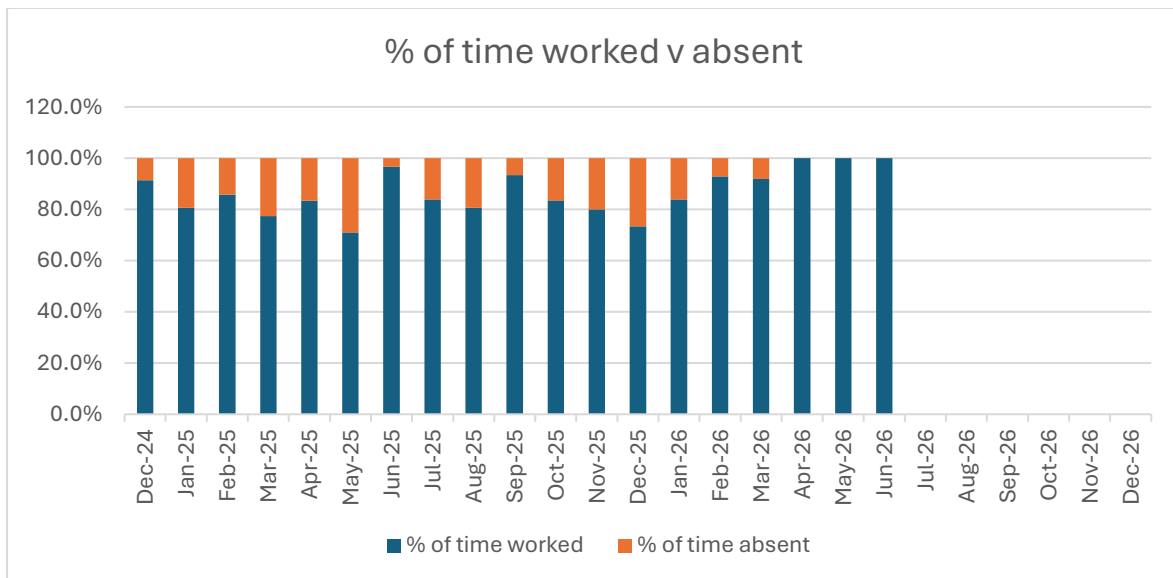
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting.

KPIs

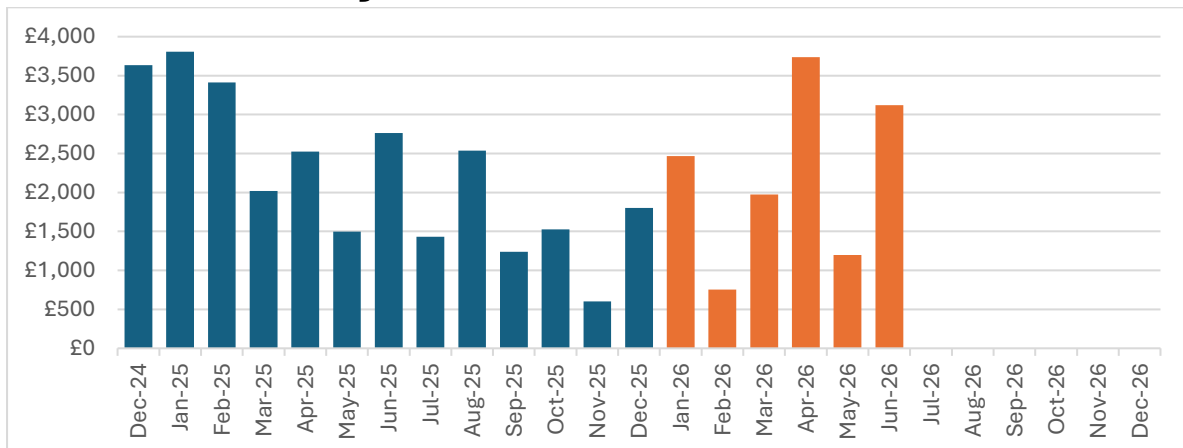
Hours worked



Absence



Stock Recovery





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

Date: 18 August 2026 updated: 14 September 2026)

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID). The warden works 5 days per week, always on a Saturday and 4 other days randomly selected. The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Jun-26	Jul-26	Change
1	Total number of hours delivered	Invoice	176	128	-48
2	Absence rate %	Invoice	0.00%	23.81%	23.81%
3	£ value of stock recovered by warden:	Warden/ businesses	£3,122	£948	-£2,174
4	Number of stock recovery incidence	Warden/ businesses	21	11	-10
5	Number of engagements with business representatives	BIDBASE	784	350	-434
6	Number of businesses engaged with:	BIDBASE	62	54	-8

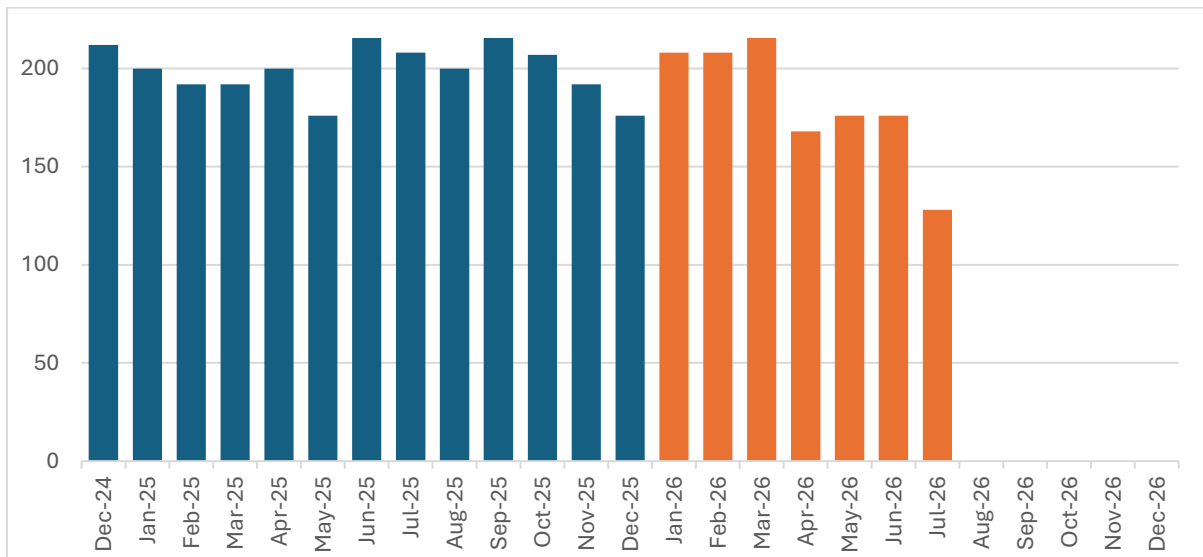
Observations: In July the Community Warden was available and visible on all 16/21 days. This was a concern and a mixture of unplanned absence and sickness, including a hospitalisation. BID managers have suggested a holistic approach with the BID and BTC working together to ensure SWL becomes more resilient to unplanned absences. Stock recovery in July.

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

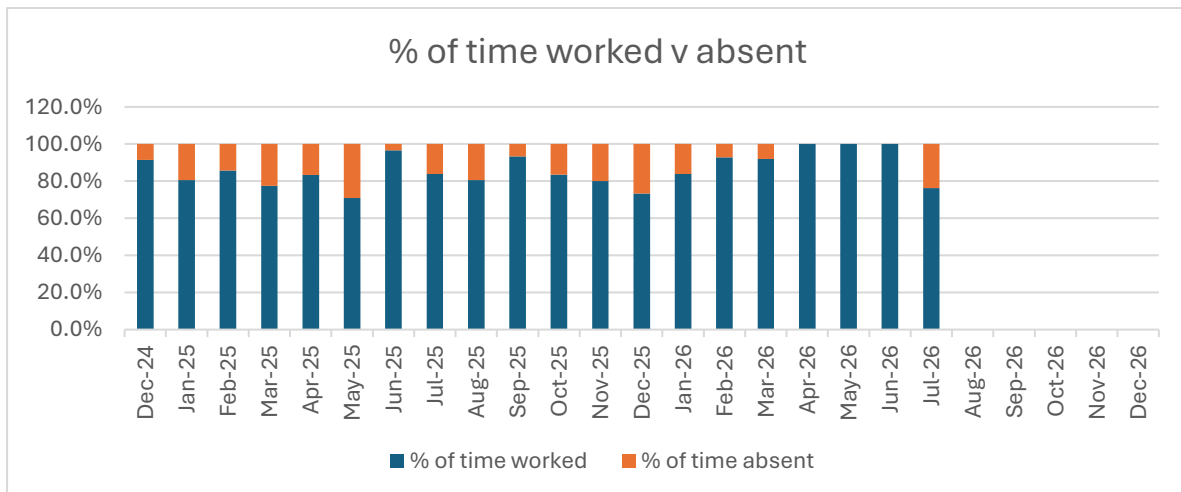
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting.

KPIs

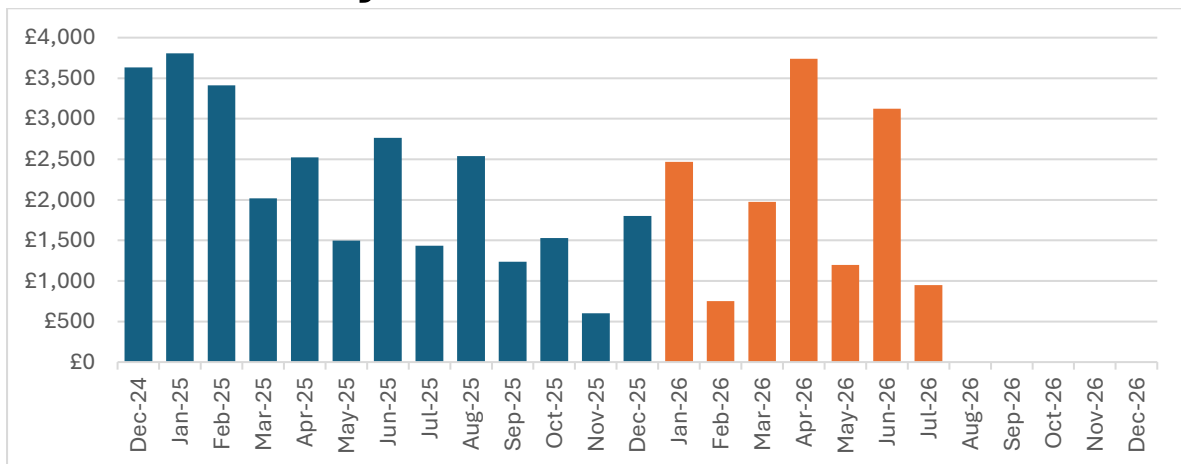
Hours worked



Absence



Stock Recovery





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

Date: 14 September 2026

The Bognor Regis Town Centre Warden is funded by the Bognor Regis Business Improvement District (BID). The warden works 5 days per week, always on a Saturday and 4 other days randomly selected. The purpose of the warden is to enhance community safety and improve the quality of life for residents, and the people who work in the towns c300 businesses.

The warden patrols the town centre by addressing issues like crime, anti-social behaviour, and environmental concerns. This is achieved through engagement with residents, and working in partnership with local authorities, police, business owners and other agencies.

Performance Summary (month on month)

Ref:	Indicator	Source	Jul-26	Aug-26	Change
1	Total number of hours delivered	Invoice	128	160	32
2	Absence rate %	Invoice	23.81%	9.09%	-14.72%
3	£ value of stock recovered by warden:	Warden/ businesses	£948	£723	-£225
4	Number of stock recovery incidence	Warden/ businesses	11	10	-1
5	Number of engagements with business representatives	BIDBASE	350	361	11
6	Number of businesses engaged with:	BIDBASE	54	49	-5

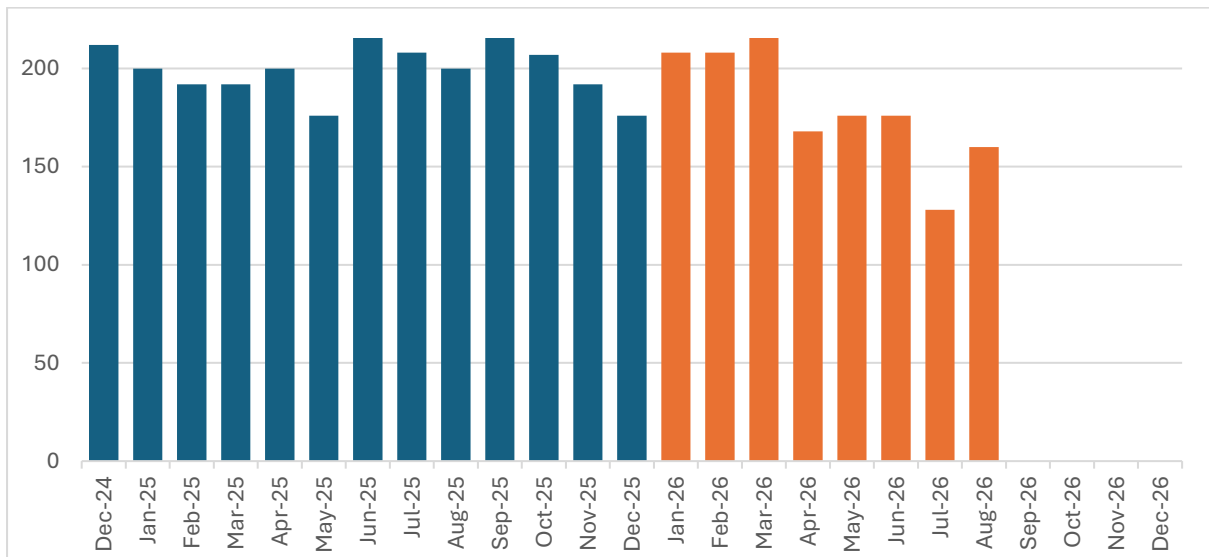
Observations: In June the Community Warden was available and visible on all 20/22 days. Stock recovery in August is down from the June high and down £225 from the previous month

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

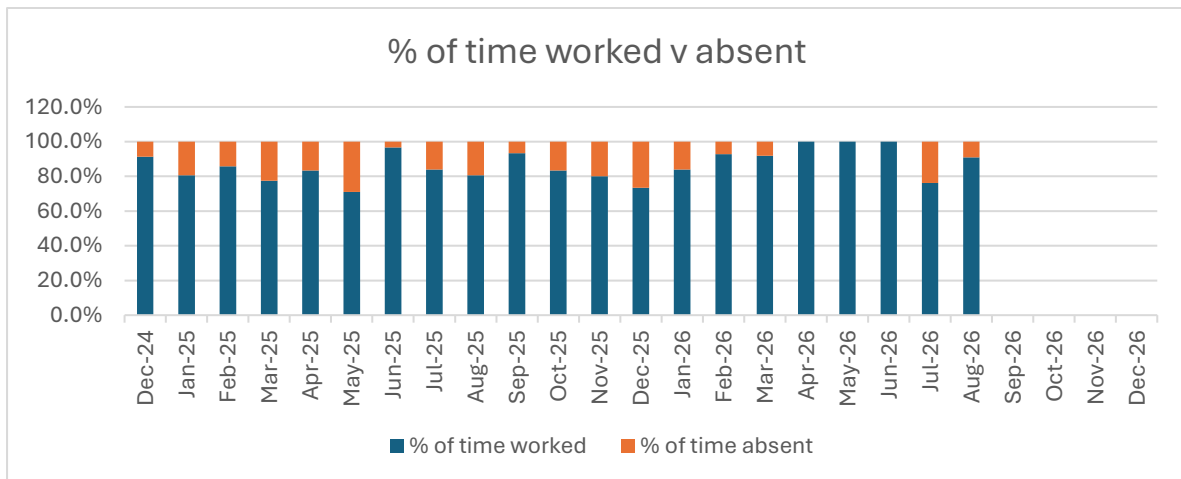
- Auxiliary CCTV cameras operated by the Sussex police
- Permanent member of the Arun Business Crime Reduction Partnership
- Permanent member of the Bognor Regis Town Centre Action Group
- Facilitator of the Town Centre Business meeting.

KPIs

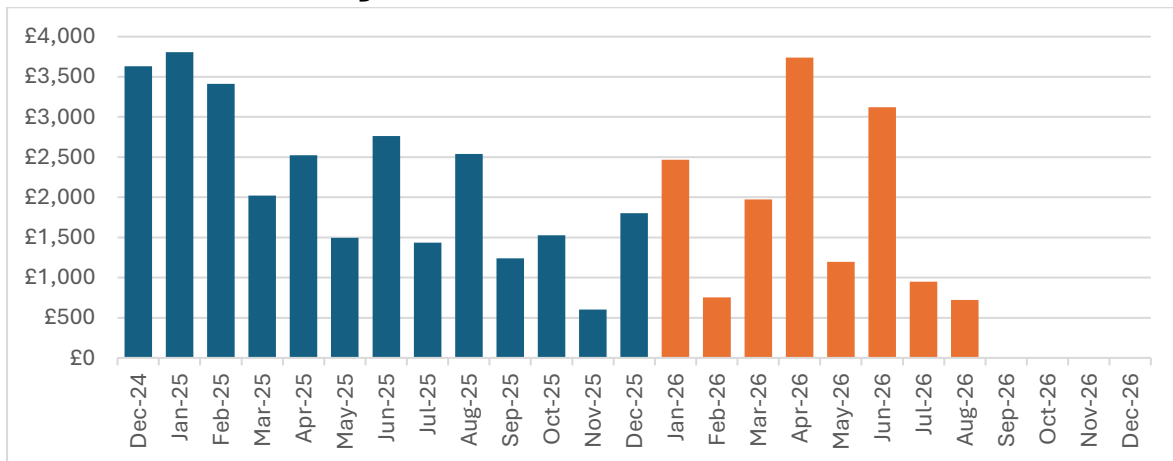
Hours worked



Absence



Stock Recovery



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 9 – TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL’S COMMUNITY WARDEN FOR JULY AND AUGUST 2026 (IF AVAILABLE)

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.

Attached is a summary of the Community Warden’s daily interactions throughout July and August (attached as **Appendix 1-2**). Interactions included, for example, patrolling the five Wards, giving directions, engaging with street beggars, street drinkers, cyclists in a pedestrianised area and young people jumping from the pier, supporting a vulnerable adult during a mental health crisis, submitting reports of graffiti, providing first aid, and assisting shops and the BID Warden in the Town Centre with apprehending shoplifters.

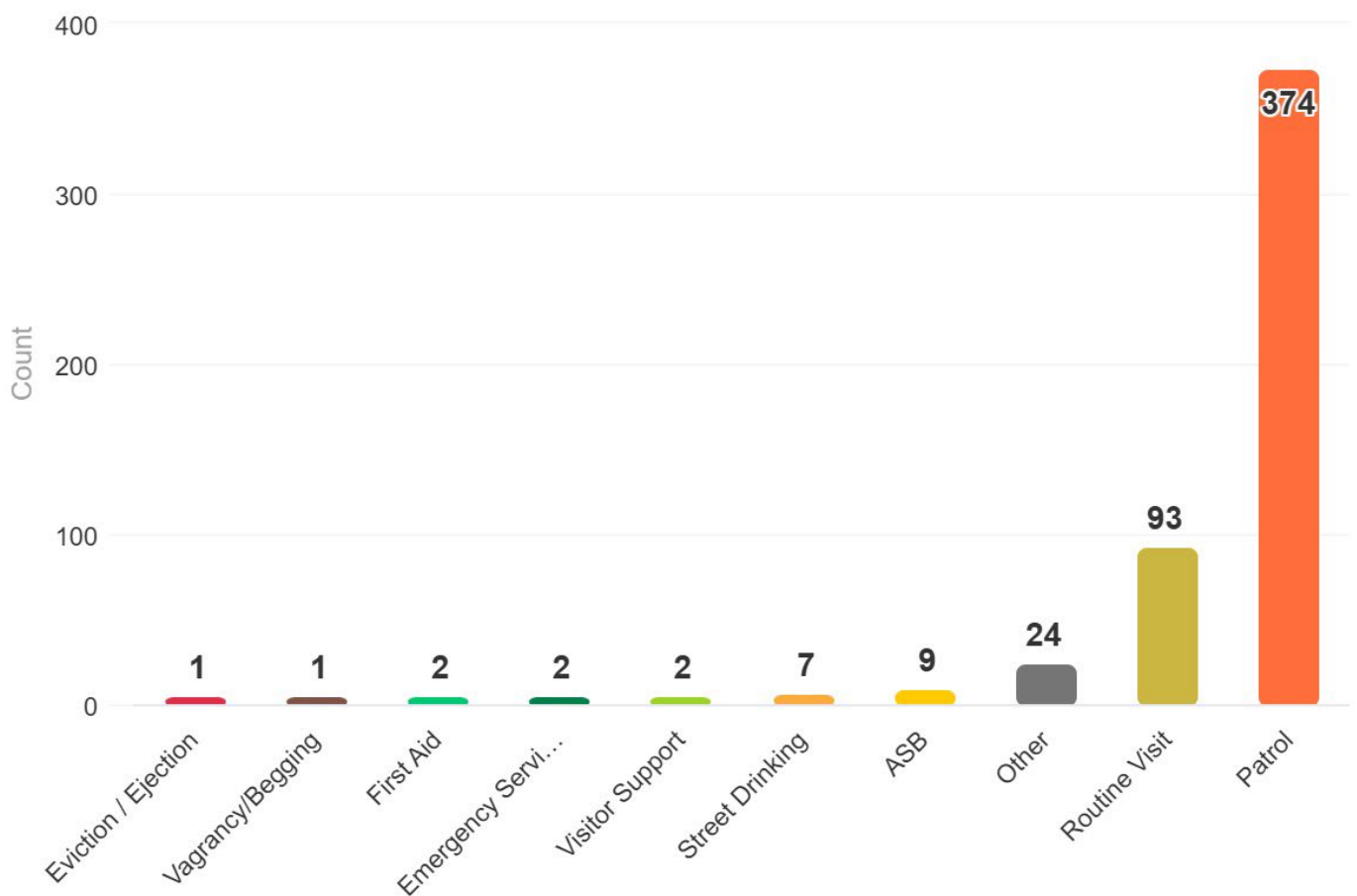
DECISION

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

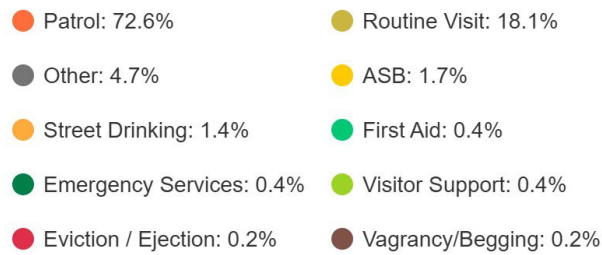
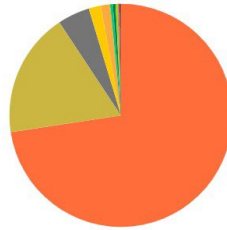


Bognor Town Council – July 2026 Report

Interactions Logged – 516



Interaction Summary 1 – Bar Graph & Pie Chart



Stock Recovery

- Total	£0
- Occurrences	0

Arrest & Resistance Summary

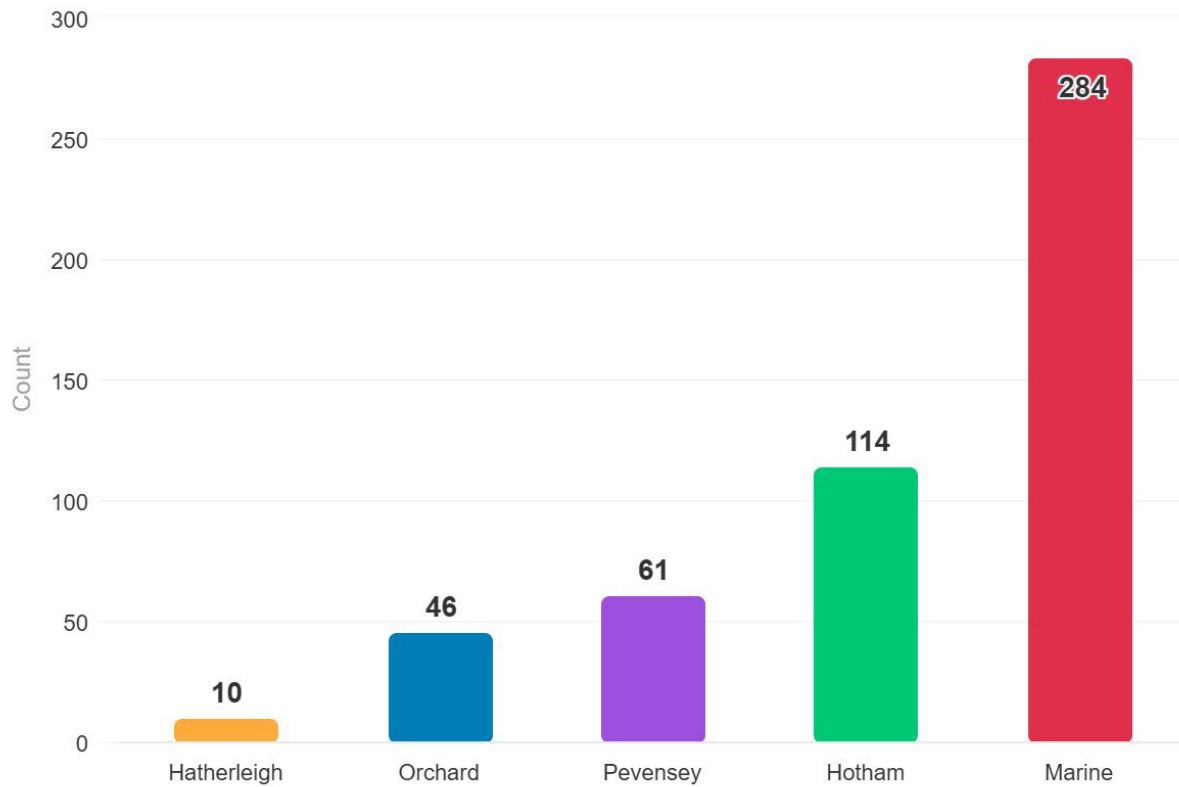
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

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

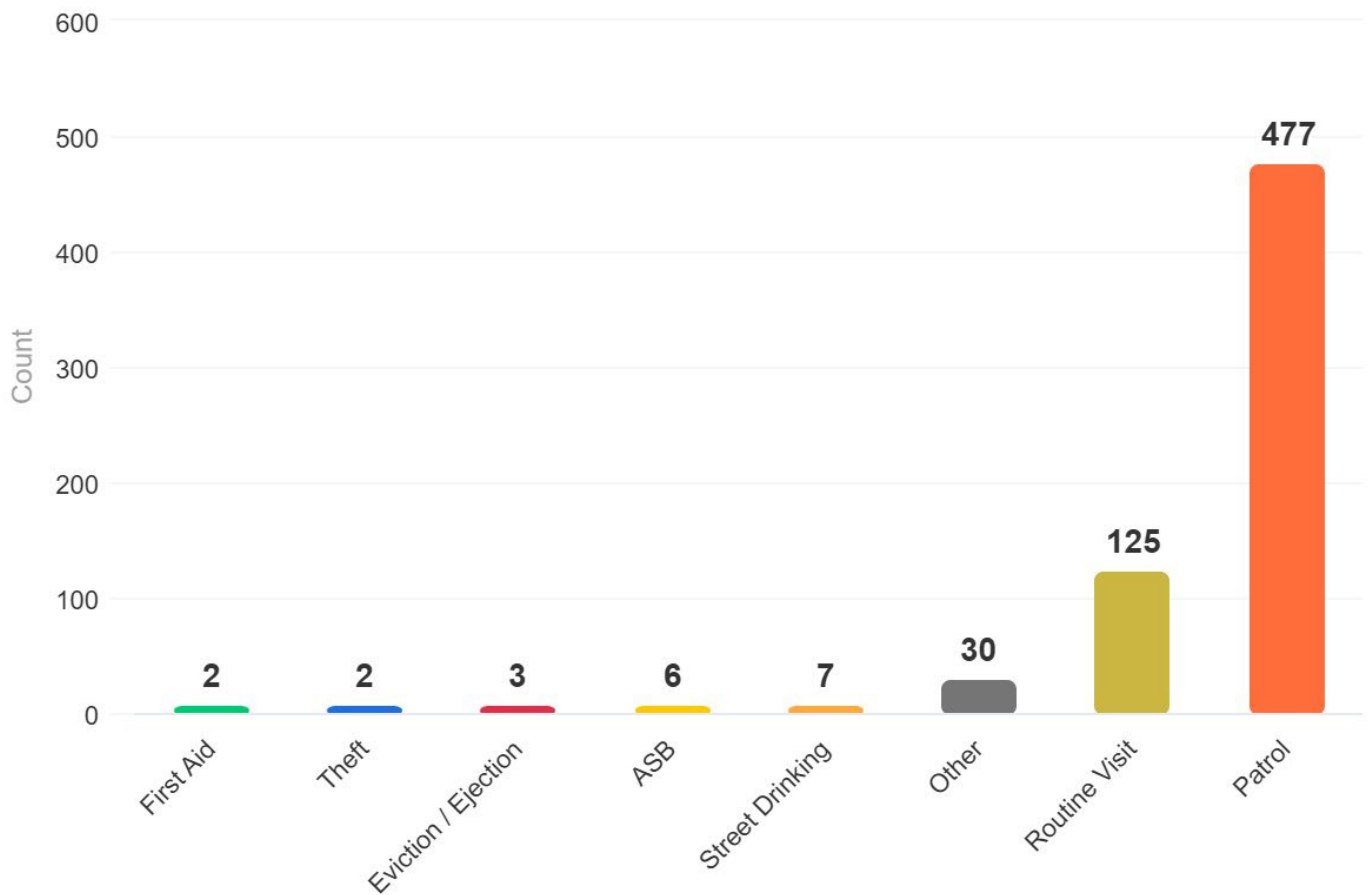
Ward Interaction Summary



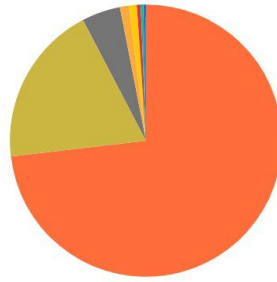


Bognor Town Council – August 2026 Report

Interactions Logged – 654



Interaction Summary 1 – Bar Graph & Pie Chart



Stock Recovery

- Total	£405.00
- Occurrences	1

Arrest & Resistance Summary

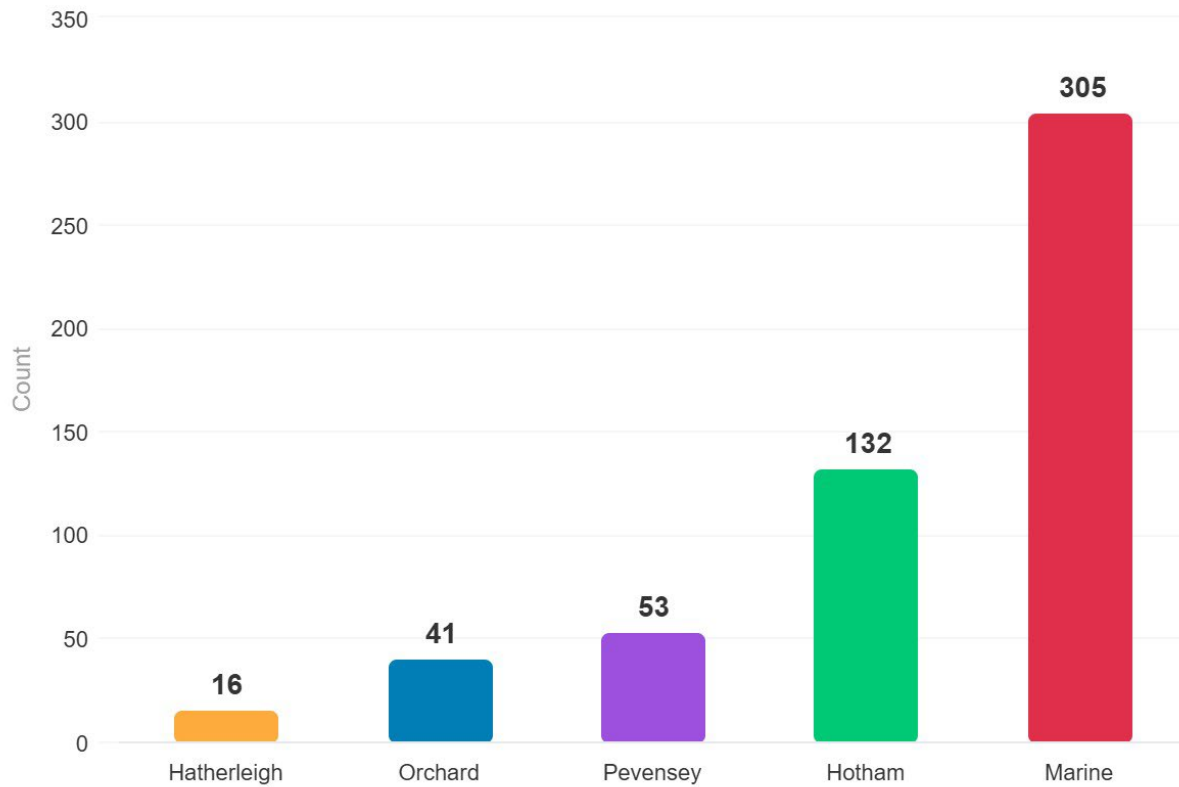
Arrest Offence Summary

An arrest is one made by the Security Officer themselves.

Assist Offence Summary

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

Ward Interaction Summary



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 10 - REPORT ON TOWN CENTRE ISSUES INCLUDING: -

- **ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**
- **UPDATE IN RELATION TO LETTER SENT TO HALIFAX IN RELATION TO ROUGH SLEEPING IN LONDON ROAD PRECINCT – MIN. 54 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Any reports on meetings with the BID Management Board

The next Full Board Meeting was scheduled to take place on 10th September 2026, however this was rescheduled to the 8th October 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 Halifax in relation to rough sleeping in London Road Precinct – Min. 54 refers

At the meeting on 27th July 2026, Officers were asked to send a letter to Halifax to raise its concerns regarding the ongoing issues of rough sleeping outside the premises and to encourage the bank to engage with the relevant agencies to help address the situation (Min. 54 refers).

Having written to Halifax's Head Office, the Town Council were advised that Halifax handed the premises back to the Landlord on 27th July 2026 and, therefore, had no further legal interest in the premises.

A letter was subsequently hand-delivered to the empty premises on London Road, for the attention of the Landlord, and emailed to the Letting Agent, whose reply included the following extracts: -

"Thank you for your email and the letter attached from the Town Clerk which I received today. This has been passed to my client and they have asked that I respond on their behalf. BKL are instructed by the owners of the premises (a charity) to find a new tenant as soon as possible. You will be aware we have a board on the property and are marketing the premises comprehensively."

"Rest assured we are as keen to have the premises reoccupied as you are. The frontage for the property is set back as you can see from the photo on our particulars. Consequently, it offers a sheltered place for rough sleepers out of the rain. Short of going through the considerable expense of erecting a hoarding I am not sure what else the charity can do other than continue with our best endeavours to relet the shop. If the council have any suggestions (and a budget to fund them) we would of course consider them. We look forward to hearing from you accordingly."

Members are asked to consider any further action they may wish to take.

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 11

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

**AGENDA ITEM 11 – TO NOTE THE MINUTES OF THE BOGNOR REGIS
TOWN CENTRE ACTION GROUP MEETING HELD ON 23rd JULY 2026**

REPORT BY THE DEPUTY CLERK

FOR DECISION

The draft Minutes of the Bognor Regis Town Centre Action Group Meeting held on 23rd July 2026 were circulated to all Members, by the Deputy Clerk, on 14th September 2026.

DECISION

Members are invited to **NOTE** the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 23rd July 2026.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 12 - TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 15th SEPTEMBER 2026 (IF AVAILABLE) 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 and Deputy Clerk most recently met with Karl Roberts on 15th September 2026. The notes from these meetings are shared with ADC's Corporate Leadership Team and circulated by email to Town Councillors, by the Town Clerk.

Once the notes from the meeting held on 15th September 2026 are available, they will be circulated accordingly.

DECISION

Members are asked to **NOTE** the Notes of the ADC/BRTC Liaison Meeting held on 15th September 2026 (if available) and **AGREE** any next steps.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 13 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY THE TOWN FORCE MANAGER

FOR INFORMATION

Staffing

With the Town Force Supervisor stepping down from his role and reducing his working hours to commence semi-retirement from 1st October, the team will be operating at reduced capacity until a team member is recruited early next year. This will be manageable during the winter months due to the seasonal reduction in workload. Following an internal recruitment process, a successor to the role of Supervisor has been agreed.

Graffiti

Graffiti incidents continued to increase over the last three months.

Sussex Police spotted several swastikas drawn on a wall along the seafront, which were removed within hours of being reported. A further swastika was also found on a sign along Felpham Way.

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



Horticultural Activities

The summer bedding continues to look spectacular and has received many compliments from members of the public throughout the summer.

The summer was unusually dry, resulting in additional time being spent on watering. However, this was largely balanced by the reduced grass growth, meaning that no grass cutting was required.

Summer hanging baskets and troughs in areas where there is no provision for winter displays will remain in situ for as long as the plants continue to thrive.

Winter bedding is scheduled to arrive from the nursery on 12th October and 19th October, with preparation of flower beds commencing early October.

Gloucester Road wall reinstatement

As previously reported, the driver's insurer appointed a loss adjuster to review the costs and negotiate a settlement. The claims handler accepted the material costs in full but substantially reduced the labour element, initially offering £2,426.95 - £1,000 less than the amount claimed.

Following the submission of staff worksheets, a detailed labour summary and additional photographs, the offer was increased to £3,289.87. This revised settlement was accepted, and the payment has now been received. Butlins' contribution has been refunded.

Sponsored Planting

Clothing Kingdom has renewed their sponsorship agreement for a further year, while Swanbourne Construction has joined the floral sponsorship scheme, taking on three planters for a three-year period. Agri-Car Tyres has also joined the scheme and sponsor the Martlets planter.

Planters available for sponsorship: **None.**

BRTC asset maintenance

The bike repair stations continue to be subject to frequent vandalism, with tools being stolen and attempts made to remove the stations entirely at two locations. The affected bike repair stations have now been re-bolted to the pavement and the missing tools replenished.

Allotments maintenance

The team strimmed and cleared a number of allotment plots in preparation for new tenants. The perimeter fencing was inspected, with gaps identified and closed to help deter foxes from entering the site. A leaking tap was also repaired, and razor wire warning signs installed.

Events Support

Town Force have supported the Hampshire Avenue Playdays, Funshine Days, BRSFL Illuminate Bognor, Bognorphenia and Southdowns Music Festival.

Revenue generating jobs

- Graffiti removal from Avisford Park Pavilion for Arun DC;
- Cutting back overgrown vegetation encroaching from neighbouring properties for Bognor Pier Co.;
- Ongoing maintenance of Arcade hanging baskets for Arun DC;
- Ongoing bedding plant maintenance of 3 planters for Felpham PC;
- Ongoing grounds maintenance at the BRWM Hospital;

- Ongoing maintenance of hanging baskets, window boxes & flowerpots, weekly litter picks and weed removal as and when necessary for the Picturedrome Cinema tenant.

Examples of other jobs

In addition to ongoing commitments, Town Force have also transported and set up Billy Bulb at Hampshire Avenue Playdays, installed a number of sponsor signs, removed flyposting, took part in In Bloom litter pick of the town centre and serviced BRTC noticeboards.

EA 11.09.2026

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 14 - TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD FOR A RENEWED 3-YEAR FUNDING AGREEMENT (MIN. 78 OF THE MEETING HELD ON 20th NOVEMBER 2023 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

By way of explanation in relation to the Town Council's previous involvement with the Board, historically, BRTC had the Bognor Regis Heritage Vision Programme Board bringing together the Pier and the Picturedrome as linked heritage projects. However, the Pier Trust appointed a consultant, and their advice was that it would be better to decouple the two projects as it was felt that this would give the Pier a greater chance to obtain funding. This action was agreed at the Extraordinary Council Meeting held 31st March 2014 (Min. 158 refers) and the Bognor Regis Heritage Board was developed by the Town Council, later to become known as the BRHAPB.

At the meeting held on 20th November 2023, Members agreed to support the Bognor Regis Heritage & Arts Partnership Board's proposal to take over the administration of the groups work going forward. It was further resolved to agree to supporting the Bognor Regis Heritage & Arts Partnership Board by entering into a 3-year Funding Agreement with a budget provision made for £2,000 per annum, commencing 1st April 2024. The third and final payment under the agreement was made on 1st April 2026 (Min. 78 refers).

Ahead of the Town Council's budget-setting process for 2027/2028, the Board was contacted to establish whether it wished to seek a renewed Funding Agreement from the Town Council, effective from 1st April 2027.

The Bognor Regis Heritage & Arts Partnership Board has subsequently submitted a request for a renewed 3-year Funding Agreement for consideration by Members (attached as **Appendix 1**).

DECISION

Do Members **RESOLVE** to **AGREE** to the request from the Bognor Regis Heritage & Arts Partnership Board for a renewed 3-year Funding Agreement, effective from 1st April 2027?



Bognor Regis Heritage and Arts Partnership

11th September 2026

FAO Joanne Davies
Town Clerk
Bognor Regis Town Council
Town Hall
Clarence Road
Bognor Regis
PO21 1LD

Re: Bognor Regis Heritage and Arts Partnership Board Funding

Dear Jo

Thankyou for your recent correspondence regarding the funding of the BRHAPB by BRTC amounting to £2,000 per annum over the last three years.

The Heritage Partnership has greatly appreciated not just the financial support, but the working relationship with BRTC to promote the Heritage of the town.

The recent support to approve the addition of Buildings to the Blue Plaque Scheme and the fact we now have four Town Councillors who regularly attend the meetings and actively contribute to the discussions reflect this shared history of working together.

On behalf of the BRHAPB, I would like to kindly request for BRTC to continue to fund the Partnership for a further 3 years on the same level of funding as the previous agreement if possible.

Over the last year, we have supplied 4 new plaques (including 3 replacements), and have a list of 6 further Blue Plaques under consideration including three buildings. The Partnership has updated the trails Fun and Facts folder and the popular Tree Trail Guide is currently being proofed for printing.

We continue to develop the Bognor Regis Puppet Party, now in its 4th year and funded by Grant Aid.

Going forward, we need to redesign and print the Blue Plaque Trail Guide as a booklet to reflect the changes and additions. Then as mentioned we are gathering our thoughts on how to celebrate the centenary of the town being granted "Regis" status for 2029.

In Summary, the BRHAPB kindly requests that its funding support by BRTC should be continued on the same basis from 2027 to 2029.

Regarding the Bognor Regis Puppet Party, we will submit a request for further Grant Aid / Partnership support separately.

Please let me know if you require any further information concerning this request.

Kind Regards

Ken Blamires

Chair

Bognor Regis Heritage & Arts Partnership Board

AGENDA ITEM 15

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 15 - TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS INCLUDING RATIFICATION OF ANY EXPENDITURE (MIN. 62 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Further to the previous meeting (Min. 62 refers), Officers have continued discussions with prospective providers regarding markets in the Town Centre and the provision of a Christmas Market for 2026. The following update is provided for Members' consideration.

Officers are pleased to report that an in-house provision will be provided as an extension to the Switch-On event on Saturday 28th November, with up to 16 stalls. Out of professional courtesy, the Bognor Regis BID, who run a weekly General Market on Saturdays, have been informed.

Officers have also continued to explore a market provision for the weekends leading up to Christmas, and thereafter: -

Company A has indicated that it would require £4,500 to deliver a one-day Christmas event. The company is willing to negotiate the fee; however, Officers remain concerned about value for money.

Company B, with whom Officers are discussing a potential monthly farmers' market, has now completed its site visit. A response from the company in terms of their capacity to provide the market, and at what cost to the Council, is awaited.

Company C has maintained its position that it would only be able to consider events from 2027.

Company D (New) has been approached regarding a possible Christmas Market on 12th – 13th December 2026. The company organises other events and festivals. Three members of staff recently attended its events in Chichester and Guildford in a personal capacity and were impressed by them.

Company D has put forward two options:

1. A fee of £3,000 per day for the two-day event (£6,000 in total), with the Town Council collecting pitch fees from stallholders.
2. Company D funds the event and retains the pitch fees, with no fee payable to the company by the Town Council.

Under either option, Company D would arrange the traders, Public Liability Insurance, Risk Assessments and Management Plans. Officers have proposed that the Town Council organise and fund the road closure and market licence as its contribution to the event. Owing to the submission requirements for road closures, the application of such would be in jeopardy had a decision from the Committee been awaited, owing to the date of the potential event.

Therefore, the Chair and Vice-Chair of the Policy and Resources Committee were canvassed by email regarding expenditure of £98 for the road closure ahead of the possible event. This expenditure is now presented to Members for ratification. The proposed market on 12th – 13th December 2026 remains subject to confirmation.

DECISION

Members are asked to **NOTE** the update, **AGREE** any next steps, and **RATIFY** the expenditure of £98 (excluding VAT) for the road closure ahead of the possible Christmas Market on 12th – 13th December 2026, following the canvassing of the Chair and Vice-Chair by email.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

**AGENDA ITEM 16 – TO CONSIDER UPDATES TO THE QUALITY POLICY
AND THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES
POLICY**

REPORT BY THE DEPUTY CLERK

FOR DECISION

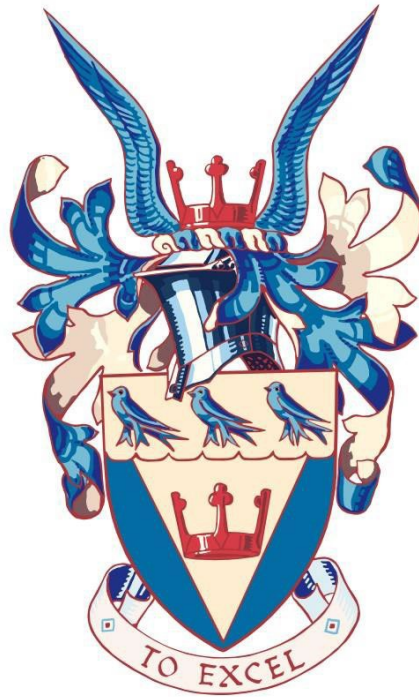
A review of the following policies and Council documents has been undertaken, noting that there are no tracked changes as the policies are either substantially different from the previous versions due to updates in legislation, or are brand new, and the following are now presented to the Committee for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

Quality Policy (new) - **Appendix 1**

Poster, Banner and Outdoor Display Opportunities Policy (significantly amended)
- **Appendix 2**

DECISION

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



BOGNOR REGIS TOWN COUNCIL

QUALITY POLICY

Adopted by the Council at its Meeting held on **XXX 2026**

Introduction

Bognor Regis Town Council is committed to providing high-quality services to residents, businesses and visitors. The Council recognises that quality is achieved through effective governance, continuous improvement, sound financial management and the commitment of its Councillors and Officers.

This policy sets out the Council's approach to maintaining high standards across all of its services and activities and its commitment to continuous improvement and value for money.

Scope

This policy applies to all Councillors, Officers, contractors and others acting on behalf of Bognor Regis Town Council.

Who is Responsible for this Policy?

The Town Clerk has overall responsibility for the day-to-day implementation of this policy. Councillors and Officers are expected to support the Council's commitment to quality by carrying out their duties in accordance with the Council's adopted policies, procedures and relevant legislation.

Delivering Quality

The Council will seek to achieve and maintain high standards in the delivery of all its services. In doing so, it will ensure that decisions are taken openly and transparently, resources are managed efficiently and services are delivered in a manner which reflects the Council's Corporate Strategy and the needs of the local community. The Council will comply with relevant legislation and will seek to follow recognised good practice in all areas of its work.

The Council recognises that quality is achieved through a process of continuous improvement. Services, policies and working practices will therefore be reviewed regularly to identify opportunities to improve efficiency, effectiveness and value for money. Feedback from residents, partner organisations, audits, complaints and compliments will be considered where appropriate to support improvements to service delivery.

Where appropriate, the Council will work with partner organisations and other local councils to share good practice, improve service delivery and achieve better outcomes for the community.

Training and Development

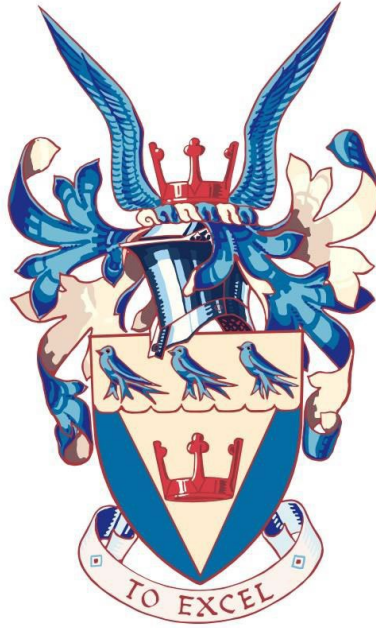
The Council recognises that maintaining quality depends upon knowledgeable and competent Councillors and Officers. Appropriate training and development opportunities in line with our Training and Development Policy will therefore be provided to ensure individuals have

the skills and knowledge necessary to carry out their respective roles effectively.

Monitoring

The Town Clerk will monitor the implementation of this policy and report any significant issues or recommended improvements to the Council as appropriate.

This policy will be reviewed annually to ensure that it remains effective, reflects current legislation and recognised good practice, and continues to support the Council's objectives.



BOGNOR REGIS TOWN COUNCIL

POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

Adopted by the Council at its Meeting held on **XXX 2026**

Introduction

Bognor Regis Town Council provides poster, banner and other outdoor display opportunities to promote events and initiatives which benefit the town. This policy ensures that Council-managed sites are used fairly, consistently, safely and in accordance with site-owner requirements.

Scope

This policy applies to all promotional display sites managed by the Town Council, including seafront shelter poster sites and any lamppost banner or other sites made available from time to time. Sites may be owned by Arun District Council, West Sussex County Council or other parties and are subject to the permissions applying at each location.

Current locations, availability and technical specifications will be published separately and may be updated by Officers.

Eligibility and Priority

Display space is principally available for events taking place in, or demonstrably benefiting, Bognor Regis. Where demand exceeds availability, priority will normally be given in the following order:

- Events organised by the Town Council
- Town Council partnership, funded or formally supported events
- Local charitable, community or not-for-profit events
- Other local events or initiatives which benefit the town

Within each category, requests will normally be dealt with in the order received. Acceptance and the availability of any particular site cannot be guaranteed.

Applications and Approval

Organisers must provide event details, proposed artwork, preferred display dates and sites, and appropriate contact details in sufficient time. No material may be displayed until written approval has been given.

The Town Clerk or a nominated Officer is authorised to approve or refuse routine requests and to rotate, relocate or remove material. Novel, contentious or commercial requests may be referred to the relevant Committee.

Material must be accurate, lawful, suitable for public display and consistent with the Code of Recommended Practice on Local Authority Publicity. It must not be party-political, discriminatory, defamatory or misleading; cause serious or widespread offence; promote unlawful activity; bring the Council into disrepute; or imply Council endorsement.

Sponsors may be acknowledged and websites or QR codes may provide information directly relevant to the event, subject to site-owner permission. Unrelated third-party advertising is not permitted. Commercial promotion

or sponsorship must comply with the Council's Partnership, Promotion and Sponsorship Policy.

Display Arrangements

Organisers are responsible for the design, production and supply of material at their own cost. All items must meet the published technical specifications, including any requirement for weatherproof materials. Town Council Officers will install and remove material unless alternative arrangements have been agreed.

Displays will normally be erected no earlier than 14 days before an event and removed on the following day, or as soon as reasonably practicable. The Council may rotate posters to make fair use of available space. Approved generic promotion of the town may be displayed between events.

Costs, Damage and Removal

Display will normally be provided without charge. The Council reserves the right to recharge production, installation, removal or other associated costs, which will be made clear before approval. Organisers are responsible for replacing damaged material where requested.

The Council may remove without notice any item which is damaged, unsafe, outdated, unauthorised or in breach of this policy. The Council accepts no liability for loss or damage caused by weather, vandalism or removal and cannot guarantee that removed material will be returned.

Legal Compliance

All displays are subject to any necessary landowner, highway authority and advertisement consents. Material must not obscure official signs, create a risk to public safety or impair visual amenity, and must comply with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, as amended, and all other relevant legislation and Council policies.

Administration and Review

Overall responsibility for the administration of this policy rests with the Town Clerk. Complaints will be considered under the Council's Complaints Procedure.

This policy will be reviewed annually, and sooner where there is a material change to the sites, agreements or legislation affecting the scheme.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

**AGENDA ITEM 17 - TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN
CRIER ROLE, AND TO A CONSIDER REQUEST FROM THE TOWN CRIER TO
PARTAKE IN THE ST WILFRID'S HOSPICE FIREWALK**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

To undertake the Annual Review of the Town Crier Role

Annual Review

At the Committee meeting held 5th February 2018, Members agreed that an "Annual Review" of the Town Crier, a voluntary role, be carried out in the Autumn. The content of this "Review" was not stipulated by the Committee and therefore the following provides details to inform this "Review":

Activities undertaken since last review was completed (September 2025)

The Bognor Regis Town Crier has continued to be a visible presence in Bognor Regis, as well as representing the Town further afield, as she builds on her previous accolades.

A well-established and highly thought of member of the Town Crier community, Jane continues to take an active role on the Board of the Ancient & Honourable Guild of Town Criers, as well as working collaboratively with her fellow Criers, on joint ventures in the likes of Petersfield and Chichester. She has continued to be a formidable force and familiar face, partaking in numerous Town Crier competitions, winning awards for 'Best Dressed' and her consort, Jonathan has also been awarded 'Best Dressed Consort', at various competitions. Most notably this year was Jane's 1st place ranking amongst a strong field of Town Crier's at the Knaresborough Town Crier Competition, an accolade she, understandably, is extremely proud of after proving a massive hit with the judges and crowds alike.

Jane has continued to attract media attention, filming social media campaigns for 'Innocent Juice' in London with TV personality 'Big Zu' making headlines in The Telegraph newspaper. She was interviewed and subsequently featured on ITV Meridian News, following her participation in the National Town Crier Championships, was asked to take part in the filming of a pilot episode for a currently under wraps ITV gameshow and most recently, has completed some filming for the opening titles of the 2026 series of 'Britain's Got Talent'.

More locally, Jane continues to be a recognisable presence around the Town, through her weekly proclamations during the summer months in the Town Centre, as well as at Town Council events including 'Book Day', 'Funshine Days', 'Drive through Time Motor Gala', Remembrance Sunday and the Christmas Lights Switch-On, as well as other large events, including Bognor Regis Puppet Party and Ice skating in the Park. She continues to enjoy the variety of opportunities that are bestowed upon her including attending various openings – most notably this year of the new Bognor Regis Seafront Premier Inn.

With 2027 marking her 10th anniversary as Bognor Regis Town Crier, Jane is 'humbled' at all she has achieved in the role, which she continues to thoroughly enjoy.

In June, Bognor Regis hosted its third Town Crier Competition, which built on the success of the previous events – this time attracting seventeen Criers from all over the UK - and Belgium, to Bognor Regis, for a weekend celebrating the tradition, colour, splendor and community spirit it takes to be a Town Crier.

With some returning and some new faces, the event was a huge success, attracting crowds larger than previous competitions, who enjoyed the competitive spirit and booming voices of the competing Criers. The Town Criers similarly gave huge praise to the Town and the Town Council, enjoying the setting of the seafront bandstand and the local facilities on offer, with many staying at the conveniently located new Premier Inn.

Equipment

Uniform - The total cost of the original outfit amounted to £1,208. Based on those final costs, it was considered that a replacement contribution of £242p.a. would be appropriate, subject to inflation. As part of last year's 'review', it was reported replacements had been significantly less than previous years, with only new feathers for the Town Crier's Tricorn hat at a cost of £24.98, along with new leather gloves costing £19.99, having been spent.

No uniform expenses have been incurred since this report, last September. However, it should be noted that with much of the 'core' uniform being nearly ten years old, costs for replacements are to be expected in the not-too-distant future.

Budget

At the Policy and Resources Committee Meeting where budgets were discussed for 2025/2026, Members agreed to increase the Town Crier budget from £2,000 to £2,500, to assist with the expenses incurred by the Town Crier for competing in many Town Crier competitions annually.

This budget also incorporates travel expenses to events, any equipment repairs/purchases (as above) and earmarking for uniform replacement in future years along with Town Crier's Competitions hosted by Bognor Regis Town Council and continues to be the budget agreed for 2026/2027.

There is currently £2,635.03 available in the Town Crier's Earmarked Reserves, following expenditure for the 2026 Town Crier Competition in Bognor Regis, and a further £1,214.20 is still available, as of September 2026, from the current year's Town Crier Budget.

DECISION

Do Members wish to make any changes?

To consider a request from the Town Crier to partake in the St Wilfrid's Hospice Firewalk

The Town Crier has made the Office aware that she would like to take part in this year's St. Wilfrid's Hospice 'Fire Walk', taking place on Friday 16th October at Bognor Regis Town Football Club.

The Fire Walk involves a brief walk over hot coals, with each registered participant fundraising for this endeavor. Jane would like to take part to raise funds for the Hospice, which although based in Chichester, due to its close proximity, also serves residents of Bognor Regis. She deems this could also be a good promotional opportunity for the Town Crier role, the Bognor Regis Town Football Club, which is hosting the event, all whilst supporting a very worthwhile charity.

As Jane has requested to take part in her livery, officers wanted to give Councillors the chance to consider this and any potential risks associated. To minimise the risk of any damage, Jane would not be wearing her cloak, and be completing the challenge bare foot, with trousers rolled up. On their website, St. Wilfrid's Hospice state participants are guided by experts, who give a full safety and instructive briefing, before the challenge commences. Officers therefore deem any risks to be very low.

The cost to register to take part is £25, which Members are asked to consider reimbursing, through the Town Crier budget. Jane will then take on the fundraising, which could be promoted through various streams, such as her Town Crier Facebook page, the Town Council's website and social media sites as well as the weekly Bognor Observer column. Photos of her participation following the event would also be shared through these channels.

Members are therefore asked to consider whether they are agreeable to the Town Crier, taking part in the Fire Walk, in her capacity as Town Crier, wearing her regalia (minus the cloak) and further, whether they are agreeable to reimbursing Jane the £25 required to register for participation.

DECISIONS

Do Members **AGREE** to the Town Crier taking part in the St. Wilfrid's Fire Walk on Friday 16th October, in her formal capacity as Town Crier, whilst wearing some of her regalia?

Further, do Members **RESOLVE** to **AGREE** to cover the cost of £25 for her entry, to be funded from the Town Crier budget?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

**AGENDA ITEM 18 – TO CONSIDER ANY INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2027 TOWN NEWSLETTER**

REPORT BY THE CIVIC & OFFICE MANAGER

FOR DECISION

Publication period

As Members know, the Annual Town Council Newsletter will be produced in early 2027 for distribution to every home in the five Wards by mid-March. With the elections in May, the Town Council must observe the rules of pre-election period in ensuring that our published newsletter is distributed before the deadline.

Design

When considering the design of the Town Newsletter in recent years, consideration has been given to the Town Council having declared a Climate Emergency, and Members have agreed to commission a more condensed version, with an A4, 4-page Newsletter therefore produced.

Last year, the printed Newsletter was delivered to every household within the five Wards and featured a QR code that readers could scan and be taken to the extended, electronic version of the Newsletter available on the Town Council's website.

The colour scheme and style used for the Newsletter for the past couple of years has featured a real emphasis on incorporating the 'Place Branding Core Values' adopted at the Council Meeting held on 8th March 2021 (Min. 360.10 refers). Using the design guide, wave graphics, circles and 'core' colours were used in these Newsletters as consistently as possible.

The Town Crest remained in a prominent position at the top of the front page, along with the corporate logo and QR code to scan for the 'full edition'. The 'Sunnier Bognor Regis' logo featured on the back page, along with another QR code, this time to see a full programme of events for the year.

Contents

Editorial in the 2026 edition included the following: -

- Message from the Mayor, including highlights from the year and a look ahead
- Funding Opportunities provided by the Town Council
- Public Consultation (inc. reply slip) regarding the future of Bognor Regis Town Hall (along with a QR code for completing the form online)
- Bognor Regis Town Centre Action Group (BRTCAG)
- Town Crier Competition
- Budget Report
- Events Programme 2026 (inc. QR codes to scan for full details of each)

Officer suggestions for articles in the 2027 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary), include the following: -

- Standing for Election in 2027
- Regeneration projects
- Funding Opportunities
- 100th Anniversary of Bognor 'Regis' – plans for 2029
- Twinning - 40th Anniversary of twinning with Weil am Rhein, Germany
- Bognor Regis in Bloom 2027 Gardening Competition
- Promotion of 'Billy the Bulb' mascot

Members will need to choose up to five articles from the suggestions above, or any alternatives that they wish to propose, for inclusion in the newsletter, alongside the 'usual' content, or provide alternative suggestions.

DECISIONS

Do Members **AGREE** to the production of an A4, 4-page version, with QR code for the full edition, for the 2027 Town Newsletter?

Members are invited to **AGREE** the content of the 2027 Town Newsletter.

AGENDA ITEM 19

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

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

The financial reports for the month of August 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 August 2026.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, MAYOR'S CHARITY ACCOUNT AND COMMERCIAL CARD ACCOUNT FOR THE MONTHS OF JULY AND AUGUST 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. Mrs. Warr has previously verified the bank reconciliations with the Town Council's bank accounts for the month of July, and Cllr. Barrett has done so for the month of August 2026.

DECISION

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Mayor's Charity account and Commercial Card account for the months of July and August 2026, undertaken by Cllrs. Mrs. Warr and Barrett in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

REPORT BY DEPUTY CLERK **FOR INFORMATION AND NOTING**

Unfortunately, the detailed Data Report on the approved NILS loans, including demographic data, was not available at the time of publishing this report. Therefore, the Data Report to August 2026 will be shared at a future meeting.

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 21 - TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST FOR A FINANCIAL CONTRIBUTION TOWARDS THE LOSS OF PARKING REVENUE ARISING FROM THE INCREASE IN THE PARKING DISC SCHEME FROM TWO HOURS TO THREE HOURS (REFERRED FROM THE COUNCIL MEETING HELD 7th SEPTEMBER 2026 – MIN. 99 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Council Meeting held on 7th September 2026 (Min. 99 refers), Members considered Arun District Council's request for a financial contribution towards the anticipated loss of parking revenue arising from the extension of the Parking Disc Scheme. The matter was referred to the Policy and Resources Committee for consideration.

As outlined in the previous report, the free parking period available under the scheme is due to increase from two hours to three hours from 1st January 2027. Arun District Council has estimated that extending the free parking period will result in a loss of parking income of £47,983 in a full year. This represents the estimated impact of the extension across the scheme.

The previous report advised that Arun District Council had not specified a contribution sought from the Town Council but indicated that any financial support towards the anticipated loss of revenue would be welcomed.

Members are therefore invited to consider whether the Town Council wishes to make a financial contribution. Should Members be minded to support the request, the amount, period covered and appropriate source of funding would need to be agreed.

DECISION

Members are asked to consider Arun District Council's request for a financial contribution and **AGREE** the Town Council's response, including any proposed contribution and associated budget provision, if relevant.

AGENDA ITEM 22

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING
21st SEPTEMBER 2026**

AGENDA ITEM 22 - TO CONSIDER ANY RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO ANY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES

REPORT BY THE DEPUTY CLERK

FOR DECISION

As reported by the Committee Clerk to the Environment and Leisure Committee at its meeting on 14th September 2026: -

"With the introduction of three new catenaries in London Road precinct, to either replace wires that were removed years ago or to bridge great expanses that have often been highlighted by members or businesses in the Town Centre as 'gaps' in the catenary infrastructure, an opportunity presents itself to enhance further the Christmas illuminations, and essentially fill in the gaps that have existed in previous years by adorning each of the wires with a motif.

**Overall Expenditure and Budgetary Projections
Year 2**

The projected expenditure, with the additional motifs, is £40,566 equating a overspend of £566 against the current budget of £40,000.

**Overall Expenditure and Budgetary Projections Continued
Year 3**

The projected expenditure, with the additional motifs, is £41,355 equating a overspend of £1,354 against the current budget of £40,000."

The Environment and Leisure Committee agreed to utilise the 3 additional catenaries in London Road and enhance the Christmas illuminations with motifs matching the current colour scheme, resolving to ratify the overspend of £1,920 (Min.43 refers) and recommend to the Policy and Resources Committee that this be drawn from General Reserves.

DECISION

Do Members **AGREE** the recommendation that 3 additional catenary wires in London Road be utilised to enhance the Christmas Illuminations and, if so, **RESOLVE** to **AGREE** that the total overspend of the Equipment Maintenance Budget for the remaining two years, of £1,920, be drawn from General Reserves?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING – 21st SEPTEMBER 2026
AGENDA ITEM 23 - CORRESPONDENCE FOR INFORMATION**

- 1.** The Sussex Police and Crime Commissioner; Protecting natural spaces across Sussex – Circulated to all Councillors 28.08.2026
- 2.** NALC Jobs newsletter 01.9.2026
- 3.** Sussex Alerts; Sussex Police & Crime Commissioner Katy Bourne has launched her annual Safer in Sussex Survey – Circulated to all Councillors and shared on social media 01.09.2026
- 4.** NALC Events newsletter previously shared to all Councillors 01.09.2026
- 5.** CCCI September newsletter – Forwarded to Rep Cllr Dawes 01.09.2026
- 6.** NALC Chief executive's bulletin – Circulated to all Councillors 03.09.2026
- 7.** HCLG Committee: Votes at 16 and engaging young voters – Circulated to all Councillors 03.09.2026
- 8.** The Sussex Police and Crime Commissioner; Building Resilient Communities Together – Circulated to all Councillors 04.09.2026
- 9.** NALC Jobs newsletter 07.09.2026
- 10.** Sussex Alerts; Fraud alert: Trusted family members, friends, and carers stole £51 million from pensioners – Circulated to all Councillors and shared on social media 07.09.2026
- 11.** St Wilfrid's Hospice; Latest news 07.09.2026
- 12.** VAAC's AGM with keynote speech from Cllr Jess Fuller Brown-Fuller, Liberal Democrat MP for Chichester – Circulated to all Councillors 08.09.2026
- 13.** NALC Events newsletter previously shared to all Councillors 08.09.2026
- 14.** Our News, September 2026 - knife crime, 'snapping' and our online conference – Circulated to all Councillors and on social media 08.09.2026
- 15.** CCCL 2026 AGM – Forwarded to Rep Cllr Dawes 09.09.2026
- 16.** NALC Chief executive's bulletin – Circulated to all Councillors 10.09.2026
- 17.** Get Safe Online via Neighbourhood Alerts – Circulated to all Councillors and on social media 10.09.2026
- 18.** The Sussex Police and Crime Commissioner; In Focus: Rural Crime Action Week – Circulated to all Councillors 11.09.2026
- 19.** NALC Jobs Listings 14.09.2026
- 20.** WSCC news release - Council urges young women to get tested as chlamydia screening rates fall – Circulated to all Councillors 14.09.2026
- 21.** WSCC Cabinet - 22 September 2026 – agenda – Circulated to all Councillors 14.09.2026
- 22.** Consultation on draft West Sussex Sexual Health Strategic Framework 2026-2031 – Circulated to all Councillors and on social media 14.09.2026
- 23.** NALC Events newsletter – Circulated to all Councillors 15.09.2026
- 24.** Sussex Alerts; Sussex Police Fortnightly Bulletin – Arun – Circulated to all Councillors 15.09.2026
- 25.** WSCC: Waste Prevention Community Grant Fund applications to open – Circulated to all Councillors 15.09.2026
- 26.** GETSET Fully Funded Adult Care Bootcamp – Opportunities for West Sussex Residents – Circulated to all Councillors and on social media 15.09.2026
- 27.** WSCC newsletter - From bus upgrades to cheaper bus fares, here's the latest on buses in West Sussex – Circulated to all Councillors 15.09.2026

AGENDA ITEM 23

- 28.** Agenda for NALC Super Councils Network session on 22nd September 2026 - Circulated to Mayor as representative and Deputy Mayor as reserve representative