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 16th NOVEMBER 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 16th November 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 10th DAY of NOVEMBER 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 21st September 2026
5. ADJOURNMENT for public question time and statements
6. Clerk's report from previous Minutes
7. Further consideration of proposals, and suggested budgets, for Events programme for 2027 including:-
    - To further consider taking part in the Sussex 1550 Anniversary Event and to receive a breakdown of how the recommended budget would be spent, deferred from the previous meeting (Min. 76.3 refers)
    - To further discuss the budget for the Drive Through Time event, conditioned on the relocation of the event to The Esplanade (Min. 76.4 refers)
    - To receive a breakdown of planned expenditure for the 2027 Carols in the Park event as requested at the previous meeting (Min. 76.9 refers)
8. To receive and note the Monthly Community Warden report, from the Bognor Regis BID, including business crime reporting through DISC, for September and October 2026 (if available)
9. To receive and note the monthly report for the Town Council's Community Warden for September and October 2026 (if available)
10. Report on Town Centre Issues including: -
    - Any reports on meetings with the BID Management Board
    - To receive an update on correspondence sent to Arun District Council relating to the possibility of issuing a Section 215 Notice on the former Halifax premises on London Road
11. To note the Minutes of the Bognor Regis Town Centre Action Group Meeting held on 17th September 2026
12. To receive the Town Force Report
13. To receive an update on markets in the Town Centre and agree any next steps including ratification of any expenditure (Min. 84 refers)
14. To consider a recommendation from the Planning and Licensing Committee that a suitable budget be agreed for the adoption and maintenance of up to two bus shelters (Min. 95 of the Planning and Licensing Committee Meeting held on 13th October 2026 refers)
15. To consider the development of a Business Plan including the establishment of a working party, referred from Council (Min. 96 of the Town Council Meeting held on 7th September 2026 refers)
16. Council Policies including: -
    - To consider any proposed changes to policies reviewed since the last meeting as part of a regular review
    - To re-consider the Poster, Banner and Outdoor Display Opportunities Policy following a recommendation from the Environmental and Leisure Committee (Min. 46 refers)
    - To note that the annual review of the Town Council's Health & Safety Policy Manual has been undertaken, with changes to be agreed and the policy statement to be signed by the Chair of the Committee

17. Rolling Capital Programme including: -
    - To ratify expenditure of £1,459.87 excluding VAT for Draytek modem
18. Financial Reports including:
    - To note Committee I&E Reports for the month of October 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 September and October 2026, whilst noting that this is now undertaken by any authorised bank signatory other that the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)

19. To receive an update in relation to Boom Community Bank– Min. 89 refers
20. Correspondence
21. To resolve to move to Confidential Business (S.O. 3d) – (contractual and staffing)
22. To carry out a review of the Community Warden Service ahead of the 2027-2028 Municipial Year (Min. 61 refers)
23. To ratify any recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 26th October 2026
24. 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 **22**, **23** and **24** will contain confidential items and require a resolution to exclude public and press.

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED