



BOGNOR REGIS TOWN COUNCIL

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ANNUAL TOWN MEETING OF ELECTORS FOR 2026

The Annual Town Meeting of Electors will take place at **The Town Hall, Clarence Road, Bognor Regis, West Sussex** at **6.30pm for a 7.00pm start** on **Monday 16th MARCH 2026**. The Chair of the Meeting will be the Mayor.

The Meeting is primarily intended for persons registered as local government electors for the Town & Parish of Bognor Regis. However, all members of the Public and Press are most welcome to attend. Any matters affecting the Parish may be discussed. County and District Councillors are being invited to attend. **Only persons registered as local government electors for the Town & Parish of Bognor Regis are entitled to vote at the Meeting.**

AGENDA

1. Welcome by the Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 17th March 2025 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2025 and Budget for 2026-2027
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2025 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 13th March 2026**
7. To welcome Dardan Azemi, Area Manager for Premier Inn, to give a presentation and provide an update in relation to the new hotel on The Esplanade
8. To discuss the future of Bognor Regis Town Hall
9. Bognor Regis Town Council's programme of events for the year
10. Open Forum with questions to Councillors/Attendees

Town Clerk

DATED this 2nd day of March 2026

Mayor



BOGNOR REGIS TOWN COUNCIL

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MINUTES AND REPORT OF THE TOWN MEETING OF THE ELECTORS OF BOGNOR REGIS HELD ON MONDAY 17th MARCH 2025

PRESENT (BRTC)

Cllr. Miss. C. Needs - Mayor (in the chair)
Cllr. J. Barrett
Cllr. D. Dawes
Cllr. S. Goodheart
Cllr. F. Oppler
Cllr. N. Smith
Cllr. Mrs. J. Warr
Cllr. B. Waterhouse
Cllr. P. Wells
Cllr. Mrs. G. Yeates
(Note: Cllrs. Goodheart, Miss. Needs, Oppler, Mrs. Warr and Mrs. Yeates are also Arun District Councillors)

IN ATTENDANCE

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Mrs. D. Hudd (CEO of Arun District Council) (part of meeting)
9 members of the public

COPIES OF DOCUMENTS AVAILABLE FOR THE PUBLIC

Notice and Agenda for the Meeting
Minutes of the Town Meeting of Electors held on 11th March 2024
Audited Accounts to 31st March 2024
Proposed Expenditure for the year 2025-2026
Schedule of Councillors' Attendance at Meetings

The Meeting opened at 7pm

1. WELCOME BY THE MAYOR AND INTRODUCTION OF COUNCILLORS PRESENT

The Mayor welcomed everyone to the meeting and attention was drawn to the evacuation procedure in the event of a fire. Councillors present introduced themselves. Apologies for absence were noted from Cllrs. Batley and Woodall. No apologies were received from Cllrs. Nash, Ralph or Stanley.

2. **TO APPROVE AND SIGN THE MINUTES OF THE TOWN MEETING OF ELECTORS HELD ON MONDAY 11th MARCH 2024 AND ANY MATTERS ARISING**

A Councillor referred to queries raised at last year's Annual Town Meeting of Electors, with Mr. Karl Roberts (Director of Growth at ADC), including planning permission relating to a site in Waterloo Square. The Councillor took the opportunity to ask Mrs. Dawn Hudd (Chief Executive Officer of ADC), whether there were any updates regarding the site and proposed improvements. Mrs. Hudd confirmed that negotiations with leaseholders were ongoing and advised that a report would shortly be presented to the District Council's Economy Committee, which would provide further detail.

The Minutes of the Annual Town Meeting of Electors held on Monday 11th March 2024 were considered and agreed as a true record and signed by the Mayor as presiding Chair.

3. **TO RECEIVE THE ANNUAL REPORT OF THE COUNCIL**

The Mayor gave their report (appended to Minutes as **Appendix 1**).

4. **TO RECEIVE THE ACCOUNTS OF THE TOWN COUNCIL YEAR ENDING 31st MARCH 2024 AND BUDGET FOR 2025-2026**

The Town Council's Accounts to year ending 31st March 2024 were duly noted and accepted. The Chair of the Policy and Resources Committee, Cllr. Waterhouse, gave the Chair's report on the budget (appended to Minutes as **Appendix 2**).

5. **TO RECEIVE THE ACCOUNTS OF THE BOGNOR PIER COMPANY LTD. YEAR ENDING 31st DECEMBER 2024 (IF AVAILABLE)**

The Accounts were duly noted and accepted.

6. **TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 8th MARCH 2024**

The following **Resolution** had been received:

6.1 ***This Annual Meeting of Electors***

Recognises that major changes are going to effect the future of local government in West Sussex; Calls on Arun District Council to undertake a Reparishing Review to help ensure that future parish-level local government in the District is best able to take full advantage of forthcoming major changes, including working with a new Combined Mayoral Authority and also ensuring the maximum democratic accountability in terms of voted-for parish Councillors throughout this local area.

Proposed Mr. Cosgrove **Seconded** Cllr. Goodheart.

Mr. Cosgrove spoke to his Motion. He outlined that the forthcoming changes to local government would represent the most significant restructuring in the sector since the formation of Arun District Council in 1974. Mr. Cosgrove cited statistics relating to local parishes within West Sussex, noting that the number of uncontested elections had increased in recent years. He expressed the view that, under a larger unitary authority, it was unlikely that many local parish Councillors would be elected. He therefore sought assurance from Arun District Council that it would work to ensure local parish councils were capable of managing the additional services they would almost certainly be required to deliver, following the abolition of district councils and the establishment of unitary authorities.

Several Members spoke in support of the sentiments expressed by Mr. Cosgrove regarding the forthcoming changes to the structure and operation of local government. However, differing views were expressed in relation to his request for Arun District Council to undertake a re-parishing review. Many emphasised the importance of ensuring that any such discussions were conducted collaboratively with neighbouring parishes, rather than in a prescriptive manner, as a more directive approach could risk damaging future working relationships.

Some stated there were 'more questions than answers' at this stage, in relation to the devolution process. Historically, Bognor Regis Town Council had not always been well-regarded with its surrounding parish council's, with the 'One Bognor' initiative singled out as perhaps one of a few contributing factors. A dual-hatted Councillor, who was also the Chair of the ADC Corporate Support Committee, advised that the process of boundary reviews had been started, but the rapid speed at which devolution had been introduced had put an end to discussions, due to the considerable extra officer time and resource this would take.

Mrs. Hudd agreed that guidance produced to date on the future role of town and parish councils had been 'very light', suggesting the Motion raised by Mr. Cosgrove may have come too early, with the district council simply not having the capacity to take on a re-parishing review, at this time.

Mr. Cosgrove in his closing words for this Motion, clarified that the requests put forward were not for immediate action, and were more intended to 'alert' those present, including the district council, that forward planning was essential to ensure Bognor Regis was not left behind. In relation to the position of parish councils that 'regularly' experienced uncontested elections, he stated the importance of their processes needing to be reviewed, with the potential introduction of minimum standards.

A vote was taken on all aspects of the Motion, and the result was 2 in favour, 2 against and 1 abstention. Accordingly, the Resolution was **LOST**.

7. **TO WELCOME THE CHIEF EXECUTIVE OF ARUN DISTRICT COUNCIL, DAWN HUDD, TO GIVE A PRESENTATION AND TO PROVIDE AN UPDATE ON DEVOLUTION**

Mrs. Hudd took the opportunity to thank the Town Council for inviting her to attend. During her eight months in the role of CEO at ADC, Mrs. Hudd enthusiastically told how she had enjoyed meeting local groups and businesses, enabling her to gain a good understanding of Bognor Regis.

She began by explaining the distinguishing factors between devolution and local government reorganisation, which were two separate ideas, but intrinsically linked. The 'White Paper' most recently published, explained how power would be transferred out of Westminster and into the hands of mayoral combined authorities across the country, with Sussex meeting the requirements to qualify, due to its population of 1.7 million. Using a presentation, Mrs. Hudd explained how central government had set out a clear framework for implementation. Eventually, a Mayor would be elected to serve, with powers to make decisions for the authority for which they had been elected and a team to be appointed to form a clear mandate. The timetable of the process was reported along with notification of the ADC consultation, which would be open to all. Mrs. Hudd described the pace as 'head spinning', confirming she is working closely with the WSCC Chief Executive to make sure the local area is protected and ready. The county council submitted their proposal for the mayoral combined authority, with Mrs. Hudd conceding that the district council had very little input in this. Out of eighteen areas that submitted themselves for the Devolution Priority Programme (DPP), only six were approved, including Sussex and Brighton.

In her experience, Mrs. Hudd shared that it was 'easier to get things done' in a unitary authority, having previously had a role within one. Brighton and Hove had been 'pushed' for their preferences for the formation, as they were too small to qualify by themselves, with Mrs. Hudd confirming that this could affect proposals for this area. A letter was being sent to Brighton and Hove City Council explaining the work done in the West Sussex area, along with data collected. She further advised that in September 2025, a full business case on the preferred unitary model needed to be submitted, with any competing proposals being decided upon by the relevant Minister. She emphasised that the proposal would ensure that the needs of the community were at the forefront for the future.

She confirmed that unitary authorities would deliver all the services district and county councils currently provided and offered assurance that all staff currently employed by both, would be offered positions within the new council structure. Whilst the roles of town and parish councils would be very important, little was currently known about any specifics, with just two mentions made of the more local levels of government in the recently released White Papers.

Mrs. Hudd advised that despite impending changes and abolishment of ADC, they are not looking to split services such as leisure for the time being, as contracts are still in place for these provisions, that need to be adhered to. The district council have an 'obligation' to ensure the area is in a strong position to move forward, including the preservation of community facilities.

As such, a Community Asset Framework had recently been developed, involving policies for transferring council-owned land/buildings to community groups, recognising Assets of Community Value under the Community Right to Bid, and utilising an Arun Community Asset Fund for small projects.

Following her presentation, Mrs. Hudd invited questions and comments from those present.

One dual-hatted Councillor raised concerns with the idea that 'all' current ADC and WSCC staff would be assured jobs within the new authority, citing there would be many duplicate candidates for the same roles. This would be particularly problematic with the government's aim of saving money within the restructuring. He deemed it 'appalling' that there would be at least another two years before another election and 'fanciful' that the government believed the local government reorganisation would be ready for 2027. Lastly, he expressed deep concern for the future of the local area, should Sussex eventually be linked with Brighton and Hove under one unitary authority.

In response, Mrs. Hudd confirmed that to date, Brighton and Hove had shown 'no interest' in joining Sussex. Regarding staff retaining their jobs, she informed that the new unitary authority would not be in operation until 'year one', meaning everyone would be carrying on with their current positions before the program comes together, which will be a phased process. She admitted that aligning terms and conditions of employment for staff would be a 'huge amount of work, but that this would be done as a priority, with many case studies for success (and potential pitfalls) to model. Using these as examples, she explained how there is often a low level of redundancy seen, with some staff choosing to leave, taking the opportunity to retire etc.

Another Member asked whether local government reorganisation would have the impact of politicising the lowest tier of government (ie. town and parish councils). Mrs. Hudd hoped this wouldn't be the case, stating her opinion that the focus should remain on how to best serve the local communities (i.e. Bognor Regis).

Regarding how the mayoral authority will operate during its first year, with district and borough Councils still in operation, before 'phase two' is implemented, a Councillor asked for Mrs. Hudd's opinion on how it is envisioned this would work?

It was confirmed that representatives from each of the councils would form part of a board, to ensure smooth running and eventually transition. During this first phase, it is anticipated that the operation will be mainly strategic.

Concern was raised as to whether larger areas (such as Brighton and Hove and Crawley) would attract more financial investment from an elected Mayor, with towns such as Bognor Regis left behind. With the current government looking to improve 'deprived' areas, a Councillor expressed his hope that the new Mayor will share the same vision and drive to continue with this work, to ensure equal opportunity for growth, regardless of size.

With other questions on existing debts, NHS geographies and other services raised, Mrs. Hudd confirmed that there would be a dedicated page going live on ADC's website, with links to further information on how it is envisaged services will operate under any new plans.

8. BOGNOR REGIS TOWN COUNCIL'S PROGRAMME OF EVENTS FOR THE YEAR

The Chair of the Policy and Resources Committee, Cllr. Waterhouse gave a brief report on some of the upcoming free events planned for 2025, which he stated were all available to view on the Town Council's website.

9. OPEN FORUM WITH QUESTIONS TO COUNCILLORS/ATTENDEES

The Mayor invited members of the public to put any relevant questions to the Council.

The first comment was in relation to the Town's Christmas lights. Whilst positive on the impact of the lighting display, a resident asked whether anything could be done during daytime hours, for those who may not visit the Town Centre in the evening, to be able to enjoy the lights? The Chair of the Policy and Resources Committee advised this would be investigated.

A meeting was requested with ADC to engage with business owners in the Arcade, to allow for open communication and transparency on future development plans here. This was of particular concern to businesses, who were facing many challenges, with ongoing building work nearby also affecting their footfall. Mrs. Hudd advised that the Director of Growth and Leader of the Council were in the process of arranging such a meeting, and that businesses would be contacted in due course. An 'action tracker' was previously set up with the Director of Growth, to ensure that all requests of this nature were designated to one contact. The Deputy Clerk will email Mr. Roberts to chase up any outstanding actions.

Another topic of conversation was the ongoing issue of beach access, with a member of the public querying why no progress had seemingly been made. A Councillor expressed sympathy that, while the matter was acknowledged as important, following the Town Council's most recent elections two years ago, Members had considered the Working Party to be unproductive. This was primarily due to the lack of action from ADC, without whose involvement the matter could not progress. The resident recalled how the engineer who had been involved in discussions on beach access had unfortunately left ADC, after which the Working Party disbanded. He stated he would liaise with the relevant individuals to see if there were any plans to progress with this, citing it as one of the legacies of the late Cllr. Brooks. Another Councillor further elaborated that the BRTC vision had recently been renewed and that the issue of beach access has been included within this.

With no other questions being put forward, the Mayor thanked all those present for attending.

The Meeting closed at 8.52pm

Good evening and welcome to Bognor Regis Town Council's Annual Town Meeting of Electors for 2025.

Tonight is all about you, our Electorate. This is your chance to steer the conversation in any way you see fit, raising topics and asking questions about things important to you and your Town. Your elected Town Councillors here tonight, will do their best to provide answers where possible.

You will shortly hear from the CEO of Arun District Council, Dawn Hudd, who will be providing an update on, and take questions regarding, the current hot topic of local government devolution, and what this means for us in Bognor Regis. Being as informed as possible in these early stages is particularly important given the recent announcement from the government that Sussex and Brighton will be part of the Devolution Priority Programme, with a consultation on proposals for a mayoral authority in the area now live. We very much appreciate Dawn agreeing to be here tonight to talk to us all about this, and whilst I'm sure she will admit she does not have all the answers, hopefully we can learn a little more about the local government reform throughout this evening.

It has been an honour to have served as Mayor and I am so proud of all we are achieving as a Town, including the many developments which are well underway. I can assure you that your Town Councillors are fully committed to ensuring Bognor Regis continues to be a thriving Town, for us all.

We have, as always, given careful consideration of the continued economic pressures on local people, when setting the budget for this coming year, and I'm pleased to say that the Chair of our Policy and Resources Committee, Cllr. Bob Waterhouse will provide further information about the budget for the coming year, later in the meeting.

This year really has been wonderful, and I have enjoyed every minute of it. From my earliest engagements such as the Bognor Regis Carnival, reopening of the 39 Club, the Bognor Regis Armed Forces Day and the Town Council's popular Drive through Time Motor Gala, my year in office got off to a flying start.

Although it is impossible to choose, and every engagement has been enjoyable, a few that stand out to me personally are the poignant celebrations we held on 6th June for the 80th anniversary of D-Day, the Remembrance Sunday Service which was brilliantly supported by our residents, the Bognor Regis Town Crier Competition which was an amazing spectacle and certainly a roaring success and the Twinning Reception we enjoyed during the summer, where the Town Council welcomed visitors from our German twinned towns, to end their weeklong visit to Bognor Regis. It's been an honour to attend many of these events alongside our Town Crier, Jane Smith, who has also acted as my Consort through my Mayoral year, and I must also pay a special thank you to the Deputy Mayor, Cllr. Mrs. Gill Yeates, who has been such a support to me in the role.

I'd like to also thank my fellow Town Councillors and Town Council staff, for making this past year as enjoyable as it could have possibly been, and of course, thank you to everyone who has been kind enough to have invited

me to their engagement. They have all been so enjoyable and it's been brilliant to have met people from every corner of our community, who care so much about what they do and making Bognor Regis an even better place to live.

On a sombre note, we were very sad to hear of the passing of serving Bognor Regis Town Councillor, Jim Brooks, in January. Jim was a passionate and kind man, always advocating for his beloved Bognor Regis, the people within it and the projects he so believed in. He will be sorely missed within the Town Council and I'm certain his absence will continue to be felt throughout the Town. We, of course, pass on our condolences to his loved ones.

Before we formally begin tonight's proceedings, I'd like to end with my final thank you, which goes to each of you for attending, to be a part of the Annual Town Meeting of Electors. We are looking forward to hearing from you all.

Dear Resident

The general economic environment continues to be difficult for many people, with the cost-of-living crisis continuing to impact. With this situation the Town Council has had to come to the difficult conclusion that in order to maintain the services and run the events that are important to the residents of Bognor Regis, it will be necessary to increase the precept by 2.5%. This amounts to an additional charge of £3.40 a year for a band D property.

The Town Council is planning to run a full programme of events, building on the successes from last year including the very popular ceremonial switching on of the Christmas Lights.

In order to continue to support our young people, the Town Council has increased its funding to local youth work organisations and is planning once again to offer a variety of free entertainment during the summer months both by running our own events and supporting outside bodies to run events by providing financial contributions.

Details of the budget can be found on the Town Council website:

[www. bognorregis.gov.uk](http://www.bognorregis.gov.uk)

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2025

Bognor Regis Town Council

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31 March 2025

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Bognor Regis Town Council

Council Information

31 March 2025

(Information current at 2nd June 2025)

Mayor

Cllr Mrs G. Yeates

Councillors

Cllr P. C. Wells (Deputy Mayor)

Cllr J. Barrett
Cllr K. Batley
Cllr D. Dawes
Cllr S. Goodheart
Cllr R. A. Nash
Cllr Miss C. Needs
Cllr F. R. J. Oppler
Cllr P. Ralph
Cllr N. Smith
Cllr M. Stanley
Cllr Mrs J. L. Warr
Cllr B. Waterhouse
Cllr M. D. White
Cllr P. J. Woodall

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

Internal Auditors

Auditing Solutions Limited
Clackerbrook Farm
46 The Common
Bromham
Chippenham
Wiltshire
SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2025

The Council's Responsibilities

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Town Clerk, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2025 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

- kept proper accounting records, which were up to date, and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2025, and its income and expenditure for the year ended 31 March 2025.

Signed: ...

Mrs G. Frost CiLCA- Town Clerk

Date:

02.06.2025

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

Fixed Assets

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

all assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

Depreciation Policy

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 3 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

Revenue Grants

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Capital Financing Account – represent the council's investment of resources in such assets already made.

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2025

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation was due at 31st March 2025 and any change in contribution rates as a result of that valuation will take effect from 1st April 2026.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2025

	Notes	2025 £	2024 £
Income			
Precept on Principal Authority		999,504	1,009,819
Grants Receivable		15,760	44,919
Rents Receivable, Interest & Investment Income	2	66,714	65,886
Charges made for Services		59,645	54,508
Other Income		16,124	27,065
Total Income		1,157,747	1,202,197
Expenditure			
Direct Service Costs:			
Salaries & Wages		(330,911)	(350,626)
Grant-aid Expenditure		(25,105)	(57,924)
Other Costs	1	(249,028)	(250,359)
Democratic, Management & Civic Costs:			
Salaries & Wages		(212,994)	(205,622)
Other Costs	1	(195,770)	(142,879)
Total Expenditure		(1,013,808)	(1,007,410)
Excess of Income over Expenditure for the year.		143,939	194,787
Exceptional Items			
(Loss)/Profit on the disposal of fixed assets		-	908
Net Operating Surplus for Year		143,939	195,695
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(92,759)	(29,996)
Capital Expenditure charged to revenue	12	(4,875)	(60,859)
Reverse profit on asset disposals		-	(908)
Transfer (to) Earmarked Reserves	20	(59,095)	(111,876)
(Deficit) for the Year (from) General Fund		(12,790)	(7,944)
Net Surplus/(Deficit) for the Year		46,305	103,932
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	59,095	111,876
(Deficit) for the Year (from) General Fund		(12,790)	(7,944)
		46,305	103,932

The council had no other recognisable gains and/or losses during the year.

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2025

Reserve	Purpose of Reserve	Notes	2025 £	Net Movement in Year £	2024 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	378,080	23,011	355,069
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	732,955	59,095	673,860
General Fund	Resources available to meet future running costs		476,750	(12,790)	489,540
Total			1,587,785	69,316	1,518,469

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2025

	Notes	2025 £	2025 £	2024 £
Fixed Assets				
Tangible Fixed Assets	11		1,239,026	1,308,665
Current Assets				
Debtors and prepayments	14	68,366		50,943
Cash at bank and in hand		1,224,071		1,209,160
		<u>1,292,437</u>		<u>1,260,103</u>
Current Liabilities				
Current Portion of Long Term Borrowings	17	(64,224)		(92,759)
Creditors and income in advance	15	<u>(82,732)</u>		<u>(96,703)</u>
Net Current Assets			<u>1,145,481</u>	<u>1,070,641</u>
Total Assets Less Current Liabilities			<u>2,384,507</u>	<u>2,379,306</u>
Long Term Liabilities				
Long-term borrowing	17		(768,578)	(832,802)
Deferred Grants	18		<u>(28,144)</u>	<u>(28,035)</u>
Total Assets Less Liabilities			<u><u>1,587,785</u></u>	<u><u>1,518,469</u></u>
Capital and Reserves				
Capital Financing Reserve	19		378,080	355,069
Earmarked Reserves	20		732,955	673,860
General Reserve			<u>476,750</u>	<u>489,540</u>
			<u><u>1,587,785</u></u>	<u><u>1,518,469</u></u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2025, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 2nd June 2025 .

Signed:

.....
Cllr Mrs G. Yeates
Mayor

.....
Mrs G. Frost CiLCA
Responsible Financial Officer

Date:

.....
02.06.2025

.....
02.06.2025

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2025

	Notes	2025 £	2025 £	2024 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(543,904)		(556,249)
Other operating payments		(456,917)		(446,873)
		-		-
			(1,000,821)	(1,003,122)
<i>Cash inflows</i>				
Precept on Principal Authority		999,504		1,009,819
Cash received for services		71,497		60,400
Revenue grants received		15,760		44,919
			1,086,761	1,115,138
Net cash inflow from Revenue Activities	23		85,940	112,016
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(40,761)		(14,510)
<i>Cash inflows</i>				
Interest received		67,366		64,523
			26,605	50,013
Net cash inflow from Servicing of Finance			26,605	50,013
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(4,875)		(61,767)
<i>Cash inflows</i>				
Sale of fixed assets		-		908
			(4,875)	(60,859)
Net cash (outflow) from Capital Activities			(4,875)	(60,859)
Net cash inflow before Financing			107,670	101,170
FINANCING AND LIQUID RESOURCES				
<i>Cash outflows</i>				
Loan repayments made			(92,759)	(29,996)
			(92,759)	(29,996)
Net cash (outflow) from financing and liquid resources			(92,759)	(29,996)
Increase in cash	24		14,911	71,174

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

1 Other Costs Analysis

Other Costs reported in the council's Income and Expenditure Account comprise the following:

Direct Service Costs

	2025	2024
	£	£
Theatres & Public Entertainment	56,178	59,805
Allotments	4,410	4,421
Tourism Policy, Marketing & Development	1,209	531
Visitor Information	872	911
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	154,826	166,755
Community Development	75,151	98,349
Street Lighting	6,908	6,822
Off-street Parking	-	(7,000)
Other Services to the Public	(27,421)	(24,311)
Less: Grant-aid Expenditure	(25,105)	(57,924)
Total	249,028	250,359

Democratic, Management & Civic Costs

	2025	2024
	£	£
Corporate Management	97,368	89,173
Democratic Representation & Management	51,759	8,105
Civic Expenses	7,753	6,317
Mayors Allowance	3,000	3,000
Members' Allowances	9,183	7,720
Interest Payable	26,707	28,564
Total	195,770	142,879

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

2 Interest and Investment Income

	2025	2024
	£	£
Interest Income - General Funds	66,714	65,886
	66,714	65,886

3 Agency Work

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

4 Related Party Transactions

The council entered into no material transactions with related parties during the year.

5 General Power of Competence

With effect from 22nd May 2023 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 22nd May 2023 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	2025	2024
	£	£
Fees for statutory audit services	2,100	2,100
Total fees	<u>2,100</u>	<u>2,100</u>

7 Publicity

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2025	2024
	£	£
Recruitment Advertising	-	690
Publicity	6,955	4,377
Newsletter	1,400	2,909
Council Website	345	-
	<u>8,700</u>	<u>7,976</u>

8 Members' Allowances

	2025	2024
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors' Allowance	3,000	3,000
Councillors' Expenses & Allowances	9,183	7,720
	<u>12,183</u>	<u>10,720</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

9 Employees

The average weekly number of employees during the year was as follows:

	2025 Number	2024 Number
Full-time	10	10
Part-time	3	5
Temporary	-	2
	13	17

All staff are paid in accordance with nationally agreed pay scales.

10 Pension Costs

The council participates in the West Sussex Superannuation Fund. The West Sussex Superannuation Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2025 was £75,617 (31 March 2024 - £79,601).

The most recent actuarial valuation was carried out as at 31st March 2022, and the council's contribution rate is confirmed as being 18.20% of employees' pay from 1st April 2025 (year ended 31 March 2025 – 18.20%,).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as West Sussex Superannuation Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

11 Tangible Fixed Assets

	Vehicles and Equipment	Infra- structure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2024	294,960	242,003	69,774	1,435,607	2,042,344
Additions	-	4,875	-	-	4,875
Disposals	-	(3,573)	-	-	(3,573)
At 31 March 2025	294,960	243,305	69,774	1,435,607	2,043,646
Depreciation					
At 31 March 2024	(253,492)	(234,507)	(6,290)	(239,390)	(733,679)
Charged for the year	(22,124)	(4,099)	(413)	(47,878)	(74,514)
Eliminated on disposal	-	3,573	-	-	3,573
At 31 March 2025	(275,616)	(235,033)	(6,703)	(287,268)	(804,620)
Net Book Value					
At 31 March 2025	19,344	8,272	63,071	1,148,339	1,239,026
At 31 March 2024	41,468	7,496	63,484	1,196,217	1,308,665

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

11 Tangible Fixed Assets (cont'd)

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

Fixed Asset Valuation

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2003 by external independent valuers, the Valuation Agency. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2025	2024
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	4,875	61,767
	<u>4,875</u>	<u>61,767</u>
was financed by:		
Capital Receipts	-	908
Revenue:		
Capital Projects Reserve	-	30,000
Equipment Replacement Reserve	1,215	30,859
Precept and Revenue Income	3,660	-
	<u>4,875</u>	<u>61,767</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

- Vans & Trucks – 4
- Water Bowser & Trailer
- Sundry grounds maintenance equipment
- Sundry office equipment
- Metereological equipment
- Floral planters and baskets

Infrastructure Assets

- Street lights - 44**
- Footpath/Esplanade Lighting
- Allotment and Met Site Fencing
- Other street furniture

Community Assets

- Public clocks - 3
- Allotments
- Council Regalia

Other Assets

- Shares in Bognor Pier Company
- Investment in Picturedrom Screen 4
- Shares in Bognor Regis Ltd
- Deferred Shares in West Sussex and Surry Credit Union (Boom Bank)
- Loan Fund with Boom Bank

14 Debtors

	2025	2024
	£	£
Trade Debtors	21,464	13,289
VAT Recoverable	6,568	3,405
Prepayments	35,649	28,912
Accrued Interest Income	4,685	5,337
	<hr/> 68,366 <hr/>	<hr/> 50,943 <hr/>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

15 Creditors and Accrued Expenses

	2025	2024
	£	£
Trade Creditors	8,778	16,036
Other Creditors	45,516	42,981
Accruals	9,408	8,388
Accrued Interest Payable	-	14,054
Income in Advance	19,030	15,244
	<u>82,732</u>	<u>96,703</u>

16 Financial Commitments under Operating Leases

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	2025	2024
	£	£
Obligations expiring within one year	225	-
Obligations expiring between two and five years	2,647	2,100
	<u>2,872</u>	<u>2,100</u>

17 Long Term Liabilities

	2025	2024
	£	£
Public Works Loan Board	832,802	925,561
	<u>832,802</u>	<u>925,561</u>

	2025	2024
	£	£
The above loans are repayable as follows:		
Within one year	64,224	92,759
From one to two years	66,204	64,224
From two to five years	211,155	204,816
From five to ten years	398,040	386,005
Over ten years	93,179	177,757
	<u>832,802</u>	<u>925,561</u>
Total Loan Commitment	832,802	925,561
Less: Repayable within one year	(64,224)	(92,759)
Repayable after one year	<u>768,578</u>	<u>832,802</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

18 Deferred Grants

	2025	2024
	£	£
Capital Grants Applied		
At 01 April	28,035	27,412
Released to offset depreciation	-	623
Extinguished and/or transferred	109	-
At 31 March	<u>28,144</u>	<u>28,035</u>
Total Deferred Grants		
At 31 March	<u>28,144</u>	<u>28,035</u>
At 01 April	<u>28,035</u>	<u>27,412</u>

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

19 Capital Financing Account

	2025	2024
	£	£
Balance at 01 April	355,069	339,209
Financing capital expenditure in the year		
Additions - using capital receipts	-	908
Additions - using revenue balances	4,875	60,859
Loan repayments	92,759	29,996
Disposal of fixed assets	(3,573)	(6,195)
Depreciation eliminated on disposals	3,573	6,195
Reversal of depreciation	(74,514)	(75,280)
Deferred grants released	(109)	(623)
Balance at 31 March	<u>378,080</u>	<u>355,069</u>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

20 Earmarked Reserves

	Balance at 01/04/2024	Contribution to reserve	Contribution from reserve	Balance at 31/03/2025
	£	£	£	£
Capital Projects Reserves	268,000	126,719	-	394,719
Asset Renewal Reserves	193,256	30,000	(17,873)	205,383
Other Earmarked Reserves	212,604	45,934	(125,685)	132,853
Total Earmarked Reserves	673,860	202,653	(143,558)	732,955

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2025 are set out in detail at Appendix A.

21 Capital Commitments

The council had no capital commitments at 31 March 2025 not otherwise provided for in these accounts.

22 Contingent Liabilities

The council is not aware of any contingent liabilities at the date of these accounts.

23 Reconciliation of Revenue Cash Flow

	2025	2024
	£	£
Net Operating Surplus for the year	143,939	194,787
Add/(Deduct)		
Interest Payable	26,707	28,564
Interest and Investment Income	(67,366)	(64,523)
(Increase)/Decrease in debtors	(17,423)	20,044
Increase/(Decrease) in creditors	83	(66,856)
Revenue activities net cash inflow	85,940	112,016

Bognor Regis Town Council

Notes to the Accounts

31 March 2025

24 Movement in Cash

	2025	2024
	£	£
Balances at 01 April		
Cash with accounting officers	330	330
Cash at bank	1,208,830	1,137,658
	<u>1,209,160</u>	<u>1,137,988</u>
Balances at 31 March		
Cash with accounting officers	331	330
Cash at bank	1,223,740	1,208,830
	<u>1,224,071</u>	<u>1,209,160</u>
Net cash inflow	<u>14,911</u>	<u>71,172</u>

25 Reconciliation of Net Funds/Debt

	2025	2024
	£	£
Increase in cash in the year	14,911	71,172
Cash outflow from repayment of debt	92,759	29,996
Net cash flow arising from changes in debt	<u>92,759</u>	<u>29,996</u>
Movement in net funds in the year	<u>107,670</u>	<u>101,168</u>
Cash at bank and in hand	1,209,160	1,137,988
Total borrowings	(925,561)	(955,557)
Net funds at 01 April	<u>283,599</u>	<u>182,431</u>
Cash at bank and in hand	1,224,071	1,209,160
Total borrowings	(832,802)	(925,561)
Net funds at 31 March	<u>391,269</u>	<u>283,599</u>

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 2nd June 2025), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2025

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2024</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2025</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Economic Development	268,000	126,719		394,719
	<u>268,000</u>	<u>126,719</u>	<u>0</u>	<u>394,719</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	193,256	30,000	(17,873)	205,383
	<u>193,256</u>	<u>30,000</u>	<u>(17,873)</u>	<u>205,383</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	4,240		(1,622)	2,618
Election Fund	13,146	10,000	(13,146)	10,000
Allotments	1,602	1,500		3,102
Promotions/Publicity	5,600	2,490	(5,210)	2,880
Administration	8,040	500		8,540
Events underspend	9,034	3,000	(4,652)	7,382
P & R Projects	8,000	6,000	(8,000)	6,000
E & L Projects	8,458	735	(4,798)	4,395
Road Closure Admin Fees		400		400
Grant Aid	14,395		(8,700)	5,695
Tourism & Events Support	469	482	(395)	556
Parking Scheme (Traders Contribution)	28,661		(28,661)	0
S East in Bloom	5,893	1,526	(1,826)	5,593
Christmas Lights/Switch on	13,000	500	(500)	13,000
Events Sponsorship	1,777		(1,777)	0
BRTC Funding of SRB Projects	965		(965)	0
W SCC SRB Contribution	500		(500)	0
Street Scene Enhancement	27,568			27,568
Decking Areas	4,378			4,378
Ward Allocation - Orchard Ward	0			0
Ward Allocation - Marine Ward	49		(49)	0
Ward Allocation - Hotham Ward	724		(724)	0
Ward Allocation - Pevensey Ward	0			0
Website	1,477		(1,477)	0
Councillor Training	3,604			3,604
Town Force Equipment	487		(487)	0
Personal Safety Provision	799		(353)	446
Bike Repair Project	2,175	325	(2,175)	325
Staff Training	8,233	1,223	(1,532)	7,924
Town Crier	4,537	1,493	(1,932)	4,098
Loan Repayment not taken	30,453		(30,453)	0
CIL 2020/21	712		(26)	686
CIL 2021/22	1,209		(1,209)	0
CIL 2022/23	2,419		(2,419)	0
CIL 2023/24		9,778	(2,097)	7,681
CIL 2024/25		5,982		5,982
	<u>212,604</u>	<u>45,934</u>	<u>(125,685)</u>	<u>132,853</u>
TOTAL EARMARKED RESERVES	<u>673,860</u>	<u>202,653</u>	<u>(143,558)</u>	<u>732,955</u>

Bognor Regis Town Council

31 March 2025

Annual Report Tables

Table 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	54,264	50,257
Open Spaces	2,192	313
Tourism	9,481	10,667
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	389,952	382,881
Street Lighting	7,253	6,908
Other Services to the Public	94,578	92,373
Net Direct Services Costs	559,720	545,399
Corporate Management	244,949	279,602
Democratic & Civic	35,266	70,571
Net Democratic, Management and Civic Costs	280,215	350,173
Interest & Investment Income	(40,000)	(66,714)
Loan Charges	89,013	119,466
Capital Expenditure	-	4,875
Transfers to/(from) other reserves	110,700	59,095
(Deficit from) General Reserve	(144)	(12,790)
Precept on Principal Authority	999,504	999,504

Bognor Regis Town Council

31 March 2025

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2025 £	2025 £	2025 £	2024 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	57,047	(6,790)	50,257	32,822
Open Spaces	4,410	(4,097)	313	1,514
Tourism	10,667	-	10,667	8,814
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	330,227	(22,497)	307,730	356,687
Community Development	75,151	-	75,151	78,349
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	6,908	-	6,908	6,822
Parking Services	-	-	-	(7,000)
OTHER SERVICES				
Other Services to the Public	118,634	(26,261)	92,373	81,893
CENTRAL SERVICES				
Corporate Management	310,362	(30,760)	279,602	266,376
Democratic & Civic	51,759	-	51,759	8,105
Civic Expenses	19,936	(1,124)	18,812	15,972
Net Cost of Services	987,101	(91,529)	895,572	852,354

Bognor Regis Town Council**Budget Summary****AS ADOPTED BY FULL COUNCIL 5th JANUARY 2026****Year Ended 31st March 2027**

	<u>2025/26</u>		<u>2026/27</u>	Budget	
	Projected	Budgeted (Revised)	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Operational Services	824970	805362	853564	48202	
Discretionary Spending	191973	177017	212965	35948	
	<u>1016943</u>	<u>982379</u>	<u>1066529</u>	<u>84150</u>	
INCOME					
Operational Services	96658	81760	86760	5000	
Discretionary Spending	5285	0	0	0	
	<u>101943</u>	<u>81760</u>	<u>86760</u>	<u>5000</u>	
NET REVENUE EXPENDITURE	<u>915000</u>	<u>900619</u>	<u>979769</u>	<u>79150</u>	
CAPITAL EXPENDITURE (NET)					
Loan Charges	89013	89013	89013	0	
BPCL - Management Fees	-40000	-40000	-40000	0	
Economic Development Fund	74000	74000	55000		
Capital Funding Provision	30000	30000	30000	0	
Net Capital Expenditure	0	0	0	0	
	<u>153013</u>	<u>153013</u>	<u>134013</u>	<u>0</u>	
TOTAL NET EXPENDITURE	<u>1068013</u>	<u>1053632</u>	<u>1113782</u>	<u>79150</u>	5.71%
Financed as follows					
Reserves at 1st April	476750	481073	462780		
Reserves at 31st March	462780	481484	453227	**	Reserves Surplus 208285
Used to Fund Expenditure	13970	-411	9553		0.91% (of Precept)
Precept Required	1054043	1054043	1104229	50186	4.76%
TOTAL TAXATION FUNDING REQUIRED	<u>1054043</u>	<u>1054043</u>	<u>1104229</u>	<u>50186</u>	4.76%
	<u>1068013</u>	<u>1053632</u>	<u>1113782</u>	<u>50186</u>	

ADJUSTED BASIS

		Advised		
Band D Equivalent	<u>7352</u>	<u>7580</u>	228	3.10%
Precept per Band D Equivalent (£/annum)	<u>£ 143.37</u>	<u>£145.68</u>	£2.31	1.61%
Precept per Band D Equivalent (p/week)	<u>274.96</u>	<u>279.39</u>	£0.0443	1.61%

NOTES

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	228750	225155	244942
--	--------	--------	--------

	<u>31/03/2025</u> (Actual)	<u>31/03/2026</u> (Projected)	<u>31/03/2027</u> (Available)
Earmarked Reserves			
Rolling Capital Fund	205383	232512	262512
Economic Development	394719	386431	355116
Others (Incl unapplied grants)	132854	133759	115235
	<u>732956</u>	<u>752702</u>	<u>732863</u>
Check Sum		19746	-19839

Bognor Regis Town Council**(Updated 22/12/2025)**

Original Budget - Staff & other savings as currently proposed

Budget Summary**Year Ended 31st March 2027**Revenue Expenditure

		2025/26		2026/27	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	303570	308879	299684	-9195
Civic	102	45100	48437	48132	-305
Mayor's Charity Activities	103	123	0	0	
Projects and Events	104	208467	240855	234021	-6834
Town Force	105	113901	132406	159362	26956
Street Scene Enhanc't	110	24041	23541	24041	500
BRTC Asset Management	112	5000	1575	5000	3425
Horticultural	113	55673	56543	56343	-200
Markets	114	46580	-29400	2655	32055
Meteorological	202	9356	8481	9781	1300
In Bloom	204	1278	2450	2450	0
Roads & Streetlights	401	7753	7253	7753	500
Allotments	402	4128	4342	4342	0
Planning (General)	403	0	0	0	0
		<u>824970</u>	<u>805362</u>	<u>853564</u>	<u>48202</u>
<u>Discretionary Spending</u>					
Grant Aid	107	17000	17000	17000	0
P & R Partnership	108	45683	39683	66368	26685
Christmas Activities	207	44465	43965	44465	500
E & L Projects	208	24555	24805	30443	5638
Events	301-5	60270	51564	54689	3125
		<u>191973</u>	<u>177017</u>	<u>212965</u>	<u>35948</u>
<u>Net Revenue Expenditure</u>		<u>1016943</u>	<u>982379</u>	<u>1066529</u>	<u>84150</u>

Bognor Regis Town Council**(Updated 22/12/2025)**

Original Budget - Staff & other savings as currently proposed

Budget Summary**Year Ended 31st March 2027**Revenue Income

		<u>2025/26</u>		<u>2026/27</u>	<i>Budget</i>
		Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
			<i>(Revised)</i>		
<u>Operating Budgets (Net)</u>					
Administration	101	60000	40000	50000	10000
Civic	102	200	300	300	0
Mayor's Charity Activities	103	123	0	0	0
Projects and Events	104	0	0	0	0
Town Force	105	10660	20660	10660	-10000
Street Scene Enhanc't	110	5500	5000	5500	500
Horticultural	113	16300	13300	16300	3000
Markets	114	1300		1500	1500
In Bloom	204	50	0	0	0
Roads & Streetlights	401	0	0	0	0
Allotments	402	2525	2500	2500	0
Planning (General)	403	0	0	0	0
		<u>96658</u>	<u>81760</u>	<u>86760</u>	
<u>Discretionary Spending</u>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	5285	0	0	0
		<u>5285</u>	<u>0</u>	<u>0</u>	
<u>Revenue Income</u>		<u>101943</u>	<u>81760</u>	<u>86760</u>	<u>5000</u>

Report of the Director and
Unaudited Financial Statements for the Year Ended 31 December 2025
for
The Bognor Pier Company Limited

DCK Accounting Solutions Ltd
Unit 1
Uffcott Farm
Wroughton
Wiltshire
SN4 9NB

The Bognor Pier Company Limited

Contents of the Financial Statements
for the Year Ended 31 December 2025

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The Bognor Pier Company Limited

Company Information
for the Year Ended 31 December 2025

DIRECTOR:	Mrs J S Davis
SECRETARY:	Mrs R Burton
REGISTERED OFFICE:	Bognor Regis Town Council Town Hall Clarence Road Bognor Regis West Sussex PO21 1LD
REGISTERED NUMBER:	00097547 (England and Wales)
ACCOUNTANTS:	DCK Accounting Solutions Ltd Unit 1 Uffcott Farm Wroughton Wiltshire SN4 9NB

The Bognor Pier Company Limited

Report of the Director
for the Year Ended 31 December 2025

The director presents her report with the financial statements of the company for the year ended 31 December 2025.

DIRECTORS

The directors who have held office during the period from 1 January 2025 to the date of this report are as follows:

Mrs G Frost - resigned 30 September 2025

Mrs J S Davis - appointed 1 October 2025

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

Mrs J S Davis - Director

11 May 2026

The Bognor Pier Company Limited

Income Statement
for the Year Ended 31 December 2025

	31.12.25	31.12.24
	£	£
TURNOVER	66,181	65,100
Administrative expenses	<u>78,791</u>	<u>79,044</u>
	(12,610)	(13,944)
Other operating income	<u>12,628</u>	<u>11,996</u>
OPERATING PROFIT/(LOSS)	18	(1,948)
Interest receivable and similar income	<u>81</u>	<u>132</u>
PROFIT/(LOSS) BEFORE TAXATION	99	(1,816)
Tax on profit/(loss)	<u>-</u>	<u>-</u>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR	<u><u>99</u></u>	<u><u>(1,816)</u></u>

The notes form part of these financial statements

Balance Sheet
31 December 2025

	Notes	31.12.25 £	£	31.12.24 £	£
FIXED ASSETS					
Investment property	4		430,000		430,000
CURRENT ASSETS					
Cash at bank		19,487		25,259	
CREDITORS					
Amounts falling due within one year	5	<u>18,597</u>		<u>24,468</u>	
NET CURRENT ASSETS			<u>890</u>		<u>791</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>430,890</u>		<u>430,791</u>
CAPITAL AND RESERVES					
Called up share capital			9,097		9,097
Revaluation reserve	6		411,689		411,689
Retained earnings			<u>10,104</u>		<u>10,005</u>
SHAREHOLDERS' FUNDS			<u>430,890</u>		<u>430,791</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2025 in accordance with Section 476 of the Companies Act 2006.

The director acknowledges her responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the director and authorised for issue on 11 May 2026 and were signed by:

Mrs J S Davis - Director

1. STATUTORY INFORMATION

The Bognor Pier Company Limited is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in fair value is recognised in profit or loss.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was NIL (2024 - NIL).

The Bognor Pier Company Limited

Notes to the Financial Statements - continued
for the Year Ended 31 December 2025

4. INVESTMENT PROPERTY

	Total £
FAIR VALUE	
At 1 January 2025 and 31 December 2025	<u>430,000</u>
NET BOOK VALUE	
At 31 December 2025	<u>430,000</u>
At 31 December 2024	<u>430,000</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.25 £	31.12.24 £
Trade creditors	-	1
Taxation and social security	7,314	7,151
Other creditors	<u>11,283</u>	<u>17,316</u>
	<u>18,597</u>	<u>24,468</u>

6. RESERVES

	Revaluation reserve £
At 1 January 2025 and 31 December 2025	<u>411,689</u>

The Bognor Pier Company Limited

Detailed Profit and Loss Account
for the Year Ended 31 December 2025

	31.12.25		31.12.24	
	£	£	£	£
Turnover				
Rent Received		66,181		65,100
Other income				
Sundry receipts	12,628		11,996	
Deposit account interest	81		132	
	<u> </u>	<u>12,709</u>	<u> </u>	<u>12,128</u>
		78,890		77,228
Expenditure				
Insurance	14,357		13,713	
General repairs & maintenance	23,173		31,678	
BRTC Capital Grants	-		2,521	
BRTC management fee	39,000		30,000	
Accountancy	1,320		1,200	
Legal and professional fees	941		569	
CT 2022/23	-		(637)	
	<u> </u>	<u>78,791</u>	<u> </u>	<u>79,044</u>
NET PROFIT/(LOSS)		<u> 99</u>		<u> (1,816)</u>

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL AND COMMITTEE ATTENDANCE SCHEDULE 2025-2026
FROM 18th March 2025 TO 16th March 2026

COUNCILLORS	COUNCIL	P & R	P & L	E & L
Cllr John Barrett	6/8	5/10	17/18	1/8
Cllr Kenton Batley	7/8	--	--	8/8
Cllr Danny Dawes	8/8	9/10	14/18	8/8
Cllr Steve Goodheart	7/8	11/13	14/18	--
Cllr Roger Nash	8/8	--	--	6/8
Cllr Miss Claire Needs	7/8	2/3	6/15	5/7
Cllr Francis Oppler	8/8	9/13	--	--
Cllr Paul Ralph	7/8	--	11/18	6/8
Cllr Nigel Smith	7/8	11/13	--	--
Cllr Matt Stanley	7/8	--	--	5/8
Cllr Mrs Jeanette Warr	7/8	9/13	13/18	7/8
Cllr Bob Waterhouse	7/7	12/13	14/17	--
Cllr Paul Wells	8/8	12/13	--	6/8
Cllr Michelle White	8/8	10/10	15/15	7/7
Cllr Phil Woodall	3/8	2/3	1/3	1/8
Cllr Mrs Gill Yeates	8/8	11/13	16/18	--