



BOGNOR REGIS TOWN COUNCIL

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

Dear Sir/Madam,

MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Meeting of the Town Council of Bognor Regis will take place in the Council Chamber at the Town Hall, Bognor Regis at **6.30pm on Monday 12th MARCH 2018**. All Members of the Town Council 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** to the Council during an adjournment shortly after the meeting has commenced (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance, in writing. Priority will be given to such written questions. Questions should be restricted to the functions of the Town Council.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

A handwritten signature in black ink, appearing to be 'Glenna Frost', written over a horizontal line.

TOWN CLERK

DATED THIS 5th DAY OF MARCH 2018

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest
3. Report from the Town Clerk on the completion of the Declaration of Acceptance by Members, elected at the By-election on 22nd February 2018 or to decide when any Declarations of Acceptance of office which have not been received as provided by law shall be received
4. To APPROVE the Minutes of the Town Council Meeting held on 8th January 2018
5. Reports from WSCC County and ADC District Councillors
6. Written Questions from Councillors
7. Adjournment for public question time
8. To consider any written dispensation requests received from Town Councillors
9. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)

- 9.1 **Policy and Resources Committee Meeting of 5th February 2018** with resolutions, recommendations and reports including: -
- Recommendation that the Council should not adopt the revised Arun District Council Code of Conduct; a fourth appendix relating to Planning be attached to the Town Council's existing Code of Conduct; a training refresher on the application of the Code and the ethical framework should be offered to all Councillors - Min. 148 refers
 - Recommendation to approve the reconfirmation of the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2018/2019 - Min. 154.1 refers
 - Recommendation that the Annual Audit Plan for 2018/2019 be approved - Min. 154.2
 - Recommendation that the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 be referred to the Town Council for approval - Min. 155 refers
- 9.2 **Community Engagement and Environment Committee Meeting of 22nd January 2018** with resolutions, recommendations and reports
- 9.3 **Planning and Licensing Committee Meetings of 9th and 30th January, and 20th February 2018** with resolutions, recommendations and reports
- 9.4 **Events, Promotion and Leisure Committee Meeting of 12th February 2018** with resolutions, recommendations and reports
10. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
11. To note the List of Payments and Transfers made in December and January and to note the balances, bank reconciliations and financial reports previously copied to Councillors. (February not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
12. Localism Act 2011 Section 28(2) Maintaining High Standards of Conduct in Local Government: The Council's duty to maintain a high standard of conduct by Members
13. To receive an update from Group Leaders regarding removal of future requirement for political parity across Committees (S. O. 20.1 (III) refers); To consider any required amendments to the Standing Orders (referred from Council Meeting on 8th January 2018, Min. 135.3 refers); To agree whether changes to Committee membership should be implemented immediately or at the Annual Town Council Meeting and, if changes are to be implemented immediately, to agree Committee memberships for the remainder of the municipal year
14. Annual Review of the Council's Internal Control Procedures and Practices
15. Notice of Motion (S. O. 9.0) proposed by Cllr. J. Cosgrove, seconded by Cllr. D. Enticott

“The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes, community groups etc concerning the issue of homelessness in the area, and to report and make recommendations accordingly.”

16. Arun District Association of Local Councils: to consider the notes of the meeting held on 22nd November 2017
17. To receive the Civic & Office Manager’s report on local rail matters - Min. 137 refers
18. Update on the Town Council Newsletter for 2018 - report by Civic & Office Manager
19. Regeneration
20. Town Mayor’s Report and duties undertaken
21. Town Crier’s Report and duties undertaken
22. Reports from Representatives to other organisations including a written report from Cllr. Gardiner regarding his attendance at the NALC Larger Councils Conference in December 2017
23. To receive Correspondence
24. Picturedrome Site update including: -
 - Director’s Report, any urgent actions taken for ratification
 - A.G.M. of The Bognor Pier Company Ltd. - to adopt the accounts year ended 31st December 2017 and to note the Director’s Report
 - To note receipt of the £25k Management Fee from The Bognor Regis Pier Company
25. Redevelopment of the Picturedrome Cinema procurement update
26. Preserving the Heritage of Bognor Regis - Pre-feasibility study for the acquisition of a historic building

Agenda items **24, 25 and 26** may contain confidential items and require a resolution to exclude public & 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 MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 8th JANUARY 2018

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: K. Batley, J. Brooks, J. Cosgrove, A. Cunard (until Min. 146), P. Dillon, T. Gardiner, S. Goodheart, M. Lineham, M. Smith, S. Reynolds, W. Toovey and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
Mrs. S. Norman (Assistant Clerk)
2 members of the Press (part of meeting)
OC Golding (part of meeting)
Prof. J. Longmore (University of Chichester Vice-Chancellor) (part of meeting)
Cllr. F. Oppler (WSCC Councillor and ADC Councillor) (part of meeting)
Cllr. P. Wells (ADC Councillor) (part of meeting)
1 member of the public (part of meeting)

In the absence of Cpt. Jonathan Rouffet, there were no prayers

Prior to the Meeting, a minute's silence was held in memory of Dougal Maconachie a serving Town Councillor who had passed away recently, with tributes paid by several Members of the Council

The Meeting opened at 6.38pm

126. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed all those present and dismissed the Mayor's Cadet. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence had been received from Cllr. Mrs. S. Daniells who was on annual leave. Apologies were also noted from Cpt. Jonathan Rouffet the Mayor's Chaplain.

The Town Clerk proceeded to inform Members that she had received, that afternoon, a letter of resignation from Cllr. D. Barnes (Hatherleigh Ward).

127. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 25 and 26 (Picturedrome), as the Tenant and Director of the Picturedrome Cinema

128. TO WELCOME PROFESSOR JANE LONGMORE, VICE-CHANCELLOR OF THE UNIVERSITY OF CHICHESTER, AND TO INVITE HER TO REPORT ON THE UNIVERSITY'S BOGNOR REGIS CAMPUS

The Chairman welcomed Professor Longmore and invited her to address the Council.

Meeting adjourned at 6.40pm

Professor Longmore gave a comprehensive update to Members of the Council regarding the ongoing development, and future plans of the University including the emerging Engineering & Digital Technology Park on the Bognor Regis campus. This included;

- an emphasised investment in the Bognor Regis campus, so that investment is equal and balanced across both campuses by 2021
- an increase in student numbers in Bognor Regis and the provision for accommodation and transport

- the support provided to local schools and through the University's Academy Trust addressing local educational needs such as low attainment levels
- the importance of the local community, being mindful of the pressures that the Bognor Regis campus puts upon it, and how the University must be good neighbours
- how the University sees its role in regeneration, with pride in the contribution made to cultural regeneration through the work in the community that is carried out by their students

Meeting reconvened at 7.05pm

During discussions with Professor Longmore, Members asked that the Town Council's congratulations be passed on to her predecessor, Professor Clive Behagg, who had been awarded an OBE for services to higher education and economic regeneration in the New Year's Honours list.

The Town Mayor thanked Professor Longmore for attending, and she left the meeting at 7.10pm.

129. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6th NOVEMBER 2017

The Minutes of the Meeting held on the 6th November 2017 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

130. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS

130.1 Arun District Councillor, Paul Wells, reported that the Full Council would meet on 10th January 2018 and will look at a way forward with the Bognor Regis Queensway Linear Park regeneration proposals. Cllr. Wells referred to a recent article, published in the Bognor Regis Observer, and said he felt that the Town Council should fight to keep the Town Hall.

130.2 West Sussex and Arun District Councillor, Francis Oppler, reported that he will be writing to the Group Head of Economy at ADC with concerns that he has surrounding health and safety issues regarding the proposed new toilet block on Bognor Regis Promenade.

Cllr. Oppler reported that the County Council are awaiting the decision of the Inspector in relation to the Local Plan. Members discussed ADC's proposals for the Queensway Linear Park and questions were raised surrounding parking, covenants, and the purchasing of land. Cllr. Oppler stated that he would raise these questions at both ADC and WSCC.

131. WRITTEN QUESTIONS FROM COUNCILLORS

Cllr. Cosgrove put the following written questions to the Mayor:

QUESTION ONE - Will the Mayor welcome the installation of a new safety gate at the south end of the playground adjacent the Sunken Gardens, as one of a series of safety improvements the Council asked Arun to implement, and will he write to the Chief Executive not only to thank him but also to urge the remaining improvements including repair of the other safety gates and erection of higher fencing as shown by the short extent of such fencing attached to the new gate?

The Town Mayor responded that as his fellow Members may recall, when this issue was originally brought before Council in September last year, he considered it urgent enough to warrant immediate discussion rather than referral through the Committee. He was therefore obviously pleased that the replacement gate has now been installed, and this particular safety issue addressed. With regard to any further improvements, the Mayor suggested that, with Members agreement, this issue be referred to the Events, Promotion and Leisure Committee for consideration.

Following discussion, it was **AGREED** that this would be referred to the Events, Promotion and Leisure Committee for consideration.

QUESTION TWO - What plans if any does the Council have to mark Holocaust Memorial Day on 27th January which marks the tragedy meted out to millions of Jews, Roma, Gays, Poles and others by Nazism, and if there are none will he consult quickly to arrange a suitable commemoration say at the War Memorial?

The Town Mayor replied that the Council had no plans to mark this date and in view of the timescale, would not wish the Council to rush into anything. However, if Members wish to pursue further, he suggested that the issue be considered at Committee stage to make suitable arrangements for 2019.

QUESTION THREE - Will the Mayor consult with the Town Clerk to look into the issue of whether he should be the first citizen of the town to lay a wreath on the War Memorial on Remembrance Sunday as established as correct protocol in 2002 when I was Mayor, but since undermined so that an incorrect procedure was reverted to under outside pressure? This correct procedure was researched by a former Town Clerk, and I feel that the Town Mayor as 'first amongst equals' must go first for the people of the Town.

The Town Mayor stated that the current process whereby all Chairmen proceed together to lay their wreaths had been acceptable to those concerned in recent years, and he could see no reason to revisit this at the current time. The Mayor did express his feeling that the focus for the morning must be the honouring of the fallen members of the armed forces and this should be the purpose for all, rather than concern over protocol and seniority.

QUESTION FOUR - Will the Mayor enquire to the Chief Executive of Arun as to how an officer there came to accord one event a priority status on grounds of longevity of event when there is no policy or agreed basis for this?

The Town Mayor responded that he assumed that this question related to the Bognor Regis Kite Festival use of West Park in Aldwick and this matter had been discussed fully by the Events, Promotion and Leisure Committee. However, the Mayor informed Members that he had already raised the issue with the Chairman of Arun District Council who had advised him that in fact, there had been a longstanding agreement between the District Council and the residents surrounding West Park to limit the number of major events to 6 a year in order to limit noise levels which, particularly in summer, can result in them having to listen to music for up to 12 hours a day. Following the joint venture in 2017, the feedback was that this made the weekend untenable for residents and as the Illuminations Gala had been using the park for more than 30 years, and is a well-established event on the calendar, the decision was taken that they should continue to use the space for the Bank Holiday weekend.

132. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Town Mayor adjourned the meeting from 7.36pm to 7.37pm to allow for questions from the public. A Councillor seated in the public gallery asked if the Mayor would join in congratulating the organisers of Ice Skating on the Prom.

The Town Mayor **AGREED** that a letter of congratulations would be sent to the organisers.

133. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were none.

134. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

135. Policy and Resources Committee Meeting of 21st November, the Extraordinary Meeting of the same date and the 4th December 2017

The Chairman of Committee, Cllr. Cunard, reported.

135.1 Extraordinary Meeting of 21st November 2017 - Min. 108 - Consideration of Grant Aid Funding 2018

Cllr. Cosgrove asked why Cllr. Mrs. Warr had chosen not to vote on the Bognor Regis Seafront Lights application, and whether a Declaration of Interest should have been declared. The Town Clerk drew Members

attention to Min. 106 in which Cllr. Mrs. Warr had declared an Ordinary Interest.

135.2 21st November 2017 - Min. 117 - To receive a report regarding the current use of tablets for the distribution of agendas and reports and consider alternative arrangements

Following discussion, it was **AGREED** that Members who have no access to a computer, tablet or laptop to view agendas and reports should advise the Clerk accordingly and may retain their tablets for this purpose provided that they are routinely checked for updates.

135.3 21st November 2017 - Min. 121 - To receive an update from Group Leaders regarding removal of future requirement for political parity across committees (S.O. 20.1 (III) refers) and consider any required amendments to the Standing Orders

There was a discussion amongst Members about the removal of political parity across the Council as it was felt that the subject matter was for Council rather than Committee discussion. It was subsequently **AGREED** that this issue be referred back to Council at the March 2018 meeting, and all Group Leaders were urged by the Town Clerk to consult their Membership to formulate a view prior to the meeting, to inform a full debate on this issue.

136. Community Engagement and Environment Committee Meeting of 20th November 2017

The Chairman of Committee, Cllr. Smith, reported.

20th November 2017 - Min. 63 - Update on the Youth Services Provision review including: update from the Youth Worker Steering Group Meeting held on 30th October 2017 and recommendations from Council Meeting 6th November 2017

The Chairman of the Community Engagement and Environment Committee reported that the Community Youth Worker, appointed to the pilot project, had resigned. The Chairman and Projects Officer are scheduled to meet with Sussex Clubs for Young People on 8th January 2018, at which a replacement will be discussed, and an update provided at the next Community Engagement and Environment Meeting later in the month.

137. Planning and Licensing Committee Meetings of 14th November, 5th and 19th December 2017

The Vice-Chairman of Committee, Cllr. Reynolds, reported.

14th November 2017 - Min. 112 - Local Rail Matters

Cllr. Gardiner asked whether a reply had been received from Mr. Nick Gibb MP. As reported under Correspondence at the Planning and Licensing Meeting held on 19th December 2017, a reply had been received from Mr. Gibb in which he advised that he had written to the Rail Minister, Mr. Paul

Maynard MP, and would write to the Town Council again once he had received a reply.

Members commented on the successful completion of the renovations carried out at Bognor Regis railway station although it was noted that certain areas surrounding the gateway still needed to be addressed. The Clerk reported that, as agreed at a recent Bognor Regis Regeneration Board meeting, a letter had been sent by the Town Council to Network Rail regarding the poor appearance of the approach to the Railway Station but as yet no response had been received. The Mayor confirmed that he would raise Members concerns at the forthcoming launch event.

138. Events, Promotion and Leisure Committee Extraordinary Meeting of 13th November and the Meeting of 11th December 2017

The Chairman of Committee, Cllr. Brooks, reported.

11th December 2017 - Min. 85 - Consideration of issues surrounding 2018 August Bank Holiday events and to seek agreement of the Committee for Bognor Regis Town Council to try to facilitate a meeting of various parties

Cllr. Brooks declared a Pecuniary Interest in this item as his company works for the event organisers

Cllr. Goodheart asked whether there had been any update on a meeting with the various parties. The Assistant Clerk reported that invitations had been sent but that not all recipients had yet replied. Members questioned whether the situation could have been handled better, and queried whether ADC should have contacted the organisers of the Bognor Regis Kite Festival to discuss the matter in the first instance.

139. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY

The Council **RESOLVED**, 'to formally receive the reports, Minutes and recommendations of the Committees, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

140. TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, DOUGAL MACONACHIE

The Assistant Clerk's report was noted. The Town Clerk gave details of the funeral arrangements for Cllr. Maconachie.

141. TO AGREE AMENDMENTS TO THE MEMBERSHIP OF THE POLICY AND RESOURCES COMMITTEE, FOLLOWING THE EX-OFFICIO APPOINTMENT OF CLLR. S. REYNOLDS ON HIS ELECTION AS DEPUTY MAYOR

The Assistant Clerk's report was noted.

Members **AGREED** to the amendments as set out in the report and noted Cllr. Reynolds' appointment to the Committee by virtue of his position as Deputy Mayor.

142. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN OCTOBER AND NOVEMBER AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (DECEMBER NOT YET AVAILABLE)

The Council **RESOLVED** 'to note the payments and transfers made in October and November and to note the balances, bank reconciliation and financial reports'.

143. TO RECEIVE DETAILS OF CURRENT LIAISON ARRANGEMENTS THROUGH JWAAC

The Assistant Clerk's report was noted and a Member expressed concern at the possible withdrawal of ADC from this three-tier level of consultation.

144. ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS: TO CONSIDER THE NOTES OF THE MEETING HELD ON 22nd NOVEMBER 2017 (IF AVAILABLE)

The notes of the meeting were not yet available.

145. TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2018-2019

The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were noted. The Chairman of the Policy and Resources Committee provided a statement to Members regarding the budget highlighting the various points, and drew Members attention to Option 2 contained within the report. The Policy and Resources Committee Chairman, the Town Clerk, Assistant Clerk and the Town Council's Accountant were congratulated on the 'masterly' 2018-2019 budget and a note of thanks was recorded.

Members **RESOLVED** to **APPROVE** formal adoption of the budget for 2018-2019 resulting in a £3.54 increase per annum per Band D property thus rising from £118.09 to £121.63 a year. Cllr. Gardiner asked that his abstention be noted.

146. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2018-2019

The Town Clerk's report was noted.

Members **RESOLVED** to set the precept amount for 2018-2019 at £878,655. Cllr. Gardiner asked that his abstention be noted.

147. REGENERATION INCLUDING TO RECEIVE BRIEFING NOTES ON BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 25th OCTOBER 2017

The Assistant Clerk's report together with the Briefing Notes of the Regeneration Board Meeting held 25th October 2017 were noted.

Members discussed at length their concerns over the plans for the Regeneration of the Town and challenged that the proposals were redevelopment rather than regeneration.

148. TO NOTE RECEIPT BY THE TOWN CLERK OF THE DEPUTY MAYOR'S SIGNED NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE FOLLOWING HIS APPOINTMENT AT THE TOWN COUNCIL MEETING ON 6th NOVEMBER 2017 - MIN. 110 REFERS

Members noted receipt by the Town Clerk of the customary, non-statutory, Declaration of Acceptance of Office following his appointment as Deputy Mayor from Cllr. Reynolds.

149. TO NOTE AN AMENDMENT TO THE DATE ON WHICH MAYOR'S CADETS TAKE OFFICE

The Assistant Clerk's report was noted together with the change of date to May each year for the Mayor's Cadets to take office.

150. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

151. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was noted.

152. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

The Town Clerk reported that reports had been received from the following Representatives to other organisations, and had been emailed to all Councillors:-

152.1 Cllr. Barnes - JWAAC Highways & Transport Sub Group.

152.2 Cllr. Woodall - Arun Arts Ltd, Bognor Regis Concert Band, LSP/AWHP and Stonepillow

Verbal Reports:

152.3 Cllr. Toovey - invited to attend a Southdowns Folk Festival Meeting taking place on 9th January 2018.

153. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists. The following items were highlighted: -

153.1 WSCC - A consultation regarding Group Membership of the JWAAC Highways & Transport Sub Group has now concluded, the outcome of which will be discussed and agreed at the next JWAAC H&T Sub Group Meeting. This matter will be referred to the Town Council's Policy and Resources Committee Meeting to be held on the 5th of February 2018.

153.2 SSALC - Details of Training Days available in 2018, including the West Sussex Spring Conference to be held at Hilton Avisford Park on 6th March 2018. Councillors interested in attending the conference are asked to speak with the Town Clerk.

154. PICTUREDROME SITE UPDATE INCLUDING: -

Director's Report, any urgent actions taken for ratification

The Director's Report was received, and it was noted that an element of the update would require discussion under Confidential Business.

155. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

Members received a verbal report from the Town Clerk and it was noted that an element of the report would need to be discussed under confidential business.

156. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (CONTRACTUAL)

The Council **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 (SO.31.1) - Agenda items 25 and 26 (contractual).

157. PICTUREDROME SITE UPDATE

Members received and noted the confidential, verbal report from the Town Clerk in relation to 1B Linden Road.

Following discussion, it was **AGREED** that the Town Clerk should make contact with the relevant Officer at ADC regarding the identified issue so as to progress the matter.

158. REDEVELOPMENT OF THE PICTUREDROME CINEMA PROCUREMENT UPDATE

Members received and noted the confidential, verbal report from the Town Clerk.

The Meeting closed at 9.34pm



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 5th FEBRUARY 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during Min. 142), M. Smith and P. Woodall (from Min. 142).

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Assistant Clerk)
1 Councillor in the public gallery
Mrs. J. Smith (Town Crier) for part of meeting

The Meeting opened at 6.30pm

140. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. There were apologies for absence received from Cllr. Mrs. J. Warr who was on annual leave and Cllr. P. Dillon who was attending another meeting. Cllr. S. Goodheart had also advised the Clerk that he may be late arriving to the meeting.

141. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the

Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already. In addition, the Chairman advised the Councillor in the public gallery that he too would need to declare any interests if he had any and leave the room if Disclosable Pecuniary.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 27, as the tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 27, as an employee of the Picturedrome Cinema

Cllr. J. Brooks, in the public gallery, declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot

142. TO WELCOME JANE SMITH, TOWN CRIER FOR BOGNOR REGIS, AND TO INVITE HER TO REPORT ON HER RECENT ATTENDANCE AT THE 65th NATIONAL TOWN CRIERS COMPETITION HELD IN HASTINGS

The Chairman welcome Jane Smith, Town Crier for Bognor Regis and adjourned the meeting from 6.32pm to 6.45pm to allow Members to hear about her recent attendance at the 65th National Town Criers Competition held in Hastings.

Members heard that the competition had been an excellent event which took place on Hastings Day, 14th October 2017 at the end of the Hastings Week festivities. The accolade of Best Dressed Town Crier was presented to Mrs. Smith and included an award of silverware, which will have to be returned at the event later this year.

Members commended Mrs. Smith on all her work and enthusiasm for the role and the benefits in promoting the Town and encouraging visitors.

Members noted that, in Mrs. Smith's opinion, competitions can be an excellent way of promoting the area, especially those events that have high footfall as usually, each competition includes an element of "Crying" about your own Town. However, with 19 competitions held each year, it is sensible to be selective about which should be attended, and Mrs. Smith felt that four or five competitions each year would be adequate.

A Member queried the Town Crier's attendance at events outside of the Town boundary and it was acknowledged that this does occur, but consideration must be given to any resident Town Crier for the places that are visited, and correct protocol followed.

It was noted that anyone can request that the Town Crier attend an event and those within the six Wards of Bognor Regis would attract only a nominal fee to cover expenses and the first hour of attendance. However, with regard to a question whether commercial work was undertaken, whilst this can be accommodated it would attract an appropriate full-scale fee.

Finally, Members sought Mrs. Smith's opinion on the proposal that nominated charities may be exempt from charges and she stated that she was keen to assist where possible but further investigation of any proposed charities would be necessary.

The Chairman thanked Mrs. Smith for taking the time to address the Committee and it was noted that the issue of competitions and nominated charities would be discussed later in the meeting.

Mrs. Smith left the meeting

143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th DECEMBER 2017

The Minutes of the Meeting held on 4th December 2017 were approved as a correct record and signed by the Chairman.

144. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.50pm

A Member in the public gallery spoke about his desire to see any planters not currently included within the sponsorship programme either utilised for sponsorship opportunities or used to promote the 2 Hour Free Parking Scheme and this would be referred to the Town Force Manager. The Member also highlighted the movement of the decking on the seafront, as referred to in the Town Force Report and expressed disappointment that the cost was to be borne by the Town Council.

Meeting reconvened at 6.54pm

145. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

145.1 Annual Town Council Meeting 8th May 2017 – Min. 33.1 – Correspondence re: Wifi and CCTV

As agreed at that meeting, once costs etc were known, this matter would be referred to the Policy and Resources Committee for further discussion. Members are advised that Officers continue to chase ADC for the financial details and once received will refer the subject to this Committee.

145.2 31st July 2017 – Min. 37 – Public Question Time, Question regarding banners on lampposts in London Road

As a result of a query raised during Public Question time and following further investigation, ADC confirmed by email on 4th August 2017 that responsibility/ownership of the columns in question was to be handed back to WSCC/SSE and it would be for them or the BID to decide if the banner arms should be reinstated.

145.3 21st November 2017 – Min. 117 – Tablets

Subsequent to the meeting, it was felt by Officers that as all-but-one of the tablets are to remain in the Town Council offices, there would not appear to be a current need to proceed with the IT support at a cost of £240 per annum. This will, of course, remain under review and a report made to Council should it be necessary to alter this course of action.

With regard to the issues with Cllr. Mrs. Warr’s hardware, it has been agreed that the Civic & Office Manager will visit Cllr. Mrs. Warr at home to see if she can resolve the issue before incurring costs from the Town Council’s IT support provider. However, this visit has not yet taken place and will be arranged with Cllr. Mrs. Warr in the near future.

145.4 21st November 2017 – Min. 121 – Political Parity

This issue was referred to at the Full Council Meeting held 8th January 2018 (Min. 135.3 refers) and as a result will be considered as an agenda item by the Full Council at the meeting scheduled for 12th March 2018.

145.5 21st November 2017 – Min. 122 – Car Parking

As instructed, a letter was sent to ADC requesting an extension of the 2 Hour Free Parking Scheme to include all ground level car parks and an acknowledgment has been received but no further communication.

146. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager’s report was noted.

Cllr. Cunard declared an Ordinary Interest in this item as sponsor of one of the Christmas Trees

Cllr. Cunard expressed his disappointment at the theft of the Christmas star from the tree he sponsored by the Railway Station but did feel that the picket fencing had been a great addition to the appearance of both of the sponsored trees provided by the Town Council and hoped that this would be used again in future years.

147. TO NOTE AND RECEIVE A REPORT REGARDING THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION IN MAY 2018

The Assistant Clerk’s report was noted.

A Member queried who the current Data Controller, under the Data Protection Act 1998 was and the Town Clerk confirmed that she undertook this role.

Members noted that a further report, including recommendations as to how to proceed, should be presented to this Committee at the next meeting in April.

148. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST THAT THEIR REVISED CODE OF CONDUCT BE ADOPTED BY BOGNOR REGIS TOWN COUNCIL AND TO RECEIVE A REPORT FROM L.C.S. LTD ON THE ISSUE - MIN. 119 REFERS

The Assistant Clerk's report was noted.

Members discussed at length the proposal before them and considered the recommendations of L.C.S. Ltd on this issue.

With regard to training, the Town Clerk reported that this had been arranged following the 2015 election, with the majority of Councillors attending. However, it was agreed that a refresher course may be appropriate and that L.C.S. Ltd be asked if they would be available to carry this out on an occasion when they are undertaking other works at the Town Council offices.

Members subsequently **RESOLVED** to **RECOMMEND** to Council that:

- the Council should not adopt the revised Arun District Council Code of Conduct;
- a fourth appendix (as circulated with the report) relating to Planning, be attached to the Town Council's existing Code of Conduct;
- a training refresher on the application of the Code and ethical framework should be offered to all Councillors.

149. TO RECEIVE DETAILS, INCLUDING COSTS, OF EQUIPMENT TO REGISTER FOOTFALLS AT EVENTS - MIN. 81 REFERS

The Assistant Clerk's report was noted.

Members discussed the benefits of gauging footfalls, the use of the data and the need for benchmarking to compare days when events take place to days when no events take place. Concern was expressed that whilst collection of data may be straightforward, analysis was more complex and as events are so dependent on the weather, any data collected may not be usable.

Following discussion, it was **AGREED** that this issue will be referred to the Events, Promotion and Leisure Committee for further consideration

including identification of funding for any expenditure from within their budget.

150. **TO RECEIVE AN UPDATE ON THE PROPOSAL FOR BILLY BULB TO BE LOCATED FOR THE SUMMER MONTHS ON A TOWN ROUNDABOUT AND TO AGREE EXPENDITURE FOR REFURBISHMENT WORKS - MIN. 88 REFERS**

Cllr. Brooks, in the public gallery, left the room at 7.04pm having earlier declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot

The Assistant Clerk's report was noted.

Cllr. Cunard left the room at 7.05pm

Members discussed the decision by WSCC Highways to not permit the siting of the mascot on a roundabout and whether this should be challenged but following a vote it was decided not to proceed with any challenge.

Following the debate, it was **RESOLVED** to **APPROVE** expenditure of £475.16 for the refurbishment works already undertaken and that this should be funded through the remaining balance of the mascot's maintenance budget.

With regard to further fabrication works, whilst Members **AGREED** that quotations be requested for consideration at a future meeting, it was felt that any expenditure should be met through Crowdfunding rather than through Town Council budgets.

Cllr. Brooks, returned to the public gallery at 7.10pm

Cllr. Cunard returned to the meeting

151. **TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 22nd NOVEMBER 2017 (IF AVAILABLE)**

The notes of the meeting were not yet available.

152. **TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12th JUNE 2017 (MIN. 12 REFERS) THAT £500 BE VIRED FROM THE BOGNOR REGIS BRAND BUDGET TO THE PROMS IN THE PARK BUDGET**

The Assistant Clerk's report was noted.

Members **RESOLVED** that £500 be vired from the Bognor Regis Brand Budget to the Proms in the Park Budget to fund the expenditure incurred for the provision of a second band at the Proms event.

153. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 19th MARCH 2018

The Assistant Clerk's report was noted.

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7pm on Monday 19th March 2018, in the Council Chamber at the Town Hall;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- That no presentations are made to allow for Community Engagement instead;
- Sussex Police & Crime Commissioner, who has already accepted the invitation to attend, shall take questions from the public;
- The Chairman of each Committee be asked to attend to answer any questions from the public.

154. INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19; TO REVIEW THE 2018/19 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

154.1 To review letter of engagement and reconfirm appointment of internal auditor for 2018/19

The Assistant Clerk's report was noted. Members reviewed the letter of engagement circulated at the meeting and **RESOLVED** to **RECOMMEND APPROVAL** to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal auditor for 2018/2019.

154.2 The Assistant Clerk's report was noted. Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2018/2019 to the Town Council.

155. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Assistant Clerk's report was noted.

Members considered the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018.

A Member queried how the transfer from paper to electronic records was progressing. The Town Clerk advised that great inroads to the historic paperwork had been made but there was more to be completed.

A Member asked for confirmation of how Town Council Assets, such as benches, were recorded and if there was a map available to enable them to be identified. The Town Clerk reported that the benches on the seafront included "BRTC" into the ironwork. The situation regarding the more recent bench installations funded through the Ward Allocation was queried and the Town Clerk confirmed that these would not include the identifying metalwork. However, all benches would be included on the asset register and would form part of the routine inspections carried out by Town Force on all Town Council assets. Cllr. Goodheart requested that a copy of the relevant map identifying the benches be provided.

Members subsequently **RESOLVED** to **RECOMMEND** that the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 be referred to the Town Council for **APPROVAL**. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

156. TO RATIFY EXPENDITURE OF £100 FROM THE MAYOR'S EXTRA ALLOWANCE AS A DONATION TO ST WILFRID'S HOSPICE IN MEMORY OF THE LATE DOUGAL MACONACHIE, COUNCILLOR FOR BOGNOR REGIS TOWN COUNCIL

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the expenditure of £100 from the Mayor's Extra Allowance as a donation to St Wilfrid's Hospice in memory of the late Dougal Maconachie.

157. TO DISCUSS THE JWAAC HIGHWAYS AND TRANSPORT SUB GROUP AND IMPLICATIONS FOR THE TOWN COUNCIL ARISING FROM POSSIBLE CHANGES TO THE GROUP'S MEMBERSHIP

The Assistant Clerk's report was noted.

Following discussion Members **AGREED** that, as previously advised to JWAAC, the Town Council wished to continue with the Highways and Transport Sub Group. Furthermore, Members would be willing to look at a set up similar to JEAAC i.e. administered by the Town and Parish Councils in the area in that they provide including administrative support for the meeting including the venue, coordinating the agenda and taking minutes and with each Town or Parish Council undertaking the role for one year on a rotational basis.

Members requested that Cllr. Goodheart, who would be attending the next JWAAC meeting on 6th February 2018, relay these comments to the Committee when discussing the future of the Sub Group.

158. TO RECEIVE A REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING AN UPDATE ON THE BID

The Projects Officer's report was noted.

Members discussed at length the reasons for and against becoming a member of the BID company.

Following lengthy debate and a vote, it was **RESOLVED** that the Town Council should not become a member of the BID company.

Members did state that they hoped that the BID Board would extend an invitation to the Town Council to attend Board Meetings as a non-voting observer to facilitate future partnership working between the two organisations.

159. TO RATIFY THE DECISION TAKEN BY THE TOWN CLERK, MAYOR AND CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE TO PROCEED WITH THE ISSUE OF POLLING CARDS FOR BOTH WARD BY-ELECTIONS

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the decision taken by the Town Clerk, Mayor and Chairman of the Policy and Resources Committee to proceed with the issue of Polling Cards for both Ward By-Elections.

160. TO RECEIVE A REPORT FROM THE CIVIC & OFFICE MANAGER ON THE ACTIVITIES OF THE TOWN CRIER INCLUDING CONSIDERATION OF ATTENDANCE AT FUTURE COMPETITIONS

The Civic & Office Manager's report was noted.

Members discussed the matters before them at length and subsequently **RESOLVED:**

- That the Bognor Regis Town Crier be permitted to participate in further competitions, with travel expenses paid from the Town Crier's Budget;
- The decision as to which competitions to be attended will be at the discretion of the Town Crier but expenditure for travelling expenses will not exceed £500 in any financial year;
- Any unused funds from the 2017/18 budget should be earmarked along with any income received for the Town Crier;
- That the Town Crier have two charities, each year, for whom only the basic administration charge of £20 plus VAT for the duration of the event would be payable. Furthermore, Members **AGREED** that

one of these charities should be the Mayor's Charity with the other nominated by the Town Crier;

- That an "Annual Review" with the Town Crier be undertaken in the Autumn each year.

161. TO RECEIVE AN UPDATE ON THE WORKS TO OLBY'S CLOCK AS AGREED AT THE COUNCIL MEETING HELD 3rd JULY 2017 - MIN. 57 REFERS

The Civic & Office Manager's report was noted.

Members welcomed the news that the clock would be reinstalled in the March, when the scaffolding had been removed from the building.

162. TO CONSIDER THE RECOMMENDATION MADE AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22nd JANUARY 2018 THAT FUNDING BE IDENTIFIED FOR A PRIZE OF £100 FOR THE CITIZENS AWARD FOR YOUNG PEOPLE - MIN. 93 REFERS

The Assistant Clerk's report was noted.

The Chairman reported that whilst he acknowledged the motive behind the recommendation, he questioned the level of the proposed award, especially when considering that the recipient of the Mayor's Civic Award receives no financial prize and the maximum awarded to competition winners through the Bognor Regis in Bloom programme was £25.

Following discussion, it was **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People.

Members proceeded to discuss how this prize should be funded and subsequently **RESOLVED** that this expenditure should be met through the Civic Fund.

163. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £3,040 PLUS VAT FOR 4 X DELL OPTIPLEX 3050 REPLACEMENT PCs INCLUDING INSTALLATION AS PART OF THE ON-GOING ROLLING REPLACEMENT PROGRAMME

The Town Clerk's report was noted.

Following discussion, Members **RESOLVED** to **RATIFY** the cost of purchase and installation of 4 x Dell OptiPlex 3050 replacement PCs at £3,040 plus VAT.

164. FINANCIAL REPORTS INCLUDING: -

164.1 To note Committee I&E Reports for the month of December 2017 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2017.

164.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of November and December 2017, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

165. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists.

Cllr. Goodheart requested a copy of the Wayne Hemmingway email, a redacted copy of the letter from the local young person and the email from WSCC regarding changes to grant funding.

Cllr. Cosgrove requested a copy of the Wayne Hemmingway email and a redacted copy of the letter from the local young person.

166. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Due to the previously declared interests, Cllrs. Cunard and Mrs. Daniells left the meeting at 7.46pm

Director's report, any urgent actions taken for ratification

The Director's Report was noted and actions taken as detailed were **RATIFIED**.

A Member asked for an update on the Schedule of Works. The Town Clerk reported that these are now nearing completion, but it was noted that no further action will be taken regarding a review of the Managing Agent services going forward, until the outstanding issue arising during the current Agent's tenure is fully resolved.

It was reported that an element of this agenda item would need to be discussed under Confidential Business as it related to a contractual matter.

167. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (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.31.1) - Agenda items 27 and 29 (contractual).

168. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Town Clerk gave a verbal report to Members on two issues relating the Kiosk, 1a Linden Road, which is now vacant.

Following discussion, Members **RESOLVED** to take action as detailed in the Confidential Minute, appended to the file Minutes.

A Member did suggest that whilst the Kiosk is vacant, consideration be given to the use of the space for promotion of the Town Council and events. Furthermore, it was suggested that should no tenant be found, the space be utilised on a permanent basis for Town Council activities although it was acknowledged that the lost income would have to be found from elsewhere.

Cllrs. Cunard and Mrs. Daniells returned to the meeting at 8.15pm

169. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.17pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 22nd JANUARY 2018

- PRESENT:** Cllr. M. Smith (Chairman); Cllrs: J. Brooks, J. Cosgrove (from Min. 82), Mrs. S Daniells, S. Goodheart (from Min. 82) and P. Woodall (from Min. 82)
- IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)
1 member of the public

The Meeting opened at 6.31pm

79. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr P. Dillon due to a medical appointment and Mrs. J. Warr who was on annual leave.

80. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the

Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations of Interest

81. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 20th NOVEMBER 2017

The Minutes of the Meeting held on the 20th November 2017 were approved by the Committee as a correct record and were signed by the Chairman.

82. TO INTRODUCE AND WELCOME THE NEW YOUTH WORKER FOR BOGNOR REGIS

The Chairman introduced the new Youth Worker for Bognor Regis and adjourned the meeting from 6.36pm to 6.45pm to enable the Youth Worker to give a brief overview of her background together with plans on how she will develop and deliver her role over the coming months.

Questions from Members were taken following the presentation and the Chairman thanked the Youth Worker for attending.

83. ADJOURNMENT FOR PUBLIC QUESTION TIME, EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

The Chairman adjourned the Meeting at 6.46pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

A member of the public spoke regarding subjects including implications for the Sir Richard Hotham Project should the new Linear Park proceed and the distribution of Councillors across Wards.

The Chairman reconvened the Meeting at 6.55pm

84. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

84.1 Min. 45 - 11th September 2017 - Application to register the Town Hall as a community asset

The Projects Officer gave an update on the number of responses received to date and asked Members how long they wished to continue with the survey. Following discussion, it was **AGREED** to continue with the evidence gathering for another week and then submit the application. Members also asked for some emphasis to be given to user groups of the Town Hall within the submission.

84.2 Min. 62 - 11th September 2017 - Consideration of My Sisters House as a Topic Team project

Members had asked for letters of support to be sent to Nick Gibb MP, together with the District and County Councils and to urge ADC to consider offering match funding for My Sisters House. The Projects Officer read out the responses she had received.

84.3 Min. 63 - 11th September 2017 - Update on the Youth Services Provision Review

Members had asked to have one of the stands that are available prior to JWAAC meetings to showcase relevant projects. Officers have been informed that the County Council are planning a pre-event for the February meeting about a new approach to Community Funding and it would therefore not be appropriate to have a youth update stand as well. It was noted, however, that it may be possible to have a stand before the meeting in June and Officers will therefore monitor the situation. Youth Services is included on the JWAAC Progress Statement and the Projects Officer confirmed that a report is submitted to JWAAC ahead of all meetings for inclusion.

85. UPDATE ON COMMUNITY FORUMS AND COUNCILLOR SURGERIES INCLUDING; RECOMMENDATIONS FOR THE 2018 PROGRAMME, AN INVITATION TO ATTEND AN ENGAGEMENT SESSION AT GRANDAD'S FRONT ROOM AND CONSIDERATION OF A MEMBER'S PROPOSAL TO INVITE THE GOVERNMENT MINISTER FOR HOUSING AND PLANNING TO VISIT BOGNOR REGIS

The Projects Officer asked Members to note an error in the report stating that the next Community Forum is in March. The next scheduled Community Forum will be February.

Following discussion Members **AGREED** the following:

- The 2018 Community Forums would be held in specific community venues and will adopt a more structured process. South Bersted

School have expressed an interest in Community Engagement with the Council and as this will also tie in with the Youth Service Review that is being undertaken by the Committee, arrangements will be made to see if the February forum can be held there.

- Councillor Surgeries would link in with the drop-in events being held at Grandad's Front Room and Councillors would attend these sessions. The regular Friday sessions at the Regis School of Music would also continue.
- When the better weather arrives, drop-in surgeries will recommence, and the gazebo will be taken to various locations within the Wards.
- An invitation be extended to the Government Minister for Housing and Planning to visit Bognor Regis to witness the impact housing in the neighbouring parishes is having on Bognor Regis and the wider Bognor area. Members also requested that an invitation to Nick Gibb MP to join the Government Minister, should also be extended.

Members also felt that the Annual Electors Meeting should include more scope for public engagement during the early part of the meeting and would like to see less public speakers and more emphasis on letting the community have a say and therefore **AGREED** to **RECOMMEND** to the Policy and Resources Committee to consider this proposal.

86. CONSIDERATION OF A MEMBER'S PROPOSAL FOR A NEW TOPIC TEAM PROJECT

The Projects Officer's report was noted.

Following discussion Members **AGREED** with the proposal for a new Topic Team project to develop a Playing Out Scheme for the Town. In order to begin the process Members were asked to identify any suitable residential roads or streets in their Wards that could be included in the scheme. Members further **AGREED** that the Chairman should attend a workshop in Bristol in February as an approved duty and that the Projects Officer should accompany him.

Members were further asked to consider drafting Terms of Reference for the new Topic Team and requested that Officers draw up a draft on their behalf for submission to the Policy and Resources Committee for approval.

87. YOUTH SERVICES PROVISION REVIEW INCLUDING UPDATE FROM THE YOUTH WORKER STEERING GROUP MEETING HELD ON THE 9th JANUARY 2018

The Projects Officer's report was noted and Members expressed relief that concerns regarding the future of Sussex Clubs for Young People were unfounded.

88. CONSIDERATION OF THE CRITERIA, PROCEDURES AND NAME FOR THE GRANT AID DISCRETIONARY FUND - POLICY AND RESOURCES COMMITTEE 4th DECEMBER 2017 MIN. 138 REFERS

Members discussed their own suggestions and proposals and debated the subject at length including reference to issues such as the timing of the grants, the amount that may be claimed at any one time, the restriction on the use of the grant to fund salaries, the flexibility of the criteria to be met and ease of application.

Following discussion, it was **AGREED** that the Projects Officer would draft the objectives for the initiative based on the discussions and re-draft the existing criteria in a less rigid format. The draft documents will then be emailed to Members for consideration and comments. An Extraordinary Meeting of the Committee will be called to agree the proposals once Members agree a final draft, for recommendation to the Policy and Resources Committee. Members will also give some thought to an appropriate name for the initiative and this will also be agreed at the Extraordinary Meeting.

89. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET INCLUDING UPDATE ON EXPENDITURE AND REMAINING 2017/18 BUDGET

The Projects Officer's report was noted and a verbal update given that there had not been any response from the Members of Marine Ward following a Member's proposal and that without their approval, no initiative could progress.

90. TO CONSIDER NOMINATIONS FOR THE MAYOR'S GOOD CITIZEN AWARD

The Committee considered the nomination by the Town Mayor for this year's award and **AGREED** to support this. Details of the recipient would not be released until the award is made.

91. **UPDATE ON COLLABORATIVE STREET ART PROJECT - MIN. 52 REFERS**

The Projects Officer confirmed that The Bognor Regis Trust CIC had joined the project via the Bognor Regis Heritage Partnership Board and they had been able to provide the shortfall in funding that allowed the project to be completed. There has been a lot of positive feedback and the project has received good coverage in the press.

92. **CONSIDERATION FOR A MEMORIAL PLAQUE/GARDEN TO HONOUR NOTED RESIDENTS OF THE TOWN - MIN. 72 REFERS**

The Projects Officer's report was noted and, following discussion, Members **AGREED** not to proceed with this initiative. However, a new proposal was put forward and this will be an agenda item for another meeting.

93. **CITIZENS AWARD FOR YOUNG PEOPLE INCLUDING; CONSIDERATION OF THE NOMINATION/SELECTION PROCESS, TO AGREE THE TYPE OF AWARD/TROPHY/CERTIFICATE TO BE PRESENTED AND TO DETERMINE ANY REQUIRED BUDGET AND MAKE ANY NECESSARY RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 75 REFERS**

The Projects Officer's report was noted.

Following discussion, Members **AGREED** that the nominee would be the Mayor's choice and be chosen from the young people he had met during his time in Office. It was further **AGREED** to **RECOMMEND** that the recipient be awarded a certificate and a cash prize of £100 and referred this decision to the Policy and Resources Committee for approval and to identify a budget.

94. **FUNDING FOR ELECTRIC CAR CHARGED POINTS UNUSED BY COUNCILS. REPORT FROM CLLR. COSGROVE**

Cllr. Cosgrove reported that there is a substantial amount of Grant Funding available for charging points for electric cars that is not being applied for by Councils and would like to urge Arun District Council to take advantage of this opportunity to maximise the use of the grants. A Member of the Council, who also serves on the District Council, reported that ADC are fully aware of the grants and are currently taking steps to ensure that, going forward, there will be sufficient charging points throughout the District. It was therefore **AGREED** to write to ADC to request a progress update.

95. REPORTS:

a) to note financial reports, previously circulated
The reports were noted

b) any further reports
There were no further reports

96. CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated including the following additional items:

Email: Chair West Sussex Cycle Forum – regarding the uncovering of No Cycling markings on the Prom and requesting they be permanently covered.

Email: West Sussex County Council – Young Peoples Event Tuesday 24th April 2018

The Meeting closed at 9.03pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 9th JANUARY 2018

PRESENT: Cllr. Mrs. J. Warr (Chairman), Cllrs: K. Batley, P. Dillon,
S. Goodheart, S. Reynolds and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

Prior to the Meeting, a pre-meeting briefing was held with the Chairman of Arun District Council's Bognor Regis Regeneration Sub-Committee, Councillor Phil Hitchins, and the West Sussex County Council Cabinet Member for Highways and Transport, Councillor Bob Lanzer to discuss what options are being considered as part of the regeneration proposals for the High Street, and Esplanade, in Bognor Regis

The Meeting opened at 7.00pm

141. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies of absence were noted from Cllr. Mrs. S. Daniells who was on Annual Leave.

142. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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. In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be

returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Dillon stated that, as a Member of Arun District Council's Development Control Committee, he will be voting on the matters before him having regard only to such information as placed before the Town Council. If he should come to consider any matters again at the District Council, and further information may be available, he will consider the information available at that time and may come to a different decision

143. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 19th DECEMBER 2017

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 19th December 2017 as an accurate record of the proceedings and the Chairman signed them.

144. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

145. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

146. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 16036: 2 LENNOX STREET, BOGNOR REGIS

Licensing Act 2003

Premises: 2 Lennox Street, Bognor Regis

Licence Number: 16036

The Committee noted the Licence application received for the supply of alcohol from 10.00 to 23.30, until 01.00 on Christmas Eve and New Year's Eve. Further information was not available in relation to the licence, as access to ADC's Public Register was not possible, and it was noted that the application was a change to an existing licence to supply alcohol.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence application.

147. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22nd AND 29th DECEMBER 2017, AND 5th JANUARY 2018

147.1 The Committee noted that there were no views from Town Councillors to report.

147.2 The Committee noted that representations had been received by the Town Council from the public in respect of BR/288/17/PL. None had been received from neighbouring parishes in respect of these applications.

147.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

148. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 22nd AND 29th DECEMBER 2017, AND 5th JANUARY 2018

There were no significant planning applications that Members wished to raise on lists dated 22nd and 29th December 2017, and 5th January 2018.

149. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

150. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included:-

150.1 ADC - Main Modifications to the Arun Local Plan, and supporting documents, are being made available for representations over a six-week period starting on Friday 12th January until 5pm on Friday 23rd February. The Committee must advise the Civic & Office Manager, at the meeting, if they wish for this issue to be included on the agenda for the Planning and Licensing Meeting to be held on 30th January 2018. Members **AGREED** that the issue would be included on the agenda for the Planning and Licensing Meeting to be held on 30th January 2018.

150.2 A public exhibition, in relation to planning application BE/61/13 (approved conditionally) for Oldlands Farm, Steyning Way, Bognor Regis, will take place on Wednesday 10th January 2018 between 2pm and 7pm at Bersted Park Community Centre, Lakeland Avenue, Bognor Regis, PO21 5FF. Exhibition documentation can also be viewed online at <https://rapleys.com/consultation/bognor-regis/>.

- 150.3** Notification of upcoming West Sussex Highway Works: 3rd-17th January 2018. Emailed to Committee and uploaded to Town Council Facebook page.
- 150.4** WSCC - Public Notice of temporary Traffic Regulation Orders that will be in place on Station Road, Bognor Regis 17th-24th January 2018, and on Victoria Drive, Bognor Regis 29th-30th January 2018. Emailed to Committee and uploaded to Town Council Facebook page.
- 150.5** Letter from neighbour of property in relation to planning application BR/305/17/HH (30 Mansfield Road, Bognor Regis).

The Meeting closed at 7.19pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th JANUARY 2018****REPRESENTATIONS ON LISTS DATED 22nd AND 29th DECEMBER 2017, AND 5th JANUARY 2018**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/288/17/PL (Re-Advertised) Main Unit Rear of Holmlea Town Cross Avenue Bognor Regis	Rear extension to storage & workshop areas & roof extension	NO OBJECTION
BR/321/17/PL Sovereign Court Campbell Road Bognor Regis	Replacement of all windows & doors, existing timber fascia, soffits, guttering & downpipes with PVCu & the main entrance doors, fire exit doors/communal doors to be replaced with aluminium	NO OBJECTION
BR/330/17/L The Pier The Esplanade Bognor Regis	Listed building consent for the removal of existing dropped soffit & lighting, making good original soffit above & 6 No. new lighting to arcade area	NO OBJECTION
BR/331/17/PL Butlins Upper Bognor Road Bognor Regis	Variation of conditions 2, 8, 12, 14 & 21 imposed under BR/240/16/PL relating to approved plans	NO OBJECTION

BR/329/17/PL (Non-Statutory) 17 Lennox Street Bognor Regis	Single storey rear extension to ground floor apartment	NO OBJECTION
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BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 30th JANUARY 2018

PRESENT: Cllr. S. Reynolds (Vice-Chairman), Cllrs: Mrs. S. Daniells,
P. Dillon and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of meeting)

The Meeting opened at 6.30pm

151. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman took the chair, welcomed those present, and went through the evacuation procedure in the event of a fire.

Apologies of absence were noted from Cllrs. K. Batley who was working, S. Goodheart who had another meeting, and Mrs. J. Warr who was on Annual Leave.

152. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
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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. In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members

were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's Development Control Committee, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

153. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 9th JANUARY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 9th January 2018 as an accurate record of the proceedings and the Chairman signed them.

154. ADJOURNMENT FOR PUBLIC QUESTION TIME

The Chairman adjourned the meeting from 6.33pm to 6.38pm to allow a member of the public to talk about the Sir Richard Hotham Project appeal hearing to be held on 20th February 2018.

155. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

156. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO PREMISES LICENCE 6766: MORRISONS, BEDFORD STREET, BOGNOR REGIS

The Civic & Office Manager's report was **NOTED**.

Members considered the only Premises Licence application, that being the Variation application to Premises Licence: 6766, by Morrisons, and **RESOLVED** to **OBJECT** to the application on the following grounds: - Prevention of crime and disorder; the prevention of public nuisance; and the protection of children from harm. Councillors have concerns over alcohol being available to purchase at such an early hour, especially due to where this store is situated in the Town Centre, out of sight and set back from the rest of the shopping precinct. Under the existing opening hours there are ongoing issues with street drinkers and anti-social behavior, in the public toilets nearby, the car park above and the stairwell. The Committee is concerned about children witnessing such activities and the increased pressure on police. The Town Council has been working

successfully with other organisations and the police to address the situation of street drinking in Bognor Regis and this application goes against this work.

157. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th and 26th JANUARY 2018

157.1 The Committee noted that there was an email from a Councillor regarding BR/311/17/PL and BR/14/18/PL.

157.2 The Committee noted that representations had been received by the Town Council from the public in respect of BR/10/18/PL. None had been received from neighbouring parishes in respect of these applications.

157.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

158. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 12th, 19th and 26th JANUARY 2018

There were no significant planning applications that Members wished to raise on lists dated 12th, 19th and 26th January 2018.

159. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

160. TO RECEIVE AND CONSIDER COMMENTING ON THE MAIN MODIFICATIONS TO THE ARUN LOCAL PLAN (2011-2031) - REFERRED FROM PREVIOUS MEETING (MIN. 150.1 REFERS)

The Civic & Office Manager's report was **NOTED**.

Members considered the proposed main modifications to the Arun Local Plan (2011-2031) and **RESOLVED** to make no additional comment to representations previously submitted to Arun District Council regarding the matter.

161. TO RECEIVE THE NOTES OF THE PRE-MEETING BRIEFING HELD ON 9th JANUARY 2018, AND TO CONSIDER ANY FURTHER ACTION

The notes of the pre-meeting briefing held on 9th January 2018 were **NOTED**. Members **RESOLVED** to take no further action.

162. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 162.1** WSCC - Proposed Waiting Restrictions in Hook Lane, Bognor Regis. Any comments or objections to the scheme must be emailed to WSCC by 15th February 2018. Circulated to Planning and Licensing Committee.
- 162.2** WSCC - Notification of upcoming West Sussex Highway Works: 24th January-7th February 2018. Emailed to Committee and on Town Council Facebook.

The Meeting closed at 7.17pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th JANUARY 2018****REPRESENTATIONS ON LISTS DATED 12th, 19th and 26th JANUARY 2018**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/334/17/HH 42 Highland Avenue Bognor Regis	Single storey rear extension	NO OBJECTION
BR/338/17/HH 14 Pevensey Road Bognor Regis	Demolition & erection of single storey rear extension	NO OBJECTION
BR/341/17/PL St Josephs Essex House & Blackbird Cottage Albert Road, Walton Road, Walton Avenue, Bognor Regis, PO21 1NJ	Variation of condition 2 imposed under BR/348/16/PL relating to approved plans	NO OBJECTION
BR/311/17/PL Aldwick Rest Home 92-94 Aldwick Road Bognor Regis PO21 2PD	Internal and external alterations for creation of 16 No. flats for use as emergency housing	NO OBJECTION - although the Committee is hopeful that the application results in a standard similar to that of other HMO's
BR/4/18/HH 4 Hatherleigh Gardens Bognor Regis PO21 5HZ	Detached annexe	NO OBJECTION

<p>BR/14/18/PL Food on the Prom Kiosk The Promenade Bognor Regis</p>	<p>Relocation of existing snack and beverage kiosk on Bognor Regis Promenade</p>	<p>NO OBJECTION</p>
<p>BR/10/18/PL Unit 4, Blake House 71 High Street Bognor Regis PO21 1RZ</p>	<p>Change of use from shop (A1 Shop) to micro-pub (A4 Drinking Establishment). This application affects the character & appearance of The Steyne, Bognor Conservation Area</p>	<p>NO OBJECTION</p>
<p>BR/9/18/PL Oceans 13 High Street Bognor Regis PO21 1RJ</p>	<p>Change of use of pavement to front area to accommodate 3 No. removable tables with chairs & cafe barriers. This application may affect the setting of a listed building</p>	<p>NO OBJECTION</p>



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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 20th FEBRUARY 2018

PRESENT: Cllr. S. Reynolds (Vice-Chairman), Cllrs: K. Batley,
Mrs. S. Daniells, P. Dillon and P. Woodall

IN ATTENDANCE: Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.32pm

163. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman took the chair, welcomed those present, and went through the evacuation procedure in the event of a fire.

Apologies of absence were noted from Cllr. Mrs. J. Warr who was on Annual Leave. No apologies had been received from Cllr. Goodheart.

164. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
- b) Whether it is an Ordinary Interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer

of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllrs. Mrs. Daniells and Dillon stated that, as a Members of Arun District Council's Development Control Committee, they will be voting on the matters before them having regard only to such information as placed before the Town Council. If they should come to consider any matters again at the District Council, and further information may be available, they will consider the information available at that time and may come to a different decision

165. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 30th JANUARY 2018

The Committee **RESOLVED** to agree and approve the Minutes of the Meeting held on 30th January 2018 as an accurate record of the proceedings and the Chairman signed them.

166. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

167. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

There were no matters arising.

168. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

There were none.

169. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 2nd, 9th and 16th FEBRUARY 2018

169.1 The Committee noted that there were no views from Town Councillors to report.

169.2 The Committee noted that no representations had been received by the Town Council from the public or neighbouring parishes in respect of these applications.

169.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

170. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 2nd, 9th and 16th FEBRUARY 2018

There were no significant planning applications that Members wished to raise on lists dated 2nd, 9th and 16th February 2018.

171. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

There were none.

172. CORRESPONDENCE

The Committee noted receipt of correspondence previously circulated.

Additional correspondence included: -

- 172.1** Notification of upcoming West Sussex Highway Works: 14th-28th February 2018. Emailed to Committee and on Town Council Facebook page.
- 172.2** CPRE - Campaigns Update.
- 172.3** Email from member of the public reporting a pothole in Mansfield Road, Bognor Regis. Civic & Office Manager responded.
- 172.4** WSCC - Early Warning Notice of Temporary Traffic Regulation Order - Aldwick Road, Bognor Regis, between 27th and 29th April 2018.
- 172.5** Email from local bus driver concerned about the lack in enforcing the traffic restrictions on the High Street. Civic & Office Manager responded and wrote to Sussex PCC for advice. Reply from Sussex PCC shared with Committee.

The Meeting closed at 6.56pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 20th FEBRUARY 2018****REPRESENTATIONS ON LISTS DATED 2nd, 9th and 16th FEBRUARY 2018**

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/17/18/T Danehurst Sylvan Way Bognor Regis PO21 2LR	Re-shape & balance 1No. Liriodendron tree removing 1 metre all round	NO OBJECTION subject to the approval of the ADC Arboriculturist. It is recommended, if approved, that no work should be carried out if any birds or bats are nesting.
BR/19/18/A Bruce Dixon South Bersted Garage Shripney Road Bognor Regis PO22 9LN	5 No. internally illuminated fascia signs on various elevations	NO OBJECTION
BR/21/18/PL 93 Hawthorn Road Bognor Regis PO21 2BE	Change of use of ground floor from vacant shop (A1 shops) to take away (A5 Hot Food Take Away) to include roof mounted condenser & flue to side elevation	NO OBJECTION
BR/16/18/PL 131 Orchard Way Bognor Regis PO22 9JY	Erection of log cabin to rear to be used as hairdressers	NO OBJECTION

<p>BR/26/18/HH 47 Orchard Way Bognor Regis PO22 9HH</p>	<p>Rear single storey extension & front single storey porch & garage extension</p>	<p>NO OBJECTION</p>
<p>BR/20/18/PL Shingle beach Outside Coffee Cup Kiosk Bognor Regis Esplanade Bognor Regis PO21 1NY</p>	<p>Change of use of shingle beach opposite the kiosk for the installation of decking with a wooden windbreak to form a seating area</p>	<p>NO OBJECTION</p>
<p>BR/35/18/PL Car Parking Site Adjacent to 112 Gravits Lane Bognor Regis PO21 5LW</p>	<p>2 No. 2 bedroom semi-detached houses with associated parking, bin & cycle store</p>	<p>NO OBJECTION</p>
<p>BR/28/18/HH 167 Orchard Way Bognor Regis PO22 9JY</p>	<p>New vehicular access</p>	<p>NO OBJECTION</p>
<p>BR/324/17/PL 283-285a Chichester Road Bognor Regis PO21 5AH</p>	<p>Residential Development: restoration of 2 houses and attached commercial annexe to pair of semi-detached houses, replacement of bungalow with pair of semi-detached houses, development of land to rear for eight flats (6 x 2 bed & 2 x 1 bed)</p>	<p>NO OBJECTION</p>



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MINUTES OF THE MEETING OF THE EVENTS, PROMOTION AND LEISURE COMMITTEE

HELD ON MONDAY 12th FEBRUARY 2018

PRESENT:

Cllrs. J. Brooks (Chairman), P. Dillon (until Min. 115),
S. Goodheart (from Min. 105) and M. Smith

IN ATTENDANCE:

Mrs. S. Hodgson (Projects Officer)
Ms. K. Fitzpatrick (Events Officer)
2 members of the public

The Meeting opened at 6.30pm

100. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and read the opening statement with attention drawn to the evacuation procedure in the event of the fire alarm sounding. Apologies had been received from Cllr. Batley who was working and Cllrs. Mrs. Daniells and Mrs. Warr who were both on annual leave.

101. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating: -

- a) The item they have an interest in
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- c) Whether it is also a Disclosable Pecuniary Interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations at this time

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 11th DECEMBER 2017

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 11th December 2017 and these were signed by the Chairman.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions from members of the public and no written questions had been received.

104. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

Min. 78 - 13th November 2017 - Consideration of how to address the obstructions caused by scaffolding in York Road and London Road preventing the installation of three of the Christmas Light displays

The Chairman requested that steps be made to ensure that the catenary wire in London Road, that has been disconnected whilst the scaffolding is in place, is re-connected when the refurbishment works are complete.

105. UPDATE ON EVENTS PROGRAMME FOR 2017 INCLUDING RATIFICATION OF EXPENDITURE AND IDENTIFICATION OF BUDGET FOR ANY OVERSPEND

The Events Officer's report was noted.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that the overspend for the Town Council's 2017 events programme of £98.13 be met through General Reserves.

106. UPDATE ON EVENTS PROGRAMME FOR 2018

The Events Officer's report was noted and its content debated, after which the following were **RESOLVED**:

106.1 Day in the Park - 30th May 2018

After consideration Members **AGREED** that the theme for the book day in 2018 should be the books of Julia Donaldson.

106.2 Royal Wedding - 19th May 2018

Following the announcement of the wedding of Prince Harry and Meghan Markle, Members decided that the Council should celebrate the Royal Wedding by broadcasting the event live on a big screen in Hotham Park. However, as highlighted in the report, Members noted that there was no identified Budget in place for such an event. Members went on to discuss the Events Officer's suggestion that, to facilitate the event, £2,000 be vired from the February 2019 Half Term Event Budget (under Funshine Days Budget).

Following debate, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee to vire £2,000 from the February 2019 Half Term Event Budget (under Funshine Days Budget) to provide a Budget for the Royal Wedding celebrations.

106.3 Drive Through Time - 8th July 2018

Members noted from the Events Officer's report that, in spite of extensive research, due to the difficulties surrounding copyright issues with the screening of films, the Town Council would be required to obtain a licence at a cost of £750 plus VAT if Members wished to go ahead with a screening of a suitable film at the end of the Drive Through Time Event. As this is an additional cost, there are insufficient funds within the current Budget to cover this.

Following discussion, Members decided that they would like to keep this new element of the event and therefore **AGREED** to fund the expenditure for the film from the Bognor Regis Brand Budget. It was therefore **RECOMMENDED** to the Policy and Resources Committee that the sum of £750 be vired from the Bognor Regis Brand Budget to the Drive Through Time Budget to cover this expenditure.

106.4 Proms in the Park - 23rd June 2018

Members noted the now confirmed date for this event.

106.5 Funshine Days - August 2018

Members **AGREED** with the recommendations within the Events Officer's report that the Funshine Days Programme should be altered to a 2-week, 3-day basis during the summer holidays on a Budget of £1,950.00. The remaining budget of £1,950 would be used to fund a one-off event in August, such as a Roller Rink, with all events moved away from the seafront potentially to Hotham Park or the Place St. Maur.

106.6 February 2019 Half Term Events

As noted above under Min. 106.2, the Committee recommended that £2,000 of the total Budget of £2,600 for these events be vired to the Royal Wedding celebrations and Members therefore **AGREED** that the Budget for these Half Term events would be reduced to £600.

106.7 Armed Forces Day - 16th June 2018

The update was noted.

106.8 WWI Centenary - 11th November 2018

Members noted from the Events Officer's report that The Royal British Legion are running a new initiative as part of the commemoration of the end of World War One, The Silent Solider. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; Councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War.

Following discussion, and after noting the recommendations detailed within the Events Officer's report, Members **AGREED** to take part in the Silent Soldier initiative and to fund the purchase of 4 Silent Soldiers at a total cost of £1,000 plus VAT, utilising the WWI Centenary Budget.

106.9 Temporary Event Structure

The Events Officer provided quotations and details of possible suitable temporary event structures for Members to consider. After discussion Members **AGREED** to defer this item for further consideration at a future meeting, subject to there being sufficient funds remaining in the Bognor Regis Brand Budget.

107. UPDATE ON THE 2018 EVENTS PAMPHLET INCLUDING DISTRIBUTION AND DESIGN COSTS - MIN. 90 REFERS; PROMOTION OPPORTUNITIES AND FURTHER UTILISATION OF THE ADVERTISING SPACE ON THE PROMENADE WIND SHELTERS AND CONSIDERATION OF COSTS

The Events Officer's report was noted, and Members were advised that there was an underspend of £500 from the 2017 Town Guide Budget which, if made available for use towards the 2018 guide, would allow expansion to the distribution area.

Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that this underspend be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

Members were asked to consider 2 design layouts for the 2018 events pamphlet and **AGREED** that the layout should be portrait style. Content will be considered at a future meeting when the forthcoming event dates have been confirmed.

Members noted that a print run of 40,000 had been previously agreed (Min. 90 refers) at a cost of £425 plus VAT with a further estimated cost of £40 for artwork.

Members were advised that an opportunity had arisen to promote the events in a West Sussex County Council guide called "Places to Visit in Sussex" which is available from over 1000 locations and located on 130 Stagecoach buses. The cost for this of £1,195 plus VAT could be met within the current Budget by reducing the number for distribution to 30,000 with 10,000 retained for Town Council use.

Following consideration, Members **AGREED** to:

- a) distribute 30,000 copies of the pamphlet at a cost of £1,050.00 plus VAT with the remaining 10,000 of the 40,000 print run retained for Town Council distribution
- b) publicise in the "Places to Visit in Sussex" guide at a cost of £1,195.00 plus VAT

Members further **AGREED** to refer the decision for distribution areas and areas to the Bognor Regis Brand Task and Finish Group for recommendation to this Committee.

108. UPDATE OF CHRISTMAS ILLUMINATIONS FOR 2017

The Projects Officer's report was noted including the confirmation that no funding would be required from the Bognor Regis Brand Budget for the additional feature to the 2017 Christmas Lighting display in the Town.

109. TO CONSIDER PROPOSALS FROM MEMBERS TO ENABLE A BRIEF TO BEGIN THE TENDER PROCESS FOR THE CHRISTMAS LIGHTS DISPLAY 2019

The Projects Officer's report was noted including that, with the current Christmas Lighting Contract coming to an end, the Projects Officer was requesting input from Members to assist with a brief to begin the tender process. Following discussion Members **AGREED** for a core display scheme on a similar basis to the current brief including, installation, maintenance and call out responses to form the basis of the brief, allowing a level platform for each applicant and to then invite additional quotes for supplementary enhancements and features.

The Projects Officer stated that when in receipt of the tender submissions, the matter will be referred back to this Committee for further consideration.

110. UPDATE ON ISSUES SURROUNDING 2018 AUGUST BANK HOLIDAY EVENTS - MIN. 85 REFERS

The Projects Officer's report was noted, and Members expressed their disappointment that not all parties were willing to take part in a facilitated meeting to try and resolve the issues. However, it was noted that the Town Council could take no further action in this regard.

111. BOGNOR REGIS BRAND BUDGET INCLUDING: UPDATE ON EXPENDITURE AND CURRENT BALANCE AND TO RATIFY COSTS OF 3 NEW EVENTS JACKETS - MIN. 86 REFERS

The Projects Officer's report and the balances were noted.

Members **AGREED** to **RATIFY** the expenditure of £84.00 plus VAT for 3 additional events jackets.

112. TO RECEIVE THE NOTES OF THE BOGNOR REGIS BRAND TASK & FINISH GROUP MEETING HELD ON 14th DECEMBER 2017

The notes from the Bognor Regis Brand Task & Finish Group meeting held 14th December 2017 were received. Members **AGREED** to the Group's recommendation that the Chairman could undertake some research into the possibility of commercial companies working in partnership with the Town

Council to distribute official Bognor Regis Town Council merchandise on a retail basis.

113. CONSIDERATION OF WEBSITE STATS FROM BRTC AND PARTNERS WEBSITES - REPORT FROM THE CHAIRMAN - MIN. 93 REFERS

The Projects Officer's report was noted.

The Chairman advised that he had not been able to complete his report as he was still awaiting some statistics from the Sussex by the Sea website administrator and therefore asked for the item to be deferred, to allow more time to gather the information.

The Committee **AGREED** to defer this item until a future meeting.

Members further **AGREED** that should the content of any future meetings require input from outside organisations the relevant people would be invited to attend.

114. UPDATE ON WEBSITE UP-GRADE - MIN. 94 REFERS, INCLUDING: LINKS TO OTHER WEBSITES AND CHAIRMAN'S REPORT ON THE WEBCAM

The Chairman had produced a report on the Town Council's website, with a list of action points and recommendations. As the list was extensive, and as some of the points had already been addressed, Members **AGREED** for the Projects Officer to liaise with the Civic & Office Manager and the website provider to address any relevant outstanding points and report back at the next meeting.

A brief discussion took place regarding links to other websites such as Bognor.Today and the posting of Town Council Events on them. A Member asked why there wasn't a link from Bognor.Today to the Town Council website or Facebook page which would take visitors directly to the events listings, avoiding duplication of work. No definitive answer was given at the time, but this will be investigated.

Cllr. Dillon left the meeting at 8.03pm

115. TO NOTE THE REMOVAL OF THE WI-FI NODULE AND WEATHER READING EQUIPMENT FROM THE FORESHORE OFFICE

The Projects Officer's report was noted.

The Chairman gave an update from the Wi-Fi contractor that he was planning to enhance the coverage in London Road and along the seafront.

116. TO RECEIVE DETAILS INCLUDING COSTS OF GIGABIT WEST SUSSEX - MIN. 96 REFERS

The Projects Officer's report was noted with no further action required at the current time.

117. TO NOTE THE RE-LOCATION OF THE VISITOR INFORMATION CENTRE TO THE REGIS CENTRE

The Projects Officer's report was noted.

A Member had given some detail regarding the set-up of the location and size of the Visitor Information Centre within the Regis Centre. The Chairman was pleased to learn that the Sussex by the Sea touch screen had been re-installed and thought Arun District Council should be applauded for organising this.

118. TO CONSIDER OUTSIDE USE OF THE TOWN COUNCIL LOGO AND USE OF THE BOGNOR REGIS BRAND - CHAIRMAN TO REPORT

The Chairman reported that he was concerned at the rise in the misuse of the Town Council logo and the Bognor Regis brand. Although Members are happy for other organisations to use the logo, and welcomed any efforts to promote Bognor Regis, there was concern that the logos were being altered and distorted. Members therefore **AGREED** to send a polite letter to these organisations with a copy of the Town Council's policy guidelines concerning its use.

119. TO NOTE CORRESPONDENCE

The Committee noted receipt of the correspondence list, previously circulated.

120. DATE OF NEXT MEETING

Monday 16th April 2018

The Meeting closed at 8.17pm

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING 12th MARCH 2018**

**AGENDA ITEM 12 - LOCALISM ACT 2011 SECTION 28(2)
MAINTAINING HIGH STANDARDS OF CONDUCT IN LOCAL
GOVERNMENT: THE COUNCIL'S DUTY TO MAINTAIN A HIGH
STANDARD OF CONDUCT BY MEMBERS**

REPORT BY THE TOWN CLERK

FOR INFORMATION

1. Introduction

The Localism Act 2011 places a general obligation on all Councils (including Town and Parish Councils) to; 'promote and maintain high standards of conduct by Members and co-opted Members of the authority' and 'in particular' to 'adopt a Code dealing with the conduct that is expected of Members and co-opted Members of the authority when they are acting in that capacity'.

The Clerk of the Council holds the statutory role of Proper Officer and the most important duty is to advise the Council as to whether its decisions are lawful and to recommend ways in which decisions can be implemented. Mindful of her responsibilities and duties in this regard, the Clerk presents this report to Members providing a reminder of their obligations as Councillors to comply with the Code of Conduct to assure that the Council decisions are undertaken with the highest possible standard of honesty and integrity. The report also encourages Members to reflect on their own behaviours and to share their experiences in complying with the Code including the opportunity to share near misses.

I particularly draw Members attention to sections 1 to 9 below which gives practical advice on behaviours which are congruent with the standards required in public life.

2. Application of the Councillors Code of Conduct

The Bognor Regis Town Council Code of Conduct for Councillors was adopted by Council on the 9th March 2015 and updated on the 7th November 2016 and is consistent with the General principles within the provisions of the Localism Act 2011.

In particular the Code obligates the Council to:

Promote and maintain high standards of conduct by Members and co-opted Members of the authority and sets the conduct that is expected of Members and co-opted Members of the authority when they are acting in that capacity and in particular to be consistent with the following principles:

- Selflessness
- Integrity

- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

3. Clarification of the Key Principles of the Code of Conduct

The key principles themselves are for guidance and Members should ensure that they have regard to and follow them.

Although the principles are there to help you interpret and apply the Code, it is your responsibility to make sure you are complying with the provisions of the Code. In doing so, you may need to exercise your judgement and consider how a member of the public, with knowledge of the relevant facts, would reasonably regard your actions or decision making in your role as a Councillor. This is not the same as members of the public not liking a decision you have made or an opinion you have expressed legitimately in the course of your work; it is about whether you have acted properly.

4. General Conduct

It is very important to note that the principles of good conduct set out above must be observed in all situations where Councillors are acting as Councillors, including representing the Council on official business. You should be mindful that your perception of when you are carrying out official business and when you are acting privately may be different to how it is viewed by a member of the public. You may wish to treat the Code as being applicable in all situations in which you might be perceived to be acting as a Councillor. Factors to consider include:

- whether you are clear about the capacity in which are you acting;
- whether you describe yourself as a Councillor or are otherwise readily identifiable as a Councillor in the situation / circumstances;
- whether you are on Council premises or at a Council event;
- whether you are using social media where you are identifiable as a Councillor;
- whether your conduct could reasonably be regarded as bringing your position as a Councillor, or your Council, into disrepute;
- whether you are engaged in political activity, or comment on political matters and whether these fall within or outside the scope of the Council's functions;
- whether you are representing the Council or speaking on behalf of the Council.

You should always think ahead. If you have any concerns about a potential problem, speak to the Clerk so that advice can be sought and/or action can be taken before a situation becomes a serious problem. This could avoid or

reduce the likelihood of an inadvertent breach of the Code and/or complaint being made about you.

5. Code of Conduct and Media including Social Media

The rules of good conduct apply when you are engaging in media activity including using social media. Social media is a term used to describe on-line technologies, applications and practices that are used to share information, knowledge or opinions. These can include, but are not limited to, social networking sites, blogs, wikis, content sharing sites, photo sharing sites, video sharing sites and customer feedback sites. The conduct expected of you in a digital medium is no different to the conduct you should employ in other methods of communication, such as face to face meetings and letters. Factors to consider when using social media include:

- whether you are identifiable as a Councillor by directly referring to yourself as such or indirectly by referring to the Council or through information or images posted;
- whether you are using Council equipment and/or your Council's information technology network or your own;
- whether you have complied with the law including defamation, copyright, data protection, employment and equalities or harassment provisions;
- whether you have complied with any policy your Council has produced on the use of social media;
- whether information you are posting is confidential and you only have access to it because you are a Councillor;
- whether you are demonstrating bias or pre-determination by not having an open mind in discussions – do not express an opinion on an application you will be determining;
- whether you have considered the immediate and permanent nature of the contribution you are about to make.

As a Councillor, your right to freedom of expression under Article 10 of the European Convention on Human Rights, attracts enhanced protection when your comments are political in nature. However, you may also wish to think about:

- whether your comments are likely to bring your office or the local authority itself into disrepute;
- whether you are treating others with respect and consideration;
- whether 'liking', re-posting and re-tweeting comments or posts, or publishing links to other sites could be reasonably perceived in the circumstances as endorsing the original opinion, comment or information, including information on other sites;
- whether to allow disagreement on your social media pages;
- tone can be harder to convey online so consider whether humour, irony and sarcasm can be perceived as such;
- whether you have to respond.

6. Conduct at Meetings

You must treat everyone you come into contact with in the course of your work as a Councillor with courtesy and respect, even if you disagree with their views.

It should be noted that the principles set out in the Code provides that the rules of good conduct must be observed in all situations where Councillors are acting as Councillors, including representing the Council on official business.

The effect of the provision is that you must respect the Chair, colleagues, Council employees and any members of the public in all situations where you act as a Councillor including – but not restricted to – meetings of the Council, its committees and sub-committees or of any public bodies where you have been appointed by and represent the Council. Similarly, the word 'Chair' referred to above is not restrictive to that specific term. The provision also applies to anyone holding a similar chairing or convening role.

The role of the Chair in any Council meeting, which includes a Committee meeting or a meeting of a working group or similar forum, is to ensure that the agenda of business is properly dealt with and clear decisions are reached. To do this, the Chair has a responsibility to ensure that the views and opinions of other participants (including the advice of officers) are allowed to be expressed and, at the same time, they have a responsibility for proper and timely conduct of the meeting and for helping to ensure the meeting is conducted in compliance with the Council's Standing Orders. This includes determining the point at which conclusions should be reached. It requires a balanced approach to ensure fairness to participants while at the same time dealing firmly with any attempt to disrupt or unnecessarily delay the meeting. If you are present, you share the responsibility for the proper and expeditious discharge of business. The role of the Chair in reaching such judgements should be supported and respected.

You are accountable for your own individual conduct at all times in terms of the Code when you are in the Chamber or Committee and at meetings where you are representing the Council, irrespective of the conduct of others. Abusive or offensive language and/or unnecessarily disruptive behaviour should not be tolerated. It is a matter for the Chair to rule on the acceptability of language used during the course of a meeting and to take appropriate action as necessary, including requiring the withdrawal of a remark, requiring an apology, or any other action required to allow the meeting to properly proceed. Factors to consider include:

- whether your behaviour, including your body language, is courteous and respectful even when you hold a different view;

- whether you are treating others with respect and consideration;
- whether your choice of language in meetings is appropriate and meets the high standards expected by the general public;
- whether it is appropriate to refer to other Councillors by nicknames or by referring to them in the second person by using terms such as 'you';
- whether newspapers, mobile phones and other tablet devices are being used appropriately or whether their usage could be perceived as you not being engaged in the meeting or listening to what others are saying;
- whether your conduct could diminish the public's opinion of, and trust and confidence in, its elected representatives.

7. Relationship with Council Employees (Including those employed by contractors providing services to the Council)

It is understood that in the political environment of local government there may be tensions between individual Councillors and between party groups. Factors such as minority Administrations and coalitions may have a bearing on such tensions, but it is essential to ensure that the interests of the electorate are represented as effectively as possible. Respect by Councillors for one another and for the Council's employees plays a key role in this. The requirement to respect all Council employees includes employees of contractors providing services to the Council.

You are entitled in your role as Councillor to challenge fellow Councillors and officers/employees. However, you should not do so in a personal or offensive manner. Issues relating to behaviour, conduct or performance of officers should be raised privately with the Clerk. Factors to consider include:

- whether you are asking an officer to do anything which compromises or is likely to compromise them and prevent them from undertaking their duties properly and appropriately. You must be aware of the lines of accountability within sections;
- you must not apply pressure to an officer to act against the instructions of management;
- you should not bring undue influence to bear on an officer to take any action which is contrary to law or against the Council's approved procedures.

8. Gifts and Hospitality

When considering whether an offer of hospitality is normal hospitality associated with duties as a Councillor and which would reasonably be regarded as appropriate, you should consider all the surrounding circumstances, including the value of the hospitality offered.

Whilst the Code seeks to provide clear guidance about the type of gifts and hospitality Councillors should normally avoid, the question of whether to

accept a particular offer of a gift or hospitality is your personal responsibility. When considering whether or not it would be appropriate to accept an offer of a gift or hospitality, you should carefully consider factors such as:

- all the circumstances in which the gift or hospitality is being offered;
- the value or cost of the gift or hospitality;
- how a member of the public would view the nature of the gift or hospitality;
- whether the offer is from any individual or organisation who is an applicant awaiting a decision from the Council or who is seeking to do business or to continue to do business with the Council;
- whether the invitation is to attend something you would not normally attend;
- whether you would potentially be influenced to show favour to whoever has offered the gift or hospitality;
- whether acceptance of the gift or hospitality would place you under an obligation or which a member of the public, with knowledge of all the relevant facts, would reasonably regard as having placed you under an obligation;
- whether you should register gifts and hospitality you have declined in order to demonstrate transparency and provide perspective to what has been accepted.

Further, you must not accept repeated gifts or hospitality from the same source. You should always consider very carefully whether it is appropriate to accept a second (and, if accepted, any subsequent) offer of gifts or hospitality from the same source.

If you do accept any gifts or hospitality, you must make an entry in the Register of Interests within one month of receipt.

9. Confidentiality Requirements

You have a statutory right, subject to certain statutory exemptions, to Council information under Access to Information Regulations. You also have a right under the common law to request information but only where you can show a need to know that information in order to perform your duties as a Councillor. You may be provided with some documents and information, in your capacity as a Councillor, for which it is legitimate for a Council to require this to be treated in a confidential way. Given the potential damage that the unauthorised disclosure of confidential material can do to the standing and integrity of a Council, it is essential that you respect the provisions in terms of keeping relevant documents confidential.

You are also a data user and must not breach the data protection principles in handling information. Council information provided to you must only be used by you for the purpose for which it was provided. Information so held must therefore not be disclosed or in any way used for personal or party-

AGENDA ITEM 12

political advantage or in such a way as to discredit the Council. This also applies to instances where you hold the personal view that such information should be publicly available.

Councillors should be aware that a breach of confidentiality could result in them being personally liable under the Data Protection Act 1998 or the pending GDPR new legislations coming into effect on 25th May 2018. This may result in a potential criminal prosecution, civil liability for damages and the power of the Information Commissioner to impose fines as well as the more obvious reputational damage to both you and the Council which may follow. You must not provide the media with off the record briefings on the general contents or 'line' of confidential material or information. Disclosures of this kind can also seriously undermine and devalue the work of the Council and its committees.

Sometimes the confidential nature of the material will be explicit, such as if the document is marked 'confidential'. In other cases, it will be clear from the nature of the information or from the circumstances in which it was provided to you that it is confidential. This may include the following types of information:

- commercial information such as information relating to a contract or a contractor's business;
- personal information such as information relating to an individual's employment;
- information which is confidential as a result of a statutory provision;
- information discussed in closed or private sections of meetings; legal advice obtained by the Council (either provided by officers or external legal advisers). This will be covered by legal privilege and should not be disclosed without the Council's permission;
- information which is received as a result of a relationship where there is an obligation of confidence, such as between a Councillor and a constituent.

You should be aware of the provisions in relation to disclosure of information contained within Council papers exempt from publication.

Sometimes it is a matter of timing in that information may eventually be released. However, you must respect the requirement for confidentiality even if you do not agree with it.

In the case of other documents and information, you should seek advice if you are in any doubt as to whether they are confidential. You should exercise your judgement on what should or should not be made available to outside bodies or individuals.

As a Councillor, you are in a position of trust and members of the public may provide you with information that could reasonably be regarded as confidential. If the status of any discussion is unclear, you should establish

at the earliest possible opportunity, whether some or all of the matters being discussed are to be treated as being confidential.

You should be aware of the provisions of the Data Protection Act 1998 or the pending GDPR new legislations coming into effect on 25th May 2018. If you hold personal information (such as details of constituent enquiries), you will require to be registered under the Data Protection Act. When holding such personal information, you must abide by the following rules: -

- you must only use the information for the purposes for which it was given;
- you must not share this information with anyone without the consent of the person giving the information. If a constituent or other member of the public asks you to resolve an issue you are allowed to contact officers to attempt to resolve the issue on behalf of your constituent;
- you should not keep the information any longer than you need to.

10. Registering and Declaring Interests

Councillors must within 28 days of taking office as a Member or co-opted Member, notify Arun District Council Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners. Councillors must disclose the interest at any meeting of the Council at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. Following any disclosure of an interest not on the Council's register or the subject of pending notification, Councillors must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, Councillors may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

CRIMINAL OFFENCES

A failure to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or the provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which the Member or co-opted Member has a disclosable pecuniary interest, are criminal offences.

Such offences will carry a potential Scale 5 fine of £5000 and/or disqualification for up to 5 years. Prosecution is at the instigation of the Director of Public Prosecutions.

Guidance on Sensitive Information

If you have an interest the nature of which is that you and the Monitoring Officer of the Arun District Council considers that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation, then details of that interest will be excluded from copies of the interests register which are available for inspection, as well as any published version of the register. Those versions may, however, state that you or your spouse or civil partner or equivalent has an interest, the details of which are withheld because of this provision.

Guidance on Disclosable Pecuniary Interests

1: Employment etc

You must include "any employment, office, trade, profession or vocation carried on for profit or gain". Ensuring that:

- you include a short description of the activity concerned: for example, "Computer Operator" or "Accountant";
- you give the name of the employer, e.g. the company which pays your salary or wage;
- where an office is held, the name of the person or body who made the appointment is given.

2: Sponsorship

You must include any payment or provision of any other financial benefit (other than from the Council of which you are a Member or co-opted Member) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a Member, or towards your election expenses. (The "relevant period" being the period of twelve months ending with the day when you make a notification). This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

3: Contracts

You must include details of any contract between you, or your spouse, civil partner or equivalent, or a body in which either of you have a beneficial interest, and the Council of which you are a Member or co-opted Member:

- under which goods or services are to be provided or works are to be executed; **and**
- which has not been fully discharged
(A body in which you or your spouse, civil partner or equivalent have a beneficial interest means a firm in which you/they are a partner, or a body corporate of which you/they are a director, or in the securities of which you/they have a beneficial interest).

4: Land

You must include details of any land which is within the area of your Council in which you or your spouse, civil partner or equivalent have a beneficial interest.

“Land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you or your spouse, civil partner or equivalent (alone or jointly with another) to occupy the land or to receive income. Ensuring that:

- you give the address or a brief description to identify the land;
- if you live in the area of the Council of which you are a Member or co-opted Member, you include your home under this heading as owner, lessee or tenant.

5: Licences

You must include details of any land which is within the area of your Council for which you or your spouse, civil partner or equivalent hold a licence (alone or jointly with others) to occupy for a month or longer. Ensuring that you give the address or a brief description to identify the land.

6: Corporate Tenancies

You must include details of any tenancy where (to your knowledge):
(a) the landlord is the Council of which you are a Member or co-opted Member; and
(b) the tenant is a body in which you or your spouse, civil partner or equivalent have a beneficial interest. (A body in which you or your spouse, civil partner or equivalent have a beneficial interest means a firm in which you/they are a partner, or a body corporate of which you/they are a director, or in the securities of which you/they have a beneficial interest).

7: Securities

You must include details of any beneficial interest of you or your spouse, civil partner or equivalent in securities of a body where:
(a) that body (to your knowledge) has a place of business or land in the area of the Council of which you are a Member or co-opted Member; and
(b) either—
(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your spouse, civil partner or equivalent have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Please note that:

- “Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of

AGENDA ITEM 12

the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society;

- You do not have to show the extent of your interest.

Granting of Dispensation for Town and Parish Members and co-opted Members Appendix C

S.33 of the 2011 Act, in force on 1 July 2012, permits a Parish Council to grant a dispensation to a Member or co-opted Member to allow him/her to participate in a discussion or vote on a matter in which he/she has a disclosable pecuniary interest. A Member must submit a written request for any such dispensation to the Parish Council's Proper Officer.

Dispensations may be granted by full Council, or such function may be discharged by a committee or officer pursuant to s.101(1) of the 1972 Act.

A Parish Council may grant a dispensation if, having had regard to all relevant circumstances, it considers that; -

- a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business or;
- b) granting the dispensation is in the interests of persons living in the Council's area or;
- c) it is otherwise appropriate to grant a dispensation.

A dispensation, when granted, must specify the period for which it has effect, and the period specified may not exceed 4 years. (s.33 (3)).

If full Council (or a committee) has responsibility for considering/granting dispensations, it may consider applications by calling an extraordinary meeting in advance of the meeting that the dispensation is required for. Alternatively, an application for a dispensation may be considered/granted at the meeting at which it is required. The application for a dispensation may be considered as a standing item of business on the agenda, to be considered after the names of those Members present and absent (and approval, as appropriate, for absence) at the meeting have been recorded.

Recommendation

Members are invited to note the report.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

AGENDA ITEM 13 - TO RECEIVE AN UPDATE FROM GROUP LEADERS REGARDING REMOVAL OF FUTURE REQUIREMENT FOR POLITICAL PARITY ACROSS COMMITTEES (S.O. 20.1 (III) REFERS); TO CONSIDER ANY REQUIRED AMENDMENTS TO THE STANDING ORDERS (REFERRED FROM COUNCIL MEETING ON 8th JANUARY 2018, MIN. 135.3 REFERS); TO AGREE WHETHER CHANGES TO COMMITTEE MEMBERSHIP SHOULD BE IMPLEMENTED IMMEDIATELY OR AT THE ANNUAL TOWN COUNCIL MEETING AND, IF CHANGES ARE TO BE IMPLEMENTED IMMEDIATELY, TO AGREE COMMITTEE MEMBERSHIPS FOR THE REMAINDER OF THE MUNICIPAL YEAR

REPORT BY THE ASSISTANT CLERK

FOR DECISION

Background

Members will recall that at the Policy and Resources Committee meeting held 3rd April 2017, when discussing the removal of the position of Leader from the Town Council's strategic documents (Min. 163.2 refers), it was suggested that the political parity across Committee membership (S.O. 20.1 (iii) refers) also be removed. At that time, it was agreed to defer the subject and the matter was subsequently reconsidered by the Committee at their meeting held 21st November 2017 (Min. 121 refers) at which time the decision was taken that there would be no changes recommended.

However, when the Minutes of the November Policy and Resources Committee Meeting were received by Council on 8th January 2018, Members agreed that the matter should be discussed in full at a Council Meeting (Min. 135.3 refers). The Group Leaders were urged by the Town Clerk to consult their Membership to formulate a view prior to a full debate on the issue and are therefore now invited to make their recommendations to the Council.

If Members are minded to remove this clause, it should be noted that the membership for 2018/19 onwards for all Committees would revert to 7 rather than 9 Members. This latter figure has only been necessary to ensure political parity and it is standard Parish/Town Council procedure to have a maximum of 7 Councillors per Committee. Furthermore, Members should be aware that the Committees will remain unchanged until the Annual Town Council Meeting on 14th May 2018, when Members will have the opportunity to decide the Committee memberships for the forthcoming municipal year as is normal practice.

Continued.....

AGENDA ITEM 13

If Members are minded not to remove this clause, the future political membership for Committees should be noted as:

Conservatives	-	2 Members per Committee (As existing)
Labour	-	1 Member per Committee (New)
Liberal Democrats	-	3 Members per Committee (As existing)
Independent Group	-	2 Members per Committee (As existing)
A.N. Others	-	1 Member per Committee (New)
Total	-	9 Members per Committee

A summary of the existing Committee membership including details of the implications of the new political composition is attached as **APPENDIX 1**. Members are invited to consider whether to defer any changes in membership until the Annual Town Council Meeting or agree to amend the membership of each Committee for the final meeting cycle of the year.

DECISION

Do Members wish to **RESOLVE** that S.O. 20.1 (iii) regarding Committee Political Parity be removed from the Standing Orders?

Do Members **RESOLVE** that, should the former decision result in the removal of Political Parity, this should be effective from the start of the new municipal year with Committee membership decided at the Annual Town Council Meeting on 14th May 2018 as is normal practice and furthermore noting that the membership of all Committees will revert to the standard 7 Members with effect from May 2018?

If minded not to remove the Political Parity from the Standing Orders, Members are invited to consider whether to defer any changes in membership until the Annual Town Council Meeting or agree to amend the membership of each Committee for the final meeting cycle of the year.

Council Meeting 12th March 2018 - Agenda Item 13 - Appendix 1

POLICY AND RESOURCES COMMITTEE

Group	Available Places	Current Membership
Conservatives	2 Members	Pat Dillon Stephen Reynolds
Labour (Above position previously filled by an A.N. Other)	1 Member	Jan Cosgrove
Liberal Democrats	3 Members	Martin Smith Jeanette Warr Phil Woodall
Independents Group	2 Members	Adam Cunard Sandra Daniells
A.N. Others	1 Member	Steve Goodheart

Summary

Current Membership complies with new political parity. However, should either the new Labour Member of the Council or the new Liberal Democrat Member of the Council wish to take a space on this Committee, a vote would be needed, which may result in one of the current Members of the Labour and/or Liberal Democrats giving up their place.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Group	Available Places	Current Membership
Conservatives (One position currently filled by an Independent)	2 Members	Pat Dillon Adam Cunard
Labour (Above position previously filled by an A.N. Other)	1 Member	Jan Cosgrove
Liberal Democrats	3 Members	Martin Smith Jeanette Warr Phil Woodall
Independents Group	2 Members	Jim Brooks Sandra Daniells
A.N. Others	1 Member	Steve Goodheart

Summary

Current Membership complies with new political parity (taking into account that Council had agreed that Adam Cunard may fill the Conservative vacancy). However, should either the new Labour Member of the Council or the new Liberal Democrat Member of the Council wish to take a space on this Committee, a vote would be needed, which may result in one of the current Members of the Labour and/or Liberal Democrats giving up their place.

Continued.....

Council Meeting 12th March 2018 - Agenda Item 13 - Appendix 1

EVENTS, PROMOTION AND LEISURE COMMITTEE

Group	Available Places		Current Membership
Conservatives	2 Members	Existing	Pat Dillon 1 x Vacancy
Labour	1 Member	New position	1 x Vacancy
Liberal Democrats	3 Members		Kenton Batley Martin Smith Jeanette Warr
Independents Group	2 Members		Jim Brooks Sandra Daniells
A.N. Others	1 Member	One to be removed	Steve Goodheart Martin Lineham

Summary

Current Membership does not comply with new political parity. One of the A.N. Other Members should be removed from this Committee Membership. However, if either of the Conservative or Labour Vacancies are not taken up, Council can agree that the extra A.N. Other Member can take one of these vacancies.

PLANNING AND LICENSING COMMITTEE

Group	Available Places		Current Membership
Conservatives	2 Members		Pat Dillon Stephen Reynolds
Labour (Previously an A.N. Other vacancy)	1 Member	New position	1 x Vacancy
Liberal Democrats	3 Members		Kenton Batley Jeanette Warr Phil Woodall
Independents Group	2 Members	Existing	Sandra Daniells 1 x Vacancy
A.N. Others	1 Member		Steve Goodheart

Summary

Current Membership complies with new political parity, but two vacancies exist. The new Labour vacancy may be filled by either one of their Members. However, should the new Liberal Democrat Member of the Council wish to take a space on this Committee, a vote would be needed, which may result in one of the current Members of the Liberal Democrats giving up their place. If either of the Labour or Independent Vacancies are not taken up, then Council could of course agree that the new Liberal Democrat Member can take one of these vacancies.

BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018

**AGENDA ITEM 14 - REVIEW OF THE COUNCIL'S INTERNAL
CONTROL PROCEDURES AND PRACTICES**

REPORT BY THE TOWN CLERK

FOR DECISION

As part of the Town Council's audit procedures, Members are required to confirm on the Annual Return that they have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement.

A Statement of the Town Council's Internal Controls has been prepared, which identifies the controls that are in place in line with the Town Council's Financial Regulations and Standing Orders. These controls relate to income and expenditure, accounting procedures and engaging the services of both external accountants and an independent internal auditor – **Appendix 1**.

DECISIONS REQUIRED BY MEMBERS

Members are therefore invited to review the procedures and practices that are followed as detailed on the attached Statement of Internal Control.

Following this review, Members are asked to **RESOLVE** that the Town Council's internal control procedures and practices are adequate and operating effectively.

AGENDA ITEM 14 - APPENDIX 1

Bognor Regis Town Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by Councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the Council.
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained.

In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL TOWN COUNCIL MEETING - 12th MARCH 2018

AGENDA ITEM 15 - NOTICE OF MOTION - S.O. 9.0 - PROPOSED BY CLLR. J. COSGROVE, SECONDED BY CLLR. D. ENTICOTT

REPORT BY TOWN CLERK

FOR DECISION

The following motion has been received from Cllr Jan Cosgrove: -

"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes, community groups etc concerning the issue of homelessness in the area, and to report and make recommendations accordingly."

Officer Comment

In accordance with S.O. 9.5 if the subject matter of a motion comes within the province of a Committee, upon being moved and seconded, it should stand referred without discussion to the relevant committee unless deemed as urgent by the Town Mayor.

Due to the schedule of forthcoming meetings, and as the motion has been proposed and seconded, the motion should stand referred to the Community Engagement and Environment Committee without discussion unless the Town Mayor instructs that the issue be debated immediately.

DECISION

As the Motion is proposed and seconded, does the Mayor deem the issue before Members to be urgent enough to require immediate debate?

If the Mayor does not deem the issue as urgent, do Members instruct that the issue be placed on the agenda for the next Community Engagement and Environment Committee meeting, in accordance with S.O. 9.5?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

**AGENDA ITEM 16 - ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS:
TO CONSIDER THE NOTES OF THE MEETING HELD ON 22nd NOVEMBER
2017**

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the Arun District Association of Local Councils meeting held on 22nd November 2017 are attached for Members' information and noting – **Appendix 1.**

ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

Wednesday 22nd November 2017 @ 7pm

Bognor Regis Town Hall, Clarence Road, Bognor Regis, West Sussex, PO21 1LD

MINUTES

Present: Chairman: Councillor Tony Gardiner (Bognor Regis Town Council)
Vice-Chairman: Position vacant
Hon. Secretary: Andrew Gardiner (Yapton Parish Council)
Treasurer: Rob Martin (Angmering Parish Council)
Members: Michael Warden (Aldingbourne Parish Council)
Lilian Richardson (Aldwick Parish Council)
Lucy Ashworth (Arundel Town Council)
Michael Tu (Arundel Town Council)
Gill Yeates (Bersted Parish Council)
J Spencer (Bersted Parish Council)
Harry Ward (Clymping Parish Council)
Joop Duijf (East Preston Parish Council)
Paul English (Felpham Parish Council)
Trevor Ford (Ford Parish Council)
Dawn Smith (Ford Parish Council)
Geraldine Walker (Kingston Parish Council)
Roger Wetherell (Kingston Parish Council)
Alan Smith (Pagham Parish Council) - Observer
Suzanne Clerk (Walberton Parish Council)
Derek Ambler (Yapton Parish Council)

SSALC: Trevor Leggo (Chief Executive, SSALC Ltd)

1. **Welcome and introductions**

The Chairman welcomed everyone to the meeting including the meeting's guest presenter, Paul Richards of Shipley Parish Council and Trevor Leggo the Chief Executive of SSALC.

2. **Apologies for absence**

Apologies were received from the Chairman and Vice Chairman of Rustington Parish Council and Carole Ward (Clerk of Rustington Parish Council)

3. **Presentation - Parish Online (45 mins) - Paul Richards, Clerk to Shipley Parish Council**

AGENDA ITEM 16 – APPENDIX 1

Mr Richards made a short presentation on the system Parish Online. This is a computer based mapping system which has been provided free of charge to all town and parish councils across West Sussex via the WSCC Operation Watershed project. Mr Richards, as a current West Sussex Parish Clerk, has been tasked by SSALC to ensure that councillors and clerks are given access to this free tool to help them do a lot more than just look at flooding issues related to Operation Watershed.

Mr Richards, in conclusion, stated that with the funding secured by SSALC, he can offer a free tailored service to town and parish councils if required. Mr Richards will be writing to all town and parish councils informing them of the availability of this system and his offer to visit them to discuss opportunities for joining in with this system.

4. Issue for Discussion

The Chairman introduced the second part of the business for the evening which consisted of an open forum and discussion of a possible response to Arun District Council on the issues and proposals raised by the Officers who attended the ADALC Conference on the 18th October. The Association was asked to consider making a response to the Arun District Council on the points raised in their letter dated 30th October 2017 regarding future liaison between the District Council and the Parish/Town Councils.

The Hon Secretary referred to the two papers which had been tabled which were the notes of the flip chart issues raised on the four tables at the conference, and a copy of the questions which had been prepared by Arun District Council which could form the basis of a response to the district council.

A summary of the main points raised by the members during the discussion on this issue:

- Ø Much of this is a reaction to the sessions which had been held with town and parish councils on the emerging local plan and the lack of consultation with town and parish councils on the Infrastructure Delivery Plan which came to light during the Inspector's hearings on the draft local plan;
- Ø A member sought clarification that the area committees based on the former JDAC would be a good basis for a cluster;
- Ø It appears that Arun are still trying to dictate the agenda, but the local plan debacle may have moved things forward;
- Ø Kingston and Aldwick stressed the need for continuation of the Area Committees, with the need for all three tiers of government to be operating together and to be seen to be working together; Clymping would also be supporting JWAAC;
- Ø One member suggested that it would be important to know what ADC are asking for, and he encouraged the Association to be careful about splits and clusters. He felt that there was a need for parish councillors to be better briefed/prepared for joint committees;
- Ø There may be a case for parish and town councils to influence the agendas for joint committees, rather than accept the attempt to kill them off;

AGENDA ITEM 16 – APPENDIX 1

- Ø Parishes were urged to ensure that there was sufficient budget for support the costs of democracy, e.g. the Highways and Transport Sub-group
- Ø An email was read out from West Sussex County Council dated 21/11/17 regarding the Highways and Transport Sub-group and asking parish and town councils if they wish to continue with the sub-group.
- Ø The cost of servicing the sub-group as set out in the above e-mail was quoted at £978.36
- Ø It was suggested that the Association needs to get all town and parish councils and parish meetings engaged and urged to join ADALC. The Chairman was urged to visit all non-members in the Arun area;
- Ø It was a concern that Arun would not attend local council meetings because they were under-resourced;
- Ø Parish and Town Councils should be setting the agendas of the Joint Committees, ADALC and the joint conference and it is up to members to work with ADC;
- Ø Arundel confirmed that they had not used the form which had come from Arun and were responding to other points including sending their Aim & Priorities which would be used in agreeing how they would be working together;
- Ø What support would Town & Parish Councils get in achieving any objectives when Town and Parish Council set their objectives as part of their Annual Plans;

Following a lengthy discussion of the main points which had been raised it was agreed to write to Arun District Council' The following is the agreed text of the letter:

"I write further to your letter sent to all Town and Parish Councils in the Arun District which followed up on the presentations and discussions which took place at the joint conference between ADALC and Arun District Council's Leader and Chief and Senior Officers.

The letter and questions posed in the letter were the subject of a discussion by Association Member's at a meeting of the Association held on Wednesday 22nd November 2017. As a number of member councils had not considered the questions posed by Arun District Council, it was not possible to compile a composite response to the questionnaire. Member Councils have been urged to complete the questionnaire by the deadline set and return to Arun with a copy to the Hon. Secretary to summarise and compile a composite return. Unfortunately, that won't be possible to compile with the return date of the 31st December 2017, and we respectfully request an extension of time to agree a response.

Area Committees – a discussion ensued on the statement contained in the letter that Arun District Council were considering withdrawing from the Joint Area Committees from the new civic year in 2018. The Members present agreed that Arun District Council should be requested to consider continuing its attendance, as most of the town and parish councils felt that it was the only forum where the three tiers of local are able to meet and discuss issues of common concern. It also enables the public to see the joint working of the county, district and local councils in the Arun District.

AGENDA ITEM 16 – APPENDIX 1

The meeting also considered the cost of taking part in the Highways and Transport Sub-Group which parish councils had recently been stated as £978.64 in an e-mail from West Sussex County Council. The Association is keen to understand how much it would cost for Arun District Council to be able to continue supporting and attending the Joint Area Committees and the Highways and Transport Sub-Group after May 2018.

The Association would be pleased to receive this information by the 30th November 2017 shared between the town and parish councils in the district based on the current tax-base.”

5. Election of Vice – Chairman

The Chairman asked if there were any nominations for the position of Vice – Chairman of the Association, no nominations having been received by the Hon. Secretary before the meeting. It was suggested that the Chairman should go to speak to all Parish and Town Councils about the benefits of being a member of ADALC.

6. Minutes of previous meeting held on the 18th October 2017

The minutes of the meeting held on the 18th October 2017 were agreed.

7. Matters arising from minutes of the meeting held on the 18th October 2017

The Hon. Secretary stated that the copies of the presentations made at the Conference would be circulated once they had been received from Arun DC.

8. Reports from Representatives on Outside Bodies:

a. **West Sussex Association of Local Councils (WSALC)** – Councillor Tony Gardiner updated the meeting on the main issues discussed at the latest meeting of WSALC including reports from the Sussex Police on their work to reassure residents that fear of crime may not be real; update from the Society of Local Council Clerks; Age Concern update who have very few officers working in each branch.

b. **Sussex Surrey Association of Local Councils (SSALC)** – Trevor Leggo, the Chief Executive of SSALC updated the meeting on finances, the work programme, and the role of Members.

9. Finance

The Treasurer, Mr Rob Martin, Angmering Parish Council tabled a set of accounts and current membership details as at 22nd November 2017. The Treasurer referred to the current

AGENDA ITEM 16 – APPENDIX 1

balance of £166 in hand, and that invoices for subscriptions due from 1st January 2018 would be sent out in December 2017.

10. Updates from Trevor Leggo, Chief Executive of SSALC Ltd

(i) Trevor Leggo referred to the Health and Wellbeing Report which had been published earlier in the year. A survey was shortly to be issued to collect information on how health and wellbeing matters had moved forward in town and parish councils since the publication of the original report.

(ii) General Data Protection Regulations 2018

✓ Trevor referred to the above regulations and the need for all local councils to be compliant by 25th May 2018. In all cases the Council would be the designated “Data Controller”. The Council would be required to appoint a “Data Protection Officer” who cannot be the Clerk and who understands the council’s business and processes. Data Processor would also need to be identified, e.g payroll bureau.

✓ SSALC has been working on options for appointing independent persons which could be appointed as Data Protection Officers.

✓ Parish and Town Councils are being urged to download and read the 12 Steps on the General Data Protection Regulations which had been published by the Information Commissioner.

✓ Budget – Trevor suggested that all councils need to ensure that a budget for registration of councillors is included in the 2018 budget to cover the annual registration cost of £35 per councillor.

✓ Trevor referred to the various training courses which are being provided by SSALC early in 2018.

✓ NALC are trying to get a dedicated helpline installed specifically to deal with queries raised by local councils.

✓ Laptops – Clerks will need to have their own dedicated laptops, which are encrypted and password protected

(iii) Police & Crime Commissioner budget consultation on paying an extra £5 per annum to maintain policing budgets in 2018/19.

11. Member's questions, comments and matters for inclusion in future meetings

No questions or issues were raised.

12. Date of next meetings

The following dates were agreed for the 2018 calendar year:

March 21st March at 7pm at Angmering Parish Council – venue to be agreed

June (AGM) 20th June at 7 pm

September 19th September at 7 pm

AGENDA ITEM 16 – APPENDIX 1

December 12th December at 7 pm

Andrew Gardiner
Hon. Secretary

27th November 2017

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

AGENDA ITEM 17 - LOCAL RAIL MATTERS - MIN. 137 REFERS

**REPORT BY CIVIC & OFFICE MANAGER ON BEHALF OF CLLR. GARDINER
FOR INFORMATION**

At the Planning and Licensing Committee Meeting, held on 5th December 2017, Members received a report regarding local rail matters. The Committee also heard from Cllr. Tony Gardiner who was particularly concerned about the situation. Having considered the information given within the report and listening to Cllr. Gardiner, Members **RESOLVED** to write a letter to Nick Gibb MP asking for an update on the ongoing situation with Southern Rail.

A reply to the letter written by the Town Council was received from Nick Gibb MP, and also Jo Johnson MP (Minister of State at the Department for Transport) to whom Mr Gibb had sent a copy of the Town Council's letter. Both recipients acknowledged the issues that many local passengers using Southern Rail had been experiencing over recent months, caused by a variety of reasons that saw "passengers let down by train services that were not good enough".

Mr Gibb provided assurances that work is already underway to deliver on the recommendations in a report, commissioned by the Secretary of State, on how to deliver improvements across the Govia Thameslink Railway (GTR). It was announced by the Government that £300 million will be invested for Network Rail to improve rail infrastructure and resilience along the Southern and Thameslink rail networks. Additionally, a Thameslink Industry Readiness Board was set up whose role it is to independently review, direct and challenge the industry programme delivering Thameslink 2018.

Mr Johnson reported how pleased he was that Aslef drivers on Southern and Gatwick Express had voted to end their dispute with GTR on Driver Controlled Operation. Although the RMT Union continue with industrial action, it is considered by Mr Johnson to be having little impact on journeys as Southern have consistently been able to run more than 90 per cent of services during recent strikes. The Government urges RMT and Southern to do all they can to find a fair settlement to their dispute – one that is good for both passengers and staff.

Another contributing factor to disrupted rail journeys has been because of problems arising from the continued use, by Southern Rail, of old rolling stock. When attending the NALC Larger Councils Conference in mid-December last year, Cllr. Gardiner travelled from Bognor Regis railway station to London Victoria. However, upon arriving at Horsham station the train on which Cllr. Gardiner had been travelling experienced problems with the doors locking, and the carriages connecting to one another. After a twenty-minute delay, Cllr. Gardiner and his fellow passengers were instructed to disembark and alight a train on another platform. Being only a four-carriage train, the alternative

AGENDA ITEM 17

service to London Victoria was already full, to capacity, with standing room only.

Furthermore, the alternative service would be calling at every station between Horsham and London Gatwick, causing a considerable increase to Cllr. Gardiner's anticipated journey time.

Consequently, although having elected to switch trains at Gatwick Airport railway station to pick up a faster service into London, Cllr. Gardiner eventually arrived at his destination fifty-minutes later than planned.

Going forward, Cllr. Gardiner would like to see the arrival of the anticipated new rolling stock from Southern Rail; a faster service being offered from Bognor Regis into London Victoria; a later departure time available from London Victoria to Bognor Regis. It is hoped that amicable talks between RMT and Southern Rail will negate the need for any repeat of industrial action and that, ultimately, residents of Bognor Regis can expect the reliable, high quality services on Southern that they deserve.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

AGENDA ITEM 18 - UPDATE ON THE TOWN COUNCIL NEWSLETTER FOR 2018

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

Previously, the Town Council has produced an annual newsletter in May each year, following the start of the new municipal year.

This newsletter is A2 in size, folded in half to make an A3, 4-page document.

Editorial in the 2017 edition included the following: -

- Message from the outgoing and incoming Mayors, including Mayor's 'Soapbox'
- Report from Chairman of the P&R Committee
- Illustrated breakdown of Budget for coming year
- Reports from Bognor Regis in Bloom, Allotments and Town Force
- Bognor Regis Rewind
- Parking Disc Scheme
- Events diary including Funshine Days
- Contributing in the Community - the work of the Town Council
- Article regarding acts of Remembrance throughout the year
- 70th Anniversary of Hotham Park being open to the public
- Seaside Award, and Dogs on Beaches
- Contact details for the Town Council

The newsletter is hand delivered to every home within the Town Boundary by courier, with tracking provided as evidence of their routes.

The cost in 2017 for the production of the newsletter was £2585 and may be broken down as follows (all net of VAT): -

Delivery: £1375

Layout/Design: £300

Print: £910

Following the Policy and Resources Committee Meeting held on 16th October 2017 it was noted that input was being sought earlier than in previous years and Members were asked to send their suggestions on the content for the 2018 newsletter to the Civic & Office Manager (Min. 92 refers).

Members are thanked for their feedback and suggestions for editorial in the 2018 edition of the newsletter include the following;

1. Message from the Mayor, including a focus on the Mayor's Charities

AGENDA ITEM 18

2. Report from Chairman of the P&R Committee
3. Illustrated breakdown of Budget for coming year
4. 'What Your Council Does for You' - an explanation of Town/District/County, including contact details for each
5. Community Engagement - update and plans for the future
6. Reports from Allotments, In Bloom, Town Crier and Town Force
7. 'Your Councillors' - by Ward, including contact details, with Ward map
8. 'Make a Stand' - Local Town Council Elections 2019
9. Parking Disc Scheme
10. Events diary
11. Twinning Association article
12. 'The Three R's: Remembering, Restoring & Regenerating'

Members also suggested that the format of the newsletter might benefit from a redesign. Instead of the A3, 4-page, glossy style published last year it has been suggested that readers of the newsletter may prefer an A4, 8-page publication produced to a matte finish. Following a public opinion poll being carried out in the Town Centre, it would appear that 64% of potential readers would prefer an A4, 8-page publication, with 56% preferring the glossy finish. Quotations to design and print 11,200 copies of the newsletter were sought from three local companies and responses received from the following two;

A3, 4-page, gloss finish

	Print & Design	Distribution	TOTAL
Company A	£965 plus VAT	£1375 plus VAT	£2340 plus VAT
Company B	£1125 plus VAT	£1375 plus VAT	£2500 plus VAT

A3, 4-page, matte finish

	Print & Design	Distribution	TOTAL
Company A	£1057 plus VAT	£1375 plus VAT	£2432 plus VAT
Company B	£1330 plus VAT	£1375 plus VAT	£2705 plus VAT*

A4, 8-page, gloss finish

	Print & Design	Distribution	TOTAL
Company A	£1057 plus VAT	£1375 plus VAT	£2432 plus VAT
Company B	£1290 plus VAT	£1375 plus VAT	£2665 plus VAT*

A4, 8-page, matte finish

	Print & Design	Distribution	TOTAL
Company A	£1187 plus VAT	£1375 plus VAT	£2562 plus VAT*
Company B	£1390 plus VAT	£1375 plus VAT	£2765 plus VAT*

At the Policy and Resources Meeting held on 31st July 2018 the agreed budget for the 2018 Newsletter was pre-set at £2500.

AGENDA ITEM 18

As Members will note above, all those totals marked with an asterix will result in costs exceeding the approved budget, and Members will need to identify additional funding.

DECISIONS

Do Members **AGREE** that the suggestions for editorial, numbered 1-12, be included in the 2018 newsletter?

Members are asked to **AGREE** to the size and the finish of the 2018 newsletter.

Subsequent to the decision made above, Members are invited to **AGREE** whether to accept the quotations for the production of the newsletter from Company A or Company B.

Members are asked to identify and **AGREE** the budget to be used to fund any additional expenditure.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

**AGENDA ITEM 20 - CIVIC DUTIES UNDERTAKEN BY TOWN MAYOR
CLLR PHIL WOODALL FROM 8th JANUARY - 12th MARCH 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Friday 12.01.18	:	Elizabeth House Award Celebration event, Elizabeth House Care Home, Victoria Drive, BR
Saturday 13.01.18	:	BR Swimming Club 'New Year's Day Dip', BR Yacht Club, Aldwick Seafront
Saturday 13.01.18	:	BR Model Railway Club Annual Exhibition, Felpham Community College, Felpham Way
Saturday 13.01.18	:	BR Swimming Club AGM & Awards Evening, BR Yacht Club, Aldwick Seafront
Friday 19.01.18	:	Celebration of Completion of BR Railway Station Refurbishment, Railway Station
Tuesday 23.01.18	:	Site Visit to new Stonepillow Hostel, Ellasdale Rd, BR
Tuesday 23.01.18	:	Special Mtg of the ADC Overview Select Cttee on behalf of BRTC, Arun Civic Centre
Friday 26.01.18	:	BR Motor Club Memorial event for David Purley, Memorial, Rolls Royce, Shripney Industrial Estate
Saturday 27.01.18	:	High Sheriff of West Sussex Lady Emma Barnard's 'West Sussex Prayer Breakfast', Wiston House, Wiston Estate, West Sussex
Saturday 27.01.18	:	Opening of Grandad's Front Room Community Support Shop, High St, BR
Friday 02.02.18	:	Mayor of Chichester's Charity Ball, Assembly Room, North St, Chichester
Wednesday 07.02.18	:	Mayor photo op with Making Theatre Gaining Skills CIC (as per Grant Aid Discretionary condition), BR Youth & Community Centre, Westloats Lane, BR
Wednesday 07.02.18	:	Community Engagement talk to South Bersted Pupils regarding Town, also role as Mayor, South Bersted School, BR

AGENDA ITEM 20

- Thursday 15.02.18 : Opening of new Anti-Gravity Treadmill at Age UK, Laburnum Centre, Lyon St, BR
- Saturday 17.02.18 : 'Back to the Sixties' Riverside Caravan Centre Charity Fundraising event, Riverside Caravan Centre, Shripney Rd, BR
- Saturday 17.02.18 : *Deputy Mayor attended: West Sussex Guitar Club Classic Guitar Recital, Regis School of Music, Sudley Rd, BR*
- Thursday 22.02.18 : Hall & Woodhouse Community Chest Launch, The Black Swan, Pease Pottage, Crawley
- Sunday 25.02.18 : Astronaut Tim Peake 'Freedom of the City' event, Chichester Festival Theatre, Chichester
- Saturday 03.03.18 : Mayor of Littlehampton's 'Curtain Up' Charity Show, Windmill Theatre, Littlehampton
- Monday 05.03.18 : Butlins Mtg re Civic Reception, Butlins
- Tuesday 06.03.18 : FSB Apprentice Business Reception, Chichester Cathedral, Chichester
- Thursday 08.03.18 : University of Chichester 'British & American Concert', Chichester Cathedral, Chichester
- Friday 09.03.18 : RAFA Coffee Morning & Stalls in aid of Combat Stress for Veterans, RAFA Club, Waterloo Sq, BR
- Saturday 10.03.18 : Mayor of Bognor Regis' 'Mayor's Charity Quiz', Methodist Church, BR

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING – 12th MARCH 2018**

**AGENDA ITEM 21 - EVENTS ATTENDED BY TOWN CRIER
MRS JANE SMITH FROM 8th JANUARY – 12th MARCH 2018**

REPORT BY CIVIC OFFICE

FOR INFORMATION

Saturday 13.01.18	:	BR Swimming Club 'New Year's Day Dip' (rescheduled), BR Yacht Club, Aldwick Seafront
Thursday 18.01.18	:	Diary meeting- plans for 2018, Town Hall
Friday 26.01.18	:	'Mumpreneurs' Networking meeting, Fareham
Thursday 01.02.18	:	'Mumpreneurs' Business Expo meeting with Town Crier of Worthing, Worthing
Friday 02.02.18	:	Report of Hastings Town Crier Competition At Policy & Resources Meeting, Town Hall
Saturday 03.02.18	:	'The Painters Arms' Pub Opening, Portsmouth
Tuesday 06.02.18	:	Salisbury new Town Crier recruitment drive With Town Criers of Haslemere and Royal Wootton Bassett, Salisbury Town Centre
Friday 23.02.18	:	Diary meeting and promo photos for Town Crier flyers, Town Hall
Monday 12.03.18	:	Reading 'Queens Message' in Town for Commonwealth Day, Town Centre

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

AGENDA ITEM 22 - NALC LARGER COUNCILS CONFERENCE

**REPORT BY CIVIC & OFFICE MANAGER ON BEHALF OF CLLR. GARDINER
FOR INFORMATION**

On 13th December 2017 Cllr. Gardiner attended NALC's Making Local Economic Growth Work conference and exhibition in London. The event provided the opportunity for councillors, council officers, and county association members to join with other parts of the public sector (including government and principal authorities), the private sector and the voluntary sector to discuss the key policy issues around local economic development and growth.

Andrew Gwynne MP, shadow secretary of state for Communities and Local Government, spoke of the role of local councils within a future Britain and of how local Government will look after Brexit. It was acknowledged that one of the issues facing local Government is that there are so many people, with so many ideas, that finding a one-size-fits-all approach is difficult. Questions were also asked regarding the amount of work to be passed down to local councils when powers are returned from Europe.

Whilst attending a workshop, led by the Town Clerk of Swanley Town Council, Cllr. Gardiner heard how the town council had used its facilities, estates and assets to promote long term sustainability. When finding themselves with £3million of debts, and facing bankruptcy charges, the council agreed to reduce the number of banqueting suites they owned by selling one, converting one and retaining the final one for their continued use. Doing so, in addition to other steps taken, enabled the council to clear the debt within a year.

Cllr. Gardiner also heard from the Chief Executive of Hampshire Association of Local Councils who discussed top tips for local councils to access grants and funds. One example given included a council that owned a cricket field, with a pavilion, but who did not have access to a council chamber. The council successfully applied for funding from the Sports Council to redesign the cricket pavilion which included, in the new build design, accommodation on the first floor of the pavilion to be used as a council chamber.

In the closing remarks of the day, the Chairman of NALC's Larger Councils Committee informed delegates that he continues to meet regularly with ALCs, allowing greater unity between parish/town councils and district/borough/county councils.

**BOGNOR REGIS TOWN COUNCIL MEETING
12th MARCH 2018**

AGENDA ITEM 23 - CORRESPONDENCE

FOR INFORMATION

1. Arun District Council - response to questions put forward by the Town Council regarding the recent relocation of the Bognor Regis Visitor Information Point.
2. The Regis School - Newsletter Issue 10, 9th February 2018.
3. VAAC - GDPR consent to hold data. Consent given.
4. Local Council Public Advisory Service - General Data Protection Course, new dates added for course in Bury St Edmunds at a cost of £40 per delegate.
5. The Royal British Legion - Poppy Appeal Organiser Appeal for Bognor Regis.
6. Email enquiry regarding Picturedrome update, with copies of reply sent.
7. British Red Cross - details of First Aid Training courses available.
8. Action Fraud - Flight Ticket Fraud Alert. School Fraud Alert. Shared to Facebook.
9. Communities and Local Government Committee - CLG and Work and Pensions Committee Chairs write to Government on funding plans for supported housing. CLG Update, Second Edition - circulated to Councillors.
10. WSCC - Statutory Notice regarding the proposal to enlarge St Mary's Catholic Primary School, Bognor Regis, and Felpham Community College. Circulated to Councillors, uploaded to Town Council website and Facebook page.
11. Sussex Police & Crime Commissioner - letter responding to questions raised by Cllr. S. Goodheart, regarding policing in Bognor Regis. Circulated to Councillors.
12. VAAC - Weekly E-Bulletin Update, 8th, 15th, 22nd February and 1st March 2018. Funding Focus Newsletter, March 2018. Circulated to Councillors.
13. Sussex Police - Weekly Bulletin for Arun District, 29th January-4th February, 5th-11th, 12th-18th, 19th-25th February 2018. Circulated to Councillors and shared to Town Council's Facebook page.
14. ADC - List of agendas published for meetings - weeks commencing 5th and 12th February 2018 including: - Audit and Governance; Environment &

AGENDA ITEM 23

Leisure Working Group; Full Council; Local Plan Sub-Committee; Special Council (Budget); Standards; and Individual Cabinet Member Decisions.

- 15.** Town Centre Manager - Invitation to attend Pre-BID Meeting at Butlin's on 27th February 2018 at 6pm. Circulated to Councillors.
- 16.** SSALC - WSALC Spring Conference Programme for 6th March 2018. Highlighted to Councillors at Council Meeting held 8th January 2018.
- 17.** Government Knowledge Team - 'Thinking Under Pressure' course to be held in London on 6th March 2018. 'Introduction to Project and Programme Management' course to be held in London on 28th March 2018. Both courses available at a delegate cost of £499 plus VAT.
- 18.** Thorogood Publishing - 'Strategic Customer Planning' report available to purchase at £49.99 +pp. 'Mastering People Management' resource book available to purchase at £18.99 +pp.
- 19.** ADC - Notice of arrangements for the counting of votes for the Town By-Election on 22nd February 2018. Circulated to Councillors, 12th February 2018.
- 20.** Copy of correspondence sent to Director of Vision ICT regarding the recent upgrade of the Town Council's website.
- 21.** BusinessesForSale.com - Press Release: 'Picturedrome Cinema Achieves Commendation in National Small Business Big Heart Award'. Circulated to Councillors ad shared on Town Council's website and Facebook page.
- 22.** ADC - correspondence regarding location of the count arrangements for the Town by-election to be held on 22nd February 2018.
- 23.** Westminster Briefing – details of 'Corporate Governance Reform in 2018' event to be held in London on 20th March 2018.
- 24.** e-mango - The Digital Local Council Newsletter, First Edition.
- 25.** Copy of correspondence between concerning a press report regarding Bognor Regis Town Council's support for public conveniences.
- 26.** WSCC - JWACC CLC poster.
- 27.** Rialtas Business Solutions - Newsletter, February 2018 - Issue 2.
- 28.** Littlehampton Town Council - Progress Newsletter, Spring 2018 Edition.
- 29.** SSALC - Questions to, and responses from, Sussex Police Chief Constable York as put to CC York at a recent meeting with Sussex ALC. Circulated to Councillors.

AGENDA ITEM 23

- 30.** Government Knowledge Team - 'Introduction to Successful Negotiation' course to be held in London on 7th June 2018, at a delegate cost of £499 plus VAT.
- 31.** ADC - guidance about declarations of interest under the Code of Conduct.
- 32.** SSALC - New NALC Legal Briefing: Reporting Personal Data Breaches.
- 33.** Communities and Local Government Committee - Evidence Session: Private rented sector and Draft Tenant Fees Bill, to be heard on 21st February 2018.
- 34.** ADC - Notice of Poll and Polling Stations for Town Council By-Elections to be held on 22nd February 2018, for Hatherleigh Ward and Marine Ward.
- 35.** Bognor Regis Twinning Association - Minutes of meeting held on 10th January 2018, and Agenda for meeting to be held on 19th February 2018.
- 36.** ADC - Correspondence regarding error in polling cards for Town Council Marine Ward Election to be held on 22nd February 2018.
- 37.** A. Harfield Ltd - Notification that, following the sudden death of Alan Harfield, A. Harfield Ltd (Specialist Services) will cease to trade with immediate effect.
- 38.** Bognor Regis Kite Festival - Details of this year's arrangements for the Kite Festival to be held during the August Bank Holiday weekend.
- 39.** ADC - Revised Notice of Poll and Situation of Polling Stations for the election of a Town Councillor for Marine Ward, Bognor Regis.
- 40.** SSALC - Final programme for West Sussex ALC Spring Conference to be held on Tuesday 6th March 2018.
- 41.** Zurich Municipal – offer of a free, no obligation, quote for council insurance.
- 42.** ADC - Confirmation that the list of attendees, from BRTC, attending the by-election count on Thursday 22nd February 2018 has been received.
- 43.** The Editor - Public Sector Newsletter, February 2018.
- 44.** WSCC - JWAAC Agenda for meeting to be held at 7pm on 27th February 2018 at The Regis School, Bognor Regis.
- 45.** NFP Workshops - details of BID Writing workshops being held across the country.

AGENDA ITEM 23

- 46.** Email sent to Councillors, from the Town Clerk, advising that the Town Council's Assistant Clerk had successfully passed, with a credit, the NEBOSH Health & Safety course.
- 47.** ADC - List of agendas published for meetings - Week Commencing 19th February 2018 including: - Full Council; and Individual Cabinet Member Decisions.
- 48.** SSALC - staff update.
- 49.** ADC - details of GDPR training for officers, to be held on 16th April 2018. Assistant Clerk and Civic & Office Manager to attend.
- 50.** WSCC - County News: Arun District, February 2018. Emailed to Councillors.
- 51.** Moore Stephens - Smaller authorities audit arrangements.
- 52.** Ellis Whittam - Employment Law, HR and Health & Safety News, 28th February 2018.
- 53.** WPS Insurance - Council Guard: Commercial Insurance Profile.
- 54.** WSCC - Winter Service Statement for Parishes, Tuesday 27th February 2018.
- 55.** Bognor Regis Twinning Association - Details of next foreign film to be screened at the Picturedrome Cinema on 12th March 2018.
- 56.** Housing, Communities and Local Government Committee - Evidence Session: Private rented sector and Draft Tenant Fees Bill, to be heard on 26th February 2018. Evidence Session: Business Rate Retention, to be heard 5th March 2018.
- 57.** GK Learning Team - 'Confident Public Speaking and Presenting' course, to be held in London on 16th May 2018 at a cost of £499 + VAT per delegate.
- 58.** Merrehill Ltd - 2 for 1 offer on email campaigns.
- 59.** WSCC - Agenda for Joint Eastern Arun Area Committee Meeting to be held on 6th March 2018.
- 60.** Health Courses - 'Managing Difficult People' course available in Southampton on 13th March 2018 at a cost of £197 + VAT per delegate.
- 61.** Gov Connect Events - 'Managing Health 2018 – Delivering the Five Year Forward View' conference to be held in London on 19th September 2018.
- 62.** Chestnut Tree House - Newsletter, Spring 2018.

AGENDA ITEM 23

- 63.** WSCC - Minutes of Cabinet Meeting held on 30th January 2018.
- 64.** Neighbourhood Alert - E-Newsletter, 28th February 2018. Information on how to stay safe and well in winter months. Circulated to Councillors.
- 65.** Stonepillow - Newsletter, February 2018. Circulated to Councillors.
- 66.** SSALC - Data Protection Fee Guide for Controllers.
- 67.** WSCC - Parish Winter Statement, 1st March 2018.

**BOGNOR REGIS TOWN COUNCIL MEETING
12th MARCH 2018**

AGENDA ITEM 23 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. ADC - response received from Sussex Police & Crime Commissioner, Mrs Katy Bourne, in response to questions raised in letters sent by the Chairman of ADC's Overview Select Committee, and Bognor Regis Town Council, to Mrs Bourne. Circulated to Councillors.
2. The Regis School - Newsletter, Issue 11, 11th February 2018.
3. WSCC - Parish Winter Statement, 2nd March 2018.
4. WSCC - Update on water shortage situation in some areas of the County.
5. NALC - Larger Council's Committee 2018 Governance Review Survey. **Assistant Clerk to respond to survey.**
6. Parish Online - News and Updates, 6th March 2018.
7. WSCC - LGPS Discretions Policy.
8. Kiddi Vouchers - 'Prepare for the new tax year'.
9. ADC - List of agendas published for meetings - Week Commencing 5th March 2018 including: - Licensing; Overview Select; and Individual Cabinet Member Decisions.
10. St Wilfrid's Hospice – Letter of condolence following the passing of Cllr Dougal Maconachie, with thanks for the donation of £100 made to the hospice, by the Town Council, in his memory.
11. VAAC - Weekly Updates, 8th March 2018. Circulated to Councillors.
12. Twinning Association - Minutes of meeting held in February, and Agenda for meeting to be held in March.
13. Sussex Police - Weekly Bulletin: Arun District, 26th February-4th March 2018. Circulated to Councillors.
14. Local Councils Update - LCU magazine, Issue 215, March 2018.
15. SSALC - NALC CEO Weekly Update, 9th March 2018. Circulated to Councillors.
16. BID - latest update from Town Centre Management. Emailed to Councillors.

AGENDA ITEM 23

- 17.** Housing, Communities and Local Government Committee - Evidence Session: MHCLG Housing Priorities, session to be heard on 12th March 2018.

- 18.** SSALC - Notification of meeting to be held with Sussex Police Chief Constable, Giles York, with SALC board members. Circulated to Councillors with a request that any comments regarding strategic or unresolved topics that Members would like to be raised at the meeting be emailed to the Civic & Office Manager by 26th March 2018.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

AGENDA ITEM 24 - PICTUREDROME SITE UPDATE INCLUDING: -

- **DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**
- **A.G.M. OF THE BOGNOR PIER COMPANY LTD. - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2017 AND TO NOTE THE DIRECTOR'S REPORT**
- **TO NOTE RECEIPT OF THE £25K MANAGEMENT FEE FROM THE BOGNOR REGIS PIER COMPANY**

Progress Reports on Picturedrome Expansion Project - a further update to inform the public of progress with the expansion project was posted on the Town Council website in February 2018 and circulated to Councillors.

Buildings Insurance - details of the renewal have been received and the premium that is due on 20th April 2018 is noted as £7,472.86 inclusive of the policy administration fee and Insurance Premium Tax. This will be paid by The Bognor Pier Company Ltd. and is £406.08 higher than the cost last year. The rate remains unaltered, as the cover is under a long-term agreement, the increase being down to index linking (4% on buildings and 2.17% on rentals) and an increase in the Insurance Premium Tax from 10% to 12%. Details of the renewal premium will be passed to the Managing Agents to be apportioned between the tenants respective to the various sites.

The Insurers have advised that the adequacy of the current sum insured under the main policy will need to be reviewed once the extension is complete to establish the need for any increase. A building revaluation will therefore be carried out at the end of the project.

Kiosk 1a Linden Road - whilst the property is currently unoccupied, weekly inspections of the unit are being undertaken by a member of the Town Force team as a requirement of the buildings insurance. The cost for these inspections is being recharged to The Bognor Pier Company Ltd. The letter box has also been secured and insurance requirements relating to the electric and water supplies implemented where possible. The Insurance Company have also been informed that the unit is currently vacant.

Town Force have undertaken maintenance work to the front of the Kiosk replacing rotten wood in window and door frames. Repainting of the front of the property has also been carried out, which has greatly enhanced the appearance of this element of the property. The cost of these works has been recharged to The Bognor Pier Company Ltd. at a cost of £1,178.44 plus VAT. Further improvements by the installation of heating to ensure the property does not suffer from damp are also being investigated.

AGENDA ITEM 24

Kiosk 1a Linden Road - further information in relation to outstanding matters will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.

A.G.M. of Bognor Pier Company Ltd. - To adopt the accounts year ended 31st December 2017 and to note the Director's Report

Members are invited to **ADOPT** the accounts, previously copied to Councillors under separate cover and to note the Director's Report.

To note receipt of the £25k Management Fee from The Bognor Regis Pier Company

Members are advised that the £25k Management Fee has been received from The Bognor Pier Company Ltd. and paid into the Town Council's account. As Members will already be aware, this funding is committed in the Council's budget and is used to fund the costs of the Picturedrome development loan.

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 12th MARCH 2018**

**AGENDA ITEM 25 - REDEVELOPMENT OF THE PICTUREDROME
CINEMA PROCUREMENT UPDATE**

REPORT BY THE TOWN CLERK

FOR INFORMATION

INTRODUCTION

This is the latest in a series of procurement updates relating to the development of a 4th cinema screen at the Picturedrome cinema.

PICTUREDROME PROJECT CONSTRUCTION UPDATE

Since the last report there has been significant progress. The contractors have now completed the roof coverings which will keep the worst of the weather out and has allowed them to lift up and install the air handling plant on the roof. The perimeter has been clad in the cement board which forms the internal skin of cladding and the rain screen (Outer skin) cladding has been delivered ready for installation.

The internal insulation and plasterboard has been delivered and the contractors will soon start boarding the auditorium ceiling. The internal partitions have commenced to enable the floors to be screeded and the next stages of M and E installation have commenced.

CURRENT PROGRAMME TIMELINE

The construction programme is attached at **Appendix 1** for Members attention. Highlights include that the current programme is 11 weeks behind the original programme but is running in line with the revised programme and in fact is slightly ahead of schedule. The target completion date remains at 4th June 2018.

Over the next four weeks ceilings and partitions will be fitted within the cinema, mechanical and electrical systems will begin to be installed, the external cinema rain cladding will be fixed, and cinema floors will be screeded.

Health and Safety inspections continue to be conducted regularly with no reported accidents.

We are hopeful that there will be a saving of up to £4,000 for the surface water connection to the main SW sewer in the highway. This will depend on the actual depth of the sewer to which the Picturedrome surface water drains will be connected and confirmation of any actual saving will not be available until after this work has been completed.

As previously reported to Members in the latter part of last year, the fire alarm extension of the system into the units adjoining the cinema including the Regis Burger Bar and the Kiosk will be completed through

AGENDA ITEM 25

the main Cheesmur contract but paid for from the original budget identified for the Schedule of Works to the Picturedrome site. This work will require an asbestos R and D survey to ensure that the areas of wall disturbed to allow cabling does not offer any risk from asbestos containing materials. The cost for this work will be advised following the investigation.

The buildings asbestos register is now fully up to date following completion of the management surveys of the whole premises, details of which have been given to the contractor. The requirement for the management surveys was previously reported to Members at the last Town Council meeting in January.

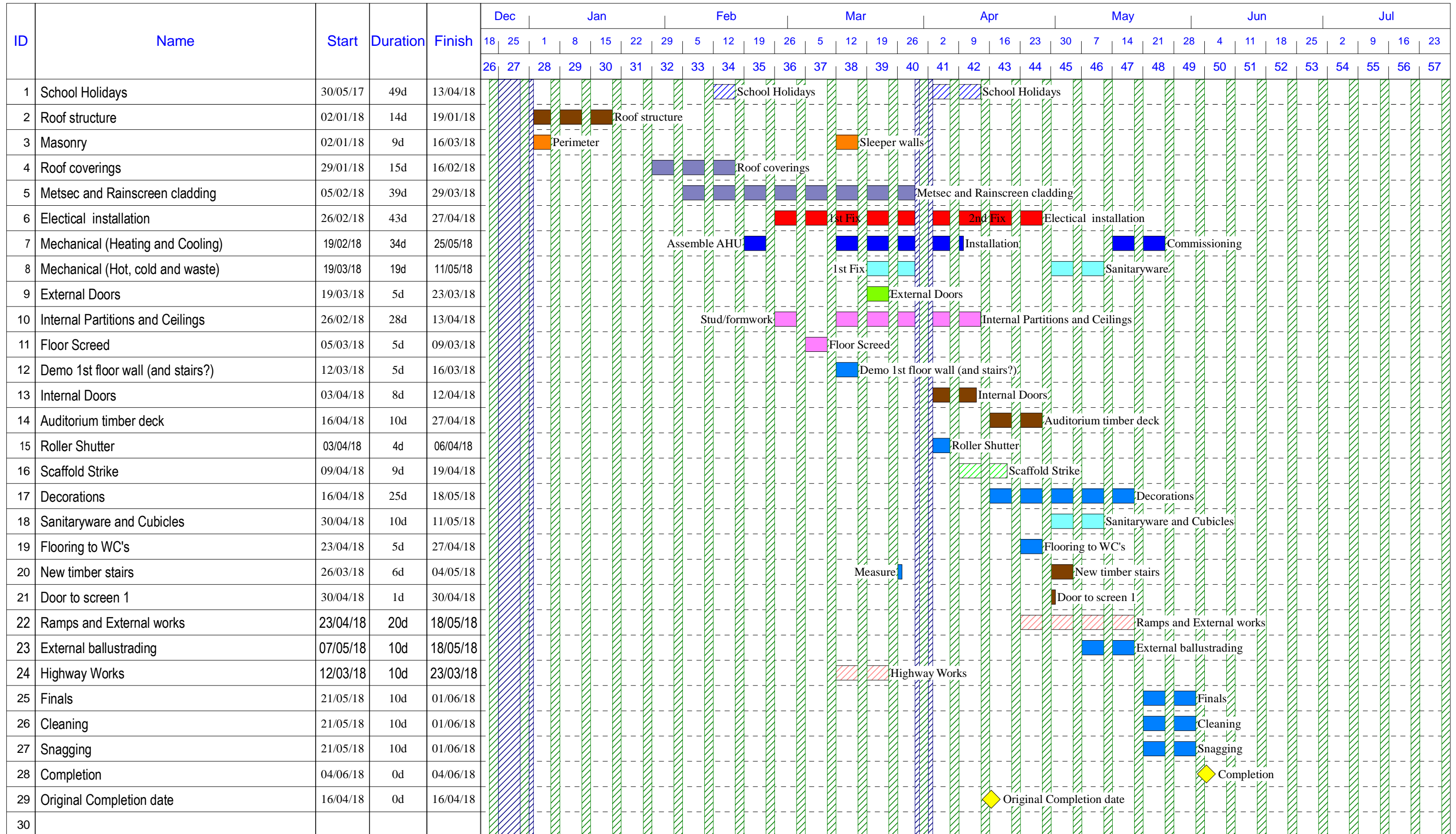
No further delays are anticipated for the project and it is hoped that the contractor will continue to strive to catch up on previous delays.

Target Programme (C) Bognor Picturedrome Cinema

REV F

AGENDA ITEM 25 -APPENDIX 1

23/02/18



	Handover		Mann Carpentry		School Holidays		Lancing Glass		South East Cooling		Desertpool
	SD Samuels		Sackville		AJ Taylor		Walls and Ceilings		Clark Stapleton		K and M