



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 POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **6.30pm on MONDAY 30th JULY 2018**

All Members of the Policy and Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee 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 written questions. Questions should be restricted to the functions of this Committee.)

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

DATED this 23rd day of July 2018

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

- a) the item they have the interest in
- b) whether it is a Disclosable Pecuniary or Ordinary interest
- c) the nature of the interest
- d) if it is an Ordinary interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 4th June 2018 and the Extraordinary Meeting held on 2nd July 2018
 4. ADJOURNMENT for public question time
 5. Matters Arising from the Minutes which are not separate Agenda items
 6. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including:
 - Events, Promotion and Leisure Committee
 - Allotments Sub-Committee
 7. General Data Protection Regulations (GDPR)
 8. To receive the recommendations from the Events, Promotion and Leisure Committee Meeting held 11th June 2018 that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be reallocated to the Committee for a new, event related purpose - Mins. 13.1 and 14 refer
 9. To receive the Town Force Report including request to store event equipment at the Town Force unit and an update on the purchase of the new vehicle - Min. 19 refers
 10. To consider current level of Fidelity Guarantee Insurance held by the Town Council and whether any increase is required
 11. To consider Bognor Regis Town Council formally recognising World Mental Health Day; this recognition would come from Website and Social Media promotion as well as enabling local community groups to hold events - as requested by Cllr. Stanley
 12. To consider Bognor Regis Town Council working alongside the Town Council's accountant in order to make a more community friendly version of financial information, with a specific focus on language, content and format and an aim to make the Council's financial records more widely accessible and understandable to the electorate - as requested by Cllr. Stanley
 13. To receive the notes of the meeting of the Arun District Association of Local Councils held 25th April 2018 and of the Annual General Meeting on 20th June 2018 (if available)
 14. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the Town Centre Manager and BID Board meetings
 15. Rolling Capital Programme - to ratify expenditure of £2,280 plus vat for rolling replacement of 3 pc's
 16. To ratify expenditure of £1,350 plus vat for IT security work, following an IT Security Assessment, in line with General Data Protection Regulations (GDPR)
 17. To receive and if acceptable approve a draft agreement for future maintenance and power supply to Olby's Clock and to ratify expenditure (if available)
 18. To receive a recommendation from the Community Engagement and Environment Committee meeting held 16th July 2018 (Min. 37 refers) that the £10,000 allocated for Youth Provision be utilised as match funding

19. Financial Reports including: -
 - To note Committee I&E Reports for the month of June 2018 – previously copied to Councillors. These documents are available on the Town Council website @ [http://www.bognorregis.gov.uk /BR-Town-Council](http://www.bognorregis.gov.uk/BR-Town-Council) (follow the link, click on Our Council, then Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of May and June 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
20. Correspondence
21. Picturedrome Site update - Director's report, any urgent actions taken for ratification
22. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
23. Town Force: Request for early cessation of sponsorship agreement and to note of outstanding debtors

Agenda items 21 & 23 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 POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 4th JUNE 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Brooks,
J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during
Min. 7), S. Reynolds and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillors in the public gallery
1 member of the public

The Meeting opened at 6.30pm

6. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. M. Stanley for family reasons and Cllr. P. Woodall who was unwell. In the absence of Cllr. Stanley, Members **AGREED** that Cllr. Cosgrove would act as Vice-Chairman for this meeting.

7. 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

- a) The item they have an interest in
- b) Whether it is a Disclosable Pecuniary or Ordinary interest
- c) The nature of the interest
- d) If it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) If it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 26, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Cunard also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 26, as an employee of the Picturedrome Cinema and advised that she would leave the room for this item

Cllr. Mrs. Daniells also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts

Cllr. Brooks declared Disclosable Pecuniary Interests in Agenda item 21 as his Company had worked on Billy Bulb in the past and he would leave the room if the discussion became relevant and Agenda items 6 and 8, relating to the Car Parking Strategy Working Group as he had received recompense for batteries for the data loggers in the Fitzleet and Lyon Street car parks

Cllr. Brooks also declared an Ordinary Interest in Agenda item 18 as a volunteer for Arun Arts

Cllr. Goodheart declared an Ordinary Interest in any discussion relating to regeneration due to his involvement with 4BR

Cllr. Reynolds declared an Ordinary Interest in any discussions concerning the activities of ADC due to his position as a Member of Arun District Council

8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9th APRIL 2018 AND THE EXTRAORDINARY MEETING HELD ON 22nd MAY 2018

The Minutes of the Meeting held on 9th April 2018 and the Extraordinary Meeting held on 22nd May 2018 were approved as a correct record and signed by the Chairman.

9. **ADJOURNMENT FOR PUBLIC QUESTION TIME**

Meeting adjourned at 6.35pm

A Councillor in the public gallery spoke about the continuing issues with the train network and the current debate within Parliament.

A member of the public asked that the Town Council write to both WSCC and ADC regarding the amenity site on the Shripney Road, the impact of queuing traffic on the local businesses in that area and the suggestion that the site is moved elsewhere to a more suitable location. Members noted the request and agreed to write a letter. A Member also suggested that this be raised at the forthcoming JWAAC meeting.

Meeting reconvened at 6.37pm

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

10.1 **9th April 2018 - Min. 184 - CCTV**

The Town Clerk relayed an update from ADC on the CCTV upgrade and furthermore, informed Members that two Members had attended a tour of the CCTV Control Centre at Lewes. Cllr. Reynolds reported that the tour had lasted for 2½ hours and that the forthcoming upgrade would improve the service.

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

The Deputy Clerk's report was noted.

11.1 **Joint Consultative Sub-Committee (Staffing)**

Members **RESOLVED** to **APPROVE** the appointments of Cllrs: S. Reynolds, P. Woodall, A. Cunard, P. Dillon, Mrs. J. Warr, J. Cosgrove, and the three senior Officers.

A Member queried how many Members were required to form a Group and was informed that the minimum was two.

11.2 **Car Parking Strategy Working Group**

Members discussed the future of the Working Group in light of the BID's own plans on this issue and after a full debate **RESOLVED** to dissolve the Group.

It was noted that Cllr. Brooks has continued to take readings from the data loggers at the Fitzleet and Lyon Street car parks and discussion took place as to whether this task should be passed onto Town Force.

Finally, Members discussed appointing a Town Council representative to the BID's parking forum and it was **RESOLVED** to **APPROVE** that this should be Cllr. Brooks.

11.3 Future Office Provision Working Group

Members discussed the need for this Group, whether it should be dissolved, or its membership extended. Following debate, it was **RESOLVED** that the Working Group should be dissolved with future matters considered by Full Council.

12. TO REVIEW THE RE-APPOINTMENT OF THE MAYORALTY SELECTION COMMITTEE AS REQUESTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 14th MAY 2018 (MIN. 8 REFERS) AND, IF REQUIRED, REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE, MAKING RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL AS APPROPRIATE

The Deputy Clerk's report was noted.

Members discussed, at length, the advantages and disadvantages of the role of this Committee with various alternatives considered such as having both Mayor and Deputy Mayor appointments considered at either the March Council Meeting or at the Annual Meeting in May each year, continuing with the Committee but altering its membership or, nominations submitted in advance.

Following a full debate, Members **RESOLVED** to reappoint the Committee for the 2018/19 municipal year with the membership to remain as the Group Leaders.

Members then reviewed the Terms of Reference and **RESOLVED** to **RECOMMEND** that these be recommended to Council with no changes.

13. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- Policy and Resources Committee
- Joint Consultative Sub-Committee (Staffing)
- Car Parking Strategy Working Group
- Future Office Provision Working Group
- To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 21st May 2018 (Min. 4 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Playing Out Scheme Topic Team
- To note any recommendations from the Planning and Licensing Committee made at their meeting on 15th May 2018

The Deputy Clerk's report, including the minor recommended amendments was noted. Due to the decision taken under Mins. 11.2 and 11.3 regarding the dissolution of the Car Parking Strategy Working Group and the Future Office Provision Working Group, the Terms of Reference for these were not reviewed.

The Committee did review the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

14. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (FINAL)

The Town Clerk's report and Internal Audit Report 2017-2018 (Final) were noted, and Members acknowledged that, once again, no significant issues had been raised.

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2018 INCLUDING:

The Town Clerk's report was noted.

15.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2017/18 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

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

15.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

15.3 To Recommend Approval to Council of the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2017/2018 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 15.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2018 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2018 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 15.5 To consider the Accounting Statements for 2017/2018 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2017/2018 as detailed in Section 2 of the AGAR.

- 15.6 To Recommend Approval to Council of the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2017/2018 and **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further **RESOLVED** to **NOTE** that the Accounting Statements for 2017/2018 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

A Member raised a query regarding the Fixed Assets as detailed on Section 2 of the AGAR. The Chairman reminded everyone that the Town Clerk had informed Members that any queries on the accounts needed to be submitted the previous week to enable the query to be relayed to the Town Council's Accountant. The Member agreed to email in his query for answer after the meeting.

- 16. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. J. COSGROVE SECONDED BY CLLR. A. CUNARD AS REFERRED FROM THE COUNCIL MEETING HELD 12th MARCH 2018 - MIN. 177 REFERS**

"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."

Cllr. Cosgrove spoke as proposer for the Motion referring to the issues facing the Town in this regard and the efforts of local community groups. The level of coordination between the various support groups and statutory authorities was discussed with Members noting that ADC have a very active unit already working with homeless people. The Town Clerk also reported that the head of the ADC unit has agreed for some of her staff to attend Town Council surgeries to interact with those affected by this issue and the suggestion was made that the ADC team be invited to attend a meeting of the Community Engagement and Environment Committee to update Members on their work.

Members discussed what, if anything, that the Town Council could add to the work already being undertaken and also, how much of an issue this is for neighbouring parishes with the opinion expressed that it is more localised in the Town centre.

Members also noted that a member of the community had addressed the Community Engagement and Environment Committee at the meeting held 21st May (Min. 9 refers) to speak about Community 4 Community, an initiative similar to the Local Area Network (LAN) which would include information on all relevant services within the area. The Committee has agreed to continue to look into this initiative with Members asked to report back at the next meeting.

Following debate, Members **AGREED** that the Community Engagement and Environment Committee should continue to monitor this issue.

17. TO RECEIVE, AND IF ACCEPTABLE, RECOMMEND THE ADOPTION OF A DATA PROTECTION POLICY AS REQUIRED BY GDPR

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** the adoption of the Data Protection Policy.

18. TO CONSIDER FUTURE PROTOCOL TO FLY THE TOWN COUNCIL FLAG ON THE MAYOR'S BIRTHDAY AND MAKE SUITABLE RECOMMENDATION TO COUNCIL

The Deputy Clerk's report was noted.

Members discussed the issue and an alternative of flying the Town Council Flag on the day of the Annual Town Council Meeting, when the Mayor is appointed each year.

A Member suggested that the Council should support and promote the erection of flagpoles throughout the Town to enable more flags to be flown

and it was **AGREED** that this should be referred to the Community Engagement and Environment Committee for further consideration.

Following debate, it was **RESOLVED** to **RECOMMEND** to Council that the Town Flag should be flown on the Mayor's birthday.

19. **TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF PURCHASE OF NEW VEHICLE FOLLOWING CURRENT LEASE CONTRACT EXPIRATION**

The Town Force Manager's report was noted.

Members noted the two options regarding the caged area, currently used by the Town Council under a Deed of Variation and **RESOLVED** that should the suggestion to swop spaces be declined by the Landlord, a new Lease for the space should be entered into with rental of £100 per month.

It was noted that as these additional costs may result in total expenditure for the year being more than the existing budget available for rental, excess costs will need to be met through General Reserves for the remainder of this financial year and appropriate provision made within the 2019/20 budget.

Furthermore, Members noted the £1,350 plus VAT for the solicitor's and surveyor's fees and **AGREED** that this cost be met from the Legal Fees Budget with any expenditure in excess of the budget met through General Reserves.

Members went onto discuss the purchase of a replacement van, following the expiration of the current lease in August 2018. Members noted that the outright purchase rather than a new lease agreement was being considered once again, as the mileage on the vehicles was very low and therefore the vehicles could be retained longer than the standard lease period and therefore the cost spread over a longer period.

Following discussion, Members **RESOLVED** to proceed with the purchase of a new Ford Transit single cab tipper 350 base L2 RWD 2.0 TDCI 130PS by accepting the quotation from supplier F, at a cost of £20,393.88.

20. **TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9th MAY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING FEEDBACK FROM THE CONSULTATION REGARDING THE REYNOLDS CLOCK PROJECT - MIN. 178.3 REFERS**

The Project Officer's report and the notes of the Heritage Partnership Board Meeting held 9th May 2018 were received.

Members considered the responses received to the Facebook consultation regarding the clock proposal and a Member expressed regret at the way

this had been received by the wider population. Whilst the reasoning behind the questions was accepted, unfortunately this may have reflected badly on the building's owners when in fact it had been the HPB that had approached the business with the proposition of their building housing the clock.

Following discussion, it was **AGREED** that, considering the feedback received, the project would not be supported by the Town Council and no funding provided.

However, it was **AGREED** that a letter would be sent to the building owner thanking them for the support they had shown to the project.

21. TO CONSIDER AND MAKE RECOMMENDATION TO COUNCIL ON AMENDMENTS TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

The Deputy Clerk's report was noted.

Members considered the proposed amendments following the revisions to the NALC Model and furthermore, considered the suggestion to limit meetings to 2 hours.

Members discussed the issue with comments including the duty of care to staff, the avoidance of draconian measures, the need to stick closely to the agenda and the impact on decisions made at the end of very lengthy meetings.

Whilst Members agreed that there should be a time limit it was felt that this should be accompanied by a provision to enable a short extension, if required for urgent business, of up to 15 minutes.

It was therefore **AGREED** that the following be inserted into the Standing Orders under Section 1.0 - Meetings of the Council:

All meetings must conclude within two hours of starting, except the Community Engagement and Environment Committee which may be extended to two and a half hours. This time limit may be extended for any meeting by a maximum of 15 minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

Members subsequently **RESOLVED** to **RECOMMEND** the adoption of the revised Standing Orders and Standing Orders for Contracts incorporating all six of the NALC recommended amendments together with a new time limit clause.

22. GRANT AID 2019 INCLUDING: -

- To review current guidelines/criteria, including requirement for a Child Protection and Vulnerable Adult Policy (Meeting held 21st November 2017 - Min. 108 refers), application form and amend if required
- Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
- Review of the Guidelines for the Flexible Community Fund (formally Grant Aid Discretionary Fund) - Min. 155 of the Committee Meeting held 3rd April 2017 refers

The Deputy Clerk's report was noted.

It was noted that the appropriate references to GDPR had been taken into account in the letter and application form.

Members considered the Guidelines and Criteria and **AGREED** the following amendments:

- With regard to the requirement for the presentation of a Child Protection and Vulnerable Adult Policy, many applicants do not have any such documentation as their work would not involve contact with children or vulnerable adults. Therefore, a question will be included on the application form to ask if the organisation has contact with either of these two groups and only if answering yes, will they be required to submit the copies of the policy
- With regard to the request for sight of Audited Accounts, the application form and criteria should be amended to refer to both Audited and Certified types of account with "*delete as appropriate*".

A lengthy debate took place about the process for the submission of applications and the supporting documentation and Members were informed that for the 2019 Grant Aid awards and going forward, only hard copy applications would be accepted. Notification of this will be included in the documentation issued and anyone emailing into the Town Council will be advised that they will need to provide a hard copy. It was noted that the reasoning behind this is the time and cost to the Town Council to print everything off, the inability to be certain that everything that has been sent has been received and Data Protection issues with the transmission of unencrypted sensitive information such as bank statements.

Concern was also expressed about identifying who benefits from the award of a grant and whether the end users are from within the six Wards. It was therefore also **AGREED** that a map of the Wards be included within the application pack and applicants asked to confirm if their organisation is based within the identified area and furthermore, how many of the organisation's members were from within the six Wards.

Following discussion, and subject to agreement of the final documents by the Chairman, it was **RESOLVED** to proceed with the Grant Application Form, Criteria and Guidelines incorporating the previously agreed amendments relating to children and vulnerable adults, the copy accounts and the confirmation of the organisation base within the six Wards.

Members noted and **AGREED** the date of 19th November 2018 for an Extraordinary meeting of the Committee to determine the grant recipients.

Finally, Members noted the Deputy Clerk's comments regarding the review of the Flexible Community Fund (FCF) and **AGREED** that the next review should take place in June 2019.

23. TO RECEIVE A REPORT FROM ARUN ARTS LTD - 21st NOVEMBER 2017 MIN. 113.2 REFERS

The Town Clerk read two reports from the Trustees detailing their recent achievements, the current activities at the Theatre and centre and their future plans. It was noted that an EGM is to be held shortly, and any questions may be directed through Town Councillors who are also members of Arun Arts. Congratulations were given to all those involved for their hard work, including the Trustees. Whilst members thanked the Trustees for the detailed reports, a desire was expressed for a more business-like report including statistics etc.

A Member asked, and the Committee **AGREED**, that the Town Clerk make further enquiries with the Trustees to ascertain the responsibilities and duties of the two, distinct legal entities in operation, namely Arun Arts Ltd and the Regis Centre Ltd.

24. TO REVIEW THE ELECTRONIC ISSUE OF AGENDAS - 21st NOVEMBER 2017 MIN. 117 REFERS

The Deputy Clerk's report was noted.

Members discussed the benefits and disadvantages of issuing agendas and reports in hard and electronic format.

Following the debate and a vote, it was **AGREED** by a majority to make no changes to the current process of electronic agenda issue.

25. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 (IF AVAILABLE) AND TO NOTE THE DATE OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018

The Town Clerk's report was noted, along with the date of the AGM being held on 20th June 2018.

The Notes of the meeting held 25th April were not available, but a Member in the public gallery advised that they should be received this week.

26. **ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING - MIN. 17 OF MEETING HELD 6th JUNE 2016 REFERS**

The Deputy Clerk's report was noted, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

27. **REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS**

The Project Officer's report was noted.

28. **TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2018**

The Town Clerk's report was noted.

Members **RESOLVED** to **NOTE** the Earmarked Reserves as at 31st March 2018.

29. **FINANCIAL REPORTS INCLUDING: -**

29.1 **To note Committee I&E Reports for the month of April 2018 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of April 2018.

29.2 **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 March and April 2018, 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**.

30. **CORRESPONDENCE**

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

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

Cllrs. Cunard and Mrs. Daniells, having previously declared their interest, left the meeting at 8.39pm

The Town Clerk's report was noted, and Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

A Member queried whether there was any fire detection equipment in the tower at the Picturedrome and the Town Clerk advised she would look into this and report back.

32. 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 28 and 29 (contractual).

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

Members noted the further confidential updates provided by the Town Clerk in relation to the re-letting of the Kiosk, and matters relating to the tenant 1b Linden Road.

Cllrs. Cunard and Mrs. Daniells re-joined the meeting at 8.47pm

34. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.48pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd JULY 2018

PRESENT:

Cllr. M. Stanley (Vice-Chairman); Cllrs: J. Brooks,
J. Cosgrove, Mrs. S. Daniells, S. Goodheart,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillor in the public gallery
2 members of the public (part of meeting)

The Meeting opened at 5.32pm

35. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, Cllr. Stanley took the Chair for the meeting and furthermore, Members **AGREED** that Cllr. Reynolds would act as Vice-Chairman for this meeting. The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Cunard who was on annual leave.

36. 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

- a) The item they have an interest in
- b) Whether it is a Disclosable Pecuniary or Ordinary interest
- c) The nature of the interest
- d) If it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) If it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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.

Cllr. Goodheart declared an Ordinary Interest in Agenda item 4 due to his involvement with 4BR

Cllrs. Brooks, Mrs. Daniells, Reynolds and Stanley declared Ordinary Interests as Members of Arun District Council

Cllr. Stanley declared an Ordinary Interest as a Member of ADC's Bognor Regis Regeneration Sub-Committee

37. ADJOURNMENT FOR PUBLIC QUESTION TIME

There were no questions.

38. TO RECEIVE THE NOTES FROM THE REGENERATION CONSULTATION WORKING GROUP MEETINGS HELD ON THE 8th AND 18th JUNE 2018 AND FURTHERMORE, DISCUSS AND DETERMINE THE WORKING GROUP'S RECOMMENDATION AS FOLLOWS:

"THAT THE TOWN COUNCIL APPROACH ARUN DISTRICT COUNCIL TO SEE IF THERE IS ANY INTEREST IN THEM MEETING WITH DEVELOPERS, WHO HAVE A REALISTIC PROSPECT OF CARRYING SCHEMES THROUGH, AND SEEING WHAT COMMON GROUND CAN BE FOUND, WITH THE TOWN COUNCIL PLEASED TO HELP IN ANY WAY IT CAN. FURTHERMORE, IF THE FORMER PROPOSAL RESULTS IN ANY REGENERATION ACTION, THAT SUITABLE PUBLIC CONSULTATION BE UNDERTAKEN."

Firstly, Members received the Notes of the Working Group Meetings held on 8th and 18th June 2018. Cllr. Stanley reported that he had unfortunately not been able to attend these meetings and had therefore sent his apologies. It was noted that only two Members had attended the most recent meeting, from which the published Resolution below had emanated:

"That the Town Council approach Arun District Council to see if there is any interest in them meeting with developers, who have a realistic prospect of carrying schemes through, and seeing what common ground can be found, with the Town Council pleased to help in any way it can.

Furthermore, if the former proposal results in any regeneration action, that suitable public consultation be undertaken."

Members went on to receive a report presented by Cllr. Cosgrove, including a proposed amended Resolution, dated 29th June 2018, a copy of which is attached as **Appendix 1**.

*Cllr. Brooks declared an Ordinary Interest in any discussion around the submissions made to ADC in 2015 as he had been a **contributor to ADC's exercise at that time***

Members debated the amendment to the Resolution fully with the following comments made:

- ADC's consultation had not been thorough enough
- Concern over the definition of "realistic project" and whether, in fact, any scheme is realistic if more support is shown by ADC and WSCC
- No flats on the sites could be an option
- Noted that at the previous Extraordinary Policy and Resources Committee the remit of the exercise had been expanded to include both regeneration sites and not just the Hothampton site
- Concern that some of the suggested questions in Cllr. Cosgrove's report may well stop some of the original submissions coming back into the exercise
- Suggestion was made that ADC have been informed that their Winter Gardens proposal has been rejected by Coast to Capital LEP as it is not considered as regeneration and clarity on this issue is needed
- If ADC reject working with other developers, this will lead to further degeneration of the Town

Cllr. Cosgrove proposed that the following amendment to the original Resolution be moved and this was seconded by Cllr. Mrs. Warr.

- i. Line 4 - deletion of ". . with the Town Council pleased to help in any way it can"
- ii. Line 4/5 - deletion of ". . if the former proposal results in any regeneration action "
- iii. Line 5 - addition after ". . . by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250" after the phrase "**Suitable public consultation be undertaken**".

Having been proposed and seconded, a vote was taken, and the amendment was **AGREED** by a majority. Cllr. Mrs. Daniells asked that her objection be noted.

Members then proceeded to debate the revised, amended, Resolution as follows :-

"That the Town Council approach Arun District Council to see if there is any interest in them meeting with developers, who have a realistic prospect of carrying schemes through, and seeing what common ground can be found. Furthermore, that suitable public consultation be undertaken by the process described in Councillor Cosgrove's note to all Councillors dated 29th June. That the work for this be undertaken by Councillors agreed at this meeting, together with the Town Clerk and Deputy Town Clerk as soon as possible. That the cost be kept to a maximum of £250."

During the debate the following points were made:

- That the Town Council are misguided to try and overturn this as ADC will not go back on their proposals; they are a long way down the line and have collated many of the suggestions submitted back in 2015
- As well as objectors, other residents have also commented that they are pleased with the proposals for the Linear Park
- That ADC have not consulted adequately, and other ideas need to be brought forward to them
- Is the land in question ADC's land or the Towns people's land?
- The previous consultation was a sham and ADC's current proposals for the Hothamton site are to stop anything else from happening there
- The inclusion of flats on the Hothamton site is to create income for ADC, necessary to plug the gap created by reduced local government funding from central Government; Bognor Regis is paying the price
- By approving this Resolution, residents will be given an opportunity to give their thoughts
- There is no cross subsidy between the sites
- There is a need to give a last gasp attempt to give local people their say and to not do anything would be letting the Town down

Following the debate, Cllr. Cosgrove proceeded to propose the amended Resolution which was seconded by Cllr. Mrs. Warr.

Following the vote, the Resolution was **AGREED** by a majority

The Meeting closed at 6.03pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 30th JULY 2018**

AGENDA ITEM 6 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Events, Promotion and Leisure Committee**
- **Allotments Sub-Committee**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

This Committee reviewed the Terms of Reference for various Committees and Working Groups at the meeting held 4th June 2018 (Mins. 12 & 13 refer).

The Committee is now invited to receive proposals regarding the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee, consider any amendments and then recommend approval of the Terms of Reference to the Council.

EVENTS PROMOTION AND LEISURE COMMITTEE

A copy of the Events, Promotion and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 11th June 2018 (Min. 8.1 refers), with no amendments recommended, is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

ALLOTMENTS SUB-COMMITTEE

A copy of the Allotments Sub-Committee Terms of Reference, considered by the Events, Promotion and Leisure Committee at their meeting on 11th June 2018 (Min. 8.2 refers), with no amendments recommended, is attached for consideration at **Appendix 2**.

There are no Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 and 2** and **RECOMMEND to COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Events, Promotions, Publicity & Marketing</p> <p>1.1 To consider and make recommendations on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Strategy for the coming year, or other time frame as agreed by Council including:</p> <p>Promotion and protection of the Brand Image including advertising campaigns</p> <p>Issuing of press releases, press features, promotional copy and reports</p> <p>Producing and managing Newsletters / websites / webcams /Facebook / twitter and other social media</p> <p>Reviewing literature available for visitors including Visitor Guide</p> <p>Devising marketing logos and strap-lines</p> <p>Managing Town boundary signs, poster sites and Town map boards</p> <p>To work in partnership with others to promote the Bognor Regis brand</p> <p>1.2 To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.</p> <p>1.3 To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors</p> <p>1.4 To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view</p> <p>1.5 Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.</p> <p>1.6 To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and ensure adherence at all times to the Town Council's Standing Orders relating to contracts.</p> <p>1.7 To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.</p>	<ul style="list-style-type: none"> · Committee strategic overview within policy · Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. · Grants to Policy and Resources Committee · Committee · Committee · Committee · Committee · Town Clerk

Policy and Resources Committee Meeting 30th July 2018
Agenda Item 6 - Appendix 1

<p>1.8 To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds</p> <p>1.9. Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated</p> <p>1.10 To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee</p>	<ul style="list-style-type: none"> · Town Clerk
<p>2 Entertainment & the Arts outdoors</p> <p>2.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145</p> <p>2.2 Power to promote lotteries, Lotteries & Amusements Act 1976, S7</p>	<ul style="list-style-type: none"> · Committee within policy · Grants to Policy and Resources Committee · Committee within policy · Operational management to Town Clerk
<p>3. Markets</p> <p>3.1 Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters</p>	<ul style="list-style-type: none"> · Strategic overview to Committee within policy & budget · Operational management to Town Clerk
<p>4. Leisure & Recreation</p> <p>4.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>4.2 Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions)Act S19; Public Health Act 1961,s54</p> <p>4.3 Management & enhancement of Play areas</p>	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Acquisition to Council · Strategic Management & development to Committee within budget & policy · Town Clerk for operational management · Strategic Management & development to Committee within budget & policy · Town Clerk for Operational management ·
<p>5. Allotments</p> <p>5.1 To provide and manage allotments, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.</p>	<ul style="list-style-type: none"> · Operational Management to Town Clerk · Strategic overview & development to Committee
<p>6. Christmas Lights</p> <p>6.1 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights</p>	<ul style="list-style-type: none"> · Committee within budget for overview · Town Clerk for operational management · Grants to Policy & Resources Committee
<p>7. Meteorological Office</p> <p>7.1 Maintenance of the Town Meteorological Office</p>	<ul style="list-style-type: none"> · Committee within budget · Operational management to Town Clerk
<p>8. Power to market the Town</p>	<ul style="list-style-type: none"> · Committee within Policy and Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
1. To improve liaison between the Council and Allotment Tenants 2. To promote the sensible use and advancement of the Allotments in Bognor Regis 3. To promote the use of Allotments by young people	· Sub-Committee as directed by Committee · Town Clerk for operational management · Sub-Committee as directed by Committee · Town Clerk for operational management · Sub-Committee as directed by Committee · Town Clerk for Operational management

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

AGENDA ITEM 7 - GENERAL DATA PROTECTION REGULATIONS (GDPR)

REPORT BY DEPUTY CLERK

FOR INFORMATION

As part of the on-going review of Council practices following the implementation of the GDPR on 25th May 2018, the following have been undertaken/prepared: -

- a) Adoption of a new Data Protection Policy by Council on 2nd July 2018 - Min. 62.4 refers which replaces the 2013 Information and Data Protection Policy
- b) This new Policy will sit alongside the Council's existing ICT & Website Policy and the Publication Scheme and Information Guide.
- c) Completion of a Data Assessment (attached as **Appendix 1**), looking at all data held, identification of the reason for retention, where held and how it is protected, who provides the data, who it is shared with, the retention period and whether consent is required
- d) A review of the security of data, both in hard and electronic format including the Security Assessment carried out by the IT Support service provider as noted later, under Agenda item 16.
- e) Privacy Statements and appropriate Consent Forms for the following groups for whom the Town Council holds data:
 - General Contact - Letter/Email/Website
 - Allotment Tenants
 - Allotment Tenants' Representatives
 - Employees
 - Civic Database contacts
 - Remembrance Sunday contacts
 - Bognor Regis in Bloom contacts
 - Town Councillors

Members are asked to note the circulation of the Councillor Privacy Statement (attached as **Appendix 2**) and to arrange for the Consent Form (**Appendix 3**) to be returned to the Deputy Clerk as soon as possible.

In due course, Officers will also be undertaking a review of all data held, both in hard and electronic format, to identify data no longer required that can be destroyed/deleted.

General Data Protection Regulation (GDPR) 2018 - Data Assessment

Data Held	Reason for Data to be Held	Where Held and How it is Protected	Provided By	Shared With	Retention Period	Consent
Allotment Tenants' name, address, email addresses and telephone number	Legitimate Interest for the administration of the Allotments	Excel Spreadsheet only accessible through Town Council server protected by firewall and security managed by expert contractor	Allotment Holder at point of signing Tenancy Agreement	No One	Indefinitely for the purposes of audit	Privacy Notice issued on Tenancy signing and on renewal and Consent Form completed
Allotment Tenants' Representatives contact telephone number and email addresses	Legitimate Interest for the management and liaison with allotment tenants	Town Council Offices and on server protected by firewall and security managed by expert contractor	Tenants' Representative	Allotment Tenants – both existing and prospective	Whilst appointed as Tenants' Representative	Privacy Notice issued on initial appointment and on re-appointment and Consent Form completed
Civic Database including name, address, email addresses and telephone number for local groups and organisations, dignitaries and residents of note	Legitimate Interest for invitation to civic events such as Mayor's Reception, Twinning Reception, mayors service	Access Database only accessible through Town Council server protected by firewall and security managed by expert contractor	Local groups, organisations, dignitaries and residents of note. Much is available to public on the web as local organisations and groups	No One	Indefinitely whilst appropriate but to be removed on request	Privacy Notice issued when sending out mailing lists and Consent Form completed
Remembrance Sunday Database including name, address, email addresses and telephone number for local groups and organisations, dignitaries and residents of note	Legitimate Interest for invitation to Remembrance Sunday service only	Access Database only accessible through Town Council server protected by firewall and security managed by expert contractor	Local groups, organisations, dignitaries and residents of note. Much is available to public on the web as local organisations and groups	No One	Indefinitely whilst appropriate but to be removed on request	Privacy Notice issued when sending out mailing lists and Consent Form completed

Data Held	Reason for Data to be Held	Where Held and How it is Protected	Provided By	Shared With	Retention Period	Consent
Councillors' name, address, email, telephone numbers	Legitimate Interest as Town Councillors	Website and hard copy	Councillor	Visitors to website	Whilst an elected Member	Consent Form on Acceptance of Office
Electors names, addresses, contact telephone numbers, email addresses following communication to Town Council	Legitimate Interest to answer queries and assist residents	Outlook and/or Microsoft Office only accessible through Town Council server protected by firewall and security managed by expert contractor Possible paper version retained in Town Council Office	Correspondent	Councillors if absolutely necessary for them to carry their duties but no other parties	Indefinitely	Consent on website form Privacy Notice on website Agreed policy for staff to follow to deal with enquiries
In Bloom entrants names/addresses/contact telephone numbers/email addresses	Legitimate Interest to administer the In Bloom initiative	Microsoft Office only accessible through Town Council server protected by firewall and security managed by expert contractor	In Bloom entrant	Bognor Regis In Bloom Working Group	Physical - for period of sponsorship only Digital - for one year after sponsorship ceases	Consent on entrant application form including directions to Privacy Notice
Grant Aid applicants including names/addresses/contact telephone numbers/email addresses	Legitimate Interest to determine applications for Grant Aid support	Paper copies retained in Town Council Office Digital retention of addresses etc from letters held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Grant Aid applicant	No one other than applicants names (usually organisations) published on website to comply with transparency requirements	Physical & Digital - indefinitely for audit	Consent on grant application form including directions to Privacy Notice

Data Held	Reason for Data to be Held	Where Held and How it is Protected	Provided By	Shared With	Retention Period	Consent
Sponsors of planting names/addresses/contact telephone numbers/email addresses	Legitimate Interest to facilitate sponsorship of events/floral schemes	Paper copies of sponsorship agreements retained in Town Council Office Digital retention of addresses etc held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Sponsor	No One	Seven years after end of agreement for audit purposes	Privacy Notice issued when sending out sponsorship agreement which is to include Consent
Electoral Roll	Legitimate Interest for the identification of residents within the 6 Wards	Paper Copies retained only	Local Authority	As designated by legislation	Disposed of annually upon receipt of new listing	None
Drive Through Time entrants' names, addresses, vehicle details including registration	Legitimate Interest to facilitate entry into the Drive Through Time event only	Paper copies held in Town Council office Digital retention of addresses etc held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Drive Through Time Entrants	No One	Paper copies – until after event Digital – indefinitely	Privacy Notice issued when sending out application which is to include Consent
Applicants for Jobs including names, addresses, employment history	Legitimate Interest for the recruitment process	Paper copies held in Town Council office If application submitted by email, digital retention of application form held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Applicants	No One	Two years On rejection, digital copies destroyed	Consent on grant application form including directions to Privacy Notice

Data Held	Reason for Data to be Held	Where Held and How it is Protected	Provided By	Shared With	Retention Period	Consent
<p>Staff details (current and previous) including names, addresses, contact details, salary, HMRC, absence/sickness records etc (inc. co-opted, non-voting Committee Members)</p>	<p>Legitimate Interest for the administration of staff, administration of pension scheme members (past and present), payroll, HMRC</p>	<p>Paper copies held in Town Council office</p> <p>Digital retention of application form held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor</p>	<p>Employee,</p>	<p>WSSC Capita for purposed of payroll and pension administration</p>	<p>Application Form - Length of employment</p> <p>References – One year</p> <p>Payroll & tax – six years</p> <p>Absence records – three years</p> <p>Appraisal record – five years</p> <p>Disciplinary record– one year after end of employment</p> <p>Summary of employment – Ten years after end of employment</p>	<p>Consent Form & Privacy Notice</p>
<p>Town Force client details (commercial work) inc contact names, address, email and telephone</p>	<p>Legitimate Interest to carry out the works as requested by the client</p>	<p>Paper copies held in Town Council office</p> <p>Digital retention of invoices held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor</p>	<p>Client</p>	<p>No One other than Town Council Accountant and Internal Auditor who have sight of paper copies for financial management & inspection purposes only</p>	<p>Six years for VAT records</p>	<p>Consent Form & Privacy Notice to be issued upon engagement</p>

Data Held	Reason for Data to be Held	Where Held and How it is Protected	Provided By	Shared With	Retention Period	Action Required
All Town Council Suppliers inc contact names, address, email and telephone	Legitimate Interest to carry out the Town Council's functions	Paper copies held in Town Council office Digital retention of invoices held in Microsoft Office and only accessible through Town Council server protected by firewall and security managed by expert contractor	Suppliers	No One other than Town Council Accountant and Internal Auditor who have sight of paper copies for financial management & inspection purposes only	Six years for VAT records	Privacy Notice to be issued and Consent Form completed



Bognor Regis Town Council

**The Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD**

Tel: 01243 867744

Email: bognortc@bognorregis.gov.uk

Councillor Privacy Notice

When you sign your Declaration of Acceptance of Office and take your seat on Bognor Regis Town Council:

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (c)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

Information Security

Bognor Regis Town Council Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and it will be kept during the whole period of your office and for a statutory period of six years after. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: glennafrost@bognorregis.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: glennafrost@bognorregis.gov.uk

Information Deletion

If you wish Bognor Regis Town Council to delete the information about you, please contact: glennafrost@bognorregis.gov.uk

Please note: The Council has a legal obligation to retain information relating to their Councillors

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact glennafrost@bognorregis.gov.uk

Rights Related to Automated Decision Making and Profiling

Bognor Regis Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Bognor Regis Town Council Data Information Officer: glennafrost@bognorregis.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113



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

Consent: Councillor

I agree that I have read and understand Bognor Regis Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I understand that my personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with my consent.

Signed:

Please Print Name:

Date:

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018

AGENDA ITEM 8 - TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11th JUNE 2018 THAT THE UNALLOCATED BOGNOR REGIS BRAND BUDGET BE RETURNED TO GENERAL RESERVES WITH A SIMULTANEOUS RECOMMENDATION THAT THE FUNDS BE REALLOCATED TO THE COMMITTEE FOR A NEW, EVENT RELATED PURPOSE - MINS. 13.1 AND 14 REFER

REPORT BY DEPUTY CLERK

FOR DECISION

At the Committee meeting held 11th June 2018, Members considered agenda items that covered the reappointment of the Task & Finish Group, including a review of its current strategy, together with consideration of the utilisation of the remaining Bognor Regis Brand Budget (Mins. 13.1 & 14 refer).

Members are invited to note the following resolutions from that meeting:

13.1 *It was therefore **RESOLVED** that the Events, Promotions and Leisure Task & Finish Working Group would not be re-appointed, thus negating the need to review the Terms of Reference.*

*It was therefore **RESOLVED** to **RECOMMEND** to the Policy and Resources Committee that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose.*

14. *The **RECOMMENDATION** to the Policy and Resources Committee, agreed under Min. 13.1, regarding the return of the balance to General Reserves and simultaneously request for the same amount to re-allocated to the Events, Promotion and Leisure Committee for a new event related purpose was **NOTED**.*

DECISION

Do Members **RATIFY** the recommendation that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to this Committee for a new, event related purpose?

Committee: Policy and Resources

Date: 30th July 2018

Report by: Town Force Manager

Subject: Request to store event equipment at Town Force unit

The ROX organisation has to vacate their storage facility at the University of Chichester by September and has approached the Town Council with a request to store 2 marquees and 2 gazebos at the Town Force (TF) unit in return for BRTC having use of these. The equipment is insured by ROX and it would need to ensure that the Policy is updated to reflect the change of location.



Having seen the equipment with Town Force, it was established that a suitable storage space could be found in TF unit.

The ROX representatives we met acknowledged that access to the equipment would not be 24/7 as they have now but limited to TF working hours and that a prior notice of access would need to be given.

DECISION

Do Members **AGREE** to store the ROX equipment free of charge without accepting any liability and responsibility?

If so, do Members **AGREE** that TF time to issue and put away the equipment should come out of the ROX allocation of free TF hours for events?

Committee: Policy and Resources

Date: 30th July 2018

Report by: Town Force Manager

Subject: Update on Town Force activities

Rental of caged parking space by Town Force unit G2.

No response from the Landlord has been received yet regarding the proposal to attach by Deed the letting of the caged to the Town Council's lease.

Vehicles.

The new Ford Transit has arrived. Signwriting, installation of a tow bar and a beacon light will now be arranged.

The leased Nissan Cabstar is booked in to be returned on 17th August.

Planting.

Summer bedding as well as all hanging baskets / troughs are in place and looking spectacular.

Both half-moon beds on the Orchard Way roundabout have been replaced with two new boats. Most of the soil from the raised beds was spread around the middle of the Squareabout and some was delivered to the allotments to be used by the tenants which meant there was no disposal cost. The buxus hedge has been moved onto the Shripney Road central reservation to replace some of the dead hedge there.

The winners of the Guides planting competition have had their designs incorporated in flower beds at the Bognor Regis Mini Golf, Waterloo Square.

Town Force have placed and planted up four planters outside the Health Centre, as agreed by the In Bloom Working Party.

Some hebes have died following repairs to the Gloucester Road wall. These have now been replaced.

Honey bees made their home in one of the hanging baskets in Queensway. Unfortunately, the swarm was disturbed by children throwing stones and left before a bee keeper arrived.

Request for a hanging basket to be installed on a lamppost in the High Street has been received. Although the In Bloom Working Party has approved the purchase of new brackets to go with baskets that we already have, when application for permission was submitted to SSE, they have asked for Type 3 Structural Tests (Calculations) to the lamppost to be carried out. I am in the process of obtaining quotes for this.

Sponsored planting.

A new site has been created on Rowan Way roundabout to accommodate F&G Transport's request to be near the Southern Cross Estate. The site they have vacated will be taken by Extra Mech Services Ltd. who have decided to leave the Squareabout.

Kevin Welling has renewed for another year.

The site that used to be sponsored by Concept Interiors on the Arun Leisure Centre roundabout is now advertised for sponsorship.

Sites remaining to be let: Chichester Road planter, Squareabout boat facing Victoria Drive, after 27th July Squareabout boat facing Longford Road, a site on the Arun Leisure Centre roundabout and 6 Queensway planters.

Seafront showers.

The two seafront showers which were fed from the old Foreshore Office still haven't been re-connected by Arun DC. There has been no communication from them despite my emails and phone calls.

Event support.

Town Force have supported the following events: Carnival, Armed Forces Day, Proms in the Park, Drive Through Time and Artisan Market.

Odd Jobs for 3rd parties (extra revenue).

- * Bognor Regis Local History Society – Application of gutter sealant to the Museum gutters;
- * South Bersted CE Primary School – Tree topping and thinning;
- * Arun DC – Graffiti removal at Longbrook Car Park;
- * The Regis School – Delivery and collection of crowd barriers;
- * Picturedrome – Removal of weeds, weed spraying, supply and maintenance of hanging baskets;
- * Felpham Parish Council – Installation of 3 benches.

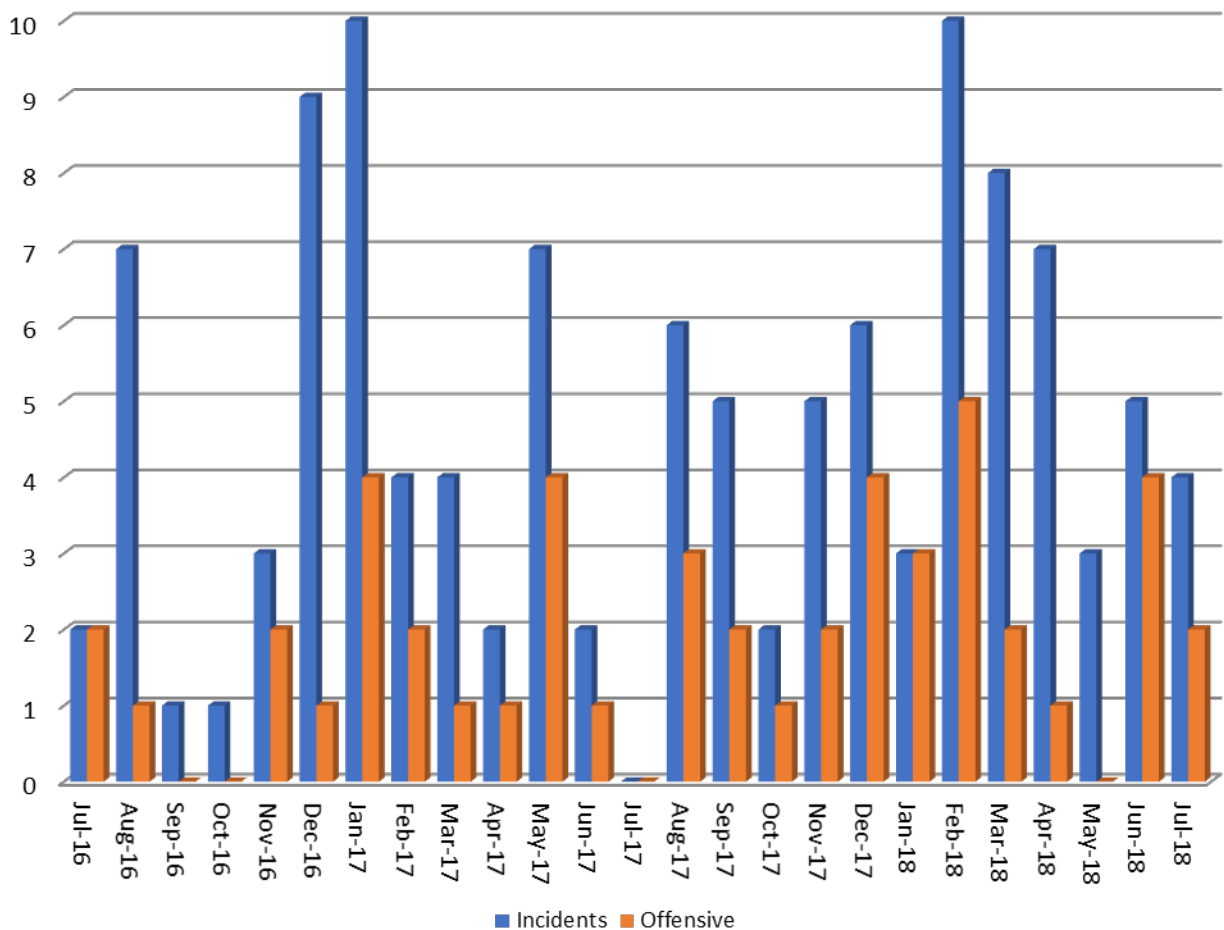
Examples of other jobs.

In addition to the routine jobs, Town Force have also set up / cleared up numerous Councillor Surgeries, quoted for planting up and maintaining

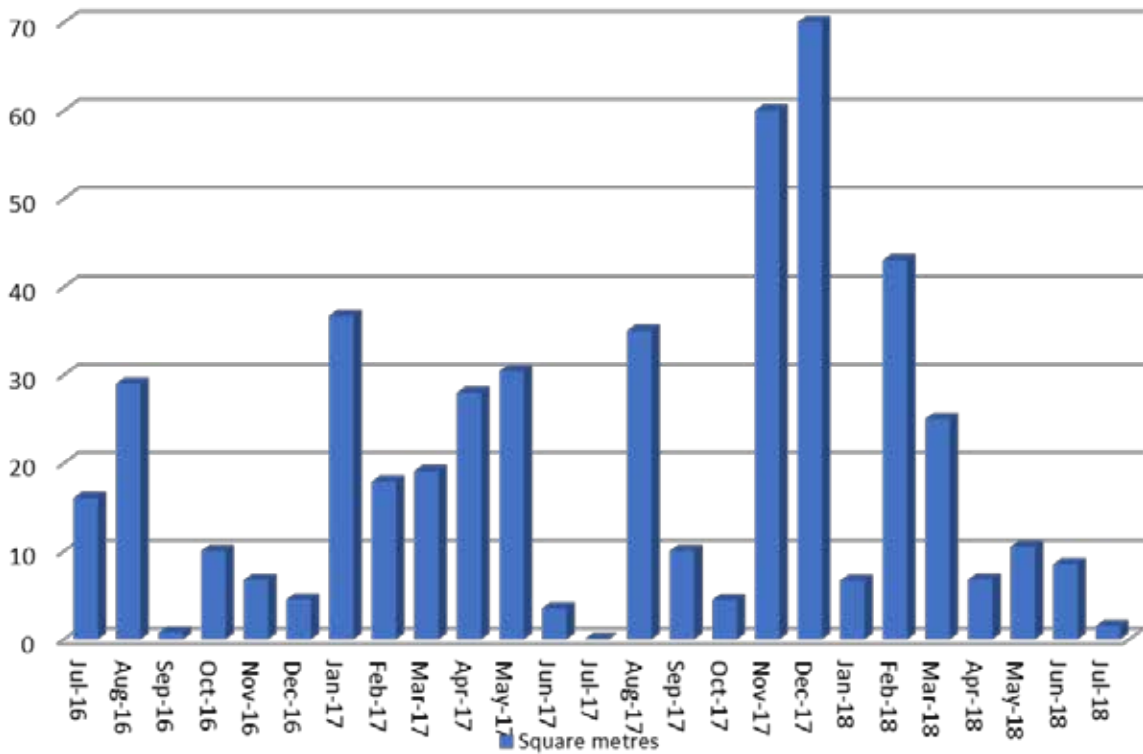
planters around Bognor Regis War Memorial hospital, removed Union Jack bunting and put up coloured bunting, put up Love Bognor Regis banners in the Town Centre, removed weeds and bin from Victoria Drive roundabout, cleaned and painted the model bathing machine in the High Street, applied graffiti sealer to the walls of Hotham subway, unblocked downpipe of the cinema kiosk, sealed broken windows of the Regis Burger restaurant, installed silent soldier at Bognor Regis War Memorial hospital, removed shingle from the Christmas tree pit so Arun DC engineers can design & install a tree stand, put up / removed various sponsor signs, removed a range of graffiti & flyposting and done odd jobs at the allotments.

Street Scene Partnership Graffiti statistics.

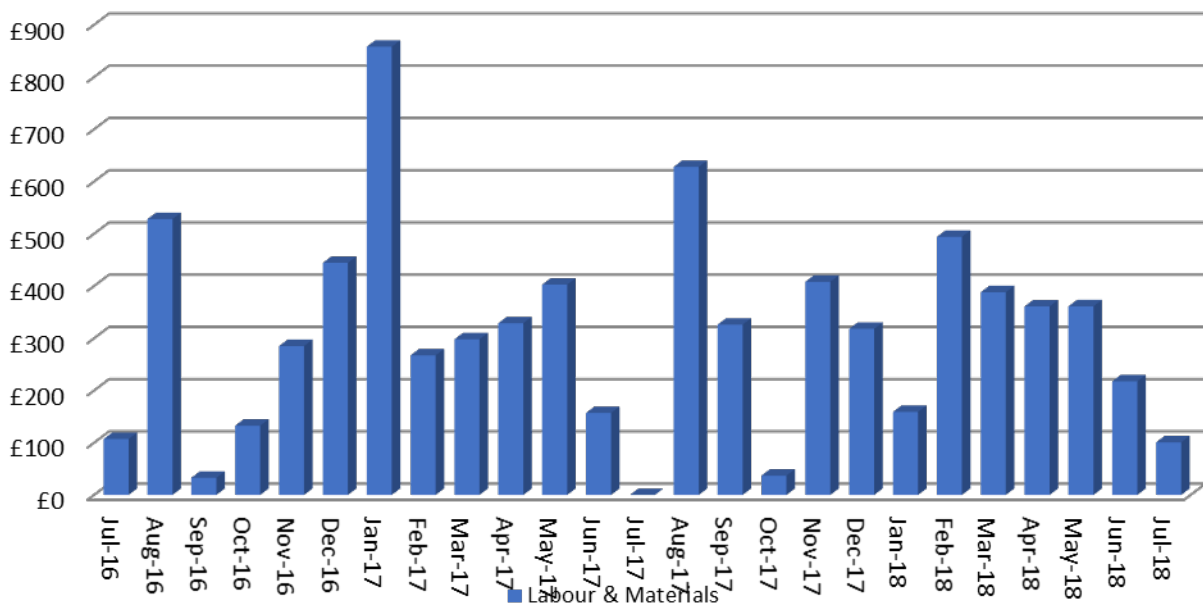
Incidents: 1 July 2016 - 16 July 2018



Square metres: 1 July 2016 - 16 July 2018



Labour & Materials: 1 July 2016 - 16 July 2018



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

**AGENDA ITEM 10 - TO CONSIDER CURRENT LEVEL OF FIDELITY
GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER
ANY INCREASE IS REQUIRED**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

As the renewal of the Insurance Policy will be due again shortly, Members are required to consider whether the current level of Fidelity Guarantee Insurance cover held by the Town Council at £50,000 is adequate.

The Internal Auditor has highlighted in the past that the level is well below the recommended level of the year-end balance plus a half-year's precept. Any increase to this level would have an effect on the annual premium paid. Members have considered this matter on previous occasions and accepted that the level remains appropriate for the Council's requirements given the financial controls that the Council has in place.

Having spoken with the Town Council's Accountant, he has confirmed that he is unaware of any developments during the last 12 months, one way or another, that would have an impact on the required level of Fidelity Guarantee cover.

DECISION

The Committee is invited to **APPROVE** the current level of Fidelity Guarantee Insurance held at £50,000 and confirm that this level of cover remains appropriate for the Council's requirements given the financial controls that the Council has in place.

AGENDA ITEM 13

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 30th JULY 2018**

AGENDA ITEM 13 - TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25TH APRIL 2018 AND OF THE ANNUAL GENERAL MEETING ON 20TH JUNE 2018 (IF AVAILABLE)

REPORT BY TOWN CLERK

FOR INFORMATION

The notes of the meetings of the Arun District Association of Local Councils held on 25th April and the AGM held on 20th June 2018 will be circulated at the meeting if available.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

AGENDA ITEM 14 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A Town Centre Manager Ops meeting was held on the 20th June 2018 and the following issues were discussed:

Place Branding:

The Place Branding survey has received enough responses now to enable Wayne Hemmingway to undertake an analysis with the results due in September

Master map:

The software for the base map commissioned by ADC for the monolith signs will be made available to encourage a uniformed look and the Bognor Regis Heritage Partnership Board and LoveBognor will be able to implement this into their projects

Events:

The electricity issues with the power for the London Road is ongoing. Possible upcoming events include: and Esplanade event, October Fest, and an Inflatable Park on the Plas St Maur. The Ice Rink will return to the Plas for Christmas

Arcade:

There has been an issue with a water supply shortage causing some shops to run out, but ADC are working to address this. A press release has been issued by ADC regarding the new tenants and the boost to the night time economy

Shop Audit:

The next shop audit is planned for July

Old Town Improvements:

There are still some ongoing issues with the lighting display which will be addressed as soon as possible. There are plans to reform the Old Town Improvement Working Group

CCTV Upgrade:

The upgrade of the CCTV links in Bognor Regis is nearing completion and new cameras will soon be deployed. Tests will be run over the few weeks with cameras being replaced shortly

Lamp Post Banners:

The BID will be erecting some banners shortly with designs by LoveBognor

Continued.....

Crime/Shopwatch

The primary issue within the town centre at the moment is drug related crime. There are still issues with drug related paraphernalia being dumped in the stairwell of Fitzleet car park

Litter Police:

Reports have shown that the results in Bognor Regis are not as good as other areas and that litter is not really being reduced

Street sleeping:

A community focus group has been set up and will look at street sleeping/homelessness on a wider scale

Footfall:

Renewal for Springboard and Noggin will soon be due, but as this will now form part of the BID, the BID Board will make any decisions regarding renewal and continuance

Trader Communication:

A newsletter will be going out shortly

A BID Board Meeting was held on the 28th June 2018 and the following issues were discussed

BID Board Matters:

The newly appointed Directors following the General Meeting were noted. The BID Manager gave an update on the Levy payments

BID Staffing and Arrangements:

The lease has been signed for the BID Office and the key handed over. There are some refurbishment works to be undertaken and quotes have been obtained. The Admin Support role has been filled and Heather Allen has been appointed. The BID Manager employment arrangements were deferred to the next meeting pending a meeting with the University

BID Year 1 Delivery Plan:

Website – due to go live in 1-2 weeks

Events – Proposals for future events include an August Market, October Fest and a Christmas Event. The BID has appointed a focus group to concentrate on this part of the delivery plan and to work closely with partners and other organisations

Parking Forum – The BID will form a parking group as part of the delivery plan to ease parking. The priority will be the negotiations for the 2-hr free parking scheme for 2019. Representatives from the Town Council and Arun District Council will be invited to attend meetings as well as other interested stakeholders

Wardens – Quotes are still being considered. Contractors will be invited to give a tender presentation at the next meeting

Volunteer Ambassadors – BID Manager to have relevant paperwork ready for July meeting

The remainder of the agenda was deferred due to time. However, it was agreed that future meetings would alternate between daytime and evening.

Continued.....

A BID Board Meeting was held on Thursday 19th July 2018 and the following items were discussed:

BID Wardens Presentation

The Board received presentations from three companies who tendered for a contract to supply a dedicated business warden for the town. Following discussion, the Board agreed to appoint one of the tenders and will look to secure some partnership funding for the role.

BID Staffing and arrangements

BID Office Accommodation:

The Board noted that the lease for the BID office accommodation had been signed and possession of the keys had been taken. There are some issues with the ceiling that had collapsed due to a water leak, but the Chairman reported that this is in hand and he would be liaising with the Town Clerk on her return from holiday.

BID Manager Employment arrangements:

This item was discussed under confidential business.

BID Administration

Footfall Monitoring:

Following discussion, the BID Board agreed to continue monitoring footfall using the Noggin system.

Future Meeting Dates

The next meeting of the BID Board will be Thursday 23rd August 2018, 2.00pm in the Bognor Regis Town Hall Council Chamber.

Any Other Business

The BID administrator gave a report to the board regarding the need for a new database spreadsheet communication tool which will assist with pooling reports and data collection. The BID Board agreed to purchase this package.

The Chairman thanked the Police for attending and was pleased that they have committed to attending future BID Board meetings.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

**AGENDA ITEM 15 - ROLLING CAPITAL PROGRAMME - TO RATIFY
EXPENDITURE OF £2,280 PLUS VAT FOR ROLLING REPLACEMENT OF 3
PC'S**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

As part of the on-going rolling replacement programme, three of the old office computers have now been replaced.

These replacements have arisen from the recent IT Security Assessment that was instructed to ensure the Town Council's compliance with the General Data Protection Regulations (GDPR). It also extends the work undertaken by the IT Contractor regarding security vulnerabilities that have come to light that affect most (if not all) computers built within the last 20 years. Two specific vulnerabilities go by the names of "Meltdown" and "Spectre". They use a combination of complex yet easily executed commands to trick the "brain" or processing unit of a computer to extract and reveal sensitive information. There is a two-step process to protect against this occurring that involves installing a security patch from the operating system developer to patch against "Meltdown" and installing a driver/firmware update from the systems manufacturer to patch against "Spectre".

The recent IT Security Assessment highlighted vulnerabilities in the Town Council's set up as not all computers were: -

- Patched for "Meltdown" and "Spectre"
- Less than 3 years old and reliable
- Recently set up with a secure base-line build
- Autoplay disabled

Using the Assessment results, the IT Contractor has advised that three PCs are identified as needing replacement to ensure adequate security of the system and reliability can be maintained.

For this reason and in view of the vulnerability of these machines, three new Dell OptiPlex 3050 PCs with a decent specification and capable of another 3 to 5 years' service have therefore been sourced. The cost to purchase the new equipment including installation was £2,280 plus VAT.

DECISION

The Committee is therefore invited to **RATIFY** the purchase of 3 Dell OptiPlex computers at a total cost of £2,280 excluding VAT.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

AGENDA ITEM 16 - TO RATIFY EXPENDITURE OF £1,350 PLUS VAT FOR IT SECURITY WORK, FOLLOWING AN IT SECURITY ASSESSMENT, IN LINE WITH GENERAL DATA PROTECTION REGULATIONS (GDPR)

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

In line with the new General Data Protection Regulations, the Town Council's IT Contractor carried out an IT Security Assessment on 16th May 2018 to identify areas requiring action.

Following on from the IT Security Assessment the following recommended actions were identified, in the report published by the IT Contractor, to ensure compliance with GDPR: -

- Perform server RAID reconfiguration work
- Move cloud backup storage to Microsoft Azure - requiring Backup Assist Cloud Add on Agent
- Check the server for the Spectre bug and patch where possible
- Configure the Server and USB backups with encryption to protect data from unauthorised access
- Server Active Directory housekeeping - clean up user accounts and enforce new security policies; locked screens, disable auto play, change admin password etc.
- Patch staff computers for Spectre bug
- Encrypt all 12 computers
- Enable multi factor authentication
- Annual server backup recovery tests
- Computer BIOS security changes and maintenance updates
- Website SSL certificate

As a result of the IT Security Assessment results, the above works have now been completed at a cost of £1,350 excluding VAT.

Members are asked to note that this additional expenditure was not foreseen when the IT Support Costs budget was set earlier this year and may result in the current budget being exceeded as a consequence of these necessary works.

DECISIONS

The Committee is therefore invited to **RATIFY** the expenditure of £1,350 excluding VAT for the works identified in the IT Security Assessment to ensure compliance with GDPR.

Members are also asked to **NOTE** that this additional expenditure may result in the current IT Support Costs budget being exceeded as a consequence of these necessary works.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018

AGENDA ITEM 18 - TO RECEIVE A RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 16th JULY 2018 (MIN. 37 REFERS) THAT THE £10,000 ALLOCATED FOR YOUTH PROVISION BE UTILISED AS MATCH FUNDING

REPORT BY DEPUTY CLERK

FOR DECISION

At the Community Engagement and Environment Committee meeting held on 16th July 2018, Members discussed the ongoing Youth Worker project.

It was noted that the 6-month trial period for the Youth Worker was due to expire at the end of July but Sussex Clubs for Young People (SCYP) had agreed to continue to fund the position for a further 12 weeks to allow her to continue her work whilst larger funding for the future provision is secured.

As part of the funding applications for future service provision, Members considered and **AGREED** to **RECOMMEND** to this Committee that the £10,000 allocated for Youth Provision in the 2018/19 budget be utilised as match funding and as such referred to in applications for funding.

DECISION

Do Members **AGREE** with the **RECOMMENDATION** that the £10,000 allocated for Youth Provision in the 2018/19 budget be utilised as match funding and as such referred to in applications for funding?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 30th JULY 2018**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF JUNE 2018
- PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of June 2018 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **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 MAY AND JUNE 2018, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

As part of the Council's Financial Regulations under the Accounting and Audit (Internal and External) heading it states as follows:

'On a monthly basis and at each financial year end, the Chairman or Vice-Chairman of the Finance Committee shall verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions and noted by the Finance Committee.'

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of May and June 2018.

DECISION

To **NOTE** receipt of the financial reports for the month of June 2018.

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 May and June 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. NALC Larger Councils - Nominations to the NALC Larger Councils Committee, circulated to Councillors. Members are asked to notify the Town Clerk of any nominations as soon as possible (NALC deadline for nominations is 7th September 2018)
2. Neighbourhood Alert – In the Know West Sussex Parent/Carer online safety Survey – forwarded to Cllrs and on Social Media
3. Neighbourhood Alert – Heatwave level 3 Issued – Forwarded to Cllrs and on Social Media
4. Twinning Agenda & Minutes May and June 2018 Meetings
5. NALC Newsletter July 2018
6. Arun District Council - Traveller Update - Travellers in Yapton forwarded to Councillors
7. Letter from Kensington Palace to The Mayor thanking the Town and Town Council for their letter on the occasion of the birth of their son, Prince Louis
8. WSCC - Planned Roadworks in West Sussex report 4 July to 18 July - forwarded to Cllrs and on Social Media
9. Arun District Council - Traveller Update - Travellers in East Grinstead - forwarded to Councillors
10. HCLG - Evidence session with the Secretary of State on HCLG priorities including housing Social housing, homelessness and devolution Monday 9 July
11. Copy of a letter from a member of the public to ADC Licensing regarding their concerns about the Kite Festival in King George V Recreation Ground, Felpham
12. WSCC - E-Newsletter July 2018 - forwarded to Councillors
13. ADC - Weekly Despatch Information Service
14. Sussex PCC Newsletter 05/6/07/18 Forwarded to Councillors
15. Local Councils Update Issue 219 - July 2018
16. Clerks & Councils Direct - July 2018 Issue 118
17. Arun District Council - Traveller Update - Travellers in Yapton - forwarded to Councillors
18. Arun District Council - Traveller Update - Travellers in Bersted Brooks - forwarded to Councillors
19. Regis School - Newsletter issue 18
20. NFP Workshops - Bid Writing: The Basics training throughout the country
21. HCLG - second session on rehousing and other support provided by the Council and Government following the Grenfell Tower Fire Wednesday 18 July 9.30
22. ADC Travellers Update 11 July 2018 - forwarded to Councillors
23. WSCC Cabinet Member for Adults & Health - Newsletter - forwarded to Councillors
24. ADC - Notification that the Arun Local Plan - Planning Inspector's Report has been published. Circulated to Councillors

AGENDA ITEM 20

- 25.** Arun District Council - Travellers Update - Travellers in and around Arun - forwarded to Councillors
- 26.** HCLG Committee: Evidence session - Integrated Communities Strategy
- 27.** Kiddivouchers - Child Voucher Scheme Closure to new entrants
- 28.** Westminster Briefing - Registration reminder: Parks and Green Spaces Briefing 19th September
- 29.** Arun District Council - Weekly Despatch Information Service week beginning 9 July 2018
- 30.** Bognor Regis Twinning Association - Minutes of meeting held 25th June 2018, and Agenda for meeting to be held 23rd July 2018
- 31.** Sussex Police & Crime Commissioner - Newsletter, 13th July 2018
- 32.** NALC - Chief Executive's Bulletin
- 33.** Westminster Briefing - Being an Effective Councillor training session to be held in London on 30th August at a cost of £245 plus VAT per delegate
- 34.** Neighbourhood Alert - Weekly Bulletin 9th-15th July 2018. Circulated to Councillors and uploaded to Facebook
- 35.** VAAC - AGM & Networking Lunch
- 36.** WSCC - Unconfirmed Minutes of JWAAC Meeting held 13th June 2018. Circulated to Councillors
- 37.** WSCC - Top Ten Tips on Keeping Cool in Hot Weather. Circulated to Councillors and Officers, and shared on website, Facebook and Town Council noticeboards
- 38.** WSCC - WSPF Pension Administration Changes and Agenda for Annual Meeting to be held 25th July 2018
- 39.** HSE - E-Bulletin, 18th July 2018
- 40.** Parish Online - News & Updates, 19th July 2018
- 41.** Housing Communities and Local Government Committee - Evidence Session: Brexit and local government, to be heard 23rd July 2018
- 42.** Landscape and Amenity - LAPU Product Update, July 2018
- 43.** Sussex Police & Crime Commissioner - 20th July 2018
- 44.** Action Fraud - Alert: Rise in Fake Amazon Email
- 45.** NALC - Chief Executive's Bulletin, NALC Newsletter, and Star Council Awards. Circulated to Councillors
- 46.** Regis School Newsletter Issue 19 - last of the academic year
- 47.** VAAC - Arun and District Funding Fair 2018

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 30th JULY 2018**

AGENDA ITEM 20A - ADDITIONAL CORRESPONDENCE FOR INFORMATION

1. NALC Larger Councils - Annual Conference - Lord Gary Porter confirmed as speaker
2. Neighbourhood Alert – Weekly Bulletin 14/7/18 - 22/7/18 – forwarded to Cllrs and on Social Media
3. WS Crowd - Funding available for community projects - Forwarded to Councillors and on Social media
4. JEAAC 19 June 2018 - Minutes
5. Arun District Council - Regeneration in Bognor Regis response from the Chief Executive to the Town Clerks letter of 16th July 2018
6. Arun District Council – Traveller Update – Travellers in Chichester: forwarded to Councillors
7. WP Insurance WPS Council Guard – Beyond the Basics Stop Scrolling – Tips for Phone Addiction
8. Neighbourhood Alert - Your Identity is Yours - forwarded to Councillors and on Social Media
9. Office of the Sussex Police and Crime Commissioner - Newsletter 27.07.2018 - forwarded to Councillors
10. Westminster Briefing - The Future for Local Authority Parking - Central London, Thursday 8th November
11. LCR - The official Magazine of NALC - Summer 2018
12. DCK - VAT Partial Exemption Calculations 2017/18 letter informing Council of requirements if this service is required

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 30th JULY 2018

AGENDA ITEM 21 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Balance Sheet for Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2018 will be copied to Councillors for information under separate cover.

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 52, No. 4 for July/August 2018 has been received which is available for Members to view if required.

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

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