



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 26th NOVEMBER 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/Statements** 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/statements in advance in writing. Priority will be given to written questions/statements. These 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 19th day of November 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 15th October 2018 and the Extraordinary Meeting held 19th November 2018
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To receive the Town Force Report
7. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
8. 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)
9. To receive the notes of the Heritage Partnership Board meeting held 9th November 2018
10. To consider substitutes for the Mayor and Deputy Mayor at events as requested by Cllr. Woodall
11. To consider payment of travel expenses for Mayor substitute when attending mayoral functions outside of the 6 wards
12. Distribution of confidential papers - Min. 74 refers
13. To note and receive suggestions from Members for content of the 2019 Town Newsletter - Min. 78 refers
14. To receive the recommendation from the Events, Promotion and Leisure Committee regarding identification of a budget to fund an event under a 3-year agreement - Min. 54 of the Committee Meeting held 8th October refers
15. To receive the recommendations from the Community Engagement and Environment Committee Meeting held 12th November regarding identification of budgets to fund Playdays in 2019 (Min. 78.3) and works arising from the Beach Access Topic Team (Min. 78.7)
16. Financial Reports including: -
 - To note Committee I&E Reports for the month of October 2018 - previously copied to Councillors. These documents are available on the Town Council website @ <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 September and October 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
17. Correspondence
18. Picturedrome Site update - Director's report, any urgent actions taken for ratification
19. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
20. Town Force: Note of outstanding debtors

Agenda items 18 & 20 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 15th OCTOBER 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove,
S. Goodheart, S. Reynolds, M. Stanley and
Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of the meeting)
4 Councillors in the public gallery: Cllrs: J. Brooks,
Mrs. S. Daniells, P. Dillon and T. Gardiner

The Meeting opened at 6.32pm

63. 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. Smith who was working away and Cllr. Woodall who had a prior engagement. No apologies were received from Cllr. Enticott.

64. 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 or Ordinary Interests notifiable under the Council's Code of Conduct, 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 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 21, as a contractor to the Picturedrome Cinema and advised that he would leave the room for this item

65. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th JULY 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th July 2018, and these were signed by the Chairman.

66. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.36pm

A Councillor in the public gallery spoke regarding the use and ownership of banner sites in London Road and around the Town, requesting that this be clarified; the future use of the gateway signs; and the inclusion of 2 Hour Free Parking publicity on vacant roundabout sponsorship signs;

A Councillor in the public gallery requested that he be afforded an extension to the permitted time to speak under Agenda item 9 and this was **AGREED**.

The Chairman of the BID Board, seated as a member of the public in the gallery, responded to the query regarding the banners in London Road and confirmed that there is a joint sharing agreement in place and the banners may be used by the Town Council. With regard to the Gateway signs, the BID would be willing to pay to bring them into uniformity.

A member of the public spoke regarding the seafront lights requesting that these be left on during the Christmas period. The Chairman reported that this had been considered previously with the BRSFL organisers, but substantial costs were involved. This suggestion will, however, be noted when the funding agreement is reviewed.

A Councillor in the public gallery referred to a heritage project by the Royal Sussex Regiment and asked that the Council considers being involved with this.

A Councillor in the public gallery spoke regarding the poppies on the lamp post columns that had been erected last year and it was noted that this was carried out by the Royal British Legion under permission from ADC.

Meeting reconvened at 6.50pm

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

67.1 4th December 2017 - Min. 138 - Budget

Members were invited to note that NALC had confirmed that the Local Government Finance Settlement 2019 to 2020: Technical Consultation proposed to again defer the setting of referendum principles for local councils.

67.2 4th June 2018 - Min. 10.1 - CCTV

ADC have advised that the upgrade of the Bognor Regis CCTV equipment has now been completed with the result being significantly higher picture quality. However, details are still awaited of the cost to incorporate Wifi into the network.

67.3 4th June 2018 - Min. 19 - Town Force Report

Council is still awaiting confirmation as to how the Landlord wishes to proceed with regard to the future use of the caged area at the Southern Cross Industrial Estate. The Town Force team continue to use the area whilst awaiting further details from the Landlord's agents.

67.4 30th July 2018 - Min. 42 - Public Speaking

A member of the public has been in touch with the Town Council to clarify his comments made during public question time, as recorded in the Minutes of the Policy and Resources Committee Meeting held 30th July 2018 (Min. 42 refers). The member of public has informed the office that he is supportive of the development, in principle, as student flats on this site would be near to the University campus, and within walking distance of the Town Centre which could be of benefit to local businesses. The member of public also suggested that elevating the flats on stilts would allow for the whole of the ground level to be devoted to public car parking, (with perhaps some student parking), the provision of which would be doing a service to the Town, taking

into account the extra spaces gained from the lorry park. This issue was further raised at the BRTC/ADC Liaison Meeting held on 4th September at which the Leader of the Council had advised that the Cabinet decision had been for 200/300 student units but with the existing number of car parking spaces maintained, as would be the visual entrance to Hotham Park.

67.5 30th July 2018 - Min. 43.1 - Grant Aid

The Grant awarded to the Bognor Birdman event 2018 has now been returned.

67.6 30th July 2018 - Min. 45 - GDPR

Signed Councillor Consent forms are still outstanding from Cllrs. Batley and Lineham.

67.7 30th July 2018 - Min. 50 - Town Council Financial Information

The meeting with the Accountant is planned for 3rd December, during one of his scheduled visits. Cllr. Stanley confirmed that he would be available to attend.

67.8 30th July 2018 - Min. 52 - Report from the Projects Officer on Town Centre Issues

As requested, it has been confirmed that attendance at the Town Centre Ops meetings (which no longer take place) was for Officers only, to enable a report back to Council. With regard to the BID Management Board, they have specifically requested that for both ADC and BRTC only Officers are in attendance to enable a report back to Council.

68. ADJOURNMENT TO ALLOW FOR REPORT FROM OUTGOING TOWN CENTRE MANAGER, MR. T. RAHMAN

Members were advised that unfortunately, after the publication of the Agenda for the meeting, Mr. Rahman had advised that he would not be able to attend. However, a written report was provided which was **NOTED** by Members.

69. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

70. TO RECEIVE TERMS OF REFERENCE FOR THE BEACH ACCESS TOPIC TEAM AND IF ACCEPTABLE RECOMMEND TO COUNCIL

Members received the draft Terms of Reference and **RESOLVED** to **RECOMMEND** to Council that these be adopted.

71. TO RECEIVE THE NOTES OF THE MEETINGS OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 AND 19th SEPTEMBER 2018 AND OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018 (IF AVAILABLE). TO ALSO INCLUDE AN ADJOURNMENT TO RECEIVE A VERBAL REPORT FROM CLLR. GARDINER ON THE ADALC CONFERENCE HELD 4th OCTOBER 2018

The Notes of the meeting held 25th April 2018 were received by Members.

The Notes of the Annual General Meeting on 20th June 2018 and the most recent meeting held on 19th September 2018, were not available.

The Chairman adjourned the meeting at 6.58pm to allow Cllr. Gardiner to address the Committee regarding the ADALC Conference held 4th October 2018

It was noted that as agreed previously (Min. 66 refers), Cllr. Gardiner would be afforded additional time to a maximum of 5 minutes to speak on this matter.

Cllr. Gardiner reported that ADALC had recently had resignations from the Chairman, Secretary and Treasurer. A new Secretary had now been appointed but without the other posts being filled, the Association would be unable to function. Therefore, at the conference held on 4th October various options for the future of the Association were considered including it being dissolved; an amalgamation with the Chichester Association; and a model of one meeting per year with the Executive meeting three times a year. Members were therefore asked for their opinion on the future of the Association which would be fed back to the next ADALC meeting.

The Chairman reconvened the meeting at 7.02pm and thanked Cllr. Gardiner for his report

Members went on to discuss the advantages and disadvantages of ADALC and the suggestions for its continuance. The role of JWAAC and JEAAC was discussed as well as the need for greater cooperation and partnership working between the Parish and Town Councils in the District.

Following debate, it was proposed and **AGREED** that the Town Council should not support the continuance of ADALC but rather increase dialogue with the neighbouring Parishes and Towns through existing committees such as JWAAC and JEAAC, as well as ad hoc contact and communication as circumstances dictate.

72. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID MANAGEMENT BOARD INCLUDING CONSIDERATION OF A CONTRIBUTION BY THE TOWN COUNCIL TO THE BUSINESS WARDEN COSTS

The Projects Officer's report was noted, and Members also received a letter from the Chairman of the BID Board giving more details about the Business Warden Scheme and the financial assistance of £10,000 per annum being sought from the Town Council.

Members considered the issue of future funding contributions to the Business Warden Scheme and **RESOLVED** to **RECOMMEND** to Council support for the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions.

73. TO CONSIDER AMENDMENTS TO THE STANDING ORDERS AND WORDING OF AGENDAS - COUNCIL MEETING 3rd SEPTEMBER 2018, MIN. 104.1 REFERS

The Deputy Clerk's report was noted including the changes to the wording of agendas relating to statements as well as questions from the public and the use of "Clerk's Report" rather than "Matters Arising". Members also noted that the Town Clerk will be looking to present to the new administration in May 2019, revised Standing Orders based on the NALC recommended model but tailored to accommodate Bognor Regis Town Council's own requirements.

Following discussion, Members unanimously **RESOLVED** to **RECOMMEND** to Council the adoption of the revised Standing Orders incorporating the following amendments:

- 73.1** 23.1 of the Standing Orders be amended to read "*A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak for three minutes at the beginning of the specific agenda item to explain her/his resolution to the committee but shall take no further part in the debate and will not vote.*"
- 73.2** 31.7 of the Standing Orders be amended to read "*A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/statements in writing in advance. Speakers must give their name before stating their question or making their statement and may speak for up to a maximum of two minutes each*"

or five minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period."

- 73.3** 31.8 of the Standing Orders be amended to read "*A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period.*"

74. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 121 OF COUNCIL MEETING 3rd SEPTEMBER 2018 REFERS

The Town Clerk's report was noted.

Members fully debated the issues surrounding the responsibilities and liabilities arising from the issue of confidential reports prior to the meetings. Some Members felt that their issue in advance was necessary to enable Councillors to carry out their role effectively, whilst concern was also expressed about the liability that Councillors could be exposed to through having confidential papers in their possession.

The subject of data protection, and specifically in relation to GDPR, was highlighted especially the risks involved with emailing to non-secure, personal email addresses, as are currently used by all Councillors.

The Deputy Clerk also reported that consideration would need to be given to the disposal of confidential papers and that Members would need to give written confirmation that all printed paperwork would be securely disposed of (shredded or incinerated) or returned to the Town Council for disposal.

Following discussion, it was **AGREED** that the issue be deferred and referred back to this Committee following research by Officers regarding the following:

- i) Proposal to issue confidential reports in advance
- ii) Use of ".gov.uk" email addresses for all Councillors to receive and send emails securely for Council business only, including details of any costs, password protection and any other methods of security
- iii) Data Protection implications, compliance with GDPR and the Data Protection Act 2018 and steps that could be taken to mitigate any risks

75. TO RECEIVE AN UPDATED ACTION PLAN FOR THE CORPORATE STRATEGY - MIN. 187 OF POLICY AND RESOURCES COMMITTEE MEETING HELD 9th APRIL 2018 REFERS

The Deputy Clerk's report, including the updated Action Plan as circulated to all Members prior to the meeting was **NOTED**.

76. TO RECEIVE DETAILS OF A THREE-YEAR CONTRACT FOR CHRISTMAS LIGHTING IN THE TOWN, INCLUDING EXPECTED COSTS (EVENTS, PROMOTION AND LEISURE COMMITTEE EXTRAORDINARY MEETING 19th JULY 2018 - MIN. 26 REFERS), AND TO DISCUSS AND MAKE RECOMMENDATIONS REGARDING ANY NECESSARY BUDGETARY REQUIREMENTS FOR 2019/20 TO ENABLE FUNDING OF THIS EXERCISE

The Deputy Clerk's report was noted.

Members considered the three options put forward, including costings for the three-year contract with each option incorporating a standard or an enhanced lighting display, a canopy of lights at the junction of London Road/High Street, and/or a stand-alone illumination.

Members debated the issue at length with concern expressed about the level of expenditure that would be required to facilitate any of the options; problems with the canopy in bad weather; importance of making the Town Centre area festive; and what businesses would prefer.

Following discussion, it was proposed and subsequently **AGREED** to **RECOMMEND** to Council that Option 2 be the preferred choice and that a sum of £31,500 be allocated within the 2019/20 budget to facilitate this. This sum includes a contingency provision to cover any additional works that may be required owing to poor weather resulting in emergency call outs.

Members also **AGREED** to **RECOMMEND** to Council that any unused funds from the contingency element be Earmarked for use in future years.

77. TO NOTE THE TIME AND DATE OF 2.00PM ON MONDAY 19th NOVEMBER 2018 FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH APPLICATIONS FOR GRANT AID 2019 WILL BE CONSIDERED

The Deputy Clerk's report was noted, and the date and time for the meeting of 2.00pm on 19th November was noted by those present.

78. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2019 TOWN NEWSLETTER

The Civic & Office Manager's report was noted.

It was suggested that no article on the Twinning Association be included but rather that space be given to editorial on the youth activities supported by the Town Council including the formation of CREATE and the play sessions held over the summer months. Members were asked for any further suggestions on the content to be brought to the next meeting of this Committee in November.

Members also **AGREED** that a competition should be held to find a cover photo for the newsletter as detailed in the report.

With regard to the production of the 2019 edition, Members **AGREED** to continue with the same format as in 2018 namely A4, 8-page, publication in a matte finish.

79. TO RECEIVE AN UPDATE ON 2 HOUR FREE PARKING FOR 2019 AND REAFFIRM THE COUNCIL'S SUPPORT FOR THE SCHEME

The Deputy Clerk's report was noted.

Members **AGREED** to reaffirm the Town Council's support for the 2 Hour Free Parking Scheme and **NOTED** that the Town Council's contributions to the Scheme will continue as before.

80. TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (INTERIM UPDATE) - IF AVAILABLE

The Deputy Clerk's report, and First Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the report.

81. FINANCIAL REPORTS INCLUDING: -

81.1 To note Committee I&E Reports for the month of August 2018 - previously copied to Councillors

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

81.2 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 July and August 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**.

82. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists including the items highlighted by the Town Clerk.

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

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest and left the meeting

Cllr. Mrs. Daniells, whilst only in the public gallery, also left the meeting in acknowledgment of her own Disclosable Pecuniary Interest in the following agenda item as an employee of the Picturedrome

In the absence of the Chairman, Cllr. Stanley as Vice-Chairman took the chair

The previously circulated Director's report was noted, and actions taken as detailed were ratified. Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

84. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 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 21, 23 and 24 (contractual).

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

The Director's confidential report was noted, and actions taken as detailed were ratified. Members **AGREED** to grant landlord consent for the additional minor alterations to Kiosk 1a as detailed in the report.

Cllrs. Cunard and Reynolds returned to the meeting and Cllr. Mrs. Daniells returned to the public gallery

86. TO RECEIVE ANY UPDATE ON POTENTIAL PROPERTY PURCHASE

The Town Clerk's confidential report was noted.

Following discussion, Members **RESOLVED** to **RECOMMEND** to Council that the required expenditure for property purchase be funded by the Economic Development Fund.

The funding of any future works/alterations to any property was discussed and Members noted that a decision would be taken about how to fund further expenditure when details are known.

Members also noted and discussed potential uses for the premises.

Finally, Members noted the visit by the Support officer from the AHF on 14th November 2018 and all Members were urged to attend the briefing session.

87. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.14pm



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MINUTES OF THE EXTRAORDINARY

POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 19th NOVEMBER 2018

PRESENT: Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, S. Goodheart (during Min. 91) and Mrs. J. Warr

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

The Meeting opened at 2.10pm

88. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman apologised for the delay in the meeting opening and welcomed everyone present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies had been received from Cllrs. S. Reynolds and P. Woodall, who were on annual leave, and Cllr. Stanley who was working. Furthermore, in line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent. No apologies for absence were received from Cllr. Smith.

In the absence of Cllr. Stanley, it was **AGREED** that Cllr. Mrs. Warr should act as Vice-Chairman for the meeting.

89. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is 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 or Ordinary Interests notifiable under the Council's Code of Conduct, 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 an Ordinary Interest as a member of the Bognor Regis Twinning Association

Cllr. Mrs. Warr declared an Ordinary Interest as a member of Bognor Regis Seafront Lights

90. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements.

91. CONSIDERATION OF GRANT AID FUNDING 2019

Members considered each application for Grant Aid, with regard given to the criteria set and the document checklist, which detailed what documents had been supplied with each application. The Chairman's recommendations were noted and discussed.

Some applications were not successful due to Members being minded that alternative funding was available for some organisations, that often also had a large amount of unrestricted reserves, from grants offered by larger councils and nationally funded initiatives, whereas small community events/organisations had fewer pathways to grant funding available to them.

Comment was made about the number of applications received from Scouting units within Bognor Regis requesting grants for the purchasing of equipment for expeditions. Members felt that these applications should be combined and submitted in future as a District application, rather than individual units.

It was **AGREED** that a letter would be written to the Scouting units to encourage them to make a combined District application in future.

With regard to the Arun Arts Co Ltd application, Members noted that they had been in receipt of annual funding of £10,000 for each of the previous three years, as part of a formal funding agreement with the Town Council.

Cllr. Mrs. Warr redeclared an Ordinary Interest in the Bognor Regis Seafront Lights application but did not leave the meeting when the application was considered, as no discussion took place

Cllr. Cunard redeclared an Ordinary Interest in the Bognor Regis Twinning Association application but did not leave the meeting when the application was considered, as no discussion took place

A Member asked for it to be noted that it would be welcomed if some of the Grant Aid funding awarded to Citizens Advice Arun and Chichester could be directed towards improving the volunteer capacity to assist with problems experienced by local residents as a result of the changes to Universal Credit.

The Committee discussed the International Bognor Birdman application and the funding issues that the event had faced in previous years. A Member expressed concern that granting funds to International Bognor Birdman would reduce the funds available to allocate to other Grant Aid applicants, particularly if the Birdman event was at risk of being cancelled again next year. However, Members wished to support the event and agreed to award a grant for the same amount as was awarded to International Bognor Birdman last year.

Whilst Members considered The Base Skate Park to be an essential youth/adult service, there was concern regarding its future financial viability. It was agreed to award Grant Aid funding on the proviso that a representative from the Town Council be permitted to attend financial meetings, that The Base Skate Park has, as a non-participating observer.

It was agreed that the Grant Aid funding awarded to The 39 Club should not be restricted in being spent on only the equipment as detailed in their application but, rather more, at their discretion.

Members noted that an incorrect figure, for the amount of funding that had been applied for by the 60 Minutes of Classical Music Trust, had been circulated to the Committee. This was a typing error on behalf of the Civic & Office Manager for which apologies were given to the Chairman and Committee Members.

Cllr. Goodheart arrived at the meeting following consideration of the 60 Minutes of Classical Music Trust application

Comment was made that, once again, some difficult decisions had been made by the Committee regarding the awards.

Members considered the individual applications for Grant Aid 2019 and the list of decisions as **RESOLVED** is attached to the Minutes as **Appendix 1**.

Specific conditions were imposed for some grants as detailed (appended to file Minutes). It was noted that where the most up-to-date accounts had not been provided, these would be sought before the grant was issued.

N.B. In line with the Council's current policy, as a condition of funding the Council may appoint a non-participating observer as a representative to any organisations receiving Grant Aid at the Committee's discretion. These appointments will be considered at the Annual Town Council Meeting in May.

Members **AGREED** to **RECOMMEND** to Council that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20.

The Meeting closed at 2.58pm

Applicant	Amount requested	P&R Decision 2018	Chairman's Recommendations	P&R Decision 2019	Comments
Age UK West Sussex	£10,000.00	N/A	Refuse	Refuse	
Arctic Fox Explorer Scout Unit	£741.68	£400.00	£741.68	£250.00	
Arun Arts Co Ltd	£20,000.00	N/A	£10,000.00	Refuse	
Bognor Regis Carnival Association	£4,500.00	£4,000.00	£4,000.00	£4,500.00	
Bognor Regis and District Scouts	£500.00	Refused	Refuse	Refuse	
Bognor Regis Kite Festival	£1,800.00	£2,000.00	£1,000.00	£1,800.00	
Bognor Regis Local History Society	£1,500.00	Refused	£1,500.00	£1,500.00	
Bognor Regis Seafront Lights	£1,500.00	£1,000.00	£1,000.00	£1,500.00	
Bognor Regis Shopmobility	£1,000.00	£500.00	£500.00	£500.00	
Bognor Regis Swimming Club	£897.00	£1,928.00	£897.00	£897.00	
Bognor Regis Twinning Association	£700.00	£700.00	£700.00	£700.00	
Citizens Advice Arun and Chichester	£3,000.00	£3,000.00	Refuse	£1,500.00	
Cruse Bereavement Care West Sussex Area	£500.00	N/A	Refuse	Refuse	
Family Support Work	£1,000.00	N/A	Refuse	Refuse	
Girlguiding Bognor Regis Division	£700.00	£500.00	£700.00	£700.00	
Girlguiding Bognor Regis South District	£200.00	£200.00	£200.00	£200.00	
Homestart Arun, Worthing & Adur	£2,000.00	£250.00	Refuse	Refuse	
International Bognor Birdman (IBB)	£8,000.00	£7,500.00	£4,000.00	£7,500.00	Conditional
ROX Music and Art	£9,000.00	Refused	£5,000.00	£7,500.00	Conditional
Southdowns Folk Festival	£10,000.00	£7,500.00	£5,000.00	£7,500.00	Conditional
The Base Skate Park	£2,200.00	£1,500.00	£1,000.00	£1,500.00	Conditional
The 39 Club	£2,000.00	£774.00	Refuse	£500.00	
Tsunami Explorer Scout Unit	£492.96	£1,000.00	£492.96	£250.00	
West Sussex Mediation Service	£400.00	Refused	Refuse	Refuse	
2 nd Bognor Scouts	£1,000.00	N/A	£492.96	£250.00	
4Sight Vision Support	£1,040.00	Refused	Refuse	Refuse	
60 Minutes of Classical Music Trust	£2,131.00	Refused	£500.00	£1,000.00	
The Regis School of Music	£2,000.00	£1,200.00	£1,000.00	£1,700.00	
	£88,802.64			£41,747.00	

Committee: Policy and Resources**Date: 26th November 2018****Report by: Town Force Manager****Subject: Update on Town Force activities**

Seafront Beacon.

A contractor carried out a visual inspection of the whole structure on 12th October. The basket was manufactured and installed in 2010 but the age of the supporting post is unknown and is thought to be more than 20 years old. There are two areas of concern:

1. The beacon basket is made out of hot dipped galvanised mild steel whereas the material of the supporting post is mild steel square hollow section. Although there was no galvanic reaction between the beacon basket and the post visually evident on the day, it will eventually happen and will shorten the lifespan of the whole structure.
2. During the inspection, it could not be determined if the square hollow section post was hot dipped galvanised, as the inside was not accessible to inspect. There is potential (if no galvanising took place after manufacture) for corrosion to take place on the inside of the post. The contractor therefore couldn't verify the structural integrity of the section. The only way to check for corrosion on the inside of the post is to drill holes through the post and inspect the inside with a camera.

FOR DECISION

Do Members wish to have the inside of the beacon post inspected or should the post be replaced due to its age? A quotation for the inspection only is currently awaited whilst the estimated replacement cost is £2,806 plus VAT.

Town Force unit.

Specification for the external redecoration has been received from the Landlord and the work has been scheduled in for the week commencing 26th November, subject to weather conditions.

As previously reported, the Landlord's contractor erected and padlocked heras fencing to the rear of the building, blocking the fire escape route from the Town Force unit. There has been no further development and the fencing remains in situ, despite notification from the Landlord in July that a meeting

was to be held with the contractor to find a solution that all parties are happy with. Furthermore, there has been no response from the Landlord regarding the rental of the caged parking space by Town Force unit G2. Both of these issues will be followed up with the Landlord once the redecoration work to the unit has been completed.

Annual Health Surveillance for all TF staff.

The annual checks have been booked in for 10th December.

Training.

A Member of staff successfully passed the PASMA Mobile Scaffold Tower course.

Planting.

Plant changeover went smoothly and winter bedding as well as bulbs have been planted in all areas. Winter hanging baskets have gone up at the Railway Station.

Christmas Trees.

Trees arrived on Friday 16th November. Town Force installed and will regularly check the trees at the Railway Station and William Hardwicke. Picket fencing will be put around the trees once Merlin Lighting have installed the lights. The Station tree will also be decorated using the sponsor's baubles etc. as per last year.

Structural testing of street lights carrying hanging baskets.

Following on from my last report, all street lights with hanging baskets have been tested and passed. Unfortunately, the lamppost outside the Heygates Bookshop in the High Street, for which we have received a request to install a hanging basket, failed. Therefore, SSE won't permit installation of a basket to this lamppost.

Seafront showers.

The two seafront showers which were fed from the old Foreshore Office still haven't been reconnected by ADC despite several promises being made. There has been no further communication from ADC as to their intentions for the next summer season.

Beacon Lighting.

Following the Members' decision to use firewood instead of the usual gas burner, the method of lighting the beacon and the relevant paperwork had to be reviewed. A test lighting of the beacon was carried out on 13th September and all were pleased that the actual beacon lighting on 11th November went well despite the hostile weather conditions.

Sponsored planting.

Turner's Pies Ltd. didn't renew their sponsorship contract, but the site was sold to Papa John's Pizza in a very short time. Papa John's Pizza have also taken on two planters in Queensway and confirmation as to which ones they have chosen to sponsor is awaited.

Calstan Mechanical have joined the scheme and sponsor a site on the Leisure Centre roundabout. AC Letting have renewed their contract for another year.

Southernbrook Lettings didn't renew their contract for the Leisure Centre roundabout and the site availability has been advertised.

Sites remaining to be let: Squareabout x 2 sites, Arun Leisure Centre roundabout x 1 site, Chichester Road planter, 2 x Durban Road planters and 4 x Queensway planters.

Event support.

Town Force have supported the following events: Remembrance Day Service, Beacon Lighting, Artisan Market and Christmas Lights Switch-On.

Felpham hanging baskets.

The Town Force Senior Member and Town Force Manager attended a meeting at Felpham Parish Council where provision and maintenance of summer hanging baskets in Felpham was discussed. Subsequently, an estimate of costs was submitted.

Odd Jobs for 3rd parties (extra revenue).

- * ADC - Removal / reinstatement of silent soldiers at the Town Hall to allow filming;
- * Regis Centre - Work to gutters and downpipes;
- * Picturedrome - Installation and maintenance of winter hanging baskets;
- * South Bersted Primary school - Make and fit a replacement ladder for a climbing frame;
- * Felpham PC - Repairs to pergola, building a replacement planter;
- * A resident - Garden clearance;
- * Aldwick PC - Christmas tree installation;
- * Middleton on Sea PC - Repairs to a gate, 3 benches and signs installation;
- * Bognor Regis BID - Installation of Christmas banners in the precinct.

Examples of other jobs.

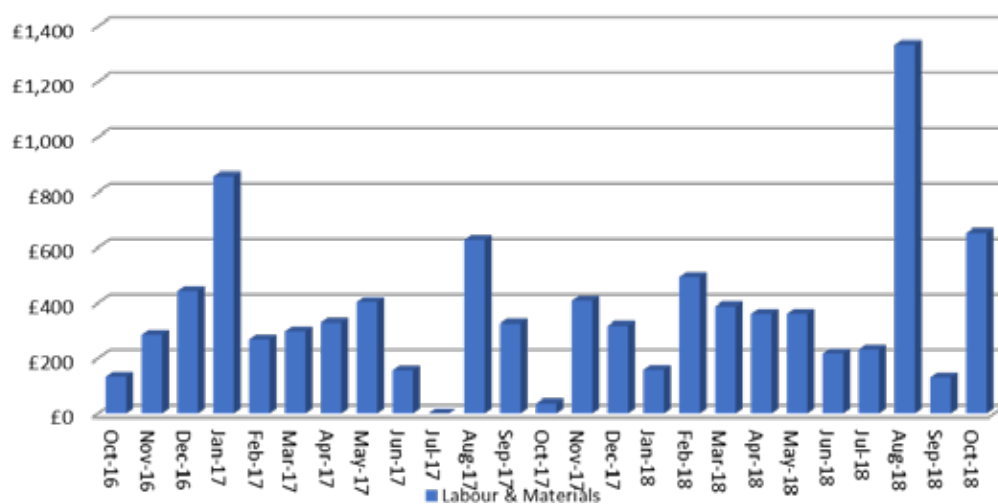
In addition to the routine jobs, Town Force have also removed the Town Centre bunting, delivered/collected allotment trophies from engravers, delivered/collected equipment for In Bloom Awards evening as well as a Community Event and a Pumpkin competition, installed/removed poppies to the Town Centre lampposts with a RBL representative, removed dumped roof tiles from the Squareabout, adjusted timer of the Town Hall balcony lights, put up/removed various sponsor signs, removed a range of graffiti and flyposting and done odd jobs at the allotments.

Update on 2019/20 Street Scene Partnership with West Sussex County Council.

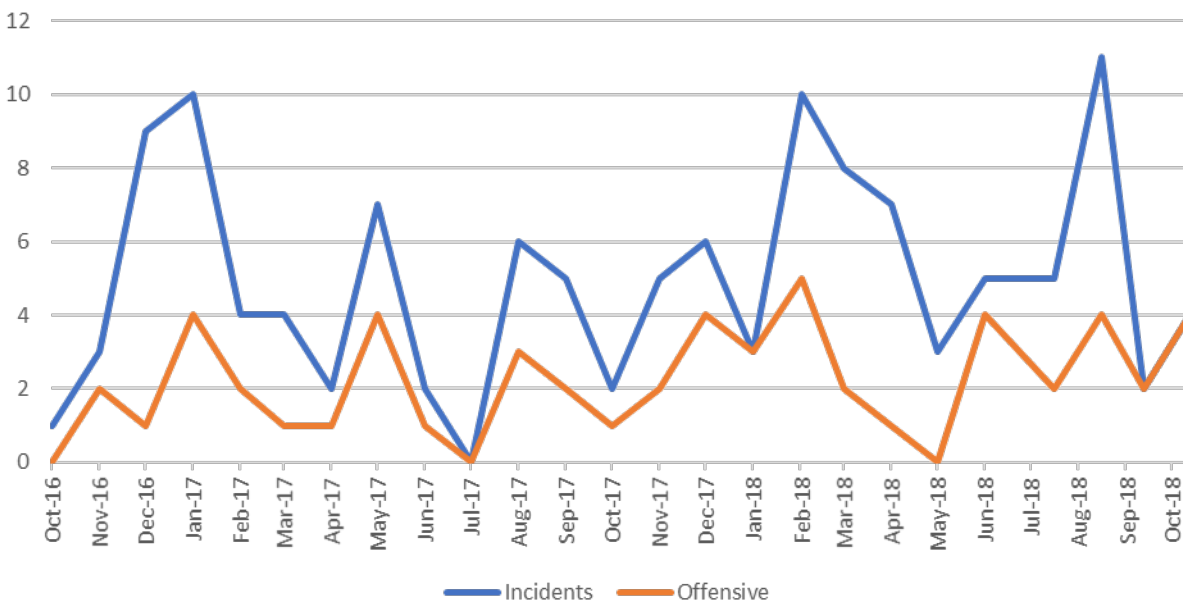
As previously reported, the Town Force Manager and the Deputy Clerk met with WSCC Officers on 1st October. At the meeting, WSCC said that a contribution of £3,000 would be fitting, based on the stats the Town Force Manager submitted. However, this was followed up by an email on 13th November in which an initial offer of £2,219 was made as ...*"Looking at the figures partners have returned, it seems that a fair figure for graffiti removal is £75 per incident (based on average removal time of 1.5 hours) and for fly-posting £5.23 per incident."* It would also appear from this email that WSCC will contribute towards removal of graffiti from Highways assets only, rather than all properties regardless of ownership. Furthermore, it appears that WSCC Officers are keen to include all other Town Force activities on the Highway in the agreement, as much of the discussion at the meeting was around the sponsored planting scheme and generated income, TF horticultural practices and even such details as selection of appropriate plants and disposal of grass cuttings. Due to the budgetary implications, the Town Clerk has taken over the matter and will respond.

Street Scene Partnership Graffiti statistics.

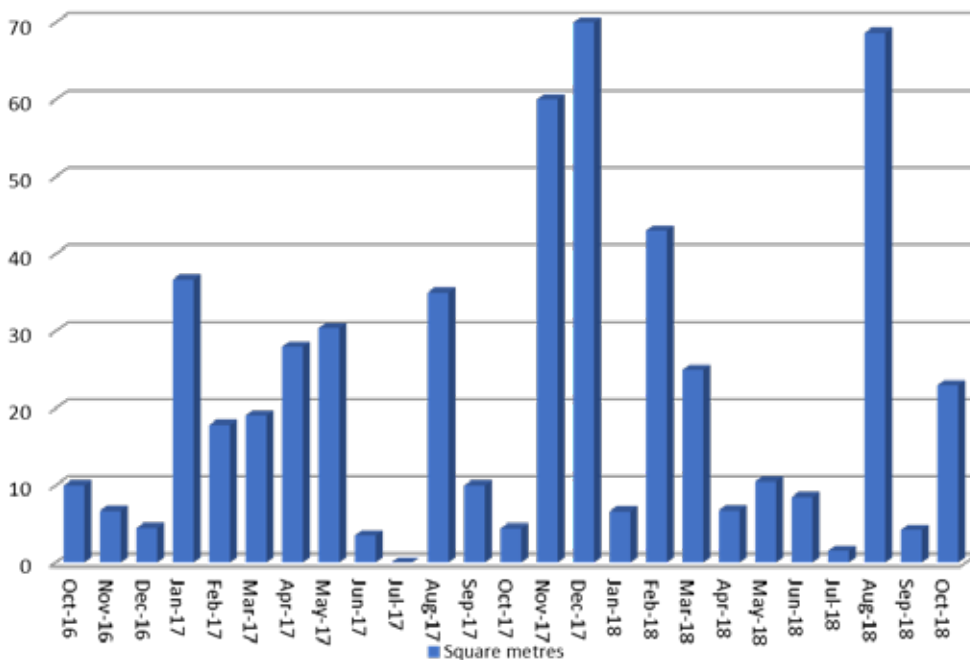
Labour & Materials: 1 October 2016 - 31 October 2018



Incidents: 1 October 2016 - 31 October 2018



Square metres: 1 October 2016 - 31 October 2018



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 26th NOVEMBER 2018**

AGENDA ITEM 7 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A BID Board Meeting was held on the 18th October 2018 and the following issues were discussed:

BID Business Warden Update:

The Community Warden has been positively received. It was noted that there are 2 days per week when there is no cover and the Chairman reminded the Board that the Community Warden role was intended to be additional to the Business Warden, rather than a replacement of the shared initiative with Littlehampton. These concerns will be taken up by a Board Director with the relevant authorities.

BID Budget Update:

This item was carried forward and will be reported at the November meeting.

BID Christmas Festivities Update:

All the activities have been finalised. A series of family friendly events will take place over the weekends leading up to Christmas including late night shopping. Love Bognor are creating a new website page which is due to go live very shortly, and Vinco Marketing are developing promotional material. The BID has also contributed to the Town Council Christmas Light Switch-On event and both organisations are working collaboratively to enhance the best offer for the Town.

2-hour Free Parking:

The new discs are now ready to go to print and will be ready mid-December. The price for the 2019 discs will be £2.00 and the colour grey.

BID Staffing and Arrangements:

Due to the presence of asbestos there has been a delay in taking up occupancy of the offices located in Linden Road, but it is anticipated that refurbishment works will soon be complete, and the BID will have access before December. BT services are already in situ and all other services in place.

The BID agreed to recruit for the position of a BID Co-ordinator in the New Year. A job description will be approved by the Board and an interview panel selected.

BID Administration:

The Board agreed that projects for the four BID objectives will be established and once agreed, Sub-Committees will be set-up. Directors will then be able to submit which Sub-Committee they wish to sit on.

Any Other Business:

Spirit FM had approached the Board for sponsorship for their Halloween Witch Hunt Event in 2018 and subsequently Spirit FM broadcast live from the Town Centre for the event held on 27th October.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018**

AGENDA ITEM 8 - 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)

**REPORT BY THE DEPUTY CLERK
DECISION**

FOR

Members will recall that at the meeting held 5th February 2018, it was reported that as the clock had been reinstalled, discussions were ongoing with the building owner about a legal agreement to ensure clarity on future liabilities and responsibilities with regard to maintenance access and power supply (Min. 161 refers).

A draft agreement has been requested from the Town Council's solicitor but has not yet been received. On the assumption that the document is available in time, and prior to this being sent to the building owner for comment, Members are invited to review the agreement and confirm that they are happy to proceed (this will be circulated prior to or at the meeting if available).

If the draft agreement has not been received this matter will need to be deferred until a future agenda.

Furthermore, Members are invited to note expenditure will be necessary to cover the fees for the drafting of this agreement and further details will also be provided at the meeting, if available.

DECISIONS

Do Members **AGREE** with the content of the agreement regarding maintenance access and power supply for Olby's Clock?

Furthermore, Members are invited to **RATIFY** the required expenditure (details to be confirmed) for the legal fees in this regard.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 26th NOVEMBER 2018**

**AGENDA ITEM 9 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD 9th NOVEMBER 2018**

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Members are invited to receive the notes of the meeting held 9th November 2018 attached as **Appendix 1**.

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 9th NOVEMBER 2018

Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Paul Wells (PW) - Chairman & Bognor Regis Trust, Ken Blamires (KB) - Bognor Regis Trust, Ann Cranham (AC) - Hotham Park Heritage Trust, Pat Dillon (PD) - BRTC, Sylvia Endicott (SE) - Local Historian, Steve Goodheart (SG) - BRTC (left during agenda item 4), James Jones-McFarland (JJM) - ADC, Margaret Murphy (MM) - ADC and Martyn White (MW) - ADC

In Attendance: Sheila Hodgson – (SH) - BRTC

Apologies:

Glenna Frost (BRTC), Howard Dicks (Bognor Regis Museum) and Sue Harris (Hotham Heritage Trust)

Meeting opened at 10.00am

1. INTRODUCTIONS AND WELCOME

The Chairman invited members to introduce themselves and welcomed those present.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 9th MAY 2018

The notes of the meeting held on 9th May 2018 were accepted as a true record.

3. MATTERS ARISING

Item 7 - 9th May 2018 - Further consideration of a letter received from a member of the public regarding the Promenade area between Marine Drive West and Nyewood Lane:

SE had undertaken some research to see if she could find any reference or mention to the plaque on the Promenade. She had found a newspaper article from 1890 saying the Promenade was open but nothing about the plaque. Unfortunately, the plaque has been painted over so many times over the years it is impossible to see or work out any wording. The next obvious line of enquiry will be to check the County Records Office in Chichester. SE will continue to investigate and liaise with the member of public.

The Chairman stated that this really highlights the need to start recording what is in the town to preserve information for the future.

Item 8 - 9th May 2018 - Consideration of the new Blake Interpretation signs that were installed in Hotham Park and the Promenade:

The Chairman reported he had attended a meeting with Hotham Park Heritage Trust, The Blake Project and ADC regarding the boards but as yet, no decision on their future had been made. He commented that the BRHPB had been set up to look at Heritage with a view to joined up thinking to bring everything into line. This issue highlights the problems that can arise when outside projects don't liaise with the Board.

SE also reported that the information on boards are factually incorrect and the photograph included was not that of Sir Richard Hotham.

Item 9 - 9th May 2018 - Items for future agenda:

SH apologised for omitting to include the two proposed items on the agenda for this meeting. These will be included for the next meeting.

4. UPDATE ON HLF BID DECISION AND ACTION PLAN MOVING FORWARD

KB was pleased to report that, in spite of the fact that applications for this quarters HLF funding tranche was massively over-subscribed, the BRHPB funding application for the Heritage Trail project had been successful and HLF have granted £9,500, equivalent to 44% of the total project costs. Along with the match funding money from the Town Council and some additional funding from the Bognor Pier Trust, this means the Heritage Trail for Bognor Regis can proceed.

The Chairman recommended that the Heritage Trail Sub-Team should meet at the earliest convenient date and begin mapping out the progression of the project and begin to look at designs, promotion and communication. SH and KB will liaise to make the necessary arrangements.

The Chairman thanked Ken Blamires for the amount of hard work and time he has given to this project over the last 12 months and for it to be noted that the successful bid application was primarily down to Ken.

KB further reported that the Hotham Park Heritage Trust had not been able to produce the Tree Trail leaflet, but the trail will be developed and included within the Heritage Trail.

5. UPDATE ON BLUE PLAQUES

It was noted that the plaque for the White Tower had been erected and officially unveiled. It was further noted that this is an additional plaque to the original ten agreed as there was an opportunity to link in with some overseas visitors who visited the White Tower to celebrate John Hawes the architect and owner of the building. The cost for the production of the additional plaque remains within the agreed budget.

SE has begun the process of gaining written consent from the relevant property owners for permissions to erect the remaining blue plaques and SH confirmed that ADC Estates had agreed in principle, their agreement for the plaques relating to their property to be erected. SH will also begin the applications, where necessary, for Listed Building Consent.

SE asked for the proposed wording for each plaque to be circulated to all members of the BRHPB for checking and agreement. MW asked that, with regard to the plaques for the Town Hall, it was important that the positioning of the plaques was carefully considered and would like to see the proposed sites before installation.

The Chairman welcomed MW back to the Board following his absence due to other commitments and asked if, as Conservation Officer, he was aware of anything coming forward in the Town that the BRHPB should be aware of. The Chairman also raised the issue of buildings being allowed to fall into disrepair and subsequently developers being granted permission to demolish them.

MW reported that although there were protection policies and guidance in place such as the NPPF guidelines, Heritage England and the local Neighbourhood Plan Design Statements, he is looking to revisit the Conservation Areas and listed buildings across the District with a view to re-drafting the appraisals and updating the lists. This could provide further evidence when commenting on potential planning applications. MW asked the BRHPB if they would be willing to help him with this process and contribute to the content of the appraisals. It was agreed that MW and SH would provide the Board with some information relating to the four conservation areas within Bognor Regis and for this to be an agenda item for the next meeting.

6. ITEMS FOR FUTURE AGENDA

Conservation Area Appraisals (including the Hotham Park Conservation Area)
Sir Richard Hotham Statue.

7. DATE OF NEXT MEETING

The next meeting will be scheduled for January 2019 to bring the quarterly meetings back into line. SH will make the necessary arrangements and advise.

Meeting closed at 11.30am

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 26th NOVEMBER 2018**

**AGENDA ITEM 11 - TO CONSIDER PAYMENT OF TRAVEL EXPENSES
FOR MAYOR SUBSTITUTE WHEN ATTENDING MAYORAL FUNCTIONS
OUTSIDE OF THE 6 WARDS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will be aware that under the Allowance regime, the Town Council is allowed to pay a sum to individual Councillors to assist with expenditure associated with the carrying out of their duties. In addition, the Town Council is permitted to make an additional payment to the Town Mayor to cover the additional costs that may be incurred as a result of their position. However, the Town Council does not make an additional allowance payment to the Deputy Mayor and furthermore, is not permitted to do so.

It has been highlighted that when the Deputy Mayor or any other agreed substitute for the Mayor attends events and functions on behalf of the Town Council outside of the town area, they receive no recompense for travel expenses that would normally be covered by the Mayor's allowance.

Members are therefore invited to agree if they wish to address this issue and if so, how they would like this to be managed in future municipal years.

DECISION

Do Members wish to address the issue of travel expenses incurred by substitutes for the Mayor when carrying out official duties outside of the town area on behalf of the Mayor and if so, how do they wish to do this?

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018

AGENDA ITEM 12 - DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 74 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Following discussion at the previous meeting of the Committee, Officers were asked to investigate ways of making the electronic dispatch of confidential reports possible whilst still ensuring adherence to the Data Protection Act 2018 (DPA) and in particular GDPR.

In light of the research carried out, to enable the issue of confidential reports in advance of meetings, the following should be considered:

- a) All Councillors to only use their bognorregis.gov.uk email address for **ALL** communication relating to the Council. Personal email addresses will no longer be permitted and all correspondence to the Town Council offices should be via these addresses. This not only ensures greater security for the transmission of electronic documents but also offers protection to Members in relation to the Freedom of Information Act (FOIA). Information held in non-council personal email accounts (e.g. Hotmail, Yahoo and Gmail) may be subject to FOIA requests if it relates to the official business of the Council. All such information which is held by someone who has a direct, formal connection with the Council is potentially subject to the FOIA regardless of whether it is held in an official or private email account. If the information held in a private account amounts to public authority business, it is very likely to be held on behalf of the public authority.
- b) Councillors to access their emails by logging in to Office 365 from their own PCs, laptops, phones, tablets etc or via the Town Council tablet if a request has been made to retain one.
- c) No documents sent with an email may be downloaded or retained on the Members' own equipment. This ensures that anything that is not already in the public domain i.e. on the Town Council website, does not remain with the Councillor after their appointment has ceased and is deleted when their Office 365 account is closed.
- d) The Town Council's website be configured to incorporate a Members Only Area. It is envisaged that an area will be dedicated to Council and each Committee to which those appointed will have a log in and password. All agendas and reports including confidential updates will be placed into the Members Area and Members advised when documents are available to view. Officers will continue to email the agenda to Members advising that the relating documents are available on the website. Confidential documents within the Members Area of the website will not be printable

or downloadable but this will enable them to be read in advance of the meeting. When Committee membership changes, passwords will be altered to restrict access to active Committee/Council Members only. Final details of the design and access to any Members Area is still under investigation but initial discussions have shown that the cost for this will be £75 plus VAT.

- e) All confidential documents to be watermarked.
- f) A paper copy of the confidential report will be provided at the meeting but will be collected in after the meeting has ended. If Members wish to revisit any document in the future, they may do so by logging into the Members Area and viewing the appropriate document online. This ensures that confidential waste, either electronic or paper, is securely disposed of, as failure to comply with this is a major cause of enforcement notices under the DPA.

The process above ensures that Members receive confidential reports in advance of the meeting for reading and consideration whilst mitigating the risk of the release of such information, in contravention of the Data Protection Act 2018.

DECISION

Do Members **AGREE** to progress the process as outlined under a) to f) above and request a final report including detailed plans for a Members Area on the Town Council website and confirmation of costs to be presented to the next Committee meeting?

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018

AGENDA ITEM 13 - TO NOTE AND RECEIVE SUGGESTIONS FROM MEMBERS FOR CONTENT OF THE 2019 TOWN NEWSLETTER - MIN. 78 REFERS

REPORT BY THE CIVIC & OFFICE MANAGER

FOR INFORMATION & DECISION

At the Policy and Resources Meeting held on 15th October 2018 (Min. 78 refers), Members received a report from the Civic & Office Manager which detailed the following articles to be included in the 2019 Town Newsletter: -

1. Report from Chairman of the Policy and Resources Committee
2. Breakdown of the Budget for the coming year
3. 'Make a Stand' - Local Town Elections 2019
4. Events Diary
5. Message from the Mayor
6. Parking Disc Scheme

At that meeting, it was suggested by Members that space also be given to articles regarding: -

7. Youth activities supported by the Town Council including the formation of CREATE
8. Play sessions held over the summer months

Members were then asked for any further suggestions, on the content for the 2019 Town Newsletter, to be brought to this meeting.

In addition to any further suggestions from Members, Officer suggestions include the following: -

9. Picturedrome Cinema - fourth screen opening; 100 years since the cinema opened in what had formerly been the Assembly Rooms
10. Town Council Elections - with a focus on diversity amongst nominees, including reference to the 100th anniversary of Nancy Astor becoming Britain's first female MP, and the 40th anniversary since Margaret Thatcher became Britain's first female PM
11. Brexit - with the UK's membership in the EU ceasing March 29th, what changes might be seen at a local level
12. Bognor Regis War Memorial Hospital - 100 years since it first opened, a look back at its history; Friends of Bognor Hospital; services available
13. Putting the 'Regis' in Bognor - 90 years on from King George V bestowing the title upon the Town
14. Bognor Regis Royal Mail Delivery Office - taking a look inside the Delivery Office that serves our community, 60 years since postcodes were introduced

15. Weather - 70 years since the first regular TV weather forecasts; significant weather events in Bognor Regis (including storm damage to the pier in October 1999); Town Council Weather Observations
16. Thumbs Up Campaign
17. Business Warden Scheme (BID) - role, powers, contact etc

Members are asked to note that following suggestions made prior to, and at, this Committee meeting, a summary of the editorial will be presented to the Council Meeting in January for final approval, prior to printing and distribution in March 2019.

DECISIONS

Do Members **AGREE** to the inclusion of items 1-8 in the 2019 Town Newsletter?

Being mindful of the limited space available in the Newsletter, Members are asked to **CONSIDER** items 9-17, together with any further suggestions offered by Members at the Meeting and **AGREE** on the top 5 suggested articles to be included in the content of the 2019 Town Newsletter.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018**

AGENDA ITEM 14 - TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE REGARDING IDENTIFICATION OF A BUDGET TO FUND AN EVENT UNDER A 3-YEAR AGREEMENT - MIN. 54 OF THE COMMITTEE MEETING HELD 8th OCTOBER REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Events, Promotion and Leisure Committee held 8th October 2018, Members agreed to recommend to this Committee that a sum of £10,000 per annum for a 3-year funding agreement be allocated in the budget beginning in the municipal year 2019/20, to explore the possibility of setting up a 3-year agreement with either an in-house or external partner to deliver an event as agreed by the Events, Promotion and Leisure Committee, with applicants invited to bid for the fund.

DECISION

Do Members **AGREE** for a sum of £10,000 to be identified in the 2019/20 budget as a first instalment under a 3-year agreement with either an in-house or external partner to deliver an event as agreed by the Events, Promotion and Leisure Committee with applicants invited to bid for the fund?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018**

AGENDA ITEM 15 - TO RECEIVE THE RECOMMENDATIONS FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th NOVEMBER REGARDING IDENTIFICATION OF BUDGETS TO FUND PLAYDAYS IN 2019 (MIN. 78.3) AND WORKS ARISING FROM THE BEACH ACCESS TOPIC TEAM (MIN. 78.7)

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Community Engagement and Environment Committee Meeting held 12th November 2018, Members agreed to recommend to this Committee the following:

Min. 78.3 - Playdays

Playday events are currently funded through the Ward Allocation budget. However, a Member suggested that by having a budget specifically for Playday events this would allow for more events to be held and extended to half terms. Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £3,500 for Playday events.

Min. 78.7 - Beach Access Topic Team

A Member proposed that a small budget be allocated to the Beach Access Topic Team to allow for preparatory works if required. Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a new budget allocation of £2,000 for the Beach Access Topic Team.

DECISION

Do Members **AGREE** for sums of £3,500 and £2,000 to be identified in the 2019/20 budget for Playdays and preparatory works arising from the Beach Access Topic Team respectively, as recommended by the Community Engagement and Environment Committee?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 26th NOVEMBER 2018**

AGENDA ITEM 16 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of October 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 SEPTEMBER AND OCTOBER 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 September and October 2018.

DECISION

To **NOTE** receipt of the financial reports for the month of October 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 September and October 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 - 26th NOVEMBER 2018**

AGENDA ITEM 17 - CORRESPONDENCE

FOR INFORMATION

1. Neighbourhood Alert - Weekly Bulletin 29/10/18 - 4/11/18 forwarded to Councillors and on Social Media
2. Copy of email sent by a member of the public to three Town Councillors regarding the Sunken Gardens/Linear Park Proposals
3. Housing Community and Local Government Committee - Inquiry Launch - Funding and provision of local authorities children's services
4. Parish Online - Newsletter
5. WSCC - JEAAC link to Agenda for meeting on 6th November and documents unavailable at the time of the meeting
6. NALC Newsletter - forwarded to Councillors
7. ROX - Publicity material for the Charity Big Band Ball
8. SSALC - Making Tax Digital Deferred for 6 months for Local Authorities
9. VAAC Weekly E-Bulletin Update - forwarded to Councillors and on Social Media
10. NALC - Results Announced - Larger Councils' Committee elections 2019-20
11. Citizens Advice Arun and Chichester - Research and Campaigns Newsletter November 2018
12. VAAC - Arundel Networking Event
13. Sussex Police and Crime Commissioner - Rural Crime Day of Action - forwarded to Councillors
14. Neighbourhood Alert - West Sussex County Council Cybercrime and Online Safety Surveys - forwarded to Councillors and on Social Media
15. Neighbourhood Alert - Update On Significant Planned Road Works On Motorways In Or Near Sussex - forwarded to Councillors and on Social Media
16. Neighbourhood Alert - Sussex Police Funding 2018-2022 - forwarded to Councillors and on Social Media
17. WSCC - Cybercrime and Online Safety Surveys closing date Monday 19 November
18. Neighbourhood Alert - Additional Support Is Available In A Power Cut If You Act Now - forwarded to Councillors and on Social Media
19. NALC Chief Executive's Bulletin - forwarded to Councillors
20. NALC - Spring Conference - forwarded to Councillors
21. SSALC - WSALC and NALC subscriptions for 2019/20
22. WSCC Gigabit Voucher - Newsflash re funding amounts - forwarded to Councillors
23. CCLA Client Services - Changes to the Public Sector Deposit Fund
24. NFP - Bid writing workshops
25. NALC Newsletter - forwarded to Councillors
26. NALC Newsletter - forwarded to Councillors
27. Email from a member of the public about rough sleepers in the Town
28. Neighbourhood Alert - Arun District Weekly Bulletin - forwarded to Councillors and on Social Media
29. VAAC - Weekly update - forwarded to Councillors and on Social Media

AGENDA ITEM 17

30. IPEH Partnership Advisory Board Meeting - Arun Hub - forwarded to Cllr. Cosgrove as Council Representative
31. JWAAC - invitation to JWAAC Highways & Transport Sub Group on 15th January - forwarded to Cllr. Goodheart as Council Representative
32. ADALC Meeting - Walberton Parish Council - copy correspondence sent to ADALC advising that Walberton PC voted for ADALC Meeting to cease until such time as needed
33. Littlehampton Town Council Newsletter - PROGRESS - Winter 2018

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018**

AGENDA ITEM 17 - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

1. Email from the Town Clerk to All Councillors regarding Confidential paperwork for the meeting on 3rd December 2018
2. Neighbourhood Alert - Update on Significant Planned Road Works on Motorways in or near Sussex - forwarded to Councillors and on Social Media
3. Sussex Police and Crime Commissioner - Extra Funding secured to steer young people away from crime - forwarded to Councillors
4. NALC Chief Executive's Bulletin - Meeting with Locality - forwarded to Councillors
5. SSALC - Public Consultation on the proposed Adults Services Vision and Strategy 16 November to 14 December 2018
6. SSALC - Chief Executive's Bulletin - The Public Sector Bodies (Websites and Mobile Applications) (No. 2 Accessibility Regulations)
7. DCK Accounting Solutions - VAT Partial Exemption 2017/18
8. British Damage Management Association - The Standard magazine: Volume 3 - November 2018
9. NALC - LCR magazine: Autumn 2018
10. Local Councils Update - Issue 223, November 2018
11. Clerks & Councils Direct - Issue 120, November 2018
12. NALC - How can all tiers of local government work together to deliver effective services?
13. VAAC - Weekly Updates, 22nd November 2018, emailed to Councillors
14. Neighbourhood Alert - How To Shop Online Safely, uploaded to Facebook
15. NALC Newsletter - including Digital Mapping Toolkit
16. Neighbourhood Alert - Weekly Bulletin 12th-18th November 2018. Emailed to Councillors and shared on Social Media
17. NALC - LCR Winter 2018 Survey
18. Hampshire Flags - Black Friday Sale
19. E-mango newsletter - beware black Friday scams
20. NALC - Chief Executives Bulletin - forwarded to Councillors
21. Sussex Police & Crime Commissioner - Out and About in Sussex - Forwarded to Councillors
22. Neighbourhood Alert - Update on significant Planned Road Works on Motorways - forwarded to Councillors and on Social Media
23. WSCC - email regarding "Let's Talk About Our Towns" event on the Business West Sussex website and link to notes from the event
24. WSCC - JWAAC UPDATE: Invitation to JWAAC Highways and Transport Sub-Group - forwarded to Cllr Goodheart as Town Council Representative

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 26th NOVEMBER 2018**

**AGENDA ITEM 18 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT,
ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Kiosk 1a Linden Road, leak through ceiling - following the completion of the works to repair the damaged ceiling, the tenants retook control of the unit on 6th November 2018 and are now undertaking their fit out works. All invoices for the expenditure relating to these works have been forwarded to the Insurance Company and settlement of the claim less the £250 excess has now been approved. Once funds have been received the outstanding invoices will be paid by BPCL.

Light in the Tower - having established that Listed Building Consent would be required for any light housed within the tower of the building, liaison has now been undertaken with the tenant who has agreed to work with the Landlord regarding this proposal. Information required to enable a Listed Building Consent application to be submitted will now be put together so that this can proceed once this is complete. If the application is successful, consideration will need to be given to the installation of fire detection equipment in the tower. The advice received as a result of the recent annual fire risk assessment included that detection would be prudent in any void areas of the building as a precautionary measure. Therefore, with continued use of the electricity supply to this area if lighting in the tower is approved by the planning authority these works will need to be implemented.

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 52, No. 6 for November/December 2018 has been received which is available for Members to view if required.

Site Visit - a request was made at the November Town Council Meeting as to whether there might be an opportunity for a site visit for Members, prior to the official opening of the new extension. A request has therefore been made to the tenant and he has confirmed that he will look at some dates within the next few weeks that might be suitable. Further information will be forwarded to Members when this becomes available.

Members are advised that an item of a contractual nature relating to the site will be considered later in the meeting under confidential business.