



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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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 3rd DECEMBER 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 26th 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 26th November 2018
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To consider the draft Budget proposals for 2019/2020 including recommendations from Committees

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 26th NOVEMBER 2018

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public (part of the meeting)
1 Councillor in the public gallery: Cllr. Mrs. Daniells
(part of meeting)

The Meeting opened at 6.34pm

92. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

In the absence of the Chairman, the Vice-Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllrs. Cunard and Reynolds due to annual leave. No apologies were received from Cllr. Smith.

In line with the report given at the November Town Council Meeting, Cllr. Enticott was also absent.

As Cllr. Stanley was to act as Chair due to the absence of Cllr. Cunard, Members **AGREED** that Cllr. Goodheart should act as Vice-Chairman for this meeting only.

93. 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.

There were no declarations of Interests

94. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th OCTOBER 2018 AND THE EXTRAORDINARY MEETING HELD 19th NOVEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th October 2018 and the Extraordinary Meeting held 19th November 2018, and these were signed by the Chairman.

95. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.38pm

The member of the public enquired as to who was now responsible for dealing with shabby buildings in the Town Centre, a role that would have previously been undertaken by the Town Centre Manager, and asked whether the BID would now take this on. Particular reference was made to one shop and the suggestion made that vinyl wraps, as had previously been used in the arcade, could be a solution.

Meeting reconvened at 6.39pm

Members noted the comments and it was felt that whilst it may be an issue that the BID should be contacted about, anyone can report unsightly buildings. It was therefore **AGREED** that the Clerk should make further enquiries and report back to the Committee.

96. CLERK'S REPORT FROM PREVIOUS MINUTES

96.1 9th April 2018 - Min. 176 - GDPR

At this meeting it was agreed to appoint an external provider of the Data Protection Officer Role which included an annual compliance visit. Furthermore, it was agreed that a review of the service be undertaken after 6 months. However, it has not been possible to arrange the compliance visit until Tuesday 11th December and the review will therefore be undertaken at the next Committee meeting in February 2019 when the report from the visit is available.

96.2 4th June 2018 - Min. 23 - Arun Arts

As was noted by Members at the meeting held 30th July 2018 (Min. 43.6 refers) a letter had been sent to Arun Arts querying the business models and Members are advised that no response has been received to date.

96.3 15th October 2018 - Min. 66 - Adjournment for Public Question Time

A Councillor in the public gallery queried the use of vacant roundabout sponsorship signs for 2 Hour Free Parking publicity. This issue was last raised at a meeting of the now dissolved Car Parking Strategy Working Group held 20th February 2018 and the notes of this meeting were received by this Committee on 9th April 2018. At the Working Group Meeting it was decided that the Chairman would liaise with the Town Force Manager to obtain permission to utilise any available sponsor sites for promotion of the Scheme, but this did not take place before the Working Group was wound up in May 2018. However, as the issue was raised again at the last meeting, the Deputy Clerk has written to the BID Board, who are now responsible for the 2 Hour Free Parking Scheme, asking if the Board would like to discuss this further but no response has been received to date.

96.4 19th November 2018 - Min. 91 - Grant Aid Funding 2019

At this Meeting, 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. However, as the Responsible Financial and Proper Officer for the Council, the Town Clerk expressed concern on this course of action for the following reasons. Firstly, with 9 of the 12 months of the year now passed, only £350 of the available £5,000 Flexible Community Fund budget has been used. Furthermore, as Members were aware, the Town Council is looking to making financial allowances for several new activities in the 2019/20 budget including the Christmas Lighting, Business Wardens and a 3-year agreement for an event partnership. The Town Clerk therefore

recommended that Members bear in mind that the unrequired Grant Aid funds in 2019 may be better utilised by having a reduced Grant Aid budget, allowing the released funds to be offset against the substantial new expenditure in 2019/20 and that this should be considered when the Committee meet on 3rd December to discuss the 2019/20 budget.

97. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted. With regard to the beacon, the Town Clerk provided a further update and informed Members that the cost of the inspection would be approximately £200 plus VAT together with the cost of the hire of the equipment which was estimated at £20 plus VAT.

Following debate, Members **RESOLVED** to proceed with the inspection initially and when the results of that were known, to reconsider any replacement of the post.

A Member queried the condition and appearance of the basket and the Deputy Clerk advised that this had been painted some years ago when only used as a gas burner but, as noted in the report circulated, the basket was made from hot dipped galvanised mild steel and therefore the paint had flaked off when heated through the recent wood fired beacon lighting. Therefore, work will be carried out over the coming months to remove all the flaking paint with the beacon returned to the bare metal, as it should be.

98. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report was noted.

A Member queried the ownership and use of the banners in the Town Centre. The Town Clerk reminded the Committee that the Chairman of the BID Board had been present at the previous meeting when this issue had also been raised and had confirmed then that there was a joint sharing agreement in place and the banners may be used by the Town Council (Min. 66 of the meeting held 15th October 2018 refers).

99. 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)

The Deputy Clerk's report was noted, and Members were informed that as the draft agreement had not been received, this matter would be deferred to a future agenda.

100. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9th NOVEMBER 2018

The Projects Officer's report, together with the previously circulated notes of the meeting held 9th November 2018, were noted.

101. TO CONSIDER SUBSTITUTES FOR THE MAYOR AND DEPUTY MAYOR AT EVENTS AS REQUESTED BY CLLR. WOODALL

Cllr. Woodall spoke regarding this issue and suggested that if neither the Mayor or Deputy Mayor are able to attend events, the Town Crier be asked to substitute for them. However, there was feeling from other Councillors that only elected Members should undertake this role on behalf of the Council, although of course the Town Crier could be invited to accompany them.

A Member was concerned that there had always been an order by which Chairmen of the Committees were asked to substitute for the Mayor and Deputy Mayor, but this process had not been undertaken correctly by the Officers. The Town Clerk did point out that it is for the organisation to decide whether they want a Councillor to attend when the Mayor and Deputy Mayor are not available, and it is possible that no such requests had been made for a substitute, rather than the staff not undertaking the correct process.

Some discussion took place with regard to the use of the Deputy Mayor "Elect", but it was noted that for part of the year there is no nomination in place and therefore it would not be an appropriate method.

Finally, Members **AGREED** that when the Mayor and Deputy Mayor are not available, and if the organisation inviting them are happy for a Councillor to attend in their place, the Chairman of the Committees should be invited in the following order:

- Chairman of the Policy and Resources Committee
- Chairman of the Community Engagement and Environment Committee
- Chairman of the Events, Promotion and Leisure Committee
- Chairman of the Planning and Licensing Committee

102. TO CONSIDER PAYMENT OF TRAVEL EXPENSES FOR MAYOR SUBSTITUTE WHEN ATTENDING MAYORAL FUNCTIONS OUTSIDE OF THE 6 WARDS

The Deputy Clerk's report was noted.

A Councillor queried if there was an existing budget for Councillors' mileage. The Town Clerk reported that there is a small budget to cover travel expenses including mileage for "approved duties", such as attending a conference, and these are agreed by this Committee/Council as they are known in advance. The issue before Members now involves duties that are undertaken at relatively short notice and it would therefore not always be possible to get authority to agree the payment.

Discussion also took place about the perceived "Gentleman's Agreement" whereby the Mayor had passed a sum from their allowance across to the Deputy Mayor to cover these types of expenses. However, not all Members, including previous Mayors, were aware of this and it was noted that it is not enforceable as it is the Mayor's prerogative as to what they spend their allowance on. Furthermore, this only extended as far as the Deputy Mayor and did not take into account any other Councillors deputising for them.

Following discussion, it was **AGREED** that the Town Clerk be delegated the authority, in liaison with the Mayor and Chairman of this Committee, to authorise payment of mileage to the Deputy Mayor or any other Councillor when substituting for the Mayor at events outside of the Wards of Bognor Regis from the existing budget.

103. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 74 REFERS

The Town Clerk's report was noted.

Members discussed the proposals at length and asked if guidance on the suggested new process would be provided. It was confirmed that when finalised, all Members will be asked to attend a session where all the procedures for email and Member area access on the website will be demonstrated.

Following the debate, it was **AGREED** that the process should be progressed as outlined in the report with a final report presented to this Committee for consideration.

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

The Civic & Office Manager's report was noted.

A Member asked if the pie chart diagram would be used for the budget figures and furthermore, asked if the floral sponsorship and promotion figures could be separated. The Town Clerk referred a copy of the 2017 publication to the Chairman and it was noted that rather than a pie chart, a pictogram representation has been used in recent years.

Furthermore, the Tourism & Visitor Information including Promotions had been separated from the Floral Displays Sponsorship in 2018 and would continue to be separated in the 2019 Newsletter.

Discussion took place around the need for a report from the Chairman of the Policy and Resources Committee, but it was subsequently **AGREED** that this should remain as it gave some context to the figures presented.

Members considered the proposals within the presented report and **AGREED** to the following inclusions in the 2019 Newsletter:

- i) Report from Chairman of the Policy and Resources Committee
- ii) Breakdown of the Budget for the coming year
- iii) 'Make a Stand' - Local Town Elections 2019
- iv) Events Diary
- v) Message from the Mayor
- vi) Parking Disc Scheme
- vii) Youth activities supported by the Town Council including the formation of CREATE and the Play sessions held over the summer months
- viii) Picturedrome Cinema - fourth screen opening; 100 years since the cinema opened in what had formerly been the Assembly Rooms
- ix) 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
- x) Bognor Regis War Memorial Hospital - 100 years since it first opened, a look back at its history; Friends of Bognor Hospital; services available
- xi) Bognor Regis Royal Mail Delivery Office - taking a look inside the Delivery Office that serves our community, 60 years since postcodes were introduced
- xii) Business Warden Scheme (BID) - role, powers, contact etc.
- xiii) Thumbs Up Campaign (although only if space allows and with a focus on contact details)

Members noted that a draft will now be prepared and presented to Council at the January meeting.

105. 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

The Deputy Clerk's report was noted.

Members noted that this had originally been suggested as a 3-year agreement with an identified organisation but through the process had evolved into the proposition before them.

Concern was also expressed that this agreement would bind a new administration with not only the financial commitment but also resources such as staff time.

Discussion took place regarding the process of determining Grant Aid, but the Town Clerk pointed out that the 2019 payments had already been agreed at the Extraordinary Committee Meeting held 19th November and that any review of the process would be for the new Administration in the spring of 2019, prior to the allocation of the 2020 Grant Aid in November next year.

Following discussion, the recommendation from the Events, Promotion and Leisure Committee 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, with applicants invited to bid for the fund was **REJECTED**. This would therefore be removed from the draft budget papers already circulated for consideration at the meeting to be held 3rd December 2018.

106. 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)

The Deputy Clerk's report was noted.

Following discussion, Members **AGREED** 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.

A Councillor also requested that an approach be made to Bognor CAN, who had facilitated the Playday sessions during the summer holidays, to ascertain if the Council can work with them again in this area when the budget for 2019/20 was confirmed.

Cllr. Mrs. Daniells, seated in the public gallery, left the Meeting

107. FINANCIAL REPORTS INCLUDING: -

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

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

107.2 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 September and October 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**.

108. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists including the item highlighted by the Town Clerk relating to the confidential paperwork circulated to all Members in preparation for the Budget Meeting on 3rd December 2018, which they are encouraged to attend.

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

The previously circulated Director's report was noted, and actions taken as detailed were ratified. Members were informed that a further update would be given under confidential business.

The Town Clerk referred Members to the request made at the Council Meeting held 5th November for a visit to the Picturedrome to see the new 4th screen (Min. 156 refers). The tenant had confirmed that this would be possible, suggesting the week commencing 10th December. Following discussion, it was **AGREED** that an afternoon visit on the Thursday or Friday of that week would be the most suitable. The Town Clerk will therefore now circulate these suggestions to all Members of the Council and liaise with the tenant accordingly.

110. 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 18 and 20 (contractual).

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

The Confidential Picturedrome Site Update Director's Risk Report was noted by Members.

The Town Clerk reminded Members that whilst authority (within prescribed limits) on this matter had been delegated to her at the Extraordinary Council Meeting held 14th November 2018 (Min. 165 refers), she informed Members that no final decision was required for some months and therefore her investigations as noted will continue and a relevant report made back to Council.

112. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee noted the list (confidential).

The Meeting closed at 8.04pm