



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD  
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## **ANNUAL TOWN MEETING OF ELECTORS FOR 2017**

The Annual Town Meeting will take place **in the Council Chamber at the Town Hall, Bognor Regis at 7pm on Monday 13<sup>th</sup> MARCH 2017**. The Chairman of the Meeting will be the Town Mayor.

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

### **AGENDA**

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Monday 14<sup>th</sup> March 2016 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31<sup>st</sup> March 2016 and Budget for 2017-2018
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31<sup>st</sup> December 2016 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 10<sup>th</sup> March 2017**
7. Open Forum with questions to Councillors/Attendees

**DATED this 27<sup>th</sup> day of February 2017**

**Town Mayor**

**Town Clerk**



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## **MINUTES AND REPORT OF THE TOWN MEETING OF THE ELECTORS OF BOGNOR REGIS HELD ON MONDAY 14<sup>TH</sup> MARCH 2016**

### **PRESENT (BRTC)**

Cllr Mrs Warr - Town Mayor (in the chair)  
Cllr K Batley  
Cllr J Brooks  
Cllr J Cosgrove  
Cllr Mrs S Daniells  
Cllr T Gardiner  
Cllr M Lineham  
Cllr D Maconachie  
Cllr M Smith  
Cllr P Woodall

(Note: Cllrs Brooks, Mrs Daniells and Maconachie are also Arun District Councillors)

### **IN ATTENDANCE**

Mrs G Frost (Town Clerk)  
Mrs H Knight (Minutes Secretary)  
Mrs S Holmes (Minutes Secretary)  
Chief Inspector J Burtenshaw (Sussex Police - District Commander for Arun and Chichester)  
Mr T Rahman (Town Centre Manager)  
One representative of the press  
Approximately 37 members of the public of which 15 were Electors

### **COPIES OF DOCUMENTS AVAILABLE FOR THE PUBLIC**

Notice and Agenda for the Meeting  
Minutes of the Town Meeting of Electors held on 24<sup>th</sup> November 2015  
Audited Accounts to 31<sup>st</sup> March 2015  
Proposed Expenditure for the year 2016/2017  
Bognor Pier Company Ltd Accounts to 31<sup>st</sup> December 2015  
Schedule of Councillors' Attendance at Meetings

***The Meeting opened at 7.00 pm***

1. **WELCOME BY THE TOWN MAYOR AND INTRODUCTION OF COUNCILLORS PRESENT**

The Town Mayor welcomed everyone to the meeting and attention was drawn to the evacuation procedure in the event of fire. The Town Councillors in attendance introduced themselves.

2. **TO APPROVE AND SIGN THE MINUTES OF THE TOWN MEETING OF ELECTORS HELD ON MONDAY 24<sup>TH</sup> NOVEMBER 2015 AND ANY MATTERS ARISING**

The Minutes of the Town Meeting of Electors held on Monday 24<sup>th</sup> November 2015 were considered and agreed as a true record, and signed by the Town Mayor as presiding Chairman.

There were no matters arising.

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

The Town Mayor gave her report (appended to Minutes as Appendix 1).

4. **TO RECEIVE THE ACCOUNTS OF THE TOWN COUNCIL YEAR ENDING 31<sup>ST</sup> MARCH 2015 AND BUDGET FOR 2016-2017**

In the absence of the Chairman of the Policy & Resources Committee, who was away, the Vice Chairman Cllr P Woodall, reported on the Accounts of the Town Council to year ending 31<sup>st</sup> March 2015, which had been circulated. The written Chairman of Committee's written report was read out and is recopied below: -

"Members, of the public and fellow councillors, first of all may I apologise that I am unable to be present tonight for the electors meeting, this is due to me being out of the country on business.

This evening you will have received the accounts for the Town Council for the year ending 31st March 2015. As you are possibly aware there has been a general reduction of spending by district and county authorities and this has of course, had a knock on effect to town and parish councils. However I am pleased to announce that due to good planning over the last few years the councils' finances are in good shape.

The council, received a total income of £928,196 made up of £689,397 from the precept, £146,109 from grants including the parish support grant, £7,976 from Rents, Interest and investment income, £48,119 from charges made for services and £36,595 from other income.

This is balanced up by a total outgoing of £874,608 giving the council a surplus of income over expenditure of £53,588 for the year.

This surplus is very important as it is going towards the annual cut in the parish support grant from Arun District council, and by 17/18 this will have reduced to zero. The council over this time needs to carefully weigh up the provision of services and the needs of the town, against this significant loss of income, and how we can be most efficient, so as to continue to provide the very best we can within our means for our residents.

The council was also pleased during this period that we were able to give out over £47k in grants to local groups and events, something the council is always pleased to support.

We are now up to a healthy level of reserves, something that was not the case some years ago.

2015 also saw elections for the council. Each year the council puts by money in preparation for that, and May 2015 elections had £13,704 earmarked for this purpose.

The council is always looking at ways we can be more lean and effective and is moving to a paperless environment. The council has thus been able to continue to fund in this current year: -

Two hour free parking - £19,200

CCTV - £2,000

Public conveniences - £30,000 ...just to name a few.

The council is also able to continue to give councillors their own ward allocation budgets to spend on agreed good causes in their particular area. This year we were able to support £2,000 of spending in this way.

Of course over the next year the council will have to take further hard decisions like the recent one not to continue to fund the Jet Ski ramp.

We also have to consider the impact auto enrolment pensions and the new living wage will have on the authority, however by the actions we have taken, we hope that we can balance the needs of the town and the important services we do with modest tax rises, to ensure the council can continue to provide for the residents in the best way possible without hitting their pockets hard.

The town council is looking though its corporate strategy to invest in assets for the town, and find ways to be less reliant on the precept, so as to be able to deliver better services for the town as a whole.

If you have any questions on the accounts please don't hesitate to ask and we will get back to you in writing as soon as possible."

There were no questions and the Accounts were duly noted and accepted.

5. **TO RECEIVE THE ACCOUNTS OF THE BOGNOR PIER COMPANY LTD YEAR ENDING 31<sup>st</sup> DECEMBER 2015**

The Accounts were duly noted and accepted.

***At this point, with the agreement of the meeting, it was decided to change the order of the meeting to allow Chief Inspector Burtenshaw to speak as he was on call and there was a possibility that he could be called away.***

6. **REPORT FROM BOGNOR REGIS NEIGHBOURHOOD POLICING TEAM**

Chief Inspector Burtenshaw had moved to the area from Brighton and he is now District Commander for Chichester and Arun. A pilot scheme has been running to better use the police resources and this allows for officers to be put where they are needed. There have been some very successful crackdowns on drug suppliers.

The Police are having to make savings and to achieve this, policing is being re-designed from the bottom up. When PCSOs were first introduced they were put everywhere. This will change. From July of this year, the number of PCSOs for the area will reduce from 35 to 27. However, they will be trained to a higher level than previously and so will be able to deal more fully with an incident.

In the past the police have been the last resort when dealing with mental health patients and a large number of calls were to deal with people with mental health/medical problems. This often resulted in people being arrested, as this was the only way to provide a place of safety. The police are now running a system where they buddy up with a mental health nurse, who attends the calls with the police, and this has reduced the need for custody.

The police are now using new technology which allows them to type statements straight into the police system. This, and the reduction in police stations across the county, will result in more police on the streets. There will be challenges due to the reduction in funding. However, the police will be doing things differently. Although the number of PCSOs will reduce, Chief Insp Burtenshaw will have access to the other PCSOs around the county and also can call on 42 PCs at any one time.

Questions were then taken:

**Q:** What was the situation with the travellers in the London Road coach park – why had they not been moved to the transit site in Chichester?

**A:** Unfortunately, this was closed for 2 weeks for maintenance. Usually, the police would go in within a matter of hours and direct the travellers to the transit site. As there are never enough spaces, the groups normally do not want to split up. However, once they have been offered a place on the transit site, if they don't take it they have to move on.

**Q:** The police seem to have gone from prevention to fire-fighting, if there

is only going to be a presence when there is an incident.

**A:** Having police officers walking around does not prevent crime. The changes will be a new way of looking at the issues – eg the street community. They cause problems but are also vulnerable. The police need to be more mobile. When there is no particular threat they can be on patrol but will be dealing with issues as they arise. Currently if PCSOs are on break days, the public will not get a response to emails. Under the new system, the email will be monitored all of the time. Another change is the firearm capability, due to the terrorism issues. The police firearm capability will be increased by 50%.

**Q:** How were the police working with Neighbourhood Watch?

**A:** Neighbourhood Watch will be crucial in assisting the police. It was acknowledged that there have been issues that need addressing but it is hoped to grow the scheme to help the police in their changing role.

**Q:** There are a large number of young people in the area with the university and college – does this cause any issues? Would it be preferable to have student accommodation inside or outside of the town?

**A:** The police are already very active in the student community and this will grow. It doesn't matter to the police where the accommodation is.

***The Mayor thanked Chief Inspector Burtenshaw for his time and he left the meeting.***

***With the agreement of the meeting, it was decided to allow the Town Centre Manager to make his presentation as the next item.***

## **7. TOWN CENTRE MANAGER UPDATE**

The Town Centre Manager, Mr Toyubur Rahman, gave an update on his work over the past year. This included: work to improve shopfronts and premises around the town; Clean for the Queen; Shopwatch; events, including markets and Aerial Birdman. The markets in London Road will be repeated this year, at Easter, in August and at Christmas. The Artisan Markets in the Old Quarter will also be run again. There have been requests to run the Aerial Birdman again, as shops in the town centre reported very good sales over that weekend, but no final decision has been made. The Southdowns Folk Festival will also be taking place in the town centre this year.

The town had been shortlisted in the Great British High Street – Best Improving Coastal Town category, which had gained a lot of national publicity.

Shop vacancy rates were now at about 8.8%, down from 14% in 2012. This needs to come down to about 5 or 6%. It was noted that many of the new businesses opening up are things like hairdressers, which you cannot get over the internet. Other items reported include the footfall counter, the Business Improvement District work being undertaken and the Coastal Community Funding obtained for the Old Quarter.

*The Mayor thanked Mr Rahman for his time and he left the meeting*

**8. TO CONSIDER RESOLUTIONS OF WHICH WRITTEN NOTICE HAS BEEN GIVEN BY FRIDAY 11<sup>th</sup> MARCH 2016**

The following **Resolutions** had been received:

**8.1**

*This Annual Meeting of Electors*

*Supports the full Sir Richard Hotham plan for consideration for the Regeneration of the Hothamton and Regis Centre sites*

**Proposed** Jan Cosgrove **Seconded** Roger Nash

***District/Town Cllrs Brooks and Maconachie left the meeting at this point as this is a live planning application and they are all members of Arun District Council Development Control. Additionally, District Cllr Mrs Maconachie, who was in the audience, also left the meeting for the same reason.***

Cllr Cosgrove spoke to the Motion. He was not asking for the Town Council to support the planning application but rather that the application should be considered by Arun District Council. ADC had indicated that as the landlord they would not support the scheme. However, this was a fully costed scheme and it should be considered.

Discussion followed and comments included: it was outrageous that ADC had blocked this scheme; there was a danger that after 7 years and nearly £1m of public money being spent there would be nothing to show for regeneration; this should be a chance for the people of Bognor Regis to say what they do or don't want. Another view was that it was not for the Town Council to interfere with the planning process; that ADC will look at the proposal as a planning authority and also as a landlord; it is a valuable site and should not be given away; there were some concerns about the planning application and issues such as parking; previous responses to consultation had shown that local people were opposed to large numbers of flats on the site. It was pointed out that ADC had asked for ideas for the site and a number of local people had been involved in drawing up plans. All of the schemes should be considered. In reply it was pointed out that this Sir Richard Hotham project had already been ruled out as ADC had made a decision as landlords. That is why the motion is being put forward.

A vote was taken and the result was 12 for, 2 against and 1 abstention. Accordingly the resolution was **passed**.

Following the vote, Cllr Cosgrove called for a poll to ask residents if they supported the resolution. A vote was taken and 10 electors voted in favour. Accordingly the poll was **agreed**.

## 8.2

### *This Annual Meeting of Electors*

*Supports the creation of a single parish-level Bognor Regis Urban Town Council to replace the current 6 parish councils of Aldwick, Bersted, Bognor Regis Town, Felpham, Middleton and Pagham.*

**Proposed** Jan Cosgrove **Seconded** Roger Nash

Cllr Cosgrove spoke to the Motion. He was not wishing to go back to the old Urban District Council but rather an Urban Town Council. There were currently 86 Councillors covering Bognor Regis and the surrounding parishes. 16 of these were Town Councillors, all of whom had been elected.

***Cllrs Brooks and Maconachie returned to the meeting.***

A vote was taken and the result was 13 for, 0 against and 2 abstentions. Accordingly the resolution was **passed**.

Following the vote Cllr Cosgrove called for a poll to ask residents if they supported the resolution. A vote was taken and 12 electors voted in favour. Accordingly, the poll was **agreed**.

## 8.3

### *This Annual Meeting of Electors*

*Calls for the abolition of all District-level Councils in West Sussex including Arun District Council and that their work be transferred to a Unitary West Sussex County Council working in conjunction with parish-level councils in the County area to deliver services.*

**Proposed** Jan Cosgrove **Seconded** Roger Nash

A vote was taken and the result was 14 for, 0 against and 0 abstentions. Accordingly the resolution was **passed**.

Following the vote Cllr Cosgrove called for a poll to ask residents if they supported the resolution. A vote was taken and 12 electors voted in favour. Accordingly, the poll was **agreed**.

**8.4** The Town Clerk confirmed with those present that the three questions for the poll would be as per the motions considered by the meeting.

**8.5** The Mayor asked if there were any more questions.

Question: Now that Blakes Cottage in Felpham has been purchased, would it not be a good time for the Town Council to develop a tourist attraction in the town?

9. **BOGNOR REGIS POST OFFICE RELOCATION PROPOSALS – ANY UPDATE**

The Town Clerk reported on the response received from Arun District Council to her enquiry regarding registering the building as an Asset of Community Value, recopied below:-

“Further to your nomination in respect of the above mentioned property and to subsequent correspondence. The Council has now received evidence from the Post Office Solicitors that the property is classed as ‘operational land’ for the purposes of Section 263 of the Town and Country Planning Act 1990. This has been checked with Planning and they have agreed that this is the case therefore, as such cannot be listed as an Asset of Community Value as per the exemptions contained within the Assets of Community Value (England) Regulations 2012.

I regret therefore that I have no alternative but to reject your application for nomination for these premises.”

10. **BOGNOR REGIS REGENERATION PROPOSALS – ANY UPDATE**

Other than the handout paper available to all at the start of the meeting with other papers, there was nothing to report under this item (appended to Minutes as Appendix 2).

11. **UPDATE ON THE PICTUREDROME EXPANSION PROPOSALS**

The Town Clerk gave her report, recopied below:-

“At the meeting of Bognor Regis Town Council on 7<sup>th</sup> December 2015, Councillors agreed to enter into a contract with Cheesmur Building Contractors, Cobbe Barnes, Beddingham, Lewes, and East Sussex to construct a single storey extension to the rear of the Picturedrome cinema, Bognor Regis.

Cheesmur the Council’s main contractor have received confirmation from Arun District Council Building Control that their proposals relating to the Picturedrome cinema are satisfactory and demonstrate compliance under the Building Regulations and have all but completed other preparatory work required prior to commencing the building works.

The Town Council’s position is that the majority of snags and risks have now been addressed and the only outstanding issues relate to licences for the jib of the crane which may oversail neighbouring properties. Secondly party wall agreements are required where excavations for foundations are in close proximity to neighbouring building structures. These licences and agreements are nearing completion and it is planned that the start date for the cinema extension work will be early May 2016, just a couple of months later than originally planned.”

A question was asked as to whether railings could be considered along Canada Grove where the public queue for entry, as they are very near to the road.

**12. TO DEAL WITH ANY OTHER QUESTIONS**

There were no other questions but the electors who had voted for the poll were reminded that they needed to give their names to the Town Clerk before they left.

Names of electors present who had voted for the Parish Poll to include the three questions as stated above: -

Danny Dawes, Nigel Smith, Alison Sheppey, Bob Sheppey, Peter Birch, Sue Harris, Roger Nash, Mary Herting, William Lazell, Valerie Lazell, William Parkes, Linda Parkes, Denise Squires, Jan Cosgrove

***The Town Mayor thanked all present for attending.***

***The Meeting closed at 9.00pm***

Welcome to the Annual Electors Meeting of Bognor Regis Town Council

This Meeting has been arranged for you, the Electorate of the four wards of Bognor Regis, to give you the opportunity to speak on local matters, and for us to report to you our achievements this year and our financial records.

We will listen to you, our Electors and take forward any resolutions or any appropriate items to our forth coming Council Meetings.

This year in particular has been unusual, as after the Elections last May, we had three resignations and this caused by-elections, but fortunately three new candidates were elected and we are back to 16 Councillors.

We as a Council are happy to announce that we are continuing to support the two hour parking scheme, and events such as The Carnival, Seafront Lights, ROX, Bognorphenia and many others for the pleasure and enjoyment for our residents and visitors.

It has been my personal pleasure as Mayor to attend around a 100 events, which in all has been a very humbling experience meeting the very many volunteers that help our community. Without their devotion to the needs of all age groups, many organisations would fail to survive.

We are still waiting for regeneration to happen, but are thrilled to note the progression of the Pier Trust that certainly will help regenerate our Town.

We thank the continued work of Town Force who beautify our Town and Glenna our Clerk and the great team that support her.

**Bognor Regis Town Council**

**Financial Statements**

**For the year ended 31 March 2016**

**Bognor Regis Town Council**

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**31 March 2016**

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**Bognor Regis Town Council**

**Council Information**

**31 March 2016**

**( Information current at 6th June 2016 )**

**Mayor**

**Cllr P. Dillon**

**Councillors**

**Cllr P. J. Woodall (Deputy Mayor)**

**Cllr D. C. Barnes**

**Cllr K. Batley**

**Cllr J. Brooks**

**Cllr J. B. Cosgrove**

**Cllr A. W. W. Cunard**

**Cllr S. E. Daniells**

**Cllr A. E. A. Gardiner**

**Cllr S. Goodheart**

**Cllr M. Lineham**

**Cllr D. M. Maconachie**

**Cllr S. A. Reynolds**

**Cllr M. Smith**

**Cllr W. J. Toovey**

**Cllr J. L. Warr**

**Town Clerk**

**Mrs G. Frost**

**Auditors**

**Littlejohn LLP**

**1 Westferry Circus**

**Canary Wharf**

**London**

**E14 4HD**

**Internal Auditors**

**Auditing Solutions Limited**

**Clackerbrook Farm**

**46 The Common**

**Bromham**

**Chippenham**

**Wiltshire**

**SN15 2JJ**

**Bognor Regis Town Council**

**Statement of Responsibilities**

**31 March 2016**

**The Council's Responsibilities**

The council is required:

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

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Financial Statements in accordance with Part 4 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2016 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

**Responsible Financial Officer's Certificate**

I hereby certify that the Financial Statements for the year ended 31 March 2016 required by the Accounts and Audit Regulations 2010 (as amended) are set out in the following pages.

I further certify that the Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2016, and its income and expenditure for the year ended 31 March 2016.

Signed: .....

Mrs G. Frost- Town Clerk

Date: .....

**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2016**

**Accounting Convention**

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

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

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

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

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

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

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

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

**Depreciation Policy**

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

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated

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

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

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

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

**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2016**

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

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

**Revenue Grants**

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

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at notes 13 and 14.

**Debtors and Creditors**

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

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

**Value Added Tax**

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

**External Loan Repayments**

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 18.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 22

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

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

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

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

**Bognor Regis Town Council**  
**Statement of Accounting Policies**  
**31 March 2016**

**Pensions**

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

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

The next actuarial valuation was due at 31st March 2016 and any change in contribution rates as a result of that valuation will take effect from 1st April 2017.

**Bognor Regis Town Council**  
**Income and Expenditure Account**  
**31 March 2016**

	Notes	2016 £	2015 £
<b>Income</b>			
Precept on District Council		722,437	689,397
Grants Receivable		107,385	146,109
Rents Receivable, Interest & Investment Income		5,242	7,976
Charges made for Services		60,159	48,119
Other Income		31,230	36,595
<b>Total Income</b>		<b>926,453</b>	<b>928,196</b>
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(231,898)	(224,476)
Grant-aid Expenditure		(49,449)	(47,899)
Other Costs	1	(380,729)	(310,836)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(155,750)	(150,398)
Other Costs	1	(157,126)	(140,999)
<b>Total Expenditure</b>		<b>(974,952)</b>	<b>(874,608)</b>
<b>Excess of (Expenditure over Income)/Income over Expenditure for the year.</b>		<b>(48,499)</b>	<b>53,588</b>
<b>Net Operating (Deficit)/Surplus for Year</b>		<b>(48,499)</b>	<b>53,588</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(12,738)	(12,221)
Revenue Expenditure funded from Capital		60,900	-
Capital Expenditure charged to revenue	11	(26,343)	(7,826)
Transfer from/(to) Earmarked Reserves	22	51,745	(239,925)
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>25,065</b>	<b>(206,384)</b>
<b>Net (Deficit) for the Year</b>		<b>(26,680)</b>	<b>33,541</b>
The above (Deficit) for the Year has been (funded) for the Year (from) as follows:			
Transfer from/(to) Earmarked Reserves	22	(51,745)	239,925
<b>Surplus/(Deficit) for the Year to/(from) General Fund</b>		<b>25,065</b>	<b>(206,384)</b>
		<b>(26,680)</b>	<b>33,541</b>

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

*The notes on pages 12 to 21 form part of these statements.*

**Bognor Regis Town Council**  
**Statement of Movement in Reserves**  
**31 March 2016**

Reserve	Purpose of Reserve	Notes	2016 £	Net Movement in Year £	2015 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	24,275	(48,247)	72,522
Investment Financing Account	Store of capital resources set aside to purchase investments	21	71,301	12,738	58,563
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	22	498,126	(51,747)	549,873
General Fund	Resources available to meet future running costs		183,588	25,065	158,523
<b>Total</b>			<b>777,290</b>	<b>(62,191)</b>	<b>839,481</b>

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*The notes on pages 12 to 21 form part of these statements.*

**Bognor Regis Town Council**

**Balance Sheet**

**31 March 2016**

	Notes	2016 £	2016 £	2015 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	10		121,599	111,970
<b>Long Term Assets</b>				
Investments Other Than Loans	13		447,225	447,225
<b>Current Assets</b>				
Debtors and prepayments	15	44,251		55,622
Investments	14	415,000		415,000
Cash at bank and in hand		<u>1,102,004</u>		<u>344,461</u>
		1,561,255		815,083
<b>Current Liabilities</b>				
Provisions		(10,500)		(28,200)
Current Portion of Long Term Borrowings		(46,298)		(12,738)
Creditors and income in advance	16	<u>(79,941)</u>		<u>(78,487)</u>
Net Current Assets			1,424,516	695,658
<b>Total Assets Less Current Liabilities</b>			1,993,340	1,254,853
<b>Long Term Liabilities</b>				
Long-term borrowing	18		(1,179,626)	(375,924)
Deferred Grants	19		(36,424)	(39,448)
<b>Total Assets Less Liabilities</b>			<u>777,290</u>	<u>839,481</u>
<b>Capital and Reserves</b>				
Capital Financing Reserve	20		24,275	72,522
Investments Financing Reserve	21		71,301	58,563
Earmarked Reserves	22		498,126	549,873
General Reserve			<u>183,588</u>	<u>158,523</u>
			<u>777,290</u>	<u>839,481</u>

The Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2016, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 6th June 2016 .

Signed: .....

Cllr P. Dillon  
Mayor

.....

Mrs G. Frost  
Responsible Financial Officer

Date: .....

.....

*The notes on pages 12 to 21 form part of these statements*

**Bognor Regis Town Council**

**Cash Flow Statement**

**31 March 2016**

	Notes	2016 £	2016 £	2015 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(387,647)		(374,875)
Other operating payments		(586,662)		(488,376)
			(974,309)	(863,251)
<i>Cash inflows</i>				
Precept on District Council		722,437		689,397
Cash received for services		99,367		89,550
Revenue grants received		107,385		146,109
			929,189	925,056
<b>Net cash (outflow)/inflow from Revenue Activities</b>	25		(45,120)	61,805
<b>SERVICING OF FINANCE</b>				
<i>Cash outflows</i>				
Interest paid		(16,153)		(16,670)
<i>Cash inflows</i>				
Interest received		7,897		7,334
<b>Net cash (outflow) from Servicing of Finance</b>			(8,256)	(9,336)
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(29,143)		(7,826)
<i>Cash inflows</i>				
Capital grant received		2,800		-
<b>Net cash (outflow) from Capital Activities</b>			(26,343)	(7,826)
<b>Net cash (outflow)/inflow before Financing</b>			(79,719)	44,643
<b>FINANCING AND LIQUID RESOURCES</b>				
(Increase)/Decrease in money on call			-	200,000
<i>Cash outflows</i>				
Loan repayments made			(12,738)	(12,221)
<i>Cash inflows</i>				
New loans raised			850,000	-
<b>Net cash inflow from financing and liquid resources</b>			837,262	187,779
<b>Increase in cash</b>	26		757,543	232,422

*The notes on pages 12 to 21 form part of these statements.*

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**1 Other Costs Analysis**

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

**Direct Service Costs**

	2016	2015
	£	£
Theatres & Public Entertainment	135,516	73,828
Allotments	3,516	6,055
Tourism Policy, Marketing & Development	14,700	12,936
Visitor Information	1,962	2,215
Public Conveniences	30,000	40,000
Community Safety (Crime Reduction)	2,000	4,000
Structure & Local	2,446	16,959
Promotion & Marketing of the Area	107,661	77,282
Community Development	49,449	47,943
Street Lighting	3,683	3,590
Off-street Parking	19,244	16,665
Other Services to the Public	(12,629)	9,002
Grants - Bognor Pier Company Ltd	72,630	48,260
Less: Grant-aid Expenditure	(49,449)	(47,899)
<b>Total</b>	<b>380,729</b>	<b>310,836</b>

**Democratic, Management & Civic Costs**

	2016	2015
	£	£
Corporate Management	96,211	92,642
Democratic Representation & Management	29,782	13,140
Civic Expenses	4,650	8,082
Mayors Allowance	3,000	3,000
Members' Allowances	7,330	7,465
Interest Payable	16,153	16,670
<b>Total</b>	<b>157,126</b>	<b>140,999</b>

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

**2 Interest and Investment Income**

	2016	2015
	£	£
Interest Income - General Funds	5,242	7,976
	<b>5,242</b>	<b>7,976</b>

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2016**

#### **3 Agency Work**

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

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

#### **4 Related Party Transactions**

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

#### **5 Audit Fees**

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

These may be summarised as follows:

	2016	2015
	£	£
Fees for statutory audit services	2,000	1,600
Total fees	<u>2,000</u>	<u>1,600</u>

#### **6 Publicity**

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

	2016	2015
	£	£
Recruitment Advertising	2,220	1,512
Publicity	335	2,339
Newsletter	2,240	5,665
Town Guide Publication Costs	2,038	-
	<u>6,833</u>	<u>9,516</u>

#### **7 Members' Allowances**

	2016	2015
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,330	7,465
	<u>10,330</u>	<u>10,465</u>

Including the Mayor, 15 of the total of 16 elected members claimed allowances to which they were entitled. Co-opted members are not entitled to claim allowances.

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**8 Employees**

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

	<b>2016</b>	<b>2015</b>
	<b>Number</b>	<b>Number</b>
Full-time	11	9
Part-time	5	4
Temporary	1	1
	<u>17</u>	<u>14</u>

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

**9 Pension Costs**

The council participates in the West Sussex Superannuation Fund.

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

Financial Reporting Standard for Small Enterprises (FRSSE), for schemes such as West Sussex Superannuation Fund requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

The cost to the council for the year ended 31 March 2016 was £36,625 (31 March 2015 - £26,309).

There were no outstanding contributions at balance sheet date.

The most recent actuarial valuation was carried out as at 31st March 2013, and the council's contribution rate is confirmed as being 21.70% of employees' pay with effect from 1st April 2016 (year ended 31 March 2016 – 20.50%).

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**10 Tangible Fixed Assets**

	<b>Vehicles and Equipment</b>	<b>Infra-structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2015	163,527	213,003	69,774	446,304
Additions	16,305	12,838	-	29,143
Disposals	(5,051)	-	-	(5,051)
	<u>174,781</u>	<u>225,841</u>	<u>69,774</u>	<u>470,396</u>
<b>Depreciation</b>				
At 31 March 2015	(147,776)	(183,985)	(2,573)	(334,334)
Charged for the year	(7,240)	(11,861)	(413)	(19,514)
Eliminated on disposal	5,051	-	-	5,051
	<u>(149,965)</u>	<u>(195,846)</u>	<u>(2,986)</u>	<u>(348,797)</u>
<b>Net Book Value</b>				
At 31 March 2016	<u>24,816</u>	<u>29,995</u>	<u>66,788</u>	<u>121,599</u>
At 31 March 2015	<u>15,751</u>	<u>29,018</u>	<u>67,201</u>	<u>111,970</u>

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

**Fixed Asset Valuation**

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

**11 Financing of Capital Expenditure**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
The following capital expenditure during the year:		
Fixed Assets Purchased	<u>29,143</u>	<u>7,826</u>
	<u>29,143</u>	<u>7,826</u>
was financed by:		
Capital Grants	2,800	-
Loan Proceeds	-	-
Revenue:		
from Equipment Replacement Reserve	26,343	7,826
Precept and Revenue Income	-	-
	<u>29,143</u>	<u>7,826</u>

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**12 Information on Assets Held**

Fixed assets owned by the council include the following:

**Vehicles and Equipment**

- Vans and Trucks – 3
- Water Bowser and trailer
- Sundry grounds maintenance equipment
- Sundry office equipment
- Metereological equipment
- Floral planters and baskets
- High Street Pea Lights

**Infrastructure Assets**

- Street light - 32
- Footpath/Esplanade lighting
- Allotment and Met. Site fencing
- Other street furniture

**Community Assets**

- Millennium Clock
- Victorian Bathing Machine
- Allotments
- Council Regalia

**13 Investments**

	<b>Investments Other Than Loans</b>
<b>Cost</b>	
At 01 April 2015	£ 447,225
At 31 March 2016	<u>447,225</u>
<b>Amounts Written Off</b>	
At 31 March 2016	<u>-</u>
<b>Net Book Value</b>	
At 31 March 2016	<u>447,225</u> <u>447,225</u>
At 01 April 2015	<u>447,225</u> <u>447,225</u>

## **Bognor Regis Town Council**

### **Notes to the Accounts**

**31 March 2016**

#### **14 Current Asset Investments**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Co-Op Bank Ltd - 6 mth Deposit	265,000	65,000
Co-Op Bank Ltd - 12 mth Deposit	150,000	350,000
	<hr/> <b>415,000</b> <hr/>	<hr/> <b>415,000</b> <hr/>

#### **15 Debtors**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade Debtors	25,036	18,710
VAT Recoverable	5,050	8,534
Other Debtors	465	184
Prepayments	12,162	23,801
Accrued Income	-	200
Accrued Interest Income	1,538	4,193
	<hr/> <b>44,251</b> <hr/>	<hr/> <b>55,622</b> <hr/>

#### **16 Creditors and Accrued Expenses**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade Creditors	6,673	39,443
Other Creditors	-	2,052
Accruals	37,324	15,433
Income in Advance	35,944	21,559
	<hr/> <b>79,941</b> <hr/>	<hr/> <b>78,487</b> <hr/>

#### **17 Financial Commitments under Operating Leases**

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

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	227
Obligations expiring between two and five years	1,750	1,750
Obligations expiring after five years	-	-
	<hr/> <b>1,977</b> <hr/>	<hr/> <b>1,977</b> <hr/>

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**18 Long Term Liabilities**

	2016	2015
	£	£
Public Works Loan Board	1,225,924	388,662
	<u>1,225,924</u>	<u>388,662</u>

	2016	2015
	£	£
The above loans are repayable as follows:		
Within one year	46,298	12,738
From one to two years	47,711	13,278
From two to five years	152,074	43,302
From five to ten years	286,305	85,289
Over ten years	693,536	234,055
	<u>1,225,924</u>	<u>388,662</u>
Total Loan Commitment	1,225,924	388,662
Less: Repayable within one year	(46,298)	(12,738)
Repayable after one year	<u>1,179,626</u>	<u>375,924</u>

**19 Deferred Grants**

	2016	2015
	£	£
Capital Grants Unapplied		
At 01 April	-	-
Grants received in the year	2,800	-
Applied to finance capital investment	(2,800)	-
At 31 March	<u>-</u>	<u>-</u>
Capital Grants Applied		
At 01 April	39,448	48,799
Grants Applied in the year	2,800	-
Released to offset depreciation	(5,824)	(9,351)
At 31 March	<u>36,424</u>	<u>39,448</u>
Total Deferred Grants		
At 31 March	<u>36,424</u>	<u>39,448</u>
At 01 April	<u>39,448</u>	<u>48,799</u>

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

## Bognor Regis Town Council

### Notes to the Accounts

31 March 2016

#### 20 Capital Financing Account

	2016	2015
	£	£
Balance at 01 April	72,522	78,774
Financing capital expenditure in the year		
Additions - using revenue balances	26,343	7,826
Disposal of fixed assets	(5,051)	-
Depreciation eliminated on disposals	5,051	-
Reversal of depreciation	(19,514)	(23,429)
Deferred grants released	5,824	9,351
Other transfers (incl. p y a)	(60,900)	-
Balance at 31 March	24,275	72,522

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

#### 21 Financial Instruments Financing Account

	2016	2015
	£	£
Balance at 01 April	58,563	46,342
Financing Investment Purchases in the year		
Loan Repayments (Inv Purchases)	12,738	12,221
Balance at 31 March	71,301	58,563

The Financial Instruments Financing Account represents revenue and capital resources applied to finance the purchase of Available for Sale Investments , less provisions for losses below the original cost of the applicable investment, and the entries necessary to adjust loans made at less than market rates of interest to a Fair Value as reported in the Balance Sheet. It does not represent a reserve that the council can use to support future expenditure.

#### 22 Earmarked Reserves

	Balance at 01/04/2015	Contribution to reserve	Contribution from reserve	Balance at 31/03/2016
	£	£	£	£
Capital Projects Reserves	300,000	-	-	300,000
Asset Renewal Reserves	72,263	100,193	(140,775)	31,681
Other Earmarked Reserves	177,610	79,897	(91,062)	166,445
Total Earmarked Reserves	549,873	180,090	(231,837)	498,126

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

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

The Other Earmarked Reserves at 31 March 2016 are set out in detail at Appendix A.

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**23 Capital Commitments**

The council had no other capital commitments at 31 March 2016 not otherwise provided for in these accounts.

**24 Contingent Liabilities**

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

**25 Reconciliation of Revenue Cash Flow**

	2016	2015
	£	£
Net Operating (Deficit)/Surplus for the year	(48,499)	53,588
Add/(Deduct)		
Interest Payable	16,153	16,670
Interest and Investment Income	(7,897)	(7,334)
Decrease/(Increase) in debtors	11,371	(12,311)
(Decrease)/Increase in creditors	(16,248)	11,192
Revenue activities net cash (outflow)/inflow	<u>(45,120)</u>	<u>61,805</u>

**26 Movement in Cash**

	2016	2015
	£	£
<b>Balances at 01 April</b>		
Cash with accounting officers	330	330
Cash at bank	344,131	111,709
	<u>344,461</u>	<u>112,039</u>
<b>Balances at 31 March</b>		
Cash with accounting officers	330	330
Cash at bank	1,101,674	344,131
	<u>1,102,004</u>	<u>344,461</u>
<b>Net cash inflow</b>	<u>757,543</u>	<u>232,422</u>

**Bognor Regis Town Council**

**Notes to the Accounts**

**31 March 2016**

**27 Reconciliation of Net Funds/Debt**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Increase in cash in the year	757,543	232,422
Cash inflow from new borrowings	(850,000)	-
Cash outflow from repayment of debt	12,738	12,221
<b>Net cash flow arising from changes in debt</b>	<b>(837,262)</b>	<b>12,221</b>
<b>Movement in net debt/funds in the year</b>	<b>(79,719)</b>	<b>244,643</b>
Cash at bank and in hand	344,461	112,039
Total borrowings	(388,662)	(400,883)
<b>Net (debt) at 01 April</b>	<b>(44,201)</b>	<b>(288,844)</b>
Cash at bank and in hand	1,102,004	344,461
Total borrowings	(1,225,924)	(388,662)
<b>Net (debt) at 31 March</b>	<b>(123,920)</b>	<b>(44,201)</b>

**28 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 6th June 2016), which would have a material impact on the amounts and results reported herein.

**Bognor Regis Town Council**

**Appendices**

**31 March 2016**

**Appendix A**

**Schedule of Other Earmarked Reserves**

	<u>Balance at</u> <u>01/04/2015</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2016</u>
	£	£	£	£
<b><u>Capital Projects Reserves</u></b>				
Economic Development	300,000			300,000
	<u>300,000</u>	0	0	<u>300,000</u>
<b><u>Asset Replacement Reserves</u></b>				
Rolling Capital Programme	31,924	85,193	(107,981)	9,136
Rolling Capital Programme - Picturedrome	40,339	15,000	(32,794)	22,545
	<u>72,263</u>	<u>100,193</u>	<u>(140,775)</u>	<u>31,681</u>
<b><u>Other Earmarked Reserves</u></b>				
Civic Fund	3,778			3,778
Election Fund	13,704	45,000	(18,704)	40,000
Millenium Fund	655			655
Civic Awards	0			0
Promotions/Publicity	8,693	274	(4,723)	4,244
Administration	1,000		(1,000)	0
P & R Projects	60	32,000	(60)	32,000
E & L Projects	3,639	480	(1,200)	2,919
Grant Aid	5,250		(3,890)	1,360
Tourism & Events Support	1,437		(724)	713
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	2,042	888	(563)	2,367
Events Sponsorship	8,708		(5,767)	2,941
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	34,060			34,060
Decking Areas	4,819			4,819
Bognor Regis Brand	2,500		(2,500)	0
Ward Allocation - Orchard Ward	265	1,005	(135)	1,135
Ward Allocation - Marine Ward	833		(833)	0
Ward Allocation - Hotham Ward	1,000	250	(500)	750
Ward Allocation - Pevensey Ward	1,080		(1,000)	80
Website	1,509			1,509
Councillor Training	970			970
Town Centre Development	8,769		(4,000)	4,769
Neighbourhood Plan	38,713		(38,713)	0
Parish Poll	2,200		(2,200)	0
Lone Working Personal Safety	4,300		(4,300)	0
Heritage Vision Board	14,000		(250)	13,750
	<u>177,610</u>	<u>79,897</u>	<u>(91,062)</u>	<u>166,445</u>
<b>TOTAL EARMARKED RESERVES</b>	<u><b>549,873</b></u>	<u><b>180,090</b></u>	<u><b>(231,837)</b></u>	<u><b>498,126</b></u>

**Bognor Regis Town Council**

**Appendices**

**31 March 2016**

**Annual Report Tables**

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
<b>Net Expenditure</b>		
Cultural & Heritage	23,708	118,283
Open Spaces	3,578	1,559
Tourism	22,036	23,638
Environmental Health	30,000	30,000
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	320,340	287,082
Street Lighting	3,730	3,683
Parking Services	19,200	19,244
Other Services to the Public	29,412	23,819
Investment Properties	-	72,630
<b>Net Direct Services Costs</b>	<b>454,004</b>	<b>581,938</b>
Corporate Management	151,728	134,525
Democratic & Civic	25,089	43,562
<b>Net Democratic, Management and Civic Costs</b>	<b>176,817</b>	<b>178,087</b>
Interest & Investment Income	(6,000)	(5,242)
Loan Charges	28,891	16,153
Capital Expenditure	17,000	26,343
Transfers to/(from) other reserves	29,000	(51,745)
<b>Surplus to General Reserve</b>	<b>22,725</b>	<b>25,065</b>
<b>Precept on District Council</b>	<b>722,437</b>	<b>722,437</b>

**Bognor Regis Town Council**

**Appendices**

**31 March 2016**

**Annual Report Tables**

**Table. 2 – Service Income & Expenditure**

	Notes	2016 £	2016 £	2016 £	2015 £
		Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>					
Cultural & Heritage)		136,403	(18,120)	118,283	69,044
Open Spaces		3,516	(1,957)	1,559	4,125
Tourism		23,638	-	23,638	21,575
<b>ENVIRONMENTAL SERVICES</b>					
Environmental Health		30,000	-	30,000	40,000
Community Safety (Crime Reduction)		2,000	-	2,000	4,000
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>					
Planning & Development Services		2,446	-	2,446	16,959
Economic Development (including markets)		276,761	(41,574)	235,187	203,129
Community Development		49,449	-	49,449	47,943
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>					
Street Lighting		3,683	-	3,683	3,590
Parking Services		19,244	-	19,244	16,665
<b>OTHER SERVICES</b>					
Other Services to the Public		42,306	(18,487)	23,819	44,802
Investment Properties		72,630	-	72,630	48,260
<b>CENTRAL SERVICES</b>					
Corporate Management		251,941	(117,416)	134,525	81,928
Democratic & Civic		29,802	-	29,802	13,140
Civic Expenses		14,980	(1,220)	13,760	11,955
Net Cost of Services		<b>958,799</b>	<b>(198,774)</b>	<b>760,025</b>	<b>627,115</b>

## Budget Summary

Year Ended 31st March 2018

	2016/17		2017/18 Proposed	Budget Incr/Decr	
	Projected	Budgeted (Revised)			
<b>REVENUE EXPENDITURE</b>					
Policy & Resources	659925	622735	599314	-23421	
Comm'y Eng't & Env't	112202	111669	116664	4995	
Events, Prom'n & Leisure	60650	55633	58898	3265	
Planning	4176	4271	4206	-65	
	<u>836953</u>	<u>794308</u>	<u>779082</u>	<u>-15226</u>	
<b>INCOME</b>					
Policy & Resources	47759	52300	32300	-20000	
Comm'y Eng't & Env't	28634	26700	29400	2700	
Events	2979	635	0	-635	
Planning	0	0	0	0	
	<u>79372</u>	<u>79635</u>	<u>61700</u>	<u>-17935</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>757581</u>	<u>714673</u>	<u>717382</u>	<u>2709</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Loan Charges	83461	28891	83461	-1894	
Loan Charges - Picturedrome Expansion		56464	0	***	
BPCL - Additional Income	-25000	-25000	-25000	****	0
Capital Funding Provision	35000	35000	35000	*****	0
Policy & Resources	41500	5000	8231	*****	3231
Env & Leisure	0	0	0		0
Planning	0	0	0		0
	<u>134961</u>	<u>100355</u>	<u>101692</u>		<u>1337</u>
<b>TOTAL NET EXPENDITURE</b>	<u>892542</u>	<u>815028</u>	<u>819074</u>	<u>4046</u>	<u>0.50%</u>
Financed as follows					
Reserves at 1st April	183588	224382	112110		Reserves
Reserves at 31st March	112110	193742	132910	**	Deficit
					<u>-46436</u>
Used to Fund Expenditure	71478	-6036	-20800	***	-2.68%
					(of Precept)
Precept Support Grant	43703	43703			-43703 -100.00%
Precept Required	777361	777361	839874		62513 8.04%
<b>TOTAL TAXATION FUNDING REQUIRED</b>	<u>821064</u>	<u>821064</u>	<u>839874</u>		<u>18810</u> 2.29%
	<u>892542</u>	<u>815028</u>	<u>819074</u>		<u>18810</u>

## ADJUSTED BASIS

Band D Equivalents	6873	7112		
Precept per Band D Equivalent (£/annum)	£ 113.10	£118.09	£4.99	4.41%
Precept per Band D Equivalent (p/week)	216.90	226.47	£0.0957	4.41%

## NOTES

** Recommended <u>minimum</u> reserve equal to 3 months net expenditure	189395	178668	179346
***** (Unfunded) additional costs re Oversailing, Party Wall etc			

Earmarked Reserves	31/03/2016 (Actual)	31/03/2017 (Projected)	01/04/2018 (Available)
Rolling Capital Fund	9136	57681	82681
Rolling Capital Fund for BPCL (Tfrd to BRTC)	22545	0	0
Economic Development	300000	295000	295000
Others (Incl unapplied grants)	166445	112406	117406
	<u>498126</u>	<u>465087</u>	<u>495087</u>

**Bognor Regis Town Council****(REVISED 12/12/16)****Budget Summary****Year Ended 31st March 2018****Revenue Expenditure**

		<b>2016/17</b>		<b>2017/18</b>	<b>Budget</b>
		<b>Projected</b>	<b>Budgeted</b>	<b>Proposed</b>	<b>Incr/Decr</b>
			<i>(Revised)</i>		
<b>Operating Budgets (Net)</b>					
Administration	101	258697	277179	244234	-32945
Civic	102	51144	28969	39724	10755
Mayor's Charity Activities	103	422	0	0	
Projects and Events	104	189090	153560	154390	830
Town Force	105	49028	51028	49922	-1106
B R Parking Scheme	106	21044	21044	21044	0
Street Scene Enhanc't	110	500	955		-955
Meteorological	202	9709	8309	9709	1400
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	76673	76140	76640	500
Roads & Streetlights	401	3736	3831	3766	-65
Allotments	402	4686	4681	4681	0
Planning (General)	403	440	440	440	0
			0		
			0		
<b>Discretionary Spending</b>					
Grant Aid	107	56000	56000	56000	0
P & R Projects	108	34000	34000	34000	0
Christmas Activities	207	10370	10370	10370	0
E & L Projects	208	35529	35529	40024	4495
Events	301-5	35885	32273	34138	1865
<b>Revenue Expenditure</b>		<b>836953</b>	<b>794308</b>	<b>779082</b>	<b>-15226</b>

**Bognor Regis Town Council****(REVISED 12/12/16)****Budget Summary****Year Ended 31st March 2018****Revenue Income**

		<b>2016/17</b>		<b>2017/18</b>	<b>Budget</b>
		<b>Projected</b>	<b>Budgeted</b>	<b>Proposed</b>	<b>Incr/Decr</b>
			<i>(Revised)</i>		
<b>Operating Budgets (Net)</b>					
Administration	101	11012	11000	8000	-3000
Civic	102	0	0	0	0
Mayor's Charity Activities	103	422	0	0	0
Projects and Events	104	12325	11800	300	-11500
Town Force	105	17000	22500	17000	-5500
B R Parking Scheme	106	0	0	0	0
Street Scene Enhanc't	110	7000	7000	7000	0
Meteorological	202	0	0	0	0
Seafront & Concessions	203	0	0	0	0
Floral Displays	204	26734	25000	27500	2500
Roads & Streetlights	401	0	0	0	0
Allotments	402	1900	1700	1900	200
Planning (General)	403	0	0	0	0
			0		
<b>Discretionary Spending</b>					
Grant Aid	107	0	0	0	0
P & R Projects	108	0	0	0	0
Christmas Activities	207	0	0	0	0
E & L Projects	208	0	0	0	0
Events	301-5	2979	635	0	-635
			0		
<b>Revenue Income</b>		<b>79372</b>	<b>79635</b>	<b>61700</b>	<b>-17935</b>

**BOGNOR REGIS TOWN COUNCIL**  
**TOWN COUNCIL AND COMMITTEE ATTENDANCE SCHEDULE 2016-2017**  
**FROM 15<sup>th</sup> MARCH 2016 TO 13<sup>th</sup> MARCH 2017**

COUNCILLORS	COUNCIL	P & R	CE & E	P & L	EP & L	E & L
Cllr. D. Barnes	5/8	--	--	0/3	--	0/2
Cllr. K. Batley	6/8	--	--	17/18	5/5	--
Cllr. J. Brooks	8/8	8/8	3/4	--	6/6	2/2
Cllr. J. Cosgrove	8/8	5/8	4/4	--	--	--
Cllr. A. Cunard	6/8	8/8	--	--	--	--
Cllr. Mrs S. Daniells	6/8	6/8	4/4	13/18	6/6	--
Cllr. P. Dillon	8/8	8/8	4/4	15/18	6/6	2/2
Cllr. T. Gardiner	7/8	--	4/4	--	--	2/2
Cllr. S. Goodheart	4/8	--	3/3	--	1/6	0/2
Cllr. M. Lineham	4/8	--	--	1/3	2/6	--
Cllr. D. Maconachie	7/8	8/8	--	--	1/2	2/2
Cllr S. Reynolds	6/8	--	---	13/18	--	--
Cllr. M. Smith	8/8	6/8	2/4	--	6/6	1/1
Cllr. W. Toovey	3/8	--	--	--	0/1	0/1
Cllr. Mrs J Warr	4/8	4/8	1/4	10/18	3/6	2/2
Cllr. P. Woodall	7/8	8/8	3/4	15/18	5/6	2/2