



# 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](mailto: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 4<sup>th</sup> FEBRUARY 2019**

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 28<sup>th</sup> day of January 2019**

**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 3<sup>rd</sup> December 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 Board
  8. To receive a report following the Data Compliance visit held 11<sup>th</sup> December 2018 and to review contract for Data Protection Officer services - Min. 176 of meeting held 9<sup>th</sup> April 2018 refers
  9. To consider the response received from ADC regarding the Town Council's desire to take over maintenance of the Steyne Gardens as referred from the Council Meeting held on 7<sup>th</sup> January 2019 - Min. 200.1 refers
  10. To receive the notes of the meeting of the Arun District Association of Local Councils held 19<sup>th</sup> December 2018
  11. To receive the notes of the Heritage Partnership Board Meeting held 24<sup>th</sup> January 2019
  12. To note the postponement of the meeting arranged with the Town Council's Accountant and agree further action - Mins. 50 and 67.7 refer
  13. To note email to Chairman of the Committee from Arun Arts Ltd and agree any action arising - Min. 91 refers
  14. To receive the motion regarding the Phoenix Centre as referred from the Community Engagement and Environment Committee meeting held 21<sup>st</sup> January 2019 - Min. 97 refers
  15. To receive the recommendation of the Community Engagement and Environment Committee Meeting held 12<sup>th</sup> November 2018 (Min. 76.1 refers) that the Accountant be asked to identify funds through any budget savings available from within the Committee's existing budget to meet any expenditure associated to the proposal to hire a mini-digger to investigate existing ramps at the beach if required
  16. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 18<sup>th</sup> March 2019
  17. Internal Audit including:
    - To review letter of engagement and reconfirm appointment of Internal Auditor for 2019/20
    - To review the 2019/20 Annual Audit Plan and to consider any additional items for inclusion
  18. To consider Internal Audit Report 2018 - 2019 (Interim Update)
  19. To consider the Town Council's Annual Assessment/Review of Risks
  20. To consider identification of funding for Royal British Legion poppies on lampposts along the seafront as referred from the Council Meeting held 7<sup>th</sup> January 2019 - Min. 192 refers
  21. Impact Assessment of Brexit on the Town Council - Chairman to report
  22. Financial Reports including: -
    - To note Committee I&E Reports for the month of December 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 month of December 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations. Also, to note report regarding November 2018 financial records

23. Correspondence
24. Picturedrome Site update - Director's report, any urgent actions taken for ratification
25. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
26. 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)
27. Town Force: Note of outstanding debtors

Agenda items 26 & 27 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 3<sup>rd</sup> DECEMBER 2018**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
1 member of the public  
5 Councillors in the public gallery: Cllrs. Brooks, Mrs. Daniells, Dillon (part of meeting), Gardiner (part of meeting) and Toovey

*The Meeting opened at 6.33pm*

#### **113. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and referred to the Council's opening statement. Apologies for absence were received from Cllr. Reynolds who was on 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.

#### **114. 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***

**115. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> NOVEMBER 2018**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 26<sup>th</sup> November 2018, and these were signed by the Chairman.

**116. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

There were no public questions or statements.

**117. CLERK'S REPORT FROM PREVIOUS MINUTES**

There were no reports from previous minutes.

**118. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2019/2020 INCLUDING RECOMMENDATIONS FROM COMMITTEES**

It was noted that confidential paperwork relating to the proposed Budget had been circulated previously by the Town Clerk to all and that this had also included a Budget Summary, together with a breakdown of Revenue Expenditure. The Clerk reminded Members that these should all be treated as confidential as a final draft will need to be presented to Council for approval in the New Year.

The Chairman welcomed Mr. D. Kemp, the Town Council's Accountant, who would be able to answer questions from Members on the Budget before them. Mr. Kemp informed Members that they were being provided with updated Budget Summary reports, which had been amended from those issued previously for the following reasons:

- The Tax Base used to calculate the charge per household had now been confirmed by ADC

- The £10,000 for a 3-year funding agreement to provide a new event had been removed from the Budget as the proposal had been rejected at the previous week's Committee meeting (Min. 105 refers)

Mr. Kemp highlighted that there were two Budget scenarios presented, both of which included all the provisions as agreed previously by the Committee i.e. Business Wardens, Christmas Lights, etc. The first provided a balanced budget and resulted in an increase of 2.93% to the Band D household charge. The second provided for an additional £665 to be added to the Reserves Surplus and resulted in an increase of 3.00% to the Band D household charge.

It was then **AGREED** that the Budget should be reviewed page by page to enable any queries to be answered and furthermore, it was **AGREED** that Standing Orders be suspended, and the Meeting adjourned, to enable all Councillors, not just those on the Committee, to discuss the proposals.

***Meeting adjourned 6.42pm***

Members proceeded to review each page of the Budget in turn, raising questions where appropriate.

***During the debate, discussion turned to the Picturedrome and as a result Cllrs. Cunard and Mrs. Daniells, as tenant and employee of the Picturedrome, declared a Disclosable Pecuniary Interest and elected to leave the room at 7.30pm***

***Cllrs. Cunard and Mrs. Daniells returned to the room at 7.35pm when discussion regarding the Picturedrome had ceased***

***Meeting reconvened 7.55pm***

Having fully debated the Budget presented to them, Members **RESOLVED** unanimously to **RECOMMEND** to Council the draft Budget proposals for 2019/20 as circulated resulting in a Precept of £916,001.

***The Meeting closed at 8.09pm***

**Committee:** Policy and Resources

**Date:** 4<sup>th</sup> February 2019

**Report by:** Town Force Manager

**Subject:** Update on Town Force activities

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**Town Force unit.**

Town Force have completed the external re-decoration of the unit. The final cost was £1,627 excl. VAT (TF labour £1,353; materials £170; scaffold tower hire £104) compared to the £3,640 excl. VAT the landlord was going to charge for their contractor to do the work.

The landlord notified us that the unit next to TF (G3) had been experiencing water ingress which according to their roofing contractor was coming from the gulley on the front of the TF unit. Upon investigation, it was established that in some places the gutter lining has rusted right through and couldn't be repaired. However, it was doubtful that it was the source of the water ingress. A new metal boxed gutter was needed which due to the layout of the premises would need to include the neighbouring unit G1. Tenants of unit G1 have only a few years left on the lease and were therefore reluctant to contribute to the cost. Whilst discussing the issue with different roofers, an alternative, cheaper solution was suggested. This was carefully considered, and the contractor was eventually given the go ahead.

There has been no further development on the other two outstanding issues with the landlord; namely the padlocked heras fencing that is blocking the fire exit and the rental of the caged parking space.

**Annual check of BRTC assets.**

Town Force have finished checking all assets and will now carry out the necessary maintenance.

**Seafront Beacon.**

Contractor advised that internal inspection of the supporting post should take place on 8<sup>th</sup> February 2019. In the meantime, the beacon basket will be stripped of the remaining paint.

**Equipment maintenance.**

Annual servicing of all equipment has again been done in-house this year. Annual PAT testing of all electrical items has also been completed.

**Annual Health Surveillance for all TF staff.**

Took place on 10<sup>th</sup> December 2018 and no concerns were raised.

**Training.**

A Member of staff successfully passed the Safe Use of Ladders and Steps at Work course.

**Planting.**

Summer planting order has been sent to the nursery with some minor amendments.

**Christmas trees.**

We were pleased that Arun DC attended to the Station tree pit and reduced its diameter which meant the tree was more stable.

There were no major issues with the trees whilst they were in situ. There was one incident of broken picket fence at the Station (suspected vandalism) and one occasion of when the Station tree was leaning. As in previous years, Town Force checked the trees daily.

**Sponsored planting.**

Papa John's Pizza signs had to be screwed into the two Queensway planters they sponsor as the grab adhesive wasn't adhering properly to the slightly curved side of the planter.

Felpham Dental have joined the scheme and now sponsor a site on Butlin's roundabout. Platinum Care Solutions have moved to another site on the Squareabout. Luv Carpets have renewed for another year.

The Squareabout site sponsored by the local Squadron of RAF Air Cadets for the 100<sup>th</sup> anniversary of Royal Air Force in 2018 has now become available. Cake Magic didn't renew their two contracts in December.

Unfortunately, Posh Paws Nails & Beauty are not going to renew any of their 3 sponsorship contracts when they expire this year.

Due to the merger of Leaders Estate Agents with another business and subsequent change in business procedures, the 3-year contract they entered into in 2017 will only be honoured until the end of year 2. The two sites they sponsor will then be advertised for sponsorship in October.

Sites remaining to be let: Squareabout x 3 sites, Arun Leisure Centre roundabout x 1 site, Chichester Road planter, A29 / Orchard Way planter, 2 x Durban Road planters and 4 x Queensway planters.



**Event support.**

Town Force have supported the Old Town Artisan Market and Hotham Park Carol concert.

**Odd Jobs for 3<sup>rd</sup> parties (extra revenue).**

- \* Arun DC - Graffiti removal from the Town Hall;
- \* Aldwick PC - Christmas tree removal and disposal;
- \* BR Seafront Lights - Removal of 7 light displays from seafront lampposts using the cherry picker;
- \* Picturedrome - Removal of weeds and decorating the Christmas tree;
- \* Felpham PC - Secure solar street light lantern using the cherry picker;
- \* Friends of BR Hospital - Replacement of destroyed plant pots;
- \* Bognor Regis Town Youth FC - Use the cherry picker to establish the type of broken light bulbs;
- \* Bognor Regis BID - Removal and disposal of Christmas tree, replacement of Christmas banners with Love Bognor Regis banners.

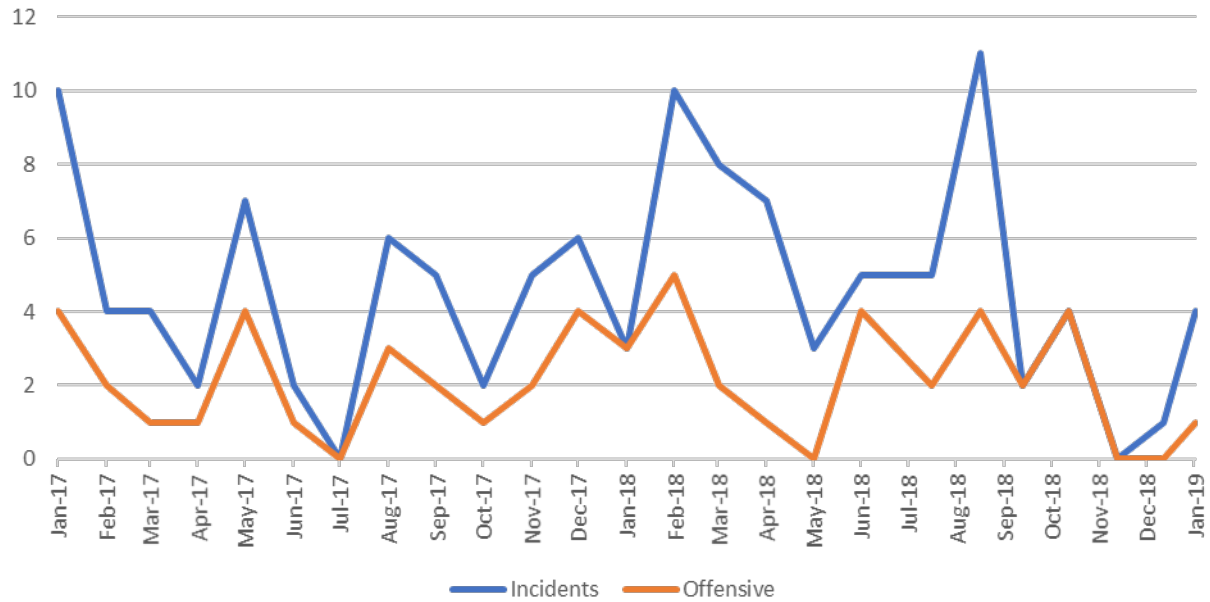
**Examples of other jobs.**

In addition to the routine jobs, Town Force have also assisted with servicing of the two Town Hall clocks, delivered/collected display boards for the Town Meeting of Electors, delivered/collected equipment for the artist spraying the Store 21 hoardings, set up equipment for Councillor surgery, cleaned planters and sponsor signs, deep cleaned all vehicles in & out, removed Silent Soldiers from the Town Hall and hospital entrance, removed wreaths from the Town Hall War Memorial, moved Health Centre planters to allow for building work to be done, made 4 ballot boxes for collecting public responses to a survey, adjusted projector in the Council Chamber, re-built rotten planters located around the Theatre, put up/removed various sponsor signs, removed a range of graffiti and flyposting and done odd jobs at the allotments.

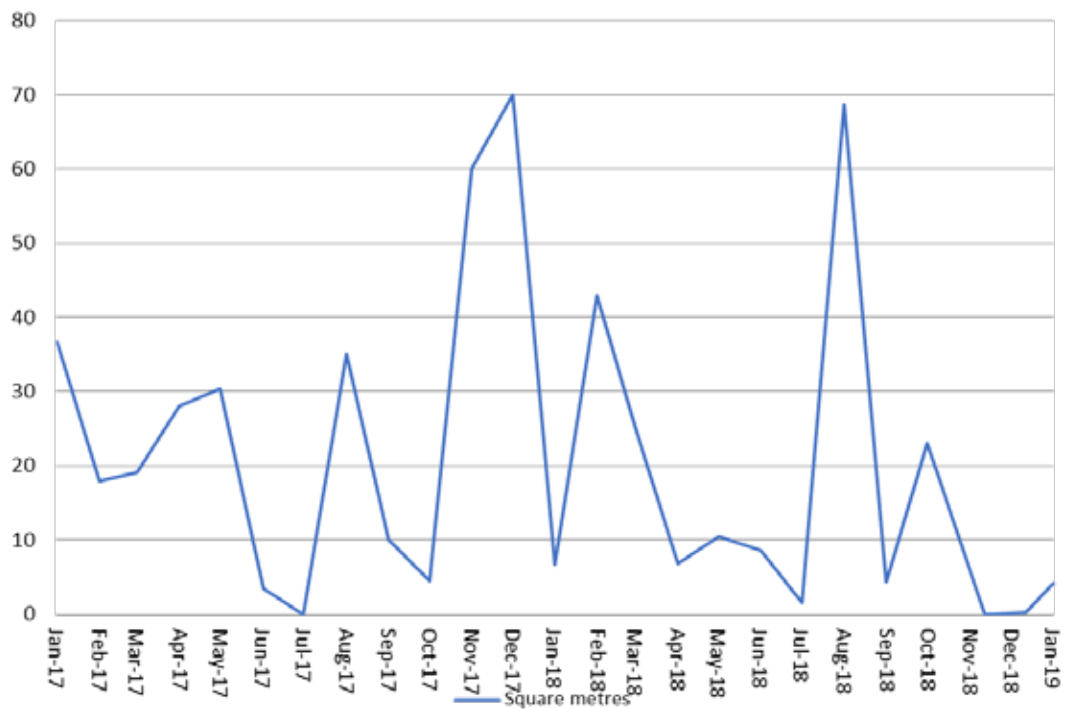
# Street Scene Partnership Graffiti statistics.

Excludes Arun DC property

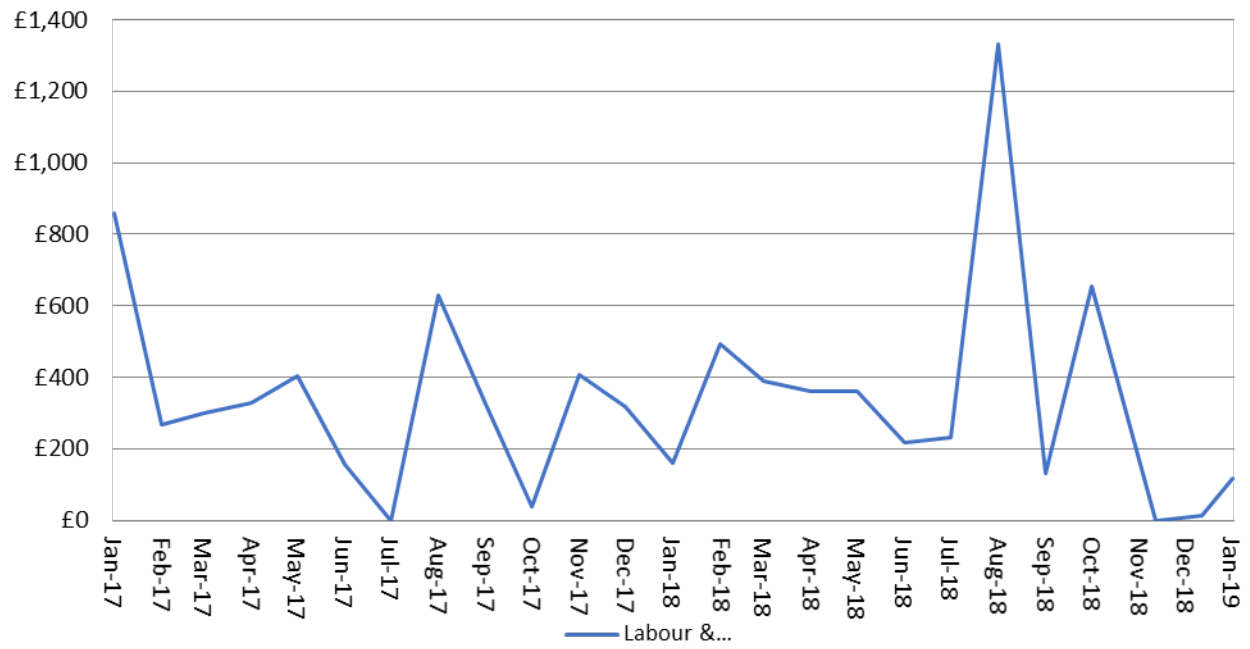
## Incidents: 1 January 2017 - 21 January 2019



## Square metres: 1 January 2017 - 21 January 2019



## Labour & Materials: 1 January 2017 - 21 January 2019



EA 21.01.2019

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 4<sup>th</sup> FEBRUARY 2019**

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

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

BID Board Meetings were held on the 21<sup>st</sup> November 2018 and 17<sup>th</sup> January 2019. The following issues were discussed:

**21<sup>st</sup> November 2018**

**Springboard:**

A presentation was received by Springboard who are a footfall monitoring company. Springboard provide footfall counters for High Streets and Shopping Centres nationwide setting benchmarks for the evaluation of footfall and trends for comparison. These comparisons can be drawn from a nationwide, regional or local perspective. Sales data can also be provided. Comparisons can also be made for specific periods such as Christmas or Easter or can be compared to a town with similar demographic.

**Birdman:**

A presentation was received from two representatives of the Birdman Committee to see if the BID would be interested in offering some financial contribution to the event and work with them to bring more activities into the Town Centre. BID Directors suggested there were other means of support other than hard cash such as assistance with marketing and promotion that Birdman may like to consider. The Chairman asked for some solid proposals and costings from Birdman and invited them back to give a presentation of their business plan for directors to consider further.

**Policing Update:**

The Police gave an update on actions.

**DISC/BCRP Update:**

The following report was given:

*The DISC system, having proved effective at intelligence gathering and building cases against nuisance individuals during the limited pilot, has been extended out to additional stores to begin expanding the user knowledge base and intelligence gathering. The stores were chosen due to the high levels of nuisance activity that they experience in order that they can quickly become familiar with the system and help to give feedback and support to Mark the administrators and other users as they come online after the full launch. A short introductory presentation was given to these stores on 21<sup>st</sup> November 2018 covering the aims of DISC and demonstrating how it is used before asking the stores to sign up. The full launch for all BID area businesses will take place on 12<sup>th</sup> December.*

*There will then be a six-week period for users to become familiar with the system before we introduce an Exclusion Scheme - this will be by BID*

*Board approval but will allow us to exclude individuals from all BCRP member premises.*

*Sussex Police have praised Bognor Regis BID for the progress made so far and urges us to continue to accreditation in order that we can take advantage of full, two-way data sharing with the police. The cost of accreditation itself is included in the membership fee for the NABCP and Chris Nielson (Sussex Police) has agreed to fund this £295. There would also be an additional insurance premium of approximately £350 to cover any actions regarding the Exclusion Scheme - this is highly recommended by the NABCP and police.*

*Mark and I therefore have no hesitation in recommending that we go ahead with the application for membership of the NABCP in order to fully engage with the Sussex Police and other local BCRPs.*

***Due to the time constraints the following items were briefly considered and anything requiring further information would be taken to the next meeting.***

**Community Warden:**

The BID Board agreed to fund another Community Warden for the Christmas Period.

**Budget Update:**

The Chairman confirmed that the BID is performing well within budget and papers will follow.

**BID Christmas Festivities Update:**

The BID Administrator gave a brief update on the activities planned and asked for volunteers to assist.

**2-hour Free Parking:**

The new discs are in the process of being printed and delivery is expected next week.

**BID Staffing and Arrangements:**

The flooring for the new offices will be completed this week and the BID Company will be able to move in. The Chairman reported that there would be some grace on the rent with payments deferred.

**BID Administration:**

The Chairman reported that Danny Dawes had resigned as a Director of the BID Company.

**Any Other Business:**

**Internship Opportunity:** The BID has been approached by a mature student from the Chichester University who is doing a dissertation on Town Centre's with a specific interest in marketing and place branding and would like to volunteer as an assistant to help with her research. The BID agreed.

**WSCC initiative "Our Town" Safe Spaces Scheme:** WSCC are launching an initiative aimed at vulnerable people or those with disabilities. These individuals will be issued with a card listing a "safe place" where they can go for assistance given by trained personnel. This will be discussed more at next meeting.

**Market Licence:** Still awaiting decision.

All other business will be deferred to the next meeting on 20<sup>th</sup> December 2018\*.

\*Traders asked for this meeting to be postponed until after Christmas.

## **17<sup>th</sup> January 2019**

### **Policing Update:**

The Police gave an update on actions.

### **BID Christmas Festivities Review:**

A report by the BID Administrator was circulated to Board members. The feeling was that the extra events provided by the BID on the lead up to Christmas were generally a success. This was reflected in the footfall figures which showed an increase on last year and bucked the trend nationally.

### **2-hour Free Parking:**

Sales are estimated between 13k and 14k for the 2019 discs to date.

### **BID Staffing and Arrangements:**

The recruitment process for a full-time co-ordinator will begin in February.

### **Community Warden:**

The additional support supplied over the Christmas period proved useful. The Wardens attend weekly liaison meetings with the Police which result in a number of "behind the scene" successes. There was some concern regarding the Wardens updating and recording incidents onto the DISC system as data gathering is vital and the importance of this will be relayed.

### **Future Meeting Dates:**

It was agreed that going forward for 2019, Board meetings would be held bi-monthly with workshop style meetings in between.

### **Any Other Business:**

It was confirmed that the regular shop front inspections previously undertaken by the Town Centre Manager are continuing and the next inspection will be undertaken in March. The Board were reminded that ADC still have some available funds for match funding for improvements up to £2,000.

There are no plans to resurrect the Old Town Working Group at this time however, it was noted that the Methodist Church are looking to form a community group within that area and the BID will of course lend its support as and when appropriate.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 8 - TO RECEIVE A REPORT FOLLOWING THE DATA COMPLIANCE VISIT HELD 11<sup>th</sup> DECEMBER 2018 AND TO REVIEW CONTRACT FOR DATA PROTECTION OFFICER SERVICES - MIN. 176 OF MEETING HELD 9<sup>th</sup> APRIL 2018 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

As noted previously, at the Committee Meeting held 9<sup>th</sup> April 2018 with regard to the implementation of the General Data Protection Regulations (GDPR), it was agreed to appoint LCPAS as an external provider of the Data Protection Officer role which included an Annual Compliance visit (Min. 176 refers). Furthermore, it was agreed that a review of the service be undertaken after 6 months i.e. in October 2018. However, as it had not been possible to arrange the Compliance visit until December last year, it was noted that the review would therefore be undertaken at this meeting.

Members are asked to note that the first Annual Compliance visit took place on Tuesday 11<sup>th</sup> December 2018, and I am pleased to report that the feedback received was very positive. A copy of the full report will be circulated to Members as an Appendix.

With regard to the review of the services, LCPAS have provided numerous templates and draft documents to enable the Town Council to comply with the GDPR. Whilst it has not been necessary to involve the DPO, as there have been no reportable breaches, the facility remains available should the situation arise.

With regard to future provision Members should note that shortly after LCPAS were appointed to undertake the role of DPO, Government decided to remove the requirement for the appointment of the position for Parish and Town Councils and therefore no funds were included within the 2019/20 budget for this expense. However, at the recent Compliance visit, the DPO informed the Deputy Clerk that since the GDPR came into force in May 2018, she has been required to handle 78 breaches including 2 relating to hacking of Town Council IT systems. Members are therefore asked to consider if they wish to continue with the service for 2019/20 at an approximate cost of £650 with the funding to be met from General Reserves.

**DECISIONS**

Members are asked to **NOTE** the report as circulated following the Compliance visit.

Members are asked to **AGREE** whether to renew the contract for the provision of DPO services including an Annual Compliance visit for 2019/20 at an estimated cost of £650?

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019

**AGENDA ITEM 9 - TO CONSIDER THE RESPONSE RECEIVED FROM ADC REGARDING THE TOWN COUNCIL'S DESIRE TO TAKE OVER MAINTENANCE OF THE STEYNE GARDENS AS REFERRED FROM THE COUNCIL MEETING HELD ON 7<sup>th</sup> JANUARY 2019 - MIN. 200.1 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Background

At the Council Meeting held 5<sup>th</sup> November 2018, Cllr. Stanley submitted the following Written Question (Min. 130 refers):

*Will the Mayor consider a correspondence with Arun District Council in order to initiate a communication regarding this Council's desire to support the running of Steyne Gardens, in line with our agreed Corporate Strategy?*

It was subsequently agreed that a letter should be written to the Chief Executive of ADC (attached as **Appendix 1**).

At the meeting of the Council held 7<sup>th</sup> January 2019, Members were updated that a response had been received (attached as **Appendix 2**) and it was agreed that this response be referred to this Committee for consideration.

It is understood that works to this area are carried out for ADC by an external contractor with the contract not being up for renewal for the foreseeable future.

Members are asked to note that the issue was also raised at the BRTC/ADC Liaison Meeting on 23<sup>rd</sup> January 2019 and the content of their response together with the long-term maintenance contract that was already in place, were noted.

**DECISION**

How do Members wish to proceed?





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Mr. N. Lynn, Chief Executive  
Arun District Council  
Civic Centre, Maltravers Road  
Littlehampton BN17 5LF

14<sup>th</sup> November 2018

Dear Nigel,

## **Steyne Gardens, Bognor Regis**

At a recent meeting of the Town Council, a Member posed a question to the Mayor about the future maintenance of Steyne Gardens and the Town Council's potential involvement.

As part of the Town Council's Corporate Strategy, which identifies the aims and objectives of the current Administration, under Project 3: Improving the Environment We Live In, Members have expressed a desire to investigate the potential for the Town Council to take responsibility for planting and maintenance of Steyne Gardens.

As you know the Town Council has an extremely capable Town Force team whose hard work and knowledge improves much of the street scene through floral arrangements on roundabouts and planters throughout the Town. Members would like this to extend to Steyne Gardens, a key open space bridging the Town with the seafront and an amenity for residents and visitors alike.

I am aware that this issue was raised at a Liaison Meeting back in 2016 and at that time the Town Council was informed that ADC were already in the early stages of a new contract for grounds maintenance and with Steyne Gardens falling into the brief for this contract, it would not be appropriate to consider any changes at that time.

However, as we head into 2019 this will be almost three years since we last discussed this issue. The Town Council are very keen to open a dialogue with ADC in this regard in plenty of time before any new contracts are negotiated to ascertain if there is any scope for the two authorities to work in partnership on this matter and enable a more colourful display in the gardens.

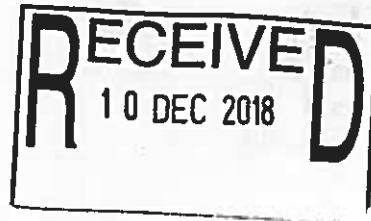
I would therefore be grateful if you could make the necessary enquiries and table this as an agenda item for the January Liaison Meeting so that the matter may be discussed further.

Yours sincerely

Glenna Frost  
Town Clerk

TOWN MAYOR: Councillor Stephen Reynolds

DEPUTY MAYOR: Councillor Phil Woodall



Arun District Council  
Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: 01903 737600

Fax:  
DX: 57406 Littlehampton  
Minicom: 01903 732765



e-mail: nigel.lynn@arun.gov.uk

5 December 2018

Please ask for:

Mr Nigel Lynn

01903 737600

Glenna Frost  
Town Clerk  
Bognor Regis Town Council  
The Town Hall  
Clarence Road  
Bognor Regis  
PO21 1LD

Our Ref: NL/gls

Dear Glenna

**Steyne Gardens, Bognor Regis**

Thank you for your letter of 14 November 2018 expressing an interest in the maintenance of Steyne Gardens.

I am pleased to note that we have recently received a letter complimenting us on the maintenance of Steyne Gardens which forms part of our Greenspace Management Contract with Tivoli.

We would always welcome additional input to further enhance the parks and gardens, in particular, financial input. A number of projects are underway to replant much of the hedge surrounding the Steyne and a contribution to this project in terms of partnership funding or help from Town Force with watering would be most welcome.

There will also be opportunities to plant attractive ornamental trees, as some were recently vandalised. Would the Town Council like to contribute towards these?

Thank you for your kind offer of support.

Yours sincerely

Mr Nigel Lynn  
Chief Executive

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 10 - TO RECEIVE THE NOTES OF THE MEETING OF THE  
ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 19<sup>th</sup>  
DECEMBER 2018**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

The Notes of the meeting of the Arun District Association of Local Councils held on 19<sup>th</sup> December 2018 are attached as **Appendix 1**.

**Arun District Association of Local Councils**  
**Notes of the meeting of December 19<sup>th</sup> 2018**  
**Bognor Regis Town Hall**

**Present**

Aldingbourne Parish Council	Michael Warden (MW)
Aldwick Parish Council	Lilian Richardson, Alan Smith (LR, AS)
Bersted Parish Council	Brian Knight (for Jonathan Spencer), Gill Yates (BK, GY)
Bognor Regis Town Council	Tony Gardiner (TG)
Climping Parish Council -	Henry Burrell (HB)
Ford Parish Council	Trevor Ford, Dawn Smith (TF, DS)

**In attendance**

Mike Beal – Vice Chair WSALC, Selsey Town Council (MB)

**Apologies**

Angmering Parish Council	John Oldfield
East Preston Parish Council	Steve Toney
Kingston Parish Council	Val Knight

**NB Note mis-numbering of items on agenda**

1. **Appointment of Chairman and Minute-taker for the meeting**  
LR agreed to take notes for the meeting.  
TG agreed to take the Chair for the meeting.
2. **Apologies**  
As shown.
- 3.
4. **Notes of meeting of 19<sup>th</sup> September and Matters Arising**  
Agreed.  
Matters Arising dealt with elsewhere on the agenda.

**5. Treasurer's Report**

GY reported that she was making headway with the accounts but had so far been unable to meet with the previous Treasurer. A meeting was imminent, but in the mean-time, an appointment with the bank was necessary to update the address of the secretary and to provide another signatory in order to operate the bank account effectively. **Trevor Ford volunteered to become the new signatory along with Gill Yates and the existing signatory Michael Warden. This proposal was put to the meeting, seconded and unanimously agreed.**

GY also reported that two bank statements were missing and had been presumably sent to the former secretary as addresses had not yet been changed. However, funds stand at £225, with a cheque of £91.25 (from WSALC) to be paid in. In future, bank statements will be brought to meetings to be verified.

It was agreed that any honorariums would be discussed at the next meeting.

**6. Appointment of:-  
Chairman 2018/19**

a) In order to provide some continuity TG offered to continue to Chair until the end of the year when his domiciliary circumstances will change. This was agreed.

**b) Secretary 2018/19**

It was agreed that a note taker will be appointed at each future meeting and that TG will arrange for the circulation of the notes.

**7. ADALC - Direction of the Association**

Two responses had been received following the circulation of the notes of September: - Kingston PC favoured reconstituting the Association with a more strategic approach being adopted, and Walburton PC favoured a "hibernation" option, i.e. only calling a meeting when a need was identified.

Two meaningful dates were identified as May 2<sup>nd</sup> - elections, and June 2019 - AGM. As the elections could feasibly change the membership of ADALC, further discussion with those present identified a consensus for an option that supported a task and finish group to take responsibility for identifying potential common issues, organising meetings arising out of these and identifying a venue. The positions of Chair and note taker would continue to be allocated on an ad hoc basis. The group was agreed as being MW, LR, DS and Jonathan Spencer (Bersted Parish Council).

It was suggested that a meeting could be called in March if necessary, with a possible date of 13<sup>th</sup>. Further, information had been received by some parishes/towns of a meeting with all parishes/towns being arranged by Arun District Council to take place in June. This was seen as an important meeting and would require all towns/parishes to attend if any meaningful dialogue was to be achieved. It was also envisaged that this meeting could be a precursor to a more formal reconstituting of the Association.

**8. WSALC - Report of last Meeting**

MG reported on the last meeting. Of note, the Health and Well Being Project had received national recognition and examples of how Selsey was using the findings to support the town were given.

**9. Members' Questions and Comments**

There were none.

**10. Date and Place of Next Meeting**

Suggested date to be diarised - 13<sup>th</sup> March 2019.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 11 - TO RECEIVE THE NOTES OF THE HERITAGE  
PARTNERSHIP BOARD MEETING HELD 24<sup>th</sup> JANUARY 2019**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

The Notes of the meeting of the Heritage Partnership Board held on 24<sup>th</sup> January 2019 are attached as **Appendix 1**.

**MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD**  
**ON 24<sup>th</sup> JANUARY 2019**

Council Chamber, Bognor Regis Town Hall, Bognor Regis

**Present:**

Paul Wells (PW) - Chairman & Bognor Regis Trust, Ken Blamires (KB) - Bognor Regis Trust, Sue Harris (SH) - Hotham Park Heritage Trust, Chris Burstow (CB) - (Bognor Regis Museum), Sylvia Endicott (SE) - Local Historian, Cllr. Steve Goodheart (SG) - BRTC, James Jones-McFarland (JJM) - ADC Parks and Cemeteries Manager

**In Attendance:** Sheila Hodgson (SHG) - BRTC

**Apologies:**

Glenna Frost (BRTC), Cllr. Pat Dillon (BRTC), Margaret Murphy (ADC Tourist Business and Development Officer), Martyn White (ADC Conservation Officer) and Sue Hawker (Community Volunteer)

*Meeting opened at 6.00pm*

**1. INTRODUCTIONS AND WELCOME**

The Chairman welcomed everyone to the meeting.

**2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 9<sup>th</sup> NOVEMBER 2018**

The Notes of the Meeting held on 9<sup>th</sup> November 2018 were accepted as a true record.

**3. MATTERS ARISING**

**Item 7 - 9<sup>th</sup> November 2018 - Items for Future Agenda**

As the Conservation Officer had given his apologies, the proposed Agenda item Conservation Area Appraisals, had not been included. Members agreed to hold a separate meeting on this subject and asked SHG to make the necessary arrangements

**Item 8 - 9<sup>th</sup> May 2018 - Consideration of the new Blake Interpretation signs that were installed in Hotham Park and the Promenade**

The Chairman asked if there had been any update on this item and it was reported that this matter has now been resolved.

**4. UPDATE ON HERITAGE TRAIL SUB GROUP MEETING HELD ON THE 3<sup>rd</sup> DECEMBER 2018 AND SUBSEQUENT PROGRESS TO DATE**

Members noted the Notes of the Sub-Group meeting held 3<sup>rd</sup> December 2018.

KB presented a series of drafts for the proposed website including screenshots of the homepage and the downloadable paper trails. Members were invited to give their comments which will be fed back to the designers. KB will further circulate the individual trail text for approval. Members were reminded that the site will continually be upgraded so additional information can be uploaded to the site at any time. All text will be proof read for grammatical and factual errors before going live.



KB also circulated a breakdown of budget cost so far and confirmed that the amount of £3,333.16 had been utilised to date.

Members also noted the two recommendations from the Sub-Group to consider possible celebrations regarding the 90<sup>th</sup> anniversary of the title Regis being bestowed on the Town and the 100<sup>th</sup> anniversary of the opening of the Picturedrome. After discussion it was agreed to check with the Picturedrome to see what plans, if any, they have in place to commemorate the event. It was further agreed that the planned Blue Plaque for King George V would form part of the commemoration along with the unveiling of the plaque when ready.

## **5. UPDATE ON BLUE PLAQUES**

SGH reported that the application for listed building consent for the relevant plaques had been submitted and validated. A decision is not expected until end of March 2019. The Chairman reminded the group that the Pier is a Grade II listed building and would also need consent. SGH will action this.

The Board considered the wording and sites for the plaques. There was a discussion as to whether Regis should be included on the plaques and it was agreed not to use the title for those plaques relating to pre-1929. An explanation for this will be recorded in the trail booklet and website.

Following discussion, it was further agreed that William Fletcher should be recognised in a number of areas and for a variety of reasons and warranted more than one plaque. JJM kindly offered to fund the plaque for Hotham Park and SHG will liaise with the Regis School to see if they are willing for a plaque to be installed on their building. This will be funded by the BRHPB.

SE and SHG will finalise the details and begin the process of arranging production of the plaques that are not awaiting planning consent.

## **6. SIR RICHARD HOTHAM STATUE**

The BRHPB has previously considered a statue for Sir Richard Hotham and although some research had been undertaken and some concept designs produced, it had not been possible to secure any funding for the project at the time. A member of the BRHPB has requested that the item be looked at again. The Chairman referred to some unspent Section 106 funds from the Rolls Royce development and as to whether that could be used. There was also CIL money from other new developments to consider. JJM will look into the potential funding opportunities from these monies and report back at the next meeting. SHG reminded members that there was a commitment to get the Heritage Trail completed by the end of June to meet the conditions of the funders. Therefore, whilst some initial research could be undertaken it would not be advisable to commence any new project until the trail is completed and signed off.

## **7. ITEMS FOR FUTURE AGENDA**

A Board member commented on the state of the Town Cemetery. Apart from having a number of military graves the cemetery has history and heritage that should be preserved. SE offered to meet with JJM at the cemetery and both will give an update at the next meeting for the Board to consider.

## **8. DATE AND TIME OF NEXT MEETING**

SHG will make arrangements for a date in February for the Board to look at Conservation areas and circulate.

*Meeting closed at 7.20pm*

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 12 - TO NOTE THE POSTPONEMENT OF THE MEETING  
ARRANGED WITH THE TOWN COUNCIL'S ACCOUNTANT AND AGREE  
FURTHER ACTION - MINS. 50 AND 67.7 REFER**

**REPORT BY TOWN CLERK**

**FOR INFORMATION  
& DECISION**

Members will recall that at the meeting of this Committee held 30<sup>th</sup> July 2018, and as recorded under Min. 50, it was agreed that a meeting be arranged for Members to meet with the Town Council's Accountant with the specific purpose of considering alternative options for financial reporting and that this meeting be incorporated into a scheduled visit by the Accountant to the Town Council so as to avoid any extra charges arising from an additional visit. Furthermore Cllr. Stanley, as the original proposer, was asked to provide to the meeting examples of alternative ways of presenting the financial information to the electorate.

As noted at the subsequent Committee meeting held on 15<sup>th</sup> October 2018, the meeting was arranged for 3<sup>rd</sup> December 2018 (Min. 67.7 refers).

However, unfortunately on the day of the arranged meeting, Cllr. Stanley informed the Clerk that due to circumstances beyond his control he would be unable to attend. As the sole purpose of the meeting was to consider alternative ways to present financial information to the electorate, and as Cllr. Stanley's was to provide examples; the decision was taken to cancel the meeting with all Members contacted by both email and telephone.

It should be noted that there did appear to be some misunderstanding about the purpose of the meeting, with some Members believing the meeting with the Accountant was to discuss general financial issues rather than the specific issue raised by Cllr. Stanley.

Cllr. Stanley has informed the Clerk that due to work commitments until the end of March, his availability for meetings may be restricted.

In light of the above, Members are asked to agree how they wish to proceed.

**DECISION**

Do Members wish to rearrange the meeting with the Town Council's Accountant for one of his future scheduled visits, to discuss alternative ways to present financial information to the electorate as per Cllr. Stanley's original proposal with an aim of making the records more widely accessible and understandable, noting that Cllr. Stanley may have restricted availability until April 2019?

Or

Do Members wish to defer consideration of this matter until the new Administration of the Council is in place following the elections in May 2019?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 13 - TO NOTE EMAIL TO CHAIRMAN OF THE COMMITTEE  
FROM ARUN ARTS LTD AND AGREE ANY ACTION ARISING - MIN. 91 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Members are invited to receive an email received from Arun Arts Ltd regarding the decision of this Committee regarding Grant Aid funding, attached as **Appendix 1**.

Members are asked to note that at the Extraordinary Meeting of this Committee held 19<sup>th</sup> November 2018 at which the 2019/20 Grant Aid was considered, of the available budget of £46,000 a sum of £41,747 was allocated leaving a balance still available of £4,253.

Members should be aware that should they wish to revisit the previous decision, as this is within the 6-month time frame and in accordance with Standing Order 16.1, it will be necessary for Standing Orders to be suspended whilst a decision, as to whether to reopen the debate, is made.

**DECISION**

How do Members wish to proceed?

**From:** Hazel Latus  
**Sent:** 18 December 2018 12:59  
**To:** Glenna Frost <[glennafrost@bognorregis.gov.uk](mailto:glennafrost@bognorregis.gov.uk)>  
**Subject:** P&R Committee

Dear Glenna, kindly pass this email to the Chairman of the P&R committee.  
Thank you – have a lovely Christmas from Hazel

Dear P&R Committee

I write on behalf of Arun Arts Trust and the growing community of Bognor Regis and beyond who support the Regis Centre/Alexandra Theatre. To say how very disappointed we are not to have received one penny from the Town Council Community Grants Scheme. Especially so knowing we are also a registered Community Asset.

Part of our commitment to the local residents is to subsidise many of their clubs and charities in the hire of our very professional facilities – including studios spaces and auditorium, at a very low rental. This alone costs our charity in excess of £98,000 per year. This includes many societies that otherwise could not avail themselves of our facilities, including the South Downs Folk Festival, a very popular and growing event that relies heavily on our support, who in turn also needs your support. We also ensure many families & charities benefit directly from free seats throughout the year to enable children and older people on benefits or low income the opportunity to enjoy the theatre, especially so at Christmas time. The well being and community spirit this creates is priceless.

Our Free Family Fun Week is now an established and popular destination during the October half-term for hundreds of children and their families, where we offer fun workshops, great children's entertainment and much more.

Our Foyer and Café are used daily as a community hub for many, including groups such as Dementia Support, MS society and WI to name but a few. They come on a regular basis because our venue is welcoming and our Café prices kept to a minimum so affordable.

We feel our contribution to the Town is invaluable, offering well-being including education, theatre, variety and music. Plus bringing economic benefits to the town itself and creating a welcoming and fun environment for all ages.

We could do none of the above without our amazing and dedicated volunteers, who were incidentally nominated for a 'Community Award to The Arts' by the Observer Newspaper Series. Everyone here is passionate in giving their time and hard work to ensure our theatre survives for the good of all. It is essential we also value and appreciate our volunteers throughout the year too.

I am so very proud of all the volunteers and staff here including those gone before who have contributed towards what has been achieved to date. We are still growing and improving and in fact the Theatre Trust support our growth and achievements. Their recent submission to the House of Lords Select Committee regarding the necessity of Theatres in Seaside Towns and the role we can play to support culture-led regeneration is very encouraging. Especially when they quote 'Summer Seasons, something we have tried to grow and develop over the last 3 years.

Whilst I appreciate how hard it must be to decide what charities and local groups get what out of the tax payers purse, it is a bitter pill to swallow that our own Town Council who purport to support us and value the theatre with some Councillors knowing exactly how hard a task it is to keep such a facility going and how valuable outside support is, couldn't even find one penny to support us in our continued support for the community.

I would respectfully ask you to reconsider to enable us to have some donation rather than none– as I have always said whatever is gifted/donated is always very well received and well used to enable us to continue supporting who and what we do across the community board.

Your Sincerely Hazel Latus  
Chairman – Arun Arts Company Ltd

Hazel Latus, BEM  
Chairman, Arun Arts  
Exec Producer & Operations Manager -  
Alexandra Theatre/Regis Centre  
Office: 01243 867676  
[@regiscentre](mailto:@regiscentre) [www.regiscentre.co.uk](http://www.regiscentre.co.uk)

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 14 - TO RECEIVE THE MOTION REGARDING THE PHOENIX CENTRE AS REFERRED FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 21<sup>st</sup> JANUARY 2019 - MIN. 97 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

At the Community Engagement and Environment Committee Meeting held 21<sup>st</sup> January 2019, Members considered a Motion from Cllr. Cosgrove, referred from the Council Meeting held 7<sup>th</sup> January 2019, which following amendment by Cllr. Cosgrove was as follows:

*That this Council wish to explore the possibility of working with WSCC and the Regis School to enable the Phoenix Centre to be accessed, as originally conceived and publicly funded, by all local young people and not just a limited number as at present and pledges the Council's help in achieving this goal*

The extract from the Committee Meeting Minutes (Min. 97 refers) relating to this matter is as follows:

*After further discussion Members **AGREED** that the amended Motion, as seconded by Cllr. Mrs. Warr, be referred to the Policy and Resources Committee with the **RECOMMENDATION** to implement a policy reflecting the proposal. Members also asked the Projects Officer to collate as much information as possible regarding the current use of the Phoenix Centre to assist with the formation of the policy.*

Since the Committee meeting on 21<sup>st</sup> January 2019, the Projects Officer has spoken with Sussex Clubs for Young People (SCYP) who have confirmed that they are negotiating with WSCC about some form of asset transfer to support the provision of youth services. WSCC have recently announced its withdrawal from delivering the National Citizen Service which is based at the Phoenix Centre and with CREATE currently operating from there once a week, coupled with them now running the Purple Bus, SCYP have expressed an interest in taking over the running of the Centre. SCYP are keen for the Phoenix Centre to be managed by the community to provide youth services and are working on funding plans to drive investment to this area.

The Projects Officer also attended a meeting on the 25<sup>th</sup> January 2019 at Durban House regarding the Arun IPEH Service Youth Offer. The meeting, attended by a number of youth related agencies, met to discuss the following:

- Understand what we all offer
- Identify where we can work better together
- Identify the gaps and how to fill them

One of the gaps identified was the difference in the level of provision in Bognor Regis compared to Littlehampton. A full report on this meeting and the outcomes will be reported to the next Community Engagement and Environment Committee Meeting.

A meeting has been scheduled for 7<sup>th</sup> February 2019 at the Phoenix Centre for the Projects Officer and the Youth Worker to meet with the centre manager.

## **DECISION**

Noting the information obtained by the Projects Officer since the recommendation was made by the Committee, do Members: -

a) **AGREE** to implement a policy reflecting this proposal

Or

b) **AGREE** to defer any decision on this matter until after discussions regarding the Phoenix Centre are completed and more details become available about the future the site?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 15 - TO RECEIVE THE RECOMMENDATION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12<sup>th</sup> NOVEMBER 2018 (MIN. 76.1 REFERS) THAT THE ACCOUNTANT BE ASKED TO IDENTIFY FUNDS THROUGH ANY BUDGET SAVINGS AVAILABLE FROM WITHIN THE COMMITTEE'S EXISTING BUDGET TO MEET ANY EXPENDITURE ASSOCIATED TO THE PROPOSAL TO HIRE A MINI-DIGGER TO INVESTIGATE EXISTING RAMPS AT THE BEACH IF REQUIRED**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

In preparation for this Meeting, the Accountant has been asked to consider this issue and provide guidance to Members on available funding.

As a result, Members are asked to note that whilst a budget of £2,000 has been identified in the 2019/20 budget for costs arising from the Beach Access Topic Team, there are no funds identifiable in the 2018/19 budget and if Members wish to proceed and incur expenditure before the start of the new financial year on 1<sup>st</sup> April 2019, then General Reserves will need to be utilised.

**DECISIONS**

Do Members **AGREE** that General Reserves should be utilised to fund expenditure arising from the Beach Access Topic Team prior to 1<sup>st</sup> April 2019?

Do Members wish to impose a limit on funds to be utilised from the General Reserves?



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 16 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,  
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF  
ELECTORS SCHEDULED FOR 18<sup>th</sup> MARCH 2019**

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The level of attendees is not usually high at the Annual Town Meeting of Electors unless there is a 'hot topic' on the agenda and the Council Chamber usually allows ample space to accommodate the low number of attendees.

There were approximately 32 members of the public present last year, not all of which were Electors. In addition, 12 Town Councillors attended of which only 8 were Electors for the Town.

Members will be aware that an additional Electors Meeting was called in November last year specifically regarding ADC's regeneration plans, but the information referred to in this report refers back to the Annual Electors Meeting held in March 2018.

A copy of the agenda for last year's meeting is attached as **Appendix 1** for information. Consideration will need to be given to what items Members wish to be included to stimulate the debate this year.

**DECISIONS**

The Committee is invited to: -

Consider the arrangements for this year's meeting to include the location and confirmation of the time that the meeting should commence.

To consider items for inclusion on the agenda.



# 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](mailto:bognortc@bognorregis.gov.uk)

## **ANNUAL TOWN MEETING OF ELECTORS FOR 2018**

The Annual Town Meeting will take place **in the Council Chamber at the Town Hall, Bognor Regis at 7pm on Monday 19<sup>th</sup> MARCH 2018**. 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.**

## **A G E N D A**

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 13<sup>th</sup> March 2017 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 2017 and Budget for 2018-2019
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31<sup>st</sup> December 2017 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 16<sup>th</sup> March 2018**
7. To welcome Mrs Katy Bourne, Sussex Police & Crime Commissioner
8. Open Forum with questions to Councillors/Attendees

**DATED this 5<sup>th</sup> day of March 2018**

**Town Mayor**

**Town Clerk**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 17 - INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20; TO REVIEW THE 2019/20 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

**To review letter of engagement and reconfirm appointment of Internal Auditor for 2019/20**

Bognor Regis Town Council employs the services of Auditing Solutions Ltd. who carry out the Town Council's Internal Audit and visit three times a year to undertake this work. Following each visit, a written report is submitted to Members to highlight any areas of concern or raise any issues. As Members may recall, in line with good practice, this appointment was reviewed for the 2017/18 financial year and following a tender process, Auditing Solutions Ltd. were reappointed as the Town Council's Internal Auditor.

A copy of the 'Letter of Engagement' will be available at the meeting.

It should be considered as good practice to review the provision of the Internal Audit function every three years and therefore a retender process will take place in time to enable the appointment of the Internal Auditor for the 2020/21 financial year, with the appropriate report to this Committee in February 2020.

**DECISION**

The Committee is invited to review the letter of engagement and reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2019/2020.

**To review the 2019/2020 Annual Audit Plan and to consider any additional items for inclusion**

Regulation 3 of the Accounts and Audit Regulations 2015 states that:

*"A relevant authority must ensure that it has a sound system of internal control which –*

- a) Facilitates the effective exercise of its functions and the achievements of its aims and objectives;*
- b) Ensures that the financial and operational management of the authority is effective; and*
- c) Includes effective arrangements for the management of risk"*

Furthermore, Regulation 5(1) states that the Council:

*‘ . . must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’.*

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The internal audit function must be independent from the management of the financial controls and procedures of the authority which are the subject of review. The person or persons carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the authority. It is for each authority to decide, given its circumstances, what level of competency is appropriate, and to keep this issue under review.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control. Managing the authority's internal controls is a day-to-day function of the authority's staff and management, and not the responsibility of internal audit.

It is a matter for the Council to determine the necessary scope and extent of its internal audit. When securing an internal audit service, the Council must make sure that it is fit for the purpose for which it is required at that particular Council.

The internal audit enables the Council to confirm, in item 6 of Section 1 of the Annual Return, (The Annual Governance Statement) that:

*‘We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.’*

In order to make this statement the Council should be able to confirm that they have arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

### **ANNUAL AUDIT PLAN FOR 2019/2020**

The minimum level of coverage in the Annual Audit Plan is defined by the following eleven key control tests:

- 1. Proper book-keeping** - Appropriate books of account have been properly kept throughout the year.
- 2. Financial Regulations, Standing Orders and Payment Controls** - The council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.
- 3. Risk Management** - The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

- 4. Budgetary controls** - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- 5. Income controls** - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
- 6. Petty cash procedure** - Petty cash payments were properly supported by receipts, expenditure was approved, and VAT appropriately accounted for.
- 7. Payroll controls** - Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
- 8. Asset control** - Asset and investment registers were complete and accurate and properly maintained.
- 9. Bank reconciliation** - Periodic and year-end bank account reconciliations were properly carried out.
- 10. Year-end procedures** - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.
- 11. Payment controls** - Procedure, approvals and associated issues including VAT identification and recovery.

#### **DECISION**

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2019/2020 to the Town Council.

## AGENDA ITEM 18

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 4<sup>th</sup> FEBRUARY 2019

#### AGENDA ITEM 18 - TO CONSIDER INTERNAL AUDIT REPORT 2018 - 2019 (INTERIM UPDATE)

##### REPORT BY DEPUTY CLERK

##### FOR INFORMATION

A copy of the Internal Audit Report 2018-2019 (Interim Update) is attached for Members' consideration - **Appendix 1**.

The Town Clerk is pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit.

In addition, as requested by a Member, the Clerk has raised with the Internal Auditor the issue of sponsorship from suppliers to events and has received the following response: -

*"Further to the EP&L Committee in December, I briefly confirm that the query was raised by yourself with the internal auditor during his recent attendance and, in accordance with information provided and also that of the Council's account, it is not considered that there has been any issue or concern to warrant further comment or recommendation. Clearly the Council has to obtain the best value for money, ordinarily warranting acceptance of the lowest quote for like for like goods / services, which happened in this case with the supplier offering a commercial discount for their marketing purposes and there would be no requirement for the supplier to provide separate "sponsorship" funding to the Council."*

##### FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2018-2019 (Interim Update) together with the response regarding suppliers to events.

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# **Bognor Regis Town Council**

## ***Internal Audit Report 2018-19 (Interim Update)***

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***Prepared by Nigel Archer***

***For and on behalf of  
Auditing Solutions Limited***

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service the Council since the outset of the “Limited assurance” audit arrangements: this report sets out the work undertaken in relation to the 2018-19 financial year during the course of our two interim visits, which were undertaken on 3<sup>rd</sup> October 2018 and 11<sup>th</sup> January 2019, and will be subject to further update after the final visit which will follow the year-end closedown in May or June 2019.

## **Internal Audit Approach**

In continuing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council’s financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the Internal Audit Report in the Council’s Annual Governance and Accountability Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We are pleased to report that, on the basis of the work undertaken to date in 2018-19, the Council continues to maintain adequate and effective internal control arrangements, with no significant issues identified: consequently, it has not been considered necessary to append any Action Plan of formal recommendations this year to date.

**This report has been prepared for the sole use of Bognor Regis Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.**



## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been anticipated. Consequently, we have: -

- Ø Noted that the Council remains a full Omega software user, with one combined cashbook for the Current & Reserve bank accounts operated at the Co-Op. In addition, there are supplementary holdings in the CCLA Deposit Fund;
- Ø Verified the accurate carry forward of balances in the financial ledger for 2018-19 to the detail in the 2017-18 Balance Sheet, Statement of Accounts and Annual Return;
- Ø Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Ø Checked and agreed transactions in the combined cashbook for the Co-Op Current and Reserves accounts to relevant bank statements, including the daily "sweeps", for August and November / December (part) 2018;
- Ø Checked and agreed detail of all transactions (due to the low volumes) on the Mayor's Charity cashbook to bank statements for the financial year to 30<sup>th</sup> November 2018 (noting no such movements or balances since July); and
- Ø Verified the content and accuracy of bank reconciliations as at 31<sup>st</sup> August and 11<sup>th</sup> December 2018 (the most recent available at the time of this update visit) on both the principal and mayor's charity cashbooks.

#### Conclusions

*There are no matters arising in this area to warrant formal recommendation currently.*

### Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Ø Continued our review of the minutes of Full Council and its extant Standing Committee meetings (except Planning and Licensing) for the municipal year to end December 2018 in order to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred. We note that the Picturedrome project has been a significant financial development but this had been costed in detail in the previous years and we are pleased to

note its recent completion (with the exception of some snagging issues). Additionally, we note from our current review of minutes at this update visit the on-going confidential matter regarding legal processes in relation to the historical asbestos problem but do not consider it appropriate to comment further at present; and

- Ø We have previously noted during 2017-18 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption (in November and April 2017 respectively). Subsequently, at this update visit for 2018-19, we note that Standing Orders have again been the subject of further review and were adopted by Full Council in early November 2018.

## **Conclusions**

*There are no matters arising in this area to warrant formal recommendation currently.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Ø Council resources are released in accordance with the Council's approved procedures and budgets;
- Ø Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Ø All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Ø An official order has been raised on each occasion that one would be anticipated;
- Ø The correct expense codes have been applied to invoices when processed; and
- Ø VAT has been appropriately identified and coded to the control account for periodic recovery.

We have again examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds and consider that they continue to operate effectively. We have continued our review of this area for the year to 31<sup>st</sup> December 2018 examining a sample of 55 payments, namely all those individually in excess of £3,500 and a further selection of every 35<sup>th</sup> cashbook transaction (irrespective of value), which totalled more than £788,000 and represented 84% by value of all non-pay related expenditure to that date.

We note that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, and have checked and agreed the September 2018 submission to the underlying Omega control account balances.

## **Conclusions**

*There are no matters arising in this area to warrant formal recommendation currently.*

## Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- Ø We have previously noted in our final report for 2017-18 that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Assessment Register (based on the bespoke LCRS software) in place and that this was most recently re-adopted in February 2018: consequently we have not considered any further work in this area to be necessary at present, although we would just remind officers that the review of the assessments must be done on an annual basis; and
- Ø We note that the Council's insurance cover continues to be provided by Aviva (under a reasonably standard longer term agreement) and have examined a copy of the current policy schedule for the year ending 10<sup>th</sup> August 2019. We note that both Employer's and Public Liability cover stand at £10 million, that Fidelity Guarantee cover stands at £50,000 (as re-affirmed by members in July 2018) and Loss of Revenue is in place at £100,000.

### Conclusions

*There are no matters arising in this area to warrant formal recommendation currently.*

## Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

- Ø We note the satisfactory conclusion of the 2019-20 budget deliberations resulting in the Council approving and adopting a Precept of £916,001 at its meeting in January 2019 (there continues to be no supplementary Council Tax Support Grant); and
- Ø We are pleased to note from examination of the year's Council and Committee minutes, that periodic budget monitoring reports continue to be considered by members and have examined the latest available report (October 2018) with no un-explained variances arising to warrant further enquiries by officers at present.

### Conclusions

*No issues arise in this review area currently. We shall, at our final visit, examine the level of retained General Fund and Earmarked Reserves and, if appropriate, comment further at that time.*

## Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span. Consequently, we have:-

- Ø Noted that members had approved various scales of fees and charges for 2018-19 in the previous municipal year and also note from current minutes that allotment rents had been approved for 2019-20;
- Ø Examined a sample of two months' Sales Ledger daybooks (November and December 2018) to supporting customer invoices for Town Force services, roundabout / planter advertising, Xmas tree sales and other general matters such as BID contributions, ensuring that the agreed levels of charges were levied and that there has been no undue delay in appropriate settlements either in full or in relation to sponsorships on a quarterly basis;
- Ø As noted earlier in this report, checked and agreed three sample months' receipts (August and November 2018 plus December in part) in full, including Reserve account interest, from bank statements to cashbooks;
- Ø Verified that all monthly dividends receivable on the CCLA Public Sector Deposits had been paid and credited to the appropriate income code within the nominal ledgers for April to October 2018; and
- Ø Finally in this area, we have examined the Sales Ledger Aged Debtors report as at 20<sup>th</sup> December 2018, noting that there are no significant matters arising with regard to outstanding settlements or potential irrecoverable items for write-off at present.

## Conclusions

*There are no matters arising in this area to warrant formal recommendation currently.*

## Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

- Ø The Council operates a limited petty cash scheme, with a maximum Imprest holding of £300 which is "topped up" as and when required. A small Excel control sheet is maintained and acts as both the Omega nominal ledger posting document and the approval for reimbursement "invoice". We have checked and agreed the expenditure incurred and repaid in August 2018 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT was separately identifiable for periodic recovery (albeit completely immaterial); and

- Ø The Clerk holds a debit card for the current account should the need arise for electronic payments, such as emergency payments or statutory requirements such as Land Registry applications. In a similar manner to the petty cash, this is very limited in use and we have checked and agreed a relatively minor sample as part of the supplier payments testing above.

### **Conclusions**

*There are no matters arising in this area to warrant formal recommendation currently.*

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last updated with effect from 1<sup>st</sup> April 2018 with regard to employee contribution percentages. We have examined the payroll procedures in place and the physical payments made to staff to date in 2018-19 by reference to the August 2018 documentation, the underlying detail of which continues to be produced externally by West Sussex County Council's payroll bureau service.

- Ø The Council has duly implemented the previously agreed national pay awards for 2018-19 and we have agreed the salary rates of each employee to the published scales;
- Ø PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal thresholds with effect from April 2018;
- Ø Individual deductions for both Tax and National Insurance have been checked to ensure that computations have been made accurately;
- Ø Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (albeit only marginally revised this year compared with 2016-17 and 2017-18); and
- Ø We have checked and agreed the net pay values from individual payslips to the payroll summaries and resultant bank statement and cashbook transactions, as well as verifying the monthly settlements to the County Council and HMRC from the relevant cashbooks and payment schedules.

### **Conclusions**

*There are no matters arising in this area to warrant formal recommendation currently.*

## **Investments and Loans**

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the

accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Ø The Council currently holds just one “investment” in the Public Sector Deposit Fund and we have checked and agreed the balance therein from the Omega balance sheet to the third party statements as at 31<sup>st</sup> October 2018;
- Ø We are pleased to note that the Council has an appropriate, formal Investment Policy in place, which was most latterly re-adopted in January 2017;
- Ø We have previously noted in our final report for 2017-18 that the Council had two outstanding PWLB liabilities and we have checked and agreed the two instalment repayments for the current year (in April and October 2018) from their third party advice notes to cashbook transactions as part of the higher value supplier payment testing work noted earlier in this report; and
- Ø We note subsequently that formal PWLB loan approval was granted for a further tranche of £100,000 in April 2018, which was drawn down in May 2018, and we have similarly verified the only instalment repayment for the current year (in October 2018) from advice notes to cashbooks.

### ***Conclusions***

***There are no significant issues arising in this area currently and we shall confirm the year-end balance and liability disclosures in the AGAR at the final visit.***

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 19 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL  
ASSESSMENT/REVIEW OF RISKS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Copies of the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 are attached for Members' consideration as **Appendix 1 & 2**.

**DECISION REQUIRED BY MEMBERS**

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 and **RECOMMEND** that these be referred to the Town Council for approval.

Once approved by Council, the Action Plan to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.



# LCRS 6. Overall Summary

## Bognor Regis Town Council Assessment for year 2018 To 2019

Policy and Resources Committee Meeting 4th February 2019  
Agenda Item 19 - Appendix 1

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Allotments	Powers to provide allotments Duty to provide allotment gardens if demand unsatisfied	20	20	1.0	0	
Clocks	Power to provide public clocks	5	5	1.0	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	1.0	0	
Computing	Power to facilitate discharge of any function	3	3	1.3	0	
Council Meetings		4	4	1.3	0	
Council Property and Document	Duty to disclose documents and to adopt publication scheme	5	5	1.2	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	2	2	1.5	0	
Employment of Staff	Duty to Appoint	9	9	1.1	0	
Entertainment and the arts	Provision of entertainment and support of the arts	14	14	1.0	0	
Financial Management	Duty to ensure responsibility for financial affairs	12	12	1.0	0	
Gifts	Power to accept	1	1	1.0	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land Power to accept gifts of land	5	5	1.6	1	2
Litter	Power to provide receptacles; Duty to empty & cleanse those provided	6	6	1.0	0	
Local functions	N/a - Local group to cover any risks not listed in other groups	3	1	1.0	0	
Meetings of the Council	Duty to meet	5	5	1.2	0	
Newsletters	Power to provide from 'free resource'	5	5	1.2	0	
Planning & Development Contr	Rights of consultation	2	2	1.0	0	
Provision of Office Accommod	Power to provide	5	5	1.6	1	1
Provision of Website/Internet	Power to provide from 'free resource'	2	2	1.0	0	
Shelters & Seats	Power to provide	3	3	1.0	0	
Street/Footway Lighting	Power to provide	8	8	1.0	0	





## LCRS 6. Overall Summary

### Bognor Regis Town Council Assessment for year 2018 To 2019

Area	Duty	No of risks	Number scored	Avg Score	No of uncontrolled Risks (>3)	Your action plan rank
Tourism	Power to contribute to organisations encouraging tourism	4	4	1.0	0	<input type="text"/>
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	<input type="text"/>
Web Sites		18	18	1.0	0	<input type="text"/>
Overall totals/scores		147	145	1.1	2	

Completed by:

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number One.
3. Repeat on all areas until all uncontrolled areas are allocated.



**Bognor Regis Town Council**  
**Assessment for year 2018 To 2019**

**LCRS 7b - All Action Plans**

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<b><u>Land</u></b>									
27	<b>Administration/ Legal</b>	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	<b>Medium</b> <b>Medium</b>	4	<i>Initial investigations have given some information regarding the Town Council taking responsibility for the allotment sites in 1987 and the involvement of ADC but the matter is to be investigated further.</i>	<i>Town Clerk</i>	<i>31/12/2019</i>	<input type="checkbox"/>
<b><u>Provision of Office Accommodation</u></b>									
349	<b>Physical</b>	Poor Office Conditions - Town Hall and Town Force lockup	Arrange periodical inspection of office and Town Force lockup. Any adverse conditions are reported to ADC or BRTC as appropriate Repair/maintenance etc.carried out by ADC or BRTC Health & Safety Annual inspection carried out by contractor	<b>Medium</b> <b>Medium</b>	4	<i>Clearance of paperwork to electronic media is largely completed with only one specific area remaining as an ongoing project.</i>	<i>Town Clerk</i>	<i>31/12/2019</i>	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
						No of issues listed: 2			
<b>Submitted to council:</b>									
<b>Minute reference:</b>									
<b>Date:</b>									
<b>Signed by chairperson - Cllr Stephen Reynolds</b>									
<b>Signed by responsible Finance officer - Glenna Frost</b>									

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)  
(not recorded on LCRS .

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 20 - TO CONSIDER IDENTIFICATION OF FUNDING FOR  
ROYAL BRITISH LEGION POPPIES ON LAMPPOSTS ALONG THE  
SEAFRONT AS REFERRED FROM THE COUNCIL MEETING HELD 7<sup>th</sup>  
JANUARY 2019 - MIN. 192 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

Members will recall that at the Council Meeting held 7<sup>th</sup> January 2019, it was agreed that poppies should be purchased from the Royal British Legion for erection on lampposts on Bognor Regis seafront for the period of Remembrance 2019.

The cost of the poppies is £60 plus VAT with installation and removal to be carried out by Town Force.

As there is no budget specifically identified for this, Members are asked to identify a budget (if any) that may be used such as the Civic Fund or whether the expenditure should be met by General Reserves.

**DECISION**

Do Members **AGREE** to the identification of a budget to fund the purchase of the poppies such as the Civic Fund or rather, do Members **AGREE** that the expenditure should be met through General Reserves?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 22 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY TOWN CLERK**

**FOR DECISION**

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

The financial reports for the month of December 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 MONTH OF DECEMBER 2018, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS. ALSO, TO NOTE REPORT REGARDING NOVEMBER 2018 FINANCIAL RECORDS**

**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 month of December 2018.

Members are asked to note that it would have been normal practice to include the month of November 2018 within this verification process. However, owing to a technical error it has not been possible to process the accounting detail for November 2018 in the usual way. As a result, all financial transactions for November and December 2018 have therefore been combined into the monthly income and expenditure and financial reports for December 2018.

**Continued.....**

**DECISIONS**

To **NOTE** receipt of the financial reports for the month of December 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 month of December 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

To **NOTE** that owing to a technical error it has not been possible to process the accounting detail for November 2018 in the usual way. As a result, all financial transactions for November and December 2018 have therefore been combined into the monthly income and expenditure and financial reports for December 2018.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 23 - CORRESPONDENCE**

**FOR INFORMATION**

1. Home-Start Worthing and Adur training course at Bognor Regis Nursery School.
2. Neighbourhood Alert - Fake TV Licensing Emails - circulated to Councillors and on Social Media
3. VAAC- Introduction to Syrian Refugee Settlement Scheme in West Sussex - circulated to Councillors and on Social Media
4. WSCC JWAAC - 15 January Highways and Transport Sub Group - appeal for possible Agenda items - forwarded to Town Council rep for information
5. IPEH Arun Hub Team Calendar - forwarded to rep for information
6. Ordnance Survey - Getting the most from OS VectorMap Local
7. VAAC - Weekly Update Circulated to Councillors and on Social Media
8. Neighbourhood alert - 31/12 - 6/01 - News and appeals - circulated to Councillors and on Social Media
9. Leukaemia Care - request to put coloured gels on the floodlights on the Town Hall for an awareness campaign
10. ADC – Car Parks Manager – information on works starting in Hothamton Car Park – circulated to Councillors
11. Arun and Chichester CAB – Research and Campaigns Newsletter – January 2019 – circulated to Councillors
12. Awards for West Sussex in the New Year Honours 2019 – circulated to Councillors
13. Sussex Police and Crime Commissioner – A Life More Ordinary – circulated to Councillors
14. ADC – Weekly Parish Information Service – ADC - List of agendas published for meetings - Week Commencing 7th January 2019 including: - Environment & Leisure Working Group, Special Development Control Committee and Individual Cabinet Member Decisions
15. WSCC – Advanced warning of road closures for Bognor 10k road race 19/05/19
16. Neighbourhood Alert - Update on significant planned roadworks on M23 12/01/19 - circulated to Councillors and on Social Media
17. SALC Weekly Bulletin - Parish Elections 2019 - Purdah
18. Travellers Update - Travellers in Chichester - circulated to Councillors
19. NALC - Spring Conference 2019 London
20. ADALC Notes of meeting December 2018
21. Neighbourhood Alert - Weekly Bulletin - Arun District 17/01/2019 - circulated to Councillors and on Social Media
22. NALC - New Publication shines a light on 150 local councils
23. Enquiry from a member of the public about the length of time for the closure of Hothamton car park for repair works
24. Support Officer WSCC - enquiry for hiring a room for a conference
25. Enquiry from a member of the public looking for a space to run a football academy
26. Sussex Police and Crime Commissioner - Celebrating our local victim support services - circulated to Councillors

## **AGENDA ITEM 23**

27. Twinning Association - January Minutes and February agenda
28. NALC - Chief Executive's Bulletin - circulated to Councillors
29. SALC - Weekly Bulletin
30. NALC - sends an open letter to it's 100,000 councillors - circulated to Councillors
31. NALC - Final places available for NALC's Study Tour
32. ADC – Weekly Parish Information Service – ADC - List of agendas published for meetings - Week Commencing 14<sup>th</sup> January 2019 including: - Environment & Leisure Working Group, Overview Select Committee Bognor Regis Regeneration Sub-Committee, Standards Committee, Development Control Committee, Licensing Committee and Individual Cabinet Member Decisions
33. Neighbourhood Alert - Modern Slavery is Closer than you think - circulated to Councillor and on Social Media
34. Sussex Police - Invitation to join Sussex Police in their main command centre to see how they operate - circulated to Councillors
35. The Regis School - Newsletter Issue 9A 18.01.19
36. WSCC - Agenda for meeting of the Cabinet Tuesday 29 January 2019
37. Public Sector Network Newsletter January 2019
38. Twinning Association - notification of foreign language film Chocolat to be shown at the Picturedrome
39. E-Mango - The Digital Local Council Newsletter January 2019
40. Arun Hub - Youth Offer meeting to be held 25 January information and Agenda - forwarded to Cllr J Cosgrove as TC representative
41. NALC - Newsletter - Circulated to Councillors
42. Neighbourhood Alert - Weekly Bulletin 14-20/1/19 Circulated to Councillors and on Social Media
43. Arun District Council - Press release regarding the Bandstand - circulated to Councillors and on Social Media
44. IPEH Arun Hub Team Calendar - forwarded to Council representative
45. LGRC and NALC Form Partnership to Stage Local Council EXPO 2019 in Droitwich
46. Arun District Council - Election Timetable
47. NALC - Chief Executive's Bulletin - circulated to Councillors
48. Sussex Police and Crime Commissioner - More victims accessing support services in Sussex - circulated to Councillors
49. Neighbourhood Alert - Update on significant planned road works on M23 - circulated to Councillors and on social media
50. SALC - Weekly Bulletin 5 - 2019



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 23 - ADDITIONAL CORRESPONDENCE**

**FOR INFORMATION**

1. Independent Monitoring board Annual Report for HMP Ford 2017-18- circulated to Councillors
2. NALC - Conference ticket sale
3. WSCC - Minutes from Youth Offer Meeting 25.01.2019
4. WSCC - JWAAC Agenda for Meeting 6 February 2019 forwarded to Town Council Representative
5. Westminster Insight - Managing Mental Health in the Workplace Conference Tuesday 26<sup>th</sup> March 2019 London
6. WSCC - Review and Redesign of the Integrated Prevention and Earliest Help Service - Forwarded to Council representative
7. Government events - Conference Local Community Regeneration: Transforming Town Centres and Communities - 22 May London and Transforming Technology Services in Local Government Conference 7<sup>th</sup> March London
8. WSCC - Partnership Advisory Board Notes FAO Cllr Cosgrove
9. WSCC - Arun Hub Team Day Calendar FAO Cllr Cosgrove
10. Kensington Palace - letter of thanks for the invitation to the Duke and Duchess of Sussex to open the new screen at the Picturedrome.
11. Buckingham Palace - Letter thanking the Mayor and Town for their thoughtful wishes on the 90<sup>th</sup> Anniversary of the granting of the title Regis to the town
12. Neighbourhood Alert - Weekly Bulletin - 21-27 January 2019 Forwarded to Councillors and on Social Media
13. Neighbourhood Alert - Alerts regarding level 3 cold weather action and keeping gas flowing - forwarded to Councillors and on Social Media where appropriate
14. West Sussex Emergency Management - Level 3 - Cold Weather Action - advice - circulated to Councillors
15. Correspondence from Nick Gibb MP regarding letter sent by Town Clerk concerning proposals for the Linear Park, Bognor Regis
16. WSCC - West Sussex Local Access Forum Annual Report
17. Sussex Police & Crime Commissioner - Newsletter, 1<sup>st</sup> February 2019. Circulated to Councillors
18. The Regis School - Newsletter Issue 10, 1<sup>st</sup> February 2019
19. NALC - Bag yourself a spring bargain with our super sale
20. ADC - Weekly Parish Information Service, week commencing 28<sup>th</sup> January 2019

## **AGENDA ITEM 24**

### **BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

#### **AGENDA ITEM 24 - PICTUREDROME SITE UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

**Cinema Theatre Association** - a copy of the Bulletin Magazine Vol. 53, No. 1 for January/February 2019 has been received which is available for Members to view if required.

**Balance Sheet for Bognor Pier Company Ltd** - a copy of the detailed Balance Sheet up to and including 31<sup>st</sup> December 2018 will be copied to Councillors for information under separate cover.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 4<sup>th</sup> FEBRUARY 2019**

**AGENDA ITEM 26 - 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 DEPUTY CLERK**

**FOR DECISION**

Members will recall that at the meeting held 5<sup>th</sup> 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.