



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **6.30pm on MONDAY 8th APRIL 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 1st day of APRIL 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 4th February 2019
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To receive the Town Force Report
7. To receive the notes of the Heritage Partnership Board meeting held 5th March 2019
8. To ratify release of 2019-2020 CCTV Partnership Funding
9. Distribution of confidential papers - Min. 103 refers
10. To receive the recommendation from the Events, Promotion and Leisure Committee Meeting held 11th February 2019 (Min. 91 refers) regarding the identification of a new Promotions Budget for the 2019/20 financial year to fund the purchase, installation and maintenance of poster boards on the seafront shelters and to also update the gateway banners and signs
11. To note the response from ADC regarding Steyne Gardens and agree any further action - Min. 129 refers
12. To review the use of variable Direct Debits, Standing Order Mandates, BACS payments and other recurring payments as required under 6.6, 6.7 and 6.8 of the Financial Regulations
13. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
14. To receive the Action Plans arising from the annual Health & Safety Inspection by Ellis Whittam including the Policy Statement to be signed by the Chairman of the Policy and Resources Committee
15. To ratify release of 2019/20 Partnership Funding for Bognor Regis Seafront Lights (Year 2 of 3)
16. Rolling Capital Programme - to ratify expenditure for the replacement of the Beacon post and base plate together with refurbishment of the basket at a cost of £4,220.41 plus VAT
17. To agree responses to JWAAC CLC Highways & Transport Sub Group survey for return before 15th April 2019
18. To ratify donation to charity in memory of the late Alderman Mrs. Sylvia Olliver as agreed at the Council Meeting held 11th March 2019 (Min. 213 refers)
19. Financial Reports including: -
 - To note Committee I&E Reports for the month of February 2019 - previously copied to Councillors. These documents are available on the Town Council website @ [http://www.bognorregis.gov.uk /BR-Town-Council](http://www.bognorregis.gov.uk/BR-Town-Council) (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
20. Correspondence
21. Picturedrome Site update - Director's report, any urgent actions taken for ratification
22. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
23. Town Force: Note of outstanding debtors

24. Joint Consultative Sub-Committee (Staffing) - consideration of the recommendations made at the meeting held on 21st March 2019

Agenda items 23 & 24 will contain confidential items and require a resolution to exclude public & press.

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE COUNCIL CHAMBER IF REQUIRED



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 4th FEBRUARY 2019

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove,
D. Enticott (until Min. 137), S. Goodheart,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 6.37pm

119. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and referred to the Council's opening statement and the Town Clerk made particular reference to procedures in the event of a fire. Apologies for absence were received from Cllrs. Smith and Stanley, both due to work commitments.

In the absence of the Vice-Chairman, Cllr. Stanley, Members **AGREED** that Cllr. Goodheart should take this position for this meeting.

120. Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 4, Adjournment for Public Question Time and Statements.

121. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

- a) the item they have an Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest

- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 24, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Cunard declared an Ordinary Interest in the additional Agenda item as owner of The Bognor Regis Post, the main sponsor to the event running alongside Bognor Birdman

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 24, as an employee of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Woodall declared an Ordinary Interest in the additional Agenda item

122. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd DECEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd December 2018 and these were signed by the Chairman.

123. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.41pm

A Councillor in the public gallery spoke in support of funding for the Beach Access Topic Team to be discussed under Agenda item 15, stressed the importance of sponsorship in relation to the report accompanying Agenda item 18 and also asked that the Council ask ADC to provide the temporary toilets on the seafront as soon as possible rather than waiting for the beginning of the season.

A member of the public enquired about signposting for the Town Centre from the promenade, an issue he had taken up with the Town Centre Manager before his departure and asked that this issue be followed up with the BID Board.

Meeting reconvened at 6.47pm

The Chairman suggested that in light of the comments from the member of the public regarding signage to the Town Centre, the Projects Officer be asked to raise the issue at the next BID Board meeting.

As noted previously under Min. 120, the Committee considered the additional Agenda item at this point of the meeting.

124. TO RECEIVE AN UPDATE FROM THE ORGANISERS OF BOGNOR BIRDMAN ON THE EVENT CONTENT AND CONSIDER ANY RESULTING CHANGE TO THE LEVEL OF GRANT AID AWARDED - MIN. 91 REFERS

Cllr. Brooks, seated in the public gallery, declared a Disclosable Pecuniary Interest in the Agenda item due to his involvement with, and being a potential supplier to, the Bognor Birdman event and elected to leave the Meeting

Cllr. Cunard redeclared his Ordinary Interest as a sponsor to the other event running alongside Bognor Birdman

The Deputy Clerk's report was **NOTED**.

Following discussion, whilst the changes to the event were acknowledged, Members **RESOLVED** that the previously agreed Grant Aid sum to Bognor Birdman of £7,500 should remain unaltered.

Cllr. Brooks returned to the Meeting

125. CLERK'S REPORT FROM PREVIOUS MINUTES

125.1 26th November 2018 - Min. 95 - Public Question Time and Statements

A response to the query from the member of the public regarding unsightly buildings in the Town is provided in the report from the Projects Officer on Town Centre Issues under Agenda item 7.

125.2 3rd December 2018 - Min. 118 - Draft Budget Proposals

During the budget discussions, the Town Council's Accountant made reference to an amount of Earmarked Reserve funds that he indicated were for promotion. Unfortunately, some Members felt that these funds were therefore readily available to use for new promotional items going forward however, this is not the case. Earmarked Reserves are held for specific projects that have been identified for projects that do not complete within the year that the funds are budgeted. Having now looked into this particular Promotions Earmarked Reserve it would appear that some of the projects may not now proceed or have completed and the funds originally set aside were not fully utilised for the project originally identified. It would now be for the Policy and Resources Committee to consider this and agree that these unused funds are returned to General Reserves.

The Committee Clerk for the Events, Promotion and Leisure Committee has included an item on the agenda for the meeting to be held next Monday to enable the Committee to consider whether a budget for promotion is now needed, its purpose and also the level of funding they wish to request. Subject to the outcome of the discussion, a recommendation requesting that a budget be identified could then be put to the next Policy and Resources Committee in April.

126. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Member queried when the inspection of the beacon column and paint stripping of the basket would be undertaken. Members noted that, as stated in the report, the inspection was scheduled for 8th February 2019 and the paint would be stripped in the meantime, as weather permitted.

A Councillor asked if it would be possible to view the asset register. The Clerk suggested that he contact the Town Force Manager to arrange a time for him to come in and review the folder.

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

The Projects Officer's report was **NOTED**.

Members noted that, as per the "Any Other Business" of the meeting held 17th January 2019, the BID Board had no intentions of resurrecting the Old Town Working Group at this time.

Members were concerned that without this Working Group, aspirations for the area may not be realised and it was therefore **AGREED** that the BID be asked to give details of their plans for the Old Town and a report made back to this Committee in due course.

128. TO RECEIVE A REPORT FOLLOWING THE DATA COMPLIANCE VISIT HELD 11th DECEMBER 2018 AND TO REVIEW CONTRACT FOR DATA PROTECTION OFFICER SERVICES - MIN. 176 OF MEETING HELD 9th APRIL 2018 REFERS

The Deputy Clerk's update, including the report following the Data Compliance Visit on 11th December 2018, were **NOTED**.

Following discussion, it was **AGREED** that the DPO Services contract would be renewed for a further year for 2019/20 at an estimated cost of £650, to be funded from General Reserves.

129. 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 7th JANUARY 2019 - MIN. 200.1 REFERS

The Deputy Clerk's report was **NOTED** including copies of the relating correspondence.

A Member expressed his disappointment that Bognor Regis has no ornamental gardens, a mainstay of a traditional, British seaside resort and wished to resist the offer to add more trees to the area.

The potential for partnership working with ADC was discussed and the long-term maintenance contract that is already in place was noted.

A suggestion was made that ADC's Director of Services be invited to attend a meeting of the Committee to discuss how the Town Council could work with the District Council to improve the Town. However, following discussion it was **AGREED** that before any invitation is offered, a letter be sent to the Director to ask, without prejudice, if there could be any movement within the existing contract to offer an opportunity for the Town Council to take on all planting at the Gardens, and associated costs. Members asked that the response be referred back through this Committee for discussion about any subsequent action including an invite to attend a meeting.

130. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 19th DECEMBER 2018

The Deputy Clerk's report, including the circulated notes of the ADALC meeting held 19th December 2018, were **NOTED**.

131. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 24th JANUARY 2019

The Deputy Clerk's report, including the circulated notes of the HPB meeting held 24th January 2019, were **NOTED**.

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

The Town Clerk's report was **NOTED**.

Following discussion it was **AGREED** that, prior to any decision being taken regarding a further meeting, Members should email the Town Clerk with questions and queries, before the end of Friday 8th February, for relaying to the Accountant for response.

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

Cllr. Cunard declared an Ordinary Interest in this item as a member of Arun Arts

Cllr. Brooks (in the public gallery) declared an Ordinary Interest in this item as a member of Arun Arts

The Deputy Clerk's report, including the circulated email from Arun Arts Ltd, were **NOTED**.

Members **RESOLVED** to suspend Standing Orders (S.O. 16.1 refers) to enable them to give consideration to the request from Arun Arts that the rejection of their Grant Aid application be reconsidered.

Following discussions, Members **RESOLVED** that they did not wish to revisit the previous decision and as a result Standing Orders were reinstated.

Members debated at length the reasons for the rejection of the Arun Arts Grant Aid application for 2019, including comments regarding the setting of a precedent, the benefit the theatre brings to the Town and the clear process by which applications are assessed and determined.

Members subsequently **AGREED** that a response be sent to the Chairman of Arun Arts explaining that the previous decision stands but inviting them to apply later this year for the 2020 Grant Aid awards.

134. TO RECEIVE THE MOTION REGARDING THE PHOENIX CENTRE AS REFERRED FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 21st JANUARY 2019 - MIN. 97 REFERS

The Deputy Clerk's report was **NOTED**.

A Member reported that he had recently attended, as the Town Council's representative, meetings and working groups of the Integrated Prevention and Earliest Help (IPEH) - Arun Hub which he found to be extremely

interesting. It was noted that there appears to be a real appetite to work together and therefore the Member suggested to keep the matter on the table but take no immediate action until more information is known.

Members therefore **AGREED** that a watching brief on this matter should be undertaken by the Community Engagement and Environment Committee with an appropriate Agenda item for that Committee in due course.

135. **TO RECEIVE THE RECOMMENDATION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th 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**

The Deputy Clerk's report was **NOTED**.

Following discussion, it was **AGREED** that in the event that any funds are required before the new budget becomes available from 1st April 2019, whilst this will have to be met from General Reserves in the interim, an adjustment should be made to the 2019/20 budget to account for this.

136. **TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 18th MARCH 2019**

The Deputy Clerk's report was **NOTED**.

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7.30pm on Monday 18th March 2019, in the new screen at the Picturedrome Cinema;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- The Chairman of each Committee be asked to attend to answer any questions from the public;
- Consideration of the responses to the Town Council's regeneration survey;
- An invitation be extended to the Leader of WSCC, Cllr. Louise Goldsmith, to receive questions from Electors.

Cllr. Enticott left the Meeting

137. 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

137.1 To review letter of engagement and reconfirm appointment of internal auditor for 2019/20

The Deputy Clerk's report was **NOTED**. Members reviewed the letter of engagement circulated at the meeting and **RESOLVED** to **RECOMMEND APPROVAL** to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal auditor for 2019/2020.

137.2 The Deputy Clerk's report was **NOTED**. Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2019/2020 to the Town Council.

138. TO CONSIDER INTERNAL AUDIT REPORT 2018 - 2019 (INTERIM UPDATE)

The Deputy Clerk's report, which included a response from the Internal Auditor regarding sponsorship from suppliers to events, and the second Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the Interim Audit report.

139. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

140. TO CONSIDER IDENTIFICATION OF FUNDING FOR ROYAL BRITISH LEGION POPPIES ON LAMPPOSTS ALONG THE SEAFRONT AS REFERRED FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 192 REFERS

The Deputy Clerk's report was **NOTED**.

Following discussion, Members **AGREED** that the expenditure of £60 plus VAT for the purchase and installation of the poppies should be met. Members were asked to **NOTE** that this expenditure would be met by the Civic Fund.

141. IMPACT ASSESSMENT OF BREXIT ON THE TOWN COUNCIL - CHAIRMAN TO REPORT

The Chairman suggested, and Members **AGREED**, that Officers investigate any potential impact on the Town Council of Brexit considering subjects such as staffing and suppliers and informed the meeting that an online tool is available to assist with this review.

142. FINANCIAL REPORTS INCLUDING: -

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

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

142.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the month of December 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of the bank reconciliation as detailed was **NOTED**.

142.3 To note that owing to a technical error it had 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.

The update from the Town Clerk was **NOTED**.

143. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists. Cllrs. Goodheart and Woodall requested that a copy of the Regis School Newsletter be forwarded to them.

Cllr. Goodheart requested that details of the Spring Conference be forwarded to him.

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

Members noted that whilst Cllrs. Cunard and Reynolds had previously declared Disclosable Pecuniary Interests in this item, as no discussion was to take place and no further reports provided other than that already included in the Director's published report, neither Member would be required to leave the meeting.

The previously circulated Director's report was **NOTED**.

145. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) - Agenda items 26 and 27 (contractual).

146. TO RECEIVE AND IF ACCEPTABLE APPROVE A DRAFT AGREEMENT FOR FUTURE MAINTENANCE AND POWER SUPPLY TO OLBY'S CLOCK AND TO RATIFY EXPENDITURE (IF AVAILABLE)

The Deputy Clerk's report was **NOTED**, and a copy of the confidential draft Deed was circulated to Members for their consideration.

It was subsequently **AGREED** that the draft Deed was acceptable and should now be shared with the building owner for their comment.

Members noted that the estimated cost for the preparation of the document was £600 to £700. Members therefore **AGREED** that a sum of £1,000 should be allocated for this exercise. This may, in part, be funded from any unused Legal Expenses budget with any additional expenditure funded from General Reserves.

147. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.19pm

Committee: Policy and Resources**Date: 8th April 2019****Report by: Town Force Manager****Subject: Update on Town Force activities**

Seafront Beacon.

Internal inspection of the supporting post was carried out on 11th February. Two holes were drilled to the vertical faces of the post and in both cases the inside of the post was found to contain rust debris up to approx. 40mm from the base. This confirmed that the post was not hot dip galvanised and that substantial corrosion was present. The rust debris made it impossible to use the inspection camera to ascertain the exact extent of the corrosion. However, the contractor measured the thickness of the column wall which was found to be 5/6mm thick at the top, reducing to 3mm in the lower parts of the post. In view of the findings, it was recommended to replace the column.

Whilst on site, it was decided that due to the intense heat produced by the burning of wood/logs at the last beacon lighting event, it would be prudent to check the beacon basket as well. Upon visual inspection of the internal surfaces of the basket, it was found that the high temperatures produced have compromised the integrity of the galvanising and that a number of the vertical elements had deformed. To provide longevity of the basket, it was recommended that it should be demounted, unbolted into its component parts, repaired where necessary and sent to the galvaniser for acid striping back to the bare metal prior to re-galvanising. In view of this, there was no point in Town Force removing the remaining paint from the basket.

Due to the nature of the findings and the identified risk to the public should the column fail, the Town Clerk has under her delegated powers taken a decision to proceed with the following work:

- To remove old supporting column; supply, fabricate, hot dip galvanise, deliver and install a tubular column at £2,995.41 ex VAT. The new column/post will be out of 193mm outside diameter x 6.3mm wall thickness high grade tube. Base plate 460x460x12mm with 4no 12mm thick vertical stiffening gussets. The existing top fixing design will be replaced with a 12mm thick plate approx. 300/400 square with 12mm

stiffening gussets to each corner and holes to accommodate the basket.

- To remove the basket, break it down into its segments, repair deformed sections send away to galvaniser for stripping and galvanising. Provide new galvanised fixings and attend site to reinstate at £1,225 ex VAT.

Please note: Scaffolding for reinstating the basket will be hired and installed/dismantled by Town Force and the cost is not included in the above price.

The above work is due to take place after Easter and Members will be asked to ratify the required expenditure under Agenda item 16.

It has become evident that the use of firewood for lighting of the beacon is a costly exercise as the heat produced damages the structure and galvanising of the basket. Further costings on the options available will therefore be presented to the EP&L Committee at their meeting in June, with subsequent recommendation to this Committee.

FOR DECISION

To **NOTE** the required repair work to the seafront beacon.

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

The Town Clerk wrote to WSCC in December and despite a period of 3 months having passed, no communication from WSCC had been received. With the end of the financial year approaching, WSCC were chased and an email was finally received on 29th March. However, the discussions are still ongoing.

Whilst the content of the SSP agreement (starting from 1st April 2019) is still unknown, what seems to be certain is the following:

- WSCC want the Street Scene Partnership (SSP) to continue in 2019/20, as they don't want a repeat of the upset from 2017 when the SSP was terminated 6 months into the financial year.
- WSCC will only fund removal of graffiti and flyposting from their assets, once these have been reported to BRTC or spotted by Town Force whilst out and about on other jobs. WSCC have offered to pay BRTC £2,219 per annum for this service. This major change means that graffiti on domestic, commercial properties and statutory undertakers' assets will be left.

- WSCC will not fund any street scene enhancement works (such as regular, proactive inspections of graffiti hot spots through which 99% of graffiti is found, bench repairs, subway gritting).

As this is a big departure from the original purpose of the partnership, the arrangement should now be called a contract/agreement, rather than a partnership.

There is a deep concern that the appearance of the street scene will start to deteriorate, and community tensions will increase. I would therefore like to ask Members to consider funding removal of graffiti from domestic and commercial properties and statutory undertakers' assets located within the Town Council's area. As guidance for Members, in the year ending March 2019, 35 Town Force hours were used to remove graffiti from within Bognor Regis on non-WSCC owned assets and the cost of materials was £930.

Members should also note that as the grant from WSCC no longer automatically covers graffiti on non-WSCC assets in the Neighbouring Parishes, there is the possibility that Town Force may be contracted to undertake removal by the Parish Councils, resulting in additional income.

FOR DECISION

Do Members wish the Town Council to fund removal of graffiti from commercial, domestic and statutory undertakers' assets within the BRTC area?

Do Members wish the Town Council to fund the continuation of regular checks of graffiti hotspots within the BRTC area?

Town Force unit.

Ellis Whittam Health and Safety Advisor visited the yard on 22nd January. The visit went well and resulted in only a few minor actions.

The manual roller shutter has been serviced as well as the burglar alarm. PAT testing of all electrical items has also taken place.

The landlord has recently replaced padlocked heras fencing with a permanent metal gate at the end of the fire exit. The lock has been placed on the wrong side of the gate so it cannot be easily opened from the fire exit side. The Deputy Town Clerk has written to the landlord.

There has been no further development on the rental of the caged parking space by the unit.

Theatre planters.

Some of the planters were rotten and falling apart. Thanks to the skills of the team, we were able to build new matching planters ourselves.

Sponsored planting.

Just Shutters have joined the scheme and now sponsor the Upper Bognor Road planter and the Leisure Centre roundabout. Aerial Satellite Services have renewed their agreement for 3 years and AC Letting for 1 year.

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

Felpham Parish Council.

Town Force have won the tender for maintenance of Fisherman's Gardens. The contract lasts 3 years and will generate additional income of £1,824 per annum.

Hastoe Housing Association.

Hastoe have renewed the grounds maintenance contract for Northcliffe and Macklin Road estate for the upcoming year.

Travis Perkins.

Travis Perkins have renewed their annual contract for grass cutting and weed spraying.

Middleton On Sea Parish Council.

We are in talks with the Clerk about installation of new gateway signs and goal posts.

Odd Jobs for 3rd parties (extra revenue).

* South Bersted Primary school – Play equipment repairs and removal of fallen tree;

* Bognor Regis BID – Installation of signs.

Examples of other jobs.

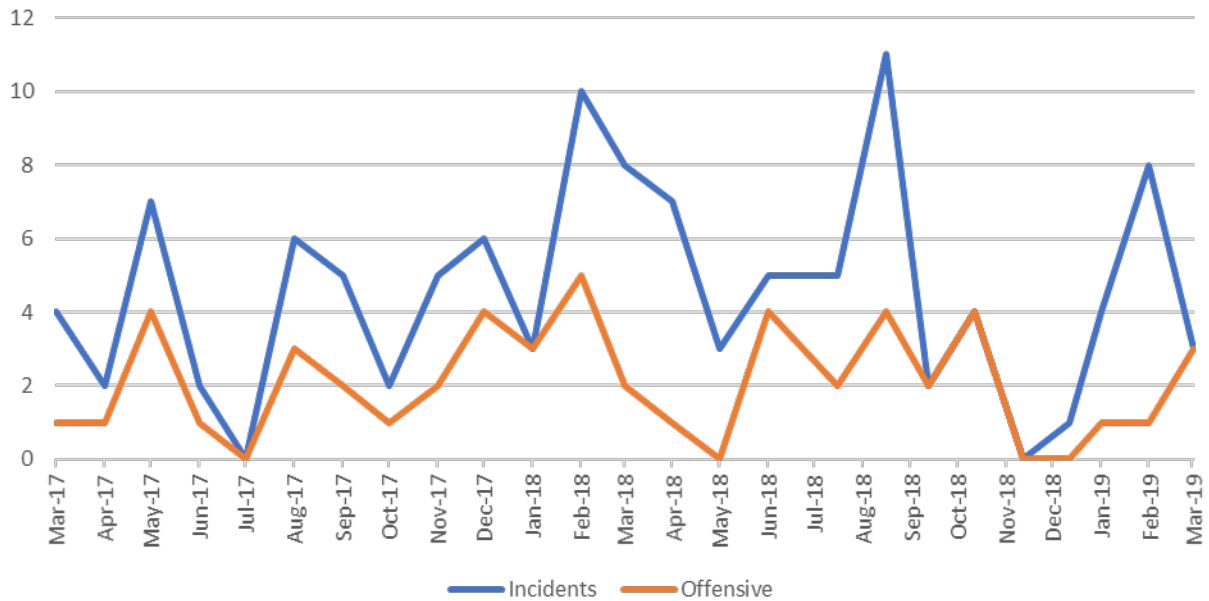
In addition to the routine jobs, Town Force have also painted boats / planters / BRTC benches & bins / seafront showers and BRTC lampposts on the seafront, checked condition of last year's bunting, fixed an interpretative sign on the Prom, delivered/collected trophy from engravers, installed a sign at Victoria Road car park, replaced rotten borders / rotten boat sides on the

roundabouts, set up / packed up Councillor surgery, made ballot boxes for regeneration survey and delivered/collected them, set up / packed up Councillor recruitment event, painted hoardings at Store Twenty One, put up / removed various sponsor signs, removed a range of graffiti and flyposting and done odd jobs at the allotments.

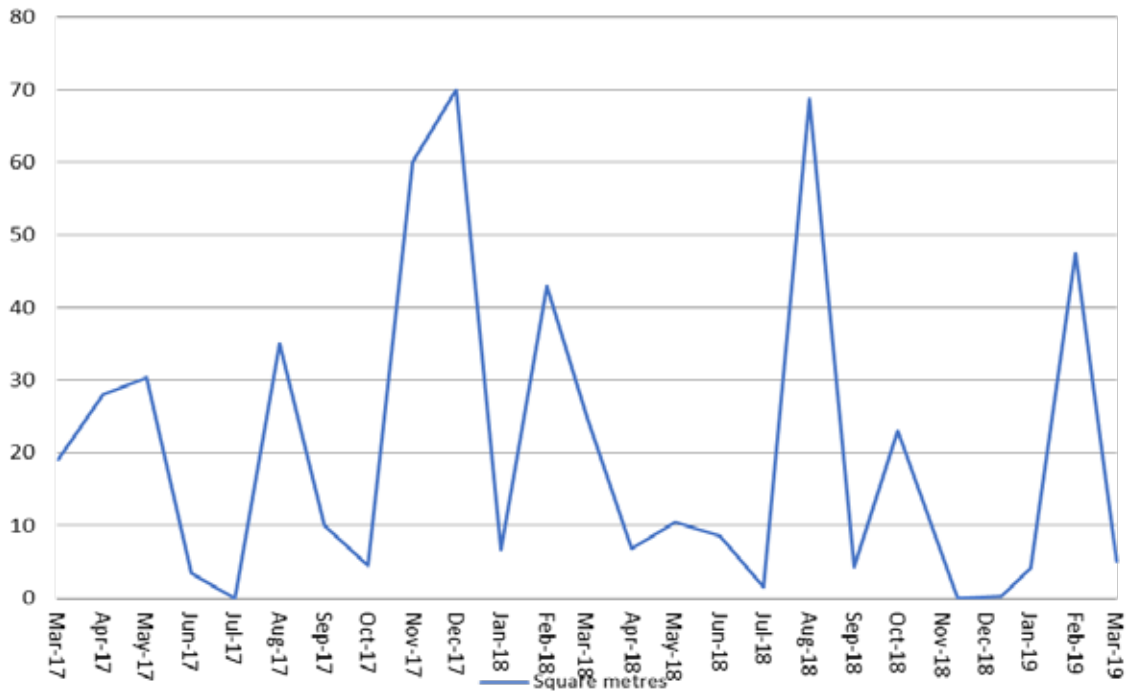
Street Scene Partnership Graffiti statistics.

Excludes Arun DC property

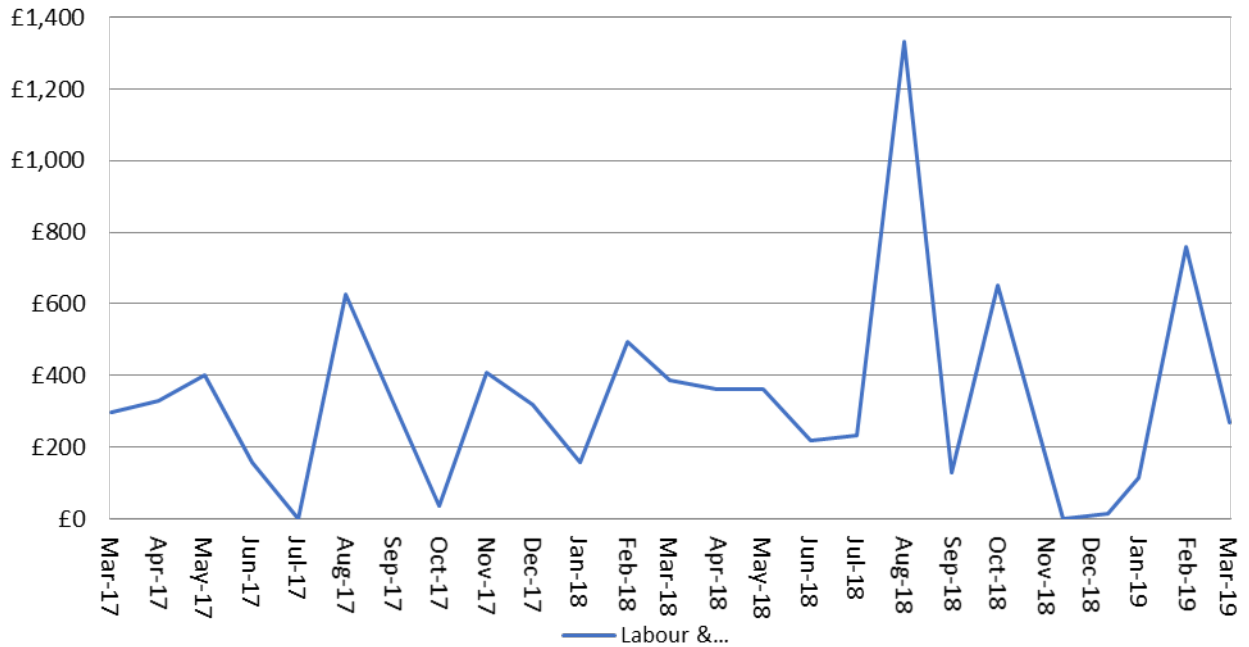
Incidents: 1 March 2017 - 27 March 2019



Square metres: 1 March 2017 - 27 March 2019



Labour & Materials: 1 March 2017 - 27 March 2019



**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

**AGENDA ITEM 7 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD 5th MARCH 2019**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

The Notes of the meeting of the Heritage Partnership Board held on 5th March 2019 are attached as **Appendix 1**.

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD ON 5th MARCH 2019

Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Ken Blamires (KB) - Bognor Regis Trust, Sue Harris (SH) - Hotham Park Heritage Trust, Howard Dicks (HD) - Bognor Regis Museum, Sylvia Endicott (SE) - Local Historian, Cllr. Steve Goodheart (SG) - BRTC, Martyn White (MW) - ADC Conservation Officer and Irene Campbell (IC) - Community Volunteer

In Attendance:

Sheila Hodgson (SHG) - BRTC, Jo Davis (JD) - BRTC

Apologies:

Paul Wells (Bognor Regis Trust), Glenna Frost (BRTC), Cllr. Pat Dillon (BRTC), Margaret Murphy (ADC Tourist Business and Development Officer), and Sue Hawker (Community Volunteer)

Meeting opened at 3.35pm

1. INTRODUCTIONS AND WELCOME

In the absence of the Chairman, Paul Wells, it was agreed that Ken Blamires would act as Chairman for the meeting.

The Chairman welcomed everyone to the meeting and invited them to introduce themselves.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 24th JANUARY 2019

The notes of the meeting held on 24th January 2019 were accepted as a true record.

3. MATTERS ARISING

There were no matters arising.

4. CONSIDERATION OF CONSERVATION AREA APPRAISALS

MW reported that the last review of the Conservation Areas took place between 1993 and 1994. In 2000, ADC provided guidance notes. ADC are carrying out a review of all the Conservation Areas within the District and MW stressed the importance of these documents and the part they play in planning and protecting the heritage within them. There are four Conservation Areas in Bognor Regis; The Steyne and Waterloo Square, Aldwick Road, Upper Bognor Road and Mead Lane and The Railway Station. MW invited the BRHPB to consider if they would be willing to help him with the re-evaluation process and contribute to the content of the appraisals. Whilst there are protection policies and guidelines in place such as the Neighbourhood Plan, an up-to-date Conservation Area Appraisal could provide further evidence when commenting on potential planning applications.

By working in partnership with local Council's and heritage groups, it will ensure that ADC can achieve a thorough overview resulting in a more robust document. The undertaking will involve appraising both the positive and

negatives of the areas, looking at the buildings, materials, colours and patinas as well as the current boundaries.

Following discussion, the BRHPB agreed to assist MW with this process with the recommendation to form a Sub-Group of the BRHPB.

The timeline for delivery is April 2020 with the initial focus on The Railway Station and the Upper Bognor Road and Mead Lane areas. The first meeting of the Sub-Group will be held in May. SHG will make the necessary arrangements.

5. UPDATE ON BLUE PLAQUES

The following five blue plaques are ready for installation:

Frank L' Alouette
William Tate
William Fletcher
Martin Venables
Sir "Billy" Butlin

Following discussion, the BRHPB agreed that the installation of the plaques should be done one at a time to maximise the promotional opportunities. The first plaque to be installed will be Frank L' Alouette and members of his family will be invited to carry out the unveiling. SE and SHG will liaise to make the necessary arrangements including press releases and promotion.

There was further discussion surrounding the number of plaques for William Fletcher. Due to the varying amount of opinions, it was agreed to re-visit this for final discussion and agreement at the next meeting.

SE announced that once the installation of the remaining blue plaques is complete, she will step away from the group. The Chairman thanked Sylvia for all her hard work and contributions to the various projects and everyone commented on how sad they were that she would be leaving.

6. UPDATE ON HERITAGE TRAIL

KB gave a brief update on the progress of the Trail and there were mock ups of the website designs for members of the group to view. The text for four of the trails has been written and proof read, and KB has begun to draft the text for the seafront interpretation boards and blue plaque trails. The estimated completion date for the website is June 2019. SHG reported that an order had been placed for the additional interpretation boards which will be funded from the Town Council's match funding budget.

7. ITEMS FOR FUTURE AGENDA

To reconsider the number of plaques for William Fletcher.

8. DATE AND TIME OF NEXT MEETING

The next meeting of the BRHPB will be on Wednesday 17th April 2019 at 6.30pm.

Meeting closed at 4.45pm

AGENDA ITEM 8

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 8 - TO RATIFY RELEASE OF 2019-2020 CCTV PARTNERSHIP FUNDING

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council for a revenue partnership contribution to CCTV in the 2019-2020 budget to the value of £2,000. As we enter the next financial year, the Committee is asked to ratify the release of this partnership contribution as has been done at this time in previous years.

DECISION

The Committee is invited to **RATIFY** the release of the 2019-2020 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

**AGENDA ITEM 9 - DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN.
103 REFERS**

REPORT BY THE TOWN CLERK

FOR DECISION

As was noted at the November meeting, to enable the issue of confidential reports in advance of meetings, the agreed process has been progressed and Officers are now testing a beta version of a Members Area for the website which will hold all confidential papers for Members consideration prior to the meetings.

Members are therefore invited to **RECOMMEND** to Council the following:

- i) bognorregis.gov.uk email addresses to be allocated to each Councillor with access through Office 365 by Members using their own device or a Town Council tablet if required
- ii) A Members Area for the website to contain all information pertaining to meetings, including confidential papers, which is to be password protected

As noted previously, the only expenditure is £75 plus VAT for the work by the website designer and Members are now asked to **RATIFY** this expenditure.

Due to the impending elections, it would seem prudent to defer the implementation of the new procedures until the new Council Administration takes office in May 2019. Training on the new email access and Members area of the website will be provided initially in writing to Members upon their election, but more in depth, practical guidance of use of the bognorregis.gov.uk email addresses and the Members Area of the website will be included in the training session that will be provided to all Councillors in May.

DECISIONS

Do Members **AGREE** to **RECOMMEND** to Council the use of ".gov.uk" email addresses together with a Members Area of the Town Council website?

Members are asked to **AGREE** to **RATIFY** expenditure of £75 plus VAT for the designing of the Members Area on the Town Council website?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

AGENDA ITEM 10 - TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11th FEBRUARY 2019 (MIN. 91 REFERS) REGARDING THE IDENTIFICATION OF A NEW PROMOTIONS BUDGET FOR THE 2019/20 FINANCIAL YEAR TO FUND THE PURCHASE, INSTALLATION AND MAINTENANCE OF POSTER BOARDS ON THE SEAFRONT SHELTERS AND TO ALSO UPDATE THE GATEWAY BANNERS AND SIGNS

Members are invited to receive the recommendation from the Events, Promotion and Leisure Committee regarding an additional budget as detailed in the following extract from the Minutes of the Committee Meeting:

*Min. 91 Following discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee that a Promotions Budget be identified for the 2019/20 financial year.*

Members were further invited to agree an amount and identify a specific purpose for any such budget.

*Following further discussion, Members **AGREED** to **RECOMMEND** to the Policy and Resources Committee a request for the sum of £8,000 for the following purposes:*

- to fit lockable, wooden backed poster boards to the ADC wind shelters on the Promenade*
- to put a system in place for others to utilise the spaces including the allocation of some Town Force hours*
- to create a positive image for the Town for its users and visitors*
- to create some stock photos*
- to update the gateway banners and signs*

Members should note that no allocation has been made for this expenditure in the 2019/20 Budget, as agreed by Council at the meeting held 7th January 2019 (Min. 189 refers). Therefore, if Members are minded to proceed, the recommendation to Council must include identification of how these funds are to be sourced, which may be through one or more of the following ways: -

- the reduction of one or more other budgets;
- the use of funds earmarked for activities and now no longer required due for consideration of return to reserves;
- the use of General Reserves.

DECISION

Do Members **AGREE** a **RECOMMENDATION** to Council to allocate a sum for a new Promotions Budget for the 2019/20 financial year?

If minded to **AGREE**, as the budget for the 2019/20 financial year has already been agreed and resulting Precept raised, Members are asked to confirm their recommendation as to how the additional budget should be identified?

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 11 - TO NOTE THE RESPONSE FROM ADC REGARDING STEYNE GARDENS AND AGREE ANY FURTHER ACTION - MIN. 129 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall that at the previous meeting it was agreed that a letter should be sent to the Director of Services at ADC regarding the Town Council's desire to get involved with the planting and maintenance of Steyne Gardens.

Copies of the letter sent to ADC and the response received are attached as **Appendix 1 & 2**.

Members will note that in addition to requesting further detail on the specific views/aspirations concerning planting improvements, ADC have also suggested that "Bognor Regis in Bloom" may be a suitable conduit initially.

DECISION

How do Members wish to proceed in this regard?



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

Ms. P. Dart
Director of Services
Arun District Council
Civic Centre
Maltravers Road
Littlehampton
BN17 5LF

8th February 2019

Dear Phillipa,

Steyne Gardens, Bognor Regis

You may be aware that back in November last year, Members asked me to write to Nigel Lynn regarding the Town Council's desire to get involved with the planting and maintenance of Steyne Gardens.

A response was received from Nigel the following month (copy attached), which was referred to Members at the Policy and Resources Committee Meeting held Monday 4th February 2019.

Whilst the suggestion from Nigel that the Town Council contribute financially towards trees or hedges was noted, Members feel that these gardens are not being utilised to the best advantage of the Town. The Town Council would like to see more ornamental planting to bring colour and vibrancy to the area. This type of planting has, and still is in many places on the south coast, a mainstay of the traditional, british seaside Town.

The Town Council has therefore asked that I write to you, as Director of Services, to enquire whether there is any possibility of the Town and District Councils working in partnership for the betterment of the Town. Members are aware that there is a long-term contract in place, under which the maintenance of Steyne Gardens falls, but is also aware that with other changes around the Town, such as the changes to the planting at the Station and the eventual maintenance required of the Pavilion Park, this contract surely has some flexibility.

You may also recall that the Town and District Council is working in partnership with your Contractor on the planting at the War Memorial, an arrangement that appears to be working well with the outcome being to the benefit of the residents of Bognor Regis.

The suggestion that Members would therefore like you to consider, without prejudice at the current time, is if you would be willing to negotiate with your Contractors so that the Town Council can take over planting (including ornamental) and maintenance of Steyne Gardens with all costs attributed to the Town Council.

I look forward to hearing your thoughts on this suggestion.

Yours sincerely

Glenna Frost
Town Clerk



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

Tel: 01903 737500

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DX: 57406 Littlehampton
Minicom: 01903 732765
e-mail philippa.dart@arun.gov.uk



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

15 February 2019

Please ask for
Philippa Dart
Extension: 37811

Our Ref: PD/es

Dear *Glenna,*

Steyne Gardens, Bognor Regis

Thank you for your letter dated 8 February 2019 regarding Steyne Gardens.

Arun District Council is keen to promote environmentally sustainable and modern practices in the management of its parks, including its planting schemes. However, it would be helpful if the Town Council could provide further detail around its Members specific views/aspirations concerning planting improvements so that these can be considered.

Please discuss these views directly with the Council's Parks & Cemeteries Manager, James Jones-McFarland in the first instance, with the forum of 'Bognor in Bloom' perhaps being the ideal initial conduit for this.

We are always pleased to work in partnership with the Town Council and aim for the highest standards in our Parks and Gardens.

Yours sincerely

Philippa Dart
Director of Services

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019**

AGENDA ITEM 12 - TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES, BACS PAYMENTS AND OTHER RECURRING PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS

REPORT BY DEPUTY CLERK

FOR DECISION

Clauses 6.6, 6.7 and 6.8 of the Town Council’s Financial Regulations require this Committee to reapprove the use of variable Direct Debits, Standing Order Mandates, BACS payments and other recurring payments at least every two years.

The Town Council currently has no regular payments made using BACS.

The list below summarises all of the automatically recurring payments in force as at 1st March 2019 and Members are invited to **APPROVE** these for continued future use.

ADC	Direct Debit	Business Rates Lock Up
Adobe	Debit Card Direct Debit	Software fee
Avon Sussex Ltd	Direct Debit	Rent at Lock Up
BNP Paribas	Standing Order	Copier Lease
British Gas	Direct Debit	Energy charges
BT	Direct Debit	Broadband Charges
Castle Water Ltd*	Direct Debit	Water Supplies
DVLA	Debit Card Direct Debit	Vehicle Tax
F P Mailing	Direct Debit	Franking Machine Hire /Postage
Limpio Office Solutions	Direct Debit	Printer/copier charges & toner
Portsmouth Communications	Direct Debit	Phone charges
PWLB	Direct Debit	Loan repayments
Vodafone	Direct Debit	Mobile Phone charges
Worldwide IT Services UK Ltd	Direct Debit	Fuel Charges
WPS Insurance/Aviva	Direct Debit	Insurance
Business Stream*	Direct Debit	Waste Water charges
Johnston Publishing	Direct Debit	Newspaper subscription
Locality	Direct Debit	Membership

* Members should note that the Direct Debits for Castle Water Ltd and Business Stream will be cancelled in April 2019 as the contractor for water supply and waste water at the Lock Up and Allotments is to be changed to Everflow Ltd.

DECISION

To **APPROVE** the continued future use of the listed Direct Debits and Standing Order Mandates.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019**

AGENDA ITEM 13 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

A BID Board Meeting was held on the 14th March 2019 and the following issues were discussed:

BCRP Update:

The Police requested that **every** crime is reported. There is facility on the DISC system for the reporter to note if "no action required" but is essential for intelligence gathering that all crimes are reported. Of the 75 reports in February, only 5 were reported to the Police. There are still instances where the DISC system is not being utilised and this has been flagged up as a training issue and will be addressed. There have been some issues with the Business Warden which will be taken up direct with SWL, the provider.

BID Budget Update:

There has been an underspend for the first year. Actual figures for the annual core costs and income are now recognised following year end, so updating of the initial estimated costs can be undertaken. Headings will also be looked at.

Events:

A timetable of events has been produced for 2019. The BID Spring Clean will run from 22nd March to 23rd April and the focus will be on clean signage, fly tipping and shop fronts. There will be a series of events over Easter including a window competition, Easter Egg hunts and a competition for children to make Easter Bunnies. It was agreed that this year the Southdowns Folk Festival and Old Town Artisan Markets will be own events (they had previously sat under the umbrella of the Town Centre Manager) and therefore they will require their own public liability insurance and will be treated as operators.

Communications:

There is concern that there may be confusion between VINCO Marketing and LoveBognor so the BID will be discussing this with VINCO to avoid any crossover.

The following agenda items were confidential and those, other than Directors were asked to withdraw from the meeting.

TOWN CENTRE ISSUES

Homelessness/Rough Sleeping and Anti-social Behaviour

A meeting was arranged by the Bognor Regis BID Company, with the aim of getting a multi-agency approach to tackle the increasing issues in the Town Centre relating to homelessness and anti-social behaviour. It was stressed that homelessness is not a criminal offence and a sensitive issue to deal with.

Due to the sensitivity of the subject, much of the content from this initial meeting needs to remain confidential at this stage. However, as the work progresses a more detailed update will be forthcoming. On the 11th April a further meeting is being arranged by the Arun Community Safety Team to bring together the local charitable and voluntary organisations enabling their collective inclusion and participation in the ongoing partnership work.

To endeavour to manage public expectations there is a need to raise awareness of the fact that it is not legally possible to just remove and dispose of bedding and belongings. There are procedures and processes to be adhered to, which can take time. However, there are a number of actions currently ongoing.

The Police highlighted the powers that are available to them and re-iterated the importance of reporting all anti-social behaviour. For local businesses this should be done via the DISC system operated via the BID and for members of the public via telephone number #101 or online. <https://sussex.police.uk/contact-us/report-online/>

The importance of relaying as many facts as possible was emphasised such as date, time and location of incident, and to give a description of the person/persons involved as this helps the Police with identification.

A joint communication strategy will be rolled-out, however, this initial meeting has shown that there is a willingness for all agencies to work together to tackle the issues.

Old Town Working Group:

Following further communication with the BID regarding this issue, the BID Chairman provided the following statement:

"Regarding your recent enquiry into the Old Town Working Party I'm led to believe this was an Arun District Council initiative that was set up a few years ago and indeed did have some involvement from the previous Town Centre Manager. No meetings have taken place from my knowledge for at least 3 years and the last one I can recall took place when Arun District Council updated members on a possible public realm scheme. The Bognor Regis BID are now in frequent communication with the businesses in this area and liaising with them on various issues including a recent survey over a future event in the area. At this moment in time I don't see the need for a meeting. The BID are now holding regular business meetings where Town Centre businesses can attend and are actively seeking and working with the businesses in that area."

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

AGENDA ITEM 14 - TO RECEIVE THE ACTION PLANS ARISING FROM THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM INCLUDING THE POLICY STATEMENT TO BE SIGNED BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE

REPORT BY DEPUTY CLERK

FOR DECISION

The Town Council engages specialist firm Ellis Whittam to provide support and advice in relation to the Council's Human Resources and Health & Safety functions.

Regarding the latter, a review is carried out every year by Ellis Whittam and a report with recommendations published. The Annual Inspection was carried out on Tuesday 22nd January 2019. The Deputy Clerk was in attendance for the visit to the Town Hall and was accompanied by the Senior Town Force Member for the inspection of the Town Force Lock Up at Southern Cross Industrial Estate.

The Annual Inspection not only included a physical inspection of the premises to identify any areas requiring action, but also reviewed documentation to evidence the Town Council's attitude to Health & Safety including all Risk Assessments (reviewed annually and last carried out in July 2018), training and maintenance records, Method Statements to support a Safe System of Work together with all records pertaining to COSHH (Control of Substances Hazardous to Health).

Members will be pleased to note that the overall feedback from the Inspection was very positive and acknowledged the work that is undertaken to minimise the risks. Members are therefore asked to receive the Action Plans for both sites, which are attached as **Appendix 1** for the Offices and **Appendix 2** for the Town Force Lock Up.

As Members will note the majority of the issues raised have been actioned and closed. Two issues relating to Fire Safety at both premises will need to be resolved in liaison with the landlord of the properties and correspondence has already been exchanged to complete these actions.

Members are also invited to receive the Health & Safety Policy Statement, reaffirming the Town Council's attitude, responsibilities and duties with regard to Health & Safety, attached as **Appendix 3**, which is to be signed by the Chairman of the Policy and Resources Committee.

DECISIONS

Members are asked to **NOTE** the Health & Safety Inspection Action Plans.


Members are asked to **NOTE** the Policy Statement and that this will be signed by the Chairman of the Policy and Resources Committee.

C Safety Action Plan - Town Council Offices

Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGEMENT OF H&S- NOTICES - Action: H&S law poster not displayed	M	Display a copy of the current Health and Safety Law poster in a prominent position and ensure all details are completed.	06/05/2019	Completed 01.03.19
WORKPLACE-FALLS/FALLING OBJECTS - Action: Suitable shelving required	M	There are many files and documents stored in the Town Clerk's office which are stored on the top of shelving and could fall. Provide further storage/suitable strong and secure shelving or reduce the loading on the shelves.	06/05/2019	In progress 01.03.19
FIRE SAFETY OVERVIEW- SIGNAGE - Action: Suitable fire signs not displayed	M	Liaise with Arun District Council and request that fire safety signs to indicate clearly in words and pictures the direction of all emergency escape routes on the ground floor at the bottom of the southern staircase are provided.	06/05/2019	In progress 01.03.19

C Safety Action Plan - Town Force Lock Up

Category	Priority Rating	Action Required	Suggested Completion	Completed By
FIRE SAFETY OVERVIEW- FIRE SAFETY-OTHER - Fire Safety- Additional observation 1	H	The rear fire exit leads onto a small path that runs along the back of the building which is split into units. The path to the right is obstructed by plant fitted in situ by the tenant next door and the path to the left has been secured with fencing and a padlock and chain to prohibit trespassers gaining access to the rear of the building and other tenants plant. It is not acceptable to obstruct/lock an escape route and therefore it is strongly advised that the Landlord is consulted and another form of securing the area is sourced.	12/02/2019	In progress 04.03.19
ELECTRICAL SAFETY- FIXED WIRING - Action: Fixed wiring tests overdue	M	Establish when the fixed wiring was tested and ensure fixed wiring tests are completed every five years.	06/05/2019	Completed 01.03.19
MANAGEMENT OF H&S- NOTICES - Action: H&S law poster not displayed	M	Display a copy of the current Health and Safety Law poster in a prominent position with all details completed.	06/05/2019	Completed 01.03.19
WORKPLACE-CLEANLINESS & WASTE - Action: General housekeeping inadequate	M	Pressure wash the outside compound to remove algae, mud etc.	06/05/2019	Completed 01.03.19
WORKPLACE-FALLS/FALLING OBJECTS - Action: Stored materials etc not stable	M	Ensure the stored wood in the workshop is contained and stored safely. Materials and objects should be stored and stacked in such a way that they are not likely to fall and cause injury.	06/05/2019	Completed 01.03.19
WORKPLACE-WELFARE - Action: Inadequate supply of drinking water	M	Review drinking water facilities to ensure drinking water is readily available to all staff.	06/05/2019	In progress 04.03.19
WORKPLACE-OTHER - Workplace-Additional observation 1	M	Consider painting the steps to the mezzanine floor with a contrasting colour and re-paint the rear step nosing.	06/05/2019	Completed 01.03.19
WORKPLACE-OTHER - Workplace-Additional observation 2	M	Fit lagging or other suitable protection along the edges of the heaters suspended from the ceiling above the mezzanine floor to protect individuals from cuts and abrasions.	06/05/2019	Completed 01.03.19
FIRE SAFETY OVERVIEW- SIGNAGE - Action: Suitable fire signs not displayed	M	Provide and fix fire safety signs to indicate clearly in words and pictures the direction of all emergency escape routes/identify fire exits/indicate mechanisms for opening doors (such as push bars).	06/05/2019	Completed 01.03.19

Category	Priority Rating	Action Required	Suggested Completion	Completed By
PERSONAL PROTECTIVE EQUIPMENT- OTHER - PPE- Additional observation 1		Assess the use of kevlar gloves to control the risk of needle stick injuries and see if an alternative type of kevlar glove would be more suitable.	06/05/2019	Completed 01.03.19

Bognor Regis Town Council

HEALTH AND SAFETY POLICY STATEMENT

Bognor Regis Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the Council will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health and safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Position: Chair of Policy and Resources Committee

AGENDA ITEM 15

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 15 - TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall at the meeting of this Committee held 5th June 2017, Members agreed to a 3-year funding agreement with the organisers of the Bognor Regis Seafront Lights (BRSFL) of £9,000 per annum, commencing on 1st April 2018 - Min. 15 refers.

Provision has therefore been made by the Town Council for partnership funding to BRSFL in the 2019/2020 budget to the value of £9,000. The Committee is therefore asked to ratify the release of this funding.

This is the second payment of the three-year agreement.

DECISION

The Committee is invited to **RATIFY** the release of the 2019/2020 Bognor Regis Seafront Lights Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year.

AGENDA ITEM 16

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 16 - ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE REPLACEMENT OF THE BEACON POST AND BASE PLATE TOGETHER WITH REFURBISHMENT OF THE BASKET AT A COST OF £4,220.41 PLUS VAT

REPORT BY THE DEPUTY CLERK

FOR DECISION

As Members will have noted in the Town Force Manager's report under Agenda Item 6, following the recent inspection of the beacon on the Promenade, it is necessary to replace the post and base plate whilst refurbishing the basket.

This work has already been instructed as swift action was required due to the risk posed to the public should the structure of the post fail as a result of the deterioration of the metal.

Members are therefore asked to ratify expenditure totalling £4,220.41 excl. VAT for the works to the seafront beacon as detailed under the Town Force Manager's report received by Members earlier in the meeting.

DECISION

The Committee is therefore invited to **RATIFY** expenditure from the Rolling Capital Programme for the replacement of the beacon post and base plate together with refurbishment of the basket at a cost of £4,220.41 plus VAT.

AGENDA ITEM 17

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019**

**AGENDA ITEM 17 - TO AGREE RESPONSES TO JWAAC CLC
HIGHWAYS & TRANSPORT SUB GROUP SURVEY FOR RETURN
BEFORE 15th APRIL 2019**

REPORT BY THE DEPUTY CLERK

FOR DECISION

WSCC is carrying out a survey to review the effectiveness of the Highways & Transport Sub Group and implement any changes that are preferred by the majority.

Members are therefore invited to receive the survey attached as **Appendix 1**, and to agree responses for submission before the deadline of Monday 15th April 2019.

DECISION

Members are invited to consider and **AGREE** their responses to the survey.

**A survey of the Joint Western Arun Area County Local Committee
Highways & Transport Sub Group**

March 2019

1. How would you rate your general satisfaction with business discussed at meetings? (key: 1= extremely dissatisfied 5= very satisfied)

1 2 3 4 5

2. Could the level of Officer-Member communication be improved in between meetings?

- Yes
- No

If you answered yes, please state how:

3. Do you wish to receive a progress report for ongoing business/business completed?

- Yes
- No

4. As a suggestion, are you in favour of AOB questions being submitted five days before the meeting to allow for a considered Highways officer response?

- Yes
- No

5. What is your preferred process for agenda items being raised at the next meeting?

Please highlight your choice:

- Submit to the administrative officer within a designated time-frame
- Dedicate a final agenda item at the conclusion of the current meeting

6. Would you find it useful to monitor local Highways news shared on the Western Arun Talk With Us Facebook page?

- Yes
- No

7. Is there anything you would change to improve the effectiveness of meetings in future?

- Yes
- No

If you answered yes, please state your suggestion:

AGENDA ITEM 18

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 18 - TO RATIFY DONATION TO CHARITY IN MEMORY OF THE LATE ALDERMAN MRS. SYLVIA OLLIVER AS AGREED AT THE COUNCIL MEETING HELD 11th MARCH 2019 (MIN. 213 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members will recall that at the Council Meeting on 11th March it was agreed that a donation should be made to charity in memory of the late Alderman Mrs. Sylvia Olliver, a past Member of Bognor Regis Town Council.

Following liaison with the family, a donation of £100 has therefore been made to the nominated charity, St Wilfrid's Hospice.

DECISION

The Committee is invited to **RATIFY** the donation of £100 to St Wilfrid's Hospice in memory of the late Alderman Mrs. Sylvia Olliver, a past Member of Bognor Regis Town Council.

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE I&E REPORTS FOR THE MONTH OF FEBRUARY 2019 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of February 2019 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, PUBLIC SECTOR RESERVE ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY 2019, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS.**

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January and February 2019.

DECISIONS

To **NOTE** receipt of the financial reports for the month of February 2019.

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of January and February 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. Copy of letter to Mr K Olliver from the Mayor on behalf of BRTC expressing condolences on the loss of his wife Alderman Mrs S Olliver
2. Press release regarding the death of Alderman Mrs Sylvia Olliver - circulated to local press and on Social Media
3. SALC - Weekly Bulletin 11 - 2019
4. Neighbourhood Alert - Weekly Bulletin - 4-10 March 2019 - Circulated to Councillors and on Social Media
5. WSCC IPEH Engagement - Children's Services
6. WSCC IPEH Engagement - Children's Services - Stakeholder Engagement Summary, March 19
7. Arun District Council - Arun Annual Forum - Save the Date!
8. WSCC - Appointment of Deputy Lieutenants for West Sussex - circulated to Councillors
9. Neighbourhood Alert - Update on Significant Planned Road Works on M25 and The Brighton Main Line Improvement Project -circulated to Councillors and on Social Media
10. Sussex PCC - Ensuring we are all Safer in Sussex - circulated to Councillors
11. Email from a member of the public re Town Newsletter and Civic and Office Managers reply
12. Nalc - Chief Executives Bulletin - circulated to Councillors
13. Email from a member of the public regarding the Budget Breakdown in the Town Council Newsletter and the Civic and Office Manager's reply
14. SALC - Weekly Bulletin
15. Public Sector Newsletter – March 2019
16. Westminster Briefing – Customer Insight Conference, Tuesday 30th April in Central London
17. Arun District Council - Electoral Services Manager - email regarding Nomination Paper Checking - circulated to Councillors
18. Neighbourhood Alert - Weekly Bulletin - Arun District 20/03/2019 - circulated to Councillors and on social media
19. Westminster Insight - Domestic Violence - Changing the response: Supporting Victims & Tackling Perpetrators - 21 May 2019
20. Ordnance Survey - Parish and Town Council Survey - The usefulness of maps
21. Email from a member of the public regarding a Facebook post and the Council's response
22. Email from Civic and Office Manager to all councillors regarding a display in memory of Alderman Mrs Sylvia Olliver at the Town Hall
23. Chief Exec Arun District Council letter regarding Regeneration in Bognor Regis and the Town Council Survey
24. WSCC Review and redesign of the IPEHS forwarded to Town Council rep Cllr Cosgrove
25. WSCC Agenda for IPEH Arun Hub Team Day
26. Arun District Council - Members' Allowances Scheme - Update
27. VAAC - Weekly E-Bulletin Update circulated to Councillors and on Social Media

AGENDA ITEM 20

28. WSCC - Town and Parish news
29. HCLG Committee takes evidence from James Brokenshire on Brexit and local government
30. Westminster Insight - third sector Commissioning Conference 22 May Central London
31. HCLG Committee - New Inquiry
32. WSCC - IPEH Engagement - Stakeholder Engagement Summary March 19 x 2 emails
33. Letter from the Mayor in support of a group wanting to register an unregistered footpath from Felpham to Bognor Regis
34. Regis School Newsletter Issue 13 22.03.19
35. Arun District Council - Travellers Update Travellers in Car Park in Harbour Road, Pagham - circulated to Councillors
36. Office of Police & Crime Commissioner - Understanding the diversity in our communities - circulated to Councillors
37. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project - circulated to Councillors and on Social Media
38. Arun District Council - Group Head of Council Advice and Monitoring Officer - Updating the Local Assessment Procedure
39. Understanding Modern Gov - Excelling in Remote Team Leadership course
40. NALC - Chief Executive's bulletin - Meeting with the local government minister - circulated to Councillors
41. SALC weekly bulletin 13/2019 - circulated to Councillors
42. IPEH Engagement - Engagement sessions to book onto at Event-brite
43. E-mango - March newsletter
44. Neighbourhood Alert - Weekly Bulletin - Arun District - 18 To 24 March 2019 circulated to Councillors and on Social Media
45. Twinning association - next foreign film at the Picturedrome
46. NALC - Newsletter - circulated to Councillors
47. VAAC - Weekly E-Bulletin - circulated to Councillors and on Social Media
48. Moore Stephens - Official notification to submit audit return
49. Moore Stephens - Supporting information
50. Arun District Council - Traveller Update
51. Neighbourhood Alert - Scam Warning - Fake Virgin Media Emails - circulated to Councillors and on Social Media
52. Westminster Insight - Use Insight to Influence Delivery of Public Services: Customer Insight Conference, Tuesday 30th April
53. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 And The Brighton Main Line Improvement Project
54. The Office of the Sussex Police & Crime Commissioner Young people make their mark - circulated to Councillors
55. Neighbourhood Alert - Book Your Dream Holiday Or Short Break Safely And Avoid Becoming A Victim Of Holiday Fraud circulated to Councillors and on Social Media
56. WPS Insurance - Safety Focused - Responding to Workplace Violence and The Impact of Workplace Bullying
57. IPEH - NEW DATE: West Sussex County Council - IPEH Engagement Sessions plus Review and Redesign of the Integrated Prevention and Earliest Help Service circulated to Council Representative

AGENDA ITEM 20

- 58. NALC - Bookings for NALC Annual Conference 2019 now open!
- 59. NALC - Chief Executives Bulletin Bookings for NALC Annual Conference 2019 now open!
- 60. Maths in the Workplace - Training 19th June Central London
- 61. VAAC - Funding Focus April 2019 - circulated to Councillors and on Social Media
- 62. Local Councils Update Issue 27 April 2019

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 8th APRIL 2019**

**AGENDA ITEM 20a - ADDITIONAL CORRESPONDENCE
FOR INFORMATION**

1. WSCC IPEH Stakeholder and Partner Newsletter - 02/04/19
2. Westminster Insight - Showcasing Effective Models of Commissioning in the VCSE Sector - Third Sector Conference - 22 May - Central London
3. ADC - Letter in response to correspondence sent by BRTC to Pavilion Park Design Consultants. Circulated to Councillors
4. NALC - Newsletter – circulated to Councillors
5. HCLG - Government failing to fully support local authorities to prepare for Brexit
6. Arun District Council - Traveller Update - circulated to Councillors
7. VAAC - Weekly E-Bulletin – circulated to Councillors and on social media
8. West Sussex IPEH Engagement Sessions - New date added
9. Neighbourhood Alert - Weekly Bulletin - Arun District 25-31/3/19
10. NALC – Sponsorship and exhibition opportunities with NALC
11. Moore Stephens - Updated information to submit with Part 3 AGAR
12. Arun District Council - Electoral Services Manager - 2 May 2019 Elections “Statement of Persons Nominated”
13. Arun District Council list of agendas published week commencing 25 March and 1 April for Special Cabinet: Development Control and Individual Cabinet Members Decisions
14. Neighbourhood Alert - Update on significant planned roadworks 05/04/2019. Shared on social media
15. Sussex Police & Crime Commissioner - Newsletter, 5th April 2019. Circulated to Councillors
16. SALC - Weekly Bulletin, 8th April 2019
17. Copy of email from Pagham resident sent to Mr Nick Gibb MP regarding noise disturbance from Church Farm Caravan Park
18. The Regis School - Newsletter, 6th April 2019
19. Coastal West Sussex CCG - Acknowledgment that letter sent by BRTC, regarding plans for Hothamton Car Park and Sunken Gardens, had been received with a response expected by 15th April 2019
20. Correspondence received in response to a letter sent by the Town Council, to the Rt Hon James Brokenshire MP, concerning the planning process regarding 2-4 Waterloo Square, Bognor Regis. Circulated to Councillors
21. NALC - Earlybird Bookings, 8th April 2019
22. National Allotment Society - Notification of the next South East Allotment Officers’ Forum meeting to be held on Thursday 11th July at Ashford Civic Centre

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 8th APRIL 2019

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

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 53 No. 2, for March/April 2019 has been received, which is available for Members to view if required.

Drains - it was previously reported that problems had arisen with the drains, which it had been suggested could be due to a heavy debris build up being present. A full CCTV survey had been recommended that would enable a report to be drawn up with recommendations along with estimates for any remedial works required.

Following the CCTV survey being undertaken, it was established that significant blockages in the drains were present, which meant that the full survey could not be carried out until this situation was resolved. Additional works were therefore required with the drains requiring jetting to clear the blockages, which then allowed further CCTV works to be undertaken. This resulted in screed being found within the drains, which required intense high-pressure jet descaling to enable this to be removed, allowing the full CCTV survey then to be completed. The drains are now reported to be clear with no other problems identified that should cause any issues. The cost of these additional works was £240 plus VAT, which has been paid by BPCL and a request has been made to the Contractor who built the extension for consideration of reimbursement to BPCL of this cost. A response is awaited.

Leak in Screen 3 of the Cinema - having reported previously that tenders for the repair to the tower windows and possible additional works such as repainting had been received by the surveyor, his tender analysis with recommendations has now arrived. Unfortunately, it has since been established that the spec was sent out without the optional extras for the decorating of either side of the tower. The surveyor has therefore been asked to review this again and speak to the contractors who have submitted tenders to establish the additional costs for these works prior to a final decision being taken and the contract awarded.

Balance Sheet for Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 31st March 2019 will be copied to Councillors for information under separate cover.

Buildings Insurance - details of the renewal have been received and the premium that is due on 20th April 2019 is noted as £7,761.43 inclusive of the policy administration fee and Insurance Premium Tax. This will be paid by The Bognor Pier Company Ltd. and is £288.57 higher than the cost last year. The rate remains unaltered, as the cover is under a long-term agreement, the

AGENDA ITEM 21

increase being down to index linking (3.9% on buildings and 2.4% on rentals). Details of the renewal premium will now be passed to the Managing Agents to be apportioned between the tenants respective to the various sites.