



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 3rd JUNE 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 28th day of MAY 2019

TOWN CLERK

AGENDA AND BUSINESS

1. To note the appointment of the Chairman and Vice-Chairman of the Committee as agreed at the Annual Town Council Meeting held 13th May 2019
2. Welcome by Chairman and Apologies for Absence
3. 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
4. To Approve the Minutes of the Meeting held on 8th April 2019
 5. ADJOURNMENT for public question time and statements
 6. Clerk's report from previous Minutes
 7. Appointment of any Sub-Committees/Working Groups/Task & Finish Groups etc. including: -
 - Joint Consultative Sub-Committee (Staffing)
 8. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Policy and Resources Committee
 - Joint Consultative Sub-Committee (Staffing)
 - Bognor Regis Heritage Partnership Board
 - To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 20th May 2019 (Min. 5 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Worker Steering Group and Beach Access Topic Team
 - To note any recommendations from the Planning and Licensing Committee made at their meeting on 14th May 2019 (Min. 7 refers)
 9. To consider Internal Audit Report 2018-2019 (Final)
 10. To welcome the Town Council's Accountants, Mr. D. Kemp, to present the Annual Accounts for the year 2018/19
 11. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2019 including: -
 - 11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR) and to recommend approval to Council
 - 11.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR)
 - 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk
 - 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2019 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk
 - 11.5 To consider the Accounting Statements for 2018/2019 (Section 2 of the AGAR)
 - 11.6 To Recommend Approval to Council of the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation
 12. To note updated Treasury Management Policy
 13. Councillors' Allowances including:- To consider any Town Council Members' Allowance Scheme for the four-year Administration period

following the elections held on 2nd May 2019, taking into account ADC's Independent Remuneration Plan review; To consider continuation of payment of a travelling and subsistence allowance to Members whilst on agreed Town Council duties outside of the Town

14. To receive the Town Force Report
15. To receive the notes of the Heritage Partnership Board meeting held 17th April 2019 with consideration of any recommendations or actions arising from the meeting
16. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Board
17. Grant Aid 2020 including: -
 - To review current guidelines/criteria, application form and amend if required
 - Consideration of the recommendation by the Community Engagement and Environment Committee Meeting held 12th November 2018 (Min. 78.1 refers) to alter the process of grant consideration
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered (if required)
 - Consideration of the recommendation by this Committee on 19th November 2018 (Min. 91 refers) that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20
 - Review of the Guidelines for the Flexible Community Fund including recommendations recorded under Min. 11 of the Community Engagement and Environment Committee meeting held 20th May 2019
18. Annual review of the arrangement of storage for Billy Bulb with reciprocal sponsored planting - Min. 17 of meeting held 6th June 2016 refers
19. To note Ear Marked Reserves as at 31st March 2019
20. To consider the review of the Town Council's adopted Corporate Strategy 2018-2020 and to agree a date for the review meeting
21. To discuss the potential reparishing of the wider Bognor Regis Urban area as referred from the Annual Town Council Meeting held 13th May 2019 (Min. 19 refers)
22. To note the intention of Post Newspapers to undertake a regular live feed of Town Council Meetings and to note their offer of an official, exclusive partnership
23. Financial Reports including: -
 - To note Committee I&E Reports for the month of April 2019 – 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 Councillors, Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box on the right 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 March and April 2019, undertaken by the outgoing Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

- To note the closure of the Bognor Regis Town Council Public Sector Reserve (P.S.R.) account which is now surplus to requirements
24. Correspondence
 25. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
 26. Town Force: Note of outstanding debtors

Agenda item **26** 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



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 8th APRIL 2019

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove (from Min. 149 until Min. 160), S. Goodheart (from Min. 149), S. Reynolds and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk) - until Min. 174
2 members of the public (part of the meeting)
1 Councillor in the public gallery: Cllr. J. Brooks

The Meeting opened at 6.31pm

148. As the Vice-Chairman, Cllr. Stanley was not in attendance Members **AGREED** that Cllr. Woodall should take this position for this Meeting.

149. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present, referred to the Council's opening statement and made particular reference to procedures in the event of a fire.

The Chairman adjourned the Meeting at 6.32pm as Cllrs. Cosgrove and Goodheart, who had notified in advance that they may be late, joined the Meeting

The Meeting was reconvened at 6.34pm

Apologies for absence were received from Cllr. Mrs. Warr who was on annual leave, Cllr. Smith who had a prior engagement and Cllr. Stanley who was working.

The Town Clerk read the following statement:

"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11th March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."

150. Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 15.

151. **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 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

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

152. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th FEBRUARY 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4th February 2019 and these were signed by the Chairman.

153. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.36pm

A member of the public commented on the arrival of the temporary toilets on the seafront.

Meeting reconvened at 6.38pm

154. CLERK'S REPORT FROM PREVIOUS MINUTES

154.1 4th February 2019 - Min. 123 - Signposting for the Town Centre

The Projects Officer had raised this issue verbally with the BID Chairman and a response is awaited.

154.2 4th February 2019 - Min. 127 - Old Town Area

Members were asked to note that an update on the BID Board's aspirations for the Old Town Area will be included within the report from the Projects Officer under Agenda Item 13.

154.3 4th February 2019 - Min. 146 - Olby's Clock

The draft agreement between the Town Council and the building owner is now with their mortgage provider and it is hoped that this matter will be finalised shortly.

155. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED** including the notification of the repairs to the seafront beacon, expenditure for which would be ratified later in the meeting.

A Member asked if there was any opportunity to change the plans for the beacon but Members were advised that due to the Health & Safety risks, lengthy lead time for the works to be carried out and to ensure that the location was not left empty for any length of time, the works had already been instructed under the Clerk's delegated authority. However, as detailed in the circulated report, the issue of the method of lighting the beacon i.e. wood or gas burner, would be an issue for consideration by the Events, Promotion and Leisure Committee at a future meeting.

Members went on to discuss the changes to the Street Scene Partnership (SSP) with West Sussex County Council (WSCC) and specifically the future arrangements for graffiti removal. Members expressed their disappointment at the cessation of the "clear all" approach which results in the new SSP only funding the removal of graffiti and flyposting from WSCC owned assets.

Following a full debate, Members **REJECTED** the proposal that the Town Council fund removal of graffiti from commercial, domestic and statutory undertakers' assets within the BRTC area. Members **AGREED** that, where

possible, contact should be made with the asset's owner and a graffiti removal chargeable service offered. It was also suggested that the Town Council's website include details of the graffiti removal service that Town Force can offer including details of charges and, for ease and convenience, consideration given to potential payment methods. Furthermore, Members **AGREED** that the Bognor Regis BID should be approached to ascertain if there is any appetite for a contract with the Town Council for the removal of all graffiti and flyposting, within the BID area, that is not covered by the SSP, on an annual fee basis. Members noted that regular updates would be provided on this issue through the Town Force Manager's regular report.

Finally, Members **AGREED** that the Town Council would fund the continuation of regular checks on graffiti hotspots within the BRTC area.

156. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 5th MARCH 2019

The Projects Officer's report, including the circulated notes of the HPB Meeting held 5th March 2019, were **NOTED**.

157. TO RATIFY RELEASE OF 2019-2020 CCTV PARTNERSHIP FUNDING

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

Members **RESOLVED** 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.

158. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 103 REFERS

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

Following discussion, Members **AGREED** to **RECOMMEND** to Council the use of ".gov.uk" email addresses together with a Members Area of the Town Council website and furthermore, **AGREED** to **RATIFY** expenditure of £75 plus VAT for the designing of the Members Area on the Town Council website.

159. 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 received the report including the recommendation from the Events, Promotion and Leisure Committee Meeting held 11th February 2019

(Min. 91 refers) that a Promotions Budget of £8,000 be identified to fund the specific works as detailed.

The Town Clerk informed Members that if the Committee was minded to approve the recommendation, following a review of the Earmarked Reserves (EMR), it had been possible to identify a sum of £5,849 that was no longer required as EMRs, which could be returned to General Reserves and then reallocated to the new budget. This would result in the balance of £2,151 having to be funded from General Reserves.

The recommendation was discussed at length with some Members expressing their opinion of the need for a budget to reboot the promotional aspects of the Town Council and to publicise events and activities in the Town. However, concern was also expressed about the lack of detail of the costs involved and the need to demonstrate the tangible benefits of undertaking this exercise. It was suggested that more detailed proposals on the costs and the benefits should be prepared prior to any approval of a new budget.

With the agreement of Members, the Meeting was adjourned at 7.12pm to allow a Councillor in the public gallery to speak on this matter

The Councillor reported that the necessary permissions had been obtained from ADC, who own the seafront shelters, and expressed his reasoning for supporting the need for this new budget.

Meeting reconvened at 7.15pm

Following further debate, it was proposed to take the vote in two parts as follows:

Part 1: It was proposed and seconded that the identified EMRs of £5,849 be returned to General Reserves and reallocated as a Promotions Budget for the specific purposes as identified within the original recommendation;

Part 2: It was proposed and seconded that the balance required of £2,151 be funded from General Reserves.

It was subsequently **RESOLVED** to **REJECT** the proposal of Part 1 and therefore a vote on Part 2 was not required.

It was subsequently **AGREED** that this issue will be referred back to the Events, Promotion and Leisure Committee for more detailed analysis of the costs and benefits of the proposed activities, with a revised recommendation to be submitted to this Committee at a future meeting for further consideration.

Cllr. Cosgrove gave his apologies and left the Meeting

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

The Deputy Clerk's report was **NOTED** including the response received from the Director of Services at ADC as previously circulated.

Following discussion it was **AGREED** that the matter should be referred to the Bognor Regis In Bloom Sub-Committee for consideration and liaison with ADC's Parks & Cemeteries Manager.

161. 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

The Deputy Clerk's report was **NOTED** and Members **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

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

The Projects Officer's report was **NOTED** including the statement from the BID Chairman confirming that the Old Town Working Party would not currently be reinstated and giving details of their plans for that specific area of the Town.

A Member asked if any BID Board members were compensated for their time and effort for the BID or whether their input was solely voluntary, and this will be investigated.

Finally, a Member asked if there was any update regarding the funds that the Town Council had agreed to pass to the BID for an event. The Deputy Clerk informed Members that the cheque had only recently been sent to them and no further details were known at this time. Discussion then took place regarding the final agreement for this financial contribution and it was **AGREED** that Members would be emailed with further details of the Events, Promotion and Leisure Committee decision.

163. 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

The Deputy Clerk's report, including the Health & Safety Action Plans, were **NOTED**.

A Member asked for an update regarding the identified High-Risk item at the Town Force Lock Up. The Deputy Clerk informed Members that she is

awaiting a response to her recent email highlighting the breaches of legislation that had been identified and will continue to chase, with a report back to this Committee in due course.

Members also received and **NOTED** the Health & Safety Policy Statement, to be signed by the Chairman of the Policy and Resources Committee.

164. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3)

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2019/20 Bognor Regis Seafront Lights Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year, being the second year of this 3-year agreement.

165. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR THE BUSINESS WARDEN SCHEME AS AGREED AT THE COUNCIL MEETING HELD 5th NOVEMBER 2018 (MIN. 134.3 REFERS)

Members **RESOLVED** to **RATIFY** the release of the 2019/20 Business Warden Scheme Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year.

166. 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

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** 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.

167. TO AGREE RESPONSES TO JWAAC CLC HIGHWAYS & TRANSPORT SUB GROUP SURVEY FOR RETURN BEFORE 15th APRIL 2019

The Deputy Clerk's report, including the survey from WSCC to review the effectiveness of the Highways & Transport Sub Group, was **NOTED**. Some Members expressed their desire to see the Highways & Transport Sub Group, remerged with the overarching JWAAC.

Following discussion, the responses were **AGREED** as detailed on the copy of the questionnaire that is appended to the File Minutes.

168. 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)

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** 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.

169. FINANCIAL REPORTS INCLUDING: -

169.1 To note Committee I&E Reports for the month of February 2019 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2019.

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

The verification of bank reconciliations as detailed was **NOTED**.

170. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists.

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

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting

In the absence of the Chairman Cllr. Cunard, the Vice-Chairman Cllr. Woodall took the Chair

Members noted that the Meeting was now non-quorate and therefore no decisions could be made

The previously circulated Director's report and actions taken were **NOTED**.

A Member asked if there was any update about the situation regarding one of the tenants but was informed by the Town Clerk that this matter was contractual and could not be discussed in the open meeting.

Cllrs. Cunard and Reynolds rejoined the Meeting

Cllr. Cunard retook the Chair

172. 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 23 and 24 (contractual).

173. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

174. JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 21st MARCH 2019

The Town Clerk's confidential reports with recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 21st March 2019, circulated to those present for consideration were noted.

Following discussion, Members **RESOLVED** to **RATIFY** the recommendations from the Joint Consultative Sub-Committee (Staffing), Agenda item 9 and **AGREED** that these be effective from 1st April 2019.

It was further **RESOLVED** to **RATIFY** the Annual Pay Increments for 2019 incorporating the National Salary awards to be implemented from 1st April 2019 including the annual review of any salaries not covered in this way.

The Meeting closed at 8.30pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 7 - APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

REPORT BY DEPUTY CLERK

FOR DECISION

· JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

MEMBERSHIP INCLUDES THE FOLLOWING REPRESENTATIVES: -

Town Mayor, Deputy Town Mayor, Chairman of the Policy and Resources Committee, Group Leaders, Town Clerk, Deputy Clerk and the Civic & Office Manager.

THE PROPOSED NEW APPOINTMENTS ARE THEREFORE: -

Town Mayor - Cllr. P. Woodall

Deputy Town Mayor - Cllr. S. Goodheart

Chairman of Policy and Resources Committee - Vacant - See below

Group Leader - Independent - Cllr. A. Cunard

Group Leader - Liberal Democrats - Cllr. M. Stanley

Town Clerk - Mrs. G. Frost

Deputy Clerk - Mrs. S. Norman

Civic & Office Manager - Mrs. J. Davis

Cllr. Stanley is appointed to this Sub-Committee by virtue of his position of Leader of the Liberal Democrats Group. Members therefore need to agree another Member of the Policy and Resources Committee to serve on the Sub-Committee for the forthcoming year.

DECISION

To **APPROVE** the membership of the Joint Consultative Sub-Committee (Staffing) as detailed above including the appointment of a Member from the Policy and Resources Committee to fill the vacant position.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 8 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Heritage Partnership Board**
- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 20th May 2019 (Min. 5 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Worker Steering Group and Beach Access Topic Team**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 14th May 2019 (Min. 7 refers)**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Terms of Reference for both Council and various Committees are reviewed on an annual basis. Each Committee considers their Terms of Reference at the first meeting after the Annual Town Council Meeting and makes recommendations to the Policy and Resources Committee of any amendments they wish to make. The Policy and Resources Committee consider any amendments and then recommends approval of the Terms of Reference for each Committee to the Council. As part of this process the Policy and Resources Committee Terms of Reference are also reviewed.

Members are asked to note that any Sub-Committee or Working Group Terms of Reference not included in this report would still need to be considered by the Committee to which they are appointed and referred through to the Policy and Resources Committee for consideration and recommendation to Council in the usual way.

POLICY AND RESOURCES COMMITTEE

A copy of the current Policy and Resources Committee Terms of Reference is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

A copy of the current Joint Consultative Sub-Committee (Staffing) Terms of Reference is attached for consideration at **Appendix 2**.

There are no Officer recommendations for amendment.

BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

A copy of the current Bognor Regis Heritage Partnership Board Terms of Reference is attached for consideration at **Appendix 3**.

There are no Officer recommendations for amendment.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

A copy of the Community Engagement and Environment Committee Terms of Reference, considered by the Committee at the meeting on 20th May 2019 (Min. 5 refers), with no amendments recommended, is attached for consideration at **Appendix 4**.

There are no further Officer recommendations for amendment.

Members are invited to note that the Terms of Reference for the Bognor Regis in Bloom Working Group (attached at **Appendix 4.1**), the Youth Worker Steering Group (attached at **Appendix 4.2**) and the Beach Access Topic Team (attached at **Appendix 4.3**) were also considered by the Committee at the meeting (Mins. 5.2, 5.3 & 5.4 refer) with the recommended amendments as follows:

Bognor Regis in Bloom Working Group

No amendments.

Beach Access Topic Team

Recommendation to include "Other Parties and Agencies" in point 2 (shown in red on attached document).

Youth Worker Steering Group

Due to the development of this initiative since its inception amendments recommended (shown in red on attached document) to reflect the future role of the group, which is overseeing the now established CREATE.

There are no further Officer recommendations for amendment other than those already identified and considered by the Community Engagement and Environment Committee.

PLANNING AND LICENSING COMMITTEE

A copy of the Planning and Licensing Committee Terms of Reference, considered by the Committee at the meeting on 14th May 2019 (Min. 7 refers), with no amendments recommended, is attached for consideration at **Appendix 5**.

There are no further Officer recommendations for amendment.

DECISION

Members are invited to review the Terms of Reference as detailed in **Appendices 1 to 5** and **RECOMMEND TO COUNCIL** that these be adopted subject to any additions that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

POLICY AND RESOURCES **COMMITTEE**

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: POLICY AND RESOURCES COMMITTEE

9 Members of the Authority

Quorum = 3

Purpose

The Policy and Resources Committee (P&RC) is the senior Committee of the Council. The Policy and Resources Committee shall consider all matters that affect the finances of the Council and report to the Council accordingly.

- Where there is a dispute between itself and another committee, the decisions of P&RC shall take precedence.

Function of Committee Column 1		Delegation of Functions Column 2
1.	Governance	
1.1	To advise Council on Corporate Strategy, policies not within the terms of reference of any other committee and the Constitution, including Standing Orders, Financial Regulations and Standing Orders for Contracts	· Committee
1.2	To advise Council on the need for new services and facilities and major changes in administration.	· Committee
1.3	To advise Council on new or revised policies	· Committee after considering the advice of the Town Clerk.
1.4	Observations on policy or strategy documents by any public body at local, national, regional or sub regional level.	· Committee, except for Arun District Council and West Sussex County Council which are reserved for Council, unless specifically delegated within the Terms of Reference of another committee
1.5	To resolve disputes between two other committees	· Committee, decision shall be final
1.6	To review the terms of reference of committees whilst considering proposals from other committees	· Committee to recommend to Council
1.7	To agree terms of reference of any sub-committees established by itself or another committee	· Committee
2.	Resources	
2.1	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> · Committee for strategic overview. · Operational Management to Town Clerk (RFO), & other officers in accordance with Financial Regulations. · Strategic advice by Town Clerk & Accountant
3.	Finance	
	Under the direction of the Council: -	
3.1	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> · Committee for strategic overview · RFO / Town Clerk in accordance with Financial Regulation and for operational management
3.2	To formulate the annual budget for Council and submit recommendations on budget & Precept requirements by December preceding the relevant Council year, after receipt of draft budget submissions from other committees.	<ul style="list-style-type: none"> · Committee · Town Clerk/RFO to prepare draft Budget & Budget Report in consultation with the Accountant, Chairman and political group leaders
3.3	To monitor the Council's capital and revenue budgets during the year & consider requests from other committees for supplementary expenditure, recommending to Council in accordance with Financial Regulations.	<ul style="list-style-type: none"> · Committee/ RFO in accordance with Financial Regulations.

3.4	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> Committee, Town Clerk / RFO as set out in Financial Regulations
3.5	To advise on the financial implications of proposed new policies or development of existing policies including sources of revenue.	<ul style="list-style-type: none"> Committee
3.6	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> Committee
3.7	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> Committee, Town Clerk/RFO
3.8	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> Town Clerk for renewal & operational matters. Committee for tendering & changes of cover.
3.9	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> RFO Authorised signatories to authorise Mandate
3.10	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> RFO, & Committee as set out in the Financial arrangements
3.11	Approval of all fees and charges	<ul style="list-style-type: none"> Committee
3.12	To consider reports on outstanding debts due to the Council and to undertake recovery or write off	<ul style="list-style-type: none"> Committee in accordance with Financial regulations
3.13	To issue orders for work, goods & services.	<ul style="list-style-type: none"> Committee/Town Clerk/ RFO in accordance with Financial Regulations Other officers as approved Budget holders as set out at the end of this Terms of Reference. Exemption from Financial Regulations or Standing orders for Contracts reserved to Council.
3.14	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
3.15	To authorise investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> Committee
3.16	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> Committee/Town Clerk in accordance with Financial Regulations
4.	Grant Scheme	
4.1	To administer the Council's Grant Scheme in accordance with Policy	<ul style="list-style-type: none"> Committee
4.2	To approve grants within the approved budget and policy	<ul style="list-style-type: none"> Committee
4.3	Events Sponsorship Budget	<ul style="list-style-type: none"> Oversee to ensure delivery of sponsored events To negotiate the return of sponsorship money if events do not take place
4.4	Grants and sponsorship for cultural activities in the Town	<ul style="list-style-type: none"> Committee
4.5	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies.	<ul style="list-style-type: none"> Committee, but may refer to Community Engagement and Environment Committee
4.6	To advise Council on the formulation and amendment of its Grants Policy	<ul style="list-style-type: none"> Committee
4.7	Powers to make grants for bus services or taxi concession	<ul style="list-style-type: none"> Committee within any policy adopted by Council
4.8	To support a CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee

5.	Information Technology Services	
5.1	To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> Operational Management to Town Clerk Strategic Overview to Committee & Contracts within approved budget.
5.2	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> Town Clerk for updates & layout Committee for new websites & contracts within budget.
6.	Procurement	
6.1	To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management in accordance with Financial Regulations, Standing orders for Contracts & Procurement Policy
7.	Performance & Business Management	
7.1	To be responsible for monitoring the performance of the Council.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
7.2	To monitor the progress of the Capital Programme.	<ul style="list-style-type: none"> Committee
7.3	Approval of Corporate Business Plan	<ul style="list-style-type: none"> Committee Town Clerk to determine underlying Action & Project Plans
8.	Quality & Integrated management System	
8.1	To promote efficiency, value for money and an integrated approach to management	<ul style="list-style-type: none"> Operational management & approval of operational procedures to Town Clerk
8.2	To oversee the formal administration of any adopted integrated management systems, risk management and quality self-assessment programmes	<ul style="list-style-type: none"> Overview to Committee Operational management to Town Clerk
8.3	To promote customer care and equality in service delivery and access.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.	Communications / Public Relations and Marketing	
9.1	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.2	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.3	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
9.4	To advise Council on adoption of a Publicity Code and Information & Data Protection Policy	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.	Land & Asset Management	
10.1	Maintenance of the Asset Register	<ul style="list-style-type: none"> Town Clerk (Chairman to verify annually)
10.2	Provision & management of office accommodation, other Corporate property, land, and relevant fixtures and fittings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.3	Provision of common land	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.4	Responsibility for energy conservation and disabled access	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.5	Corporate landlord management, repair & maintenance. Leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk
10.6	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144 Power to provide public buildings & halls. Local Government Act 1972, S215 Power to provide and equip community buildings, Local Government Act 1972, s 133	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk

10.7	Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> · Strategic overview within policy & budget to Committee · Operational management to Town Clerk
11.	Audit	
11.1	To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and to approve the annual internal audit terms of reference.	<ul style="list-style-type: none"> · Committee · Town Clerk to support with operating procedures
11.2	To receive, approve and action interim audit reports.	<ul style="list-style-type: none"> · Committee generally, Council if change of policy required. · Council to receive external audit reports.
11.3	To administer and advise Council on matters of Data Protection, Access to Information, Freedom of Information & Human Rights	<ul style="list-style-type: none"> · Strategic overview to Committee · Policies reserved to Council · Operational management to Town Clerk
12.	Crime & Disorder	
12.1	Power to install & maintain equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Management and maintenance of any CCTV.
12.2	To support initiatives of the Crime Reduction Partnership.	<ul style="list-style-type: none"> · Committee/ Town Clerk in accordance with Council direction.
12.3	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> · Committee
12.4	To liaise with the Police Authority & Constabulary	<ul style="list-style-type: none"> · Committee to respond to consultations
12.5	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders	<ul style="list-style-type: none"> · Committee within policy & budget · Town Clerk for operational matter
13.	Town Development & Tourism	
13.1	To promote the economic wellbeing of the Town through partnership with the business and community sectors	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.2	To promote tourism within the Town and power to encourage visitors	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.3	Power to provide conference & other facilities	<ul style="list-style-type: none"> · Committee within Policy and Budget
13.4	To promote regeneration in the Town	<ul style="list-style-type: none"> · Committee under the direction of Council
13.5	To lobby for sufficient high-quality employment sites in the Town & support initiatives promoting inward investment	<ul style="list-style-type: none"> · Committee in conjunction with Planning Committee
13.6	To support skills & training for local businesses	<ul style="list-style-type: none"> · Committee
14.	Personnel	
	To administer personnel matters on behalf of the Council after receiving recommendations from the Joint Consultative Sub-Committee Staffing	<ul style="list-style-type: none"> · Committee
14.1	To determine on behalf of Council the overall Staffing structure and approval of additional posts.	<ul style="list-style-type: none"> · Town Clerk reserved for Council, except increments which are determined by Committee
14.2	To agree the pay and conditions of staff	<ul style="list-style-type: none"> · All other staff to Committee including payment of honoraria
14.3	Determination of individual grading issues and job Evaluation	<ul style="list-style-type: none"> · Committee, except Town Clerk reserved to Council
14.4	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> · Committee, including discretionary provisions of National Joint Agreement

14.5	Appointment of Staff	<ul style="list-style-type: none"> Recommend appointment of Town Clerk to be endorsed by Council. Selection of long list for Town Clerk list by personnel advisor. Selection of final short list for Town Clerk - Chairman & Vice Chairman, + Mayor & Deputy Mayor Final Interview - 5 members of Committee + Mayor Appointment of other management Staff to Town Clerk & 2 Members of Committee Appointment of other Staff to Town Clerk Town Clerk for casual staff and temporary appointments to approved positions Decision on whether to fill vacant positions is delegated to Town Clerk Decision on recruitment of contract staff or interim contract staff to Committee
14.6	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> Town Clerk with appeal to Policy and Resources Committee Policy and Resources Committee in the case of the Town Clerk with appeal to 3 members of Council who are not on P&RC and not previously connected to the process. Dismissal of Town Clerk to be ratified by Council
14.7	Appeals Procedure (other appeals including Redundancy, Competency, Grievance & Absence)	<ul style="list-style-type: none"> Committee - however in the case of the Town Clerk to Council.
14.8	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> Committee (Council in case of Town Clerk) Administration of retirement in cases of permanent ill health, after appropriate medical advice via West Sussex County Council Pensions Pensions Discretions Policies to Committee Town Clerk except Committee in the case of Town Clerk
14.9	Approval of job descriptions & person specifications	<ul style="list-style-type: none"> Town Clerk except Committee in the case of the Town Clerk
14.10	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> Council
14.11	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
14.12	Competence Procedure	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk Model Contract approved by Committee
14.13	Issue of Contracts of Employment	<ul style="list-style-type: none"> Committee
14.14	Redundancy & Redeployment.	<ul style="list-style-type: none"> Committee
14.15	Monitoring Equalities Policy in relation to employment	<ul style="list-style-type: none"> Council
14.16	Approval of Officer Codes of Conduct	<ul style="list-style-type: none"> Committee for approval of Policy other than General Statement & Organisation which are reserved for Council
14.17	Health & Safety	<ul style="list-style-type: none"> Committee for monitoring & overview Town Clerk for management on advice from consultants
14.18	Grievance Procedure	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk
14.19	Administration of other Personnel procedures	<ul style="list-style-type: none"> Town Clerk for all staff often delegated to direct manager. Mayor, P&RC Chairman and one other Member of Committee for Town Clerk Town Clerk except Committee in the case of Town Clerk
14.20	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> Town Clerk except Committee in the case of Town Clerk

14.21	Training & Development Plan	<ul style="list-style-type: none"> · Town Clerk
14.22	To administer the Volunteers Policy	<ul style="list-style-type: none"> · Town Clerk to administer · Committee to monitor & recommend to Council
14.23	To administer the Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> · Town Clerk to administer · Committee to monitor & recommend to Council
15.	Burial Facilities	
15.1	Power to acquire, provide & maintain; Power to agree to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1	<ul style="list-style-type: none"> · Acquisition & provision reserved for Council · Operational management to Town Clerk · Strategic overview to Committee within budget & policy
15.2	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> · Operational management to Town Clerk · Strategic overview to Committee within budget & policy
15.3	Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.	Public Realm & Public Facilities	
16.1	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133	<ul style="list-style-type: none"> · Strategic overview to Committee · Operational management to Town Clerk
16.2	Grants and sponsorship for environmental or leisure purposes such as toilets, floral arrangements and displays in the Town based on requests from outside bodies referred from the Policy and Resources Committee	<ul style="list-style-type: none"> · Committee within budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

JOINT CONSULTATIVE **SUB-COMMITTEE (STAFFING)**

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING)

This is a Sub-Committee of the Policy and Resources Committee

Member representation on the Joint Consultative Sub-Committee shall comprise: Town Mayor and Deputy Town Mayor, Chairman of Policy and Resources Committee and Group Leaders from the political groups

Staff representation on the Joint Consultative Sub-Committee shall comprise: Town Clerk, Deputy Clerk and the Civic & Office Manager

Quorum 3

Function of Sub-Committee Column 1	Delegation of Functions Column 2
1. All matters relating to Terms and Conditions of Employment 2. Issues of Health and Safety and Accommodation 3. Training 4. Pensions 5. Duty of Care	. To discuss and recommend to Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

Adopted by the Council at its Meeting held on

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS HERITAGE PARTNERSHIP BOARD

This is a Working Group of the Policy and Resources Committee

Membership: Nominated representatives of the Bognor Regis Town Council and representatives of Community Stakeholders and interested parties.

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
<ol style="list-style-type: none">1. To create and promote an exciting, informative and accessible heritage offer for all2. To establish a strong heritage sector in Bognor Regis by partnership working3. To develop, protect and promote a greater understanding of Bognor Regis heritage4. To liaise and comply with all statutory legislation and other requirements imposed by the Principal Authority, Arun District Council	<ul style="list-style-type: none">· Board to make recommendations the Policy and Resources Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

9 Members of the Authority

Quorum = 3

Function of Committee Column 1	Delegation of Functions Column 2
<p>1. Community Engagement</p> <p>1.1 To lead and encourage effective local community engagement, ensuring that, embedded throughout the Council and its decision-making processes is a clear understanding of the need to engage with the local community about decisions which affect them. Such thinking to be reflected throughout the implementation of the terms of reference 1 to 8 detailed below.</p> <p>1.2 To champion and where possible enable the aspirations/comments/suggestions obtained from the community to have an impact on decision making and the way in which services are being delivered.</p> <p>1.3 To promote the social wellbeing of the Town and to facilitate and support local community and voluntary organisations within the framework of our Corporate Strategy</p> <p>1.4 To lead the drive for one Bognor Regis engaged community and to take responsibility for the reporting of community engagement with those living and working in the Town.</p> <p>1.5 To identify different community sectors of place or interest not already involved in the engagement process to ensure all parts of the community are reached.</p> <p>1.6 To organise and facilitate the methods of community engagement for participation by all Members of the Council, tailored to the specifics of the target community sectors when applicable.</p> <p>1.7 To organise and facilitate the formation of Topic Teams with focus on specific issues as identified through community engagement.</p> <p>1.8 To review outcome from all engagement activities and make suitable recommendations to Council or Committee with reference to the Corporate Strategy.</p> <p>1.9 To regularly assess the delivery of engagement to identify strengths and weaknesses and required resources from within the Council to ensure effective engagement.</p>	<ul style="list-style-type: none"> • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Grants to Policy and Resources Committee • Promotion & other support to Committee/ Town Clerk in accordance with Policy • Committee for strategic overview • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk • Committee for strategic overview • Operational management to Town Clerk
<p>2. Environment</p> <p>2.1 To promote the environmental wellbeing of the Town</p> <p>2.2 Issues involving ancient monuments & areas of archaeological interest</p> <p>2.3 To approve & action any Environmental Audits</p> <p>2.4 To promote environmental awareness</p> <p>2.5 To lead on sustainability and transition for the Town</p> <p>2.6 To lead the duty to consider the conservation of biodiversity when undertaking all Council functions. Natural Environment and Rural Communities Act 2006, s40</p>	<ul style="list-style-type: none"> • Committee under the direction of Council • Town Clerk for operational matters • Strategic overview to Committee • Operational management to Town Clerk • Committee within budget • Town Clerk to initiate audit • Committee to approve programme within budget • Committee within budget • Strategic overview to Committee • Operational management to Town Clerk

<p>3. Environmental & Public Health</p> <p>3.1 Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125</p> <p>3.2 Power to deal with ponds & ditches, Public Health 1936, S260</p> <p>3.3 To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matter, pollution, animal welfare issue,</p> <p>3.4 To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act)</p> <p>3.5 Waste & recycling</p>	<ul style="list-style-type: none"> Strategic overview to Committee Operational management to Town Clerk Power to Committee Petitions to Committee Town Clerk in other cases Committee Town Clerk in consultation with Chairman in cases of urgency Strategic overview to Committee Operational management to Town Clerk
<p>4. Personal Health</p> <p>4.1 To work with partner organisations to improve the health of people in the Town</p> <p>4.2 To improve access to services which can contribute to health</p> <p>4.3 To promote healthy living</p> <p>4.4 Contribute to the development of and co-ordination of NHS services</p>	<ul style="list-style-type: none"> Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management Committee for strategic overview Town Clerk for operational management
<p>5. Children and Young People</p> <p>5.1 Support public and community services and facilities for the young</p> <p>5.2 Co-ordinate the involvement of children and young people in decision making</p> <p>5.3 Support to children and young people in their communities</p>	<ul style="list-style-type: none"> Committee within Policy and Budget Committee within Policy and Budget Committee within Policy and Budget
<p>6. Public Realm & Public Facilities</p> <p>6.1 Provision of litter receptacles, Litter Act 1983, S5&6</p> <p>6.2 Provision and maintenance of street furniture and signs</p> <p>6.3 Matters relating to street cleaning, litter, fly posting, graffiti, including fixed penalty notices (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005</p> <p>6.4 Power to provide & maintain public conveniences, Public Health Act 1936, s87, including partnerships for community provision.</p> <p>6.5 Power to provide baths & washhouses under Secs 221, 222, 223 & 227 of Public Health Act 1936</p> <p>6.6 To promote and support floral and planting Initiatives, Local Government Act 1972. s 144</p>	<ul style="list-style-type: none"> Committee Strategic overview within budget to Committee Operational management to Town Clerk Strategic overview to Committee Operational management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk Committee for strategic overview Town Clerk for operational management Committee under the direction of Council Operational management to Town Clerk
<p>7. Clocks</p> <p>7.1 Power to provide & contribute to public clocks, Parish Councils Act 1957, S2</p>	<ul style="list-style-type: none"> Operational management to Town Clerk
<p>8. Heritage</p> <p>8.1 To directly or indirectly conserve the cultural heritage of the Town.</p> <p>8.2 To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p>	<ul style="list-style-type: none"> Strategic overview to Committee within budget & policy Operational Management to Town Clerk Strategic overview to Committee within budget & policy Operational Management to Town Clerk

9.	To support home safety initiatives in the town	· Committee under the direction of Council
10.	Flexible Community Fund	
10.1	To administer the Council's Flexible Community Fund in accordance with Policy	· Committee
10.2	To approve grants within the approved budget and Policy	· Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BOGNOR REGIS IN BLOOM

WORKING GROUP

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BOGNOR REGIS IN BLOOM WORKING GROUP

This is a Working Group of the Community Engagement and Environment Committee

6 Members of the Authority and co-opted Members

Quorum = 3

Function of Working Group Column 1	Delegation of Functions Column 2
1 The In Bloom Working Group is responsible for the promotion and planning of the Bognor Regis in Bloom competition and the application including the portfolio, planning and promotion for Bognor Regis' entry to South and South East in Bloom.	
2 The Working Group will deal under delegated powers with the following specific decision-making issues within the budget and policies approved by the Community Engagement and Environment Committee.	
Bognor Regis In Bloom Competition (i) Promote the competition through the media and other methods (ii) Collate, plan and judge all entries received at the office (iii) Organise presentation evening, awards and certificates	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget
South & South East in Bloom Competition (i) Collate material over the year for inclusion in the portfolio (ii) Complete application to competition and representatives of the Working Party to attend seminars and presentations (iii) Promote South & South East in bloom through media, schools and other organisations. (iv) Organise planting competitions (v) Liaise with BRTC and ADC on planting programs / projects planned for year (vi) Plan route and itinerary for judging day (vii) Organise planting displays at national events to promote the town of Bognor Regis	<ul style="list-style-type: none"> • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Group within Budget • Working Party within Budget • Working Group within Budget



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

YOUTH WORKER

STEERING GROUP

Adopted by the Council at its Meeting held on 4th September 2017

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: YOUTH WORKER STEERING GROUP

This is a Steering Group reporting to the Community Engagement and Environment Committee

Membership: The Chairman of Bognor Regis Town Council Community Engagement and Environment Committee, Bognor Regis Town Council Projects Officer, Representatives from Sussex Clubs for Young People, Arun District Council, West Sussex County Council and the Bognor Regis Youth Worker

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
<p>1. To consult with young people and members of the local community about the need for universal and generic youth services or safe spaces for young people to meet and socialise.</p> <p>2. To manage and report on progression of the Youth Worker engagement project</p> <p>3. To receive reports and updates from the CREATE Management Committee</p> <p>3. To recruit young people to represent the widest possible views of their peers and participate in Steering Group meetings.</p> <p>4. To oversee and agree any press releases or publications relative to the project.</p> <p>5. To explore support and assist in the preparation of funding proposals for CREATE and recommendations for the continuance of the project. at the end of the 6-month trial period</p>	<ul style="list-style-type: none"> Steering Group to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH ACCESS

TOPIC TEAM

Adopted by the Council at its Meeting held on **xxxx**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BEACH ACCESS TOPIC TEAM

This is a Topic Team of the Community Engagement and Environment Committee

Committee Membership: Cllrs: Brooks, I. Erskine and Warr, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

Function of Working Group Column 1	Delegation of Functions Column 2
1.To investigate means of achieving pedestrian and ambient-disabled access over and/or through the stones to the sand and shoreline and to work with members of the community to bring about the same	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with Arun District Council, Officers, Engineers the Foreshore Office and other Partners and Agencies to determine the viability of any proposals	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for installation of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee
5.To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome	Topic Team to make recommendations to Community Engagement and Environment Committee



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

PLANNING AND LICENSING **COMMITTEE**

Adopted by the Council at its Meeting held on **2nd July 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: PLANNING AND LICENSING COMMITTEE

9 Members of the Authority

Quorum = 3

Introduction

The Planning and Licensing Committee shall exercise the function of consideration of all planning and licensing applications submitted to the Council by the local planning and licensing authorities and shall authorise the Clerk to submit to such authorities the observations, recommendations or objections of the Committee on all such applications. Where a meeting of the Committee is not quorate, Councillors who are members of the Committee may consider such applications and a note of their views shall be made available to the Clerk who shall inform the planning and licensing authorities accordingly under delegated authority.

Function of Committee Column 1		Delegation of Functions Column 2
1	Planning and Development Control To make observations on all Principal Council Planning Applications; listed building applications; Conservation area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations, gypsy & traveller consultations	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
2	Referring any Planning enforcement issue to the principal Council	<ul style="list-style-type: none"> • Town Clerk
3	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications	<ul style="list-style-type: none"> • Committee
4	To comment on Tree Preservation applications or the making of Orders	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
5	To make observations on Planning/ Housing/ Licensing consultation documents from the Principal Council or other bodies	<ul style="list-style-type: none"> • Committee, except Local Plan and strategic Regeneration sites which are reserved for Council
6	To make observations at the time of planning appeals/ planning inquiry's/ development control meetings/ licensing hearings and to authorise witnesses on behalf of the Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
7	To make observations on Hazardous Substance applications	<ul style="list-style-type: none"> • Committee
8	Responding to consultations from adjoining parishes	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
9	Making observations on applications for amendments to planning and other related consents previously granted by any authority	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members
10	Making observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by the Principal Council	<ul style="list-style-type: none"> • Committee • Town Clerk if observation would be out of time, after consultation with Members

11	Making observations on applications and other actions in relation to hedge rows	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
12	Making observations on applications and other matters under the Licensing legislation	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
13	Making observations on street naming or numbering	<ul style="list-style-type: none"> Committee
14	Making observations on highways consultations including all on-road issues including on street parking, and Tourist Direction Signs	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
15	Consent when required for ending maintenance at public expense or stopping up or diversion of highway	<ul style="list-style-type: none"> Committee
16	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
17	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> Committee Town Clerk if observation would be out of time, after consultation with Members
18	To liaise with the Principal Council on any matter relating to building control	<ul style="list-style-type: none"> Town Clerk in the case of an emergency, or following consultation with Members
19	To oversee the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> Committee
20	Power but not the duty to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3: Highways Act 1980, s 301: Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> Committee within Council policy Town Clerk for operational management
21	Matters relating to public footpaths and rights of way	<ul style="list-style-type: none"> Committee
22	Responding to consultations on community assets	<ul style="list-style-type: none"> Committee
23	Power to enter into agreement as to dedication & widening of highways	<ul style="list-style-type: none"> Committee within Council Policy
24	Highways & Transport	
24.1	Power to maintain footpaths & bridleways	<ul style="list-style-type: none"> Committee within Council policy
24.2	Powers to provide parking places for vehicles & cycles and to engage on car park charging initiatives	<ul style="list-style-type: none"> Committee within Council policy
24.3	Improve off street parking	<ul style="list-style-type: none"> Committee
24.4	Power to provide roadside seats & shelters	<ul style="list-style-type: none"> Committee
24.5	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A	<ul style="list-style-type: none"> Committee within budget & Council policy
24.6	Power to provide traffic signs and other objects or devices warning of danger	<ul style="list-style-type: none"> Committee
24.7	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> Committee
24.8	Powers relating to car sharing schemes, taxi fare concessions & information about public transport; local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> Committee within policy & budget

24.9	To support approved community transport schemes.	<ul style="list-style-type: none"> Committee within policy & budget
24.10	Making observations on transportation consultations	<ul style="list-style-type: none"> Committee under the direction of Council Grants to Policy and Resources Committee
24.11	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> Committee within policy & budget
25.	To assist in preparing & implementing the Emergency Plans for the town and to lead in case of major emergencies or disasters (see Council for emergency powers to Town Clerk)	<ul style="list-style-type: none"> Committee within budget Operational management to Town Clerk
26.	Bus Shelters	
26.1	Power to provide & maintain shelters, Local Government (Miscellaneous Provisions) Act 1953 S4	<ul style="list-style-type: none"> Strategic overview to Committee Power to make contribution, within budget to Committee Operational management to Town Clerk
27.	Neighbourhood Planning	
27.1	To monitor for any changes in Neighbourhood Plan legislation	<ul style="list-style-type: none"> Strategic overview to Committee
27.2	To oversee the formation of a Working Group to review such changes if deemed appropriate by the Committee	<ul style="list-style-type: none"> Committee

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 9 - TO CONSIDER INTERNAL AUDIT REPORT 2018 - 2019 (FINAL)

REPORT BY THE TOWN CLERK

FOR INFORMATION

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

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit.

FOR INFORMATION ONLY

The Committee is invited to **NOTE** the Internal Audit Report 2018-2019 (Final).



Bognor Regis Town Council

Internal Audit Report 2018-19 (Final)

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 at our recent final visit to the Council, which took place on 23rd May 2019, and supplements the earlier work at our two interim visits on 3rd October 2018 and 11th January 2019.

Internal Audit Approach

In concluding 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 (AGAR in short), 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 during 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 and we have duly signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

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 and also March 2019;
- 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 31st March 2019; and
- Ø Verified the content and accuracy of bank reconciliations as at 31st August & 11th December 2018, and also as at 31st March 2019 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 March 2019 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 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 the previous interim update visit for 2018-19, we noted 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 31st March 2019, examining a sample of 70 payments, namely all those individually in excess of £3,500 and a further selection of every 35th cashbook transaction (irrespective of value), which totalled £846,000 and represented 82% by value of all non-pay related expenditure for the year.

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 and March 2019 submissions to the underlying Omega control account balances.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the Council's activities with no significant variances warranting further enquiry by officers.

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 had been re-affirmed in February 2018. Subsequently, at this final visit for 2018-19, we are pleased to note that the Registers were subject to further review by officers and members adopted the current Overall Summary and Action Plan at their meeting in March 2019; 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 10th 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);
- 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 a recent report (October 2018) with no un-explained variances arising to warrant further enquiries by officers at present; and
- Ø As at 31st March 2019, Total Usable Reserves stood at £765,000, which comprised of specific Earmarked items of £478,000 and the residual General Fund of £287,000: the latter represents four months gross expenditure at current levels (excluding capital costs).

Conclusions

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

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 four sample months' receipts (August & November / December 2018 plus March 2019 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 March 2019; and
- Ø We have examined the Sales Ledger Aged Debtors report as at 20th December 2018, noting that there are no significant matters arising with regard to out-standing settlements or potential irrecoverable items for write-off at present.

Finally in this area, we have updated our year-on-year analytical review of income arising across the Council's activities with no significant variances warranting further enquiry by officers.

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 1st April 2018 with regard to employee contribution percentages. We have examined the payroll procedures in place and the physical payments made to staff 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.

Asset Registers

The Governance and Accountability Manual – "The Practitioner's Guide" requires all Councils to maintain an inventory/Register of Assets. As in previous years, the contract accountants have

maintained a detailed spread sheet record of the Council's asset stock identifying detail of the asset values (and depreciation applied), which forms the basis of detail in the Statement of Accounts.

In line with the current Practitioner Guide's asset value disclosure requirements, the cumulative depreciation charged in the year has been "added back" to arrive at the effective purchase cost which, together with the cost of new assets acquired in year, is used as the basis for disclosure of asset values at Box 9, Page 5 of the AGAR, which we have checked and agreed as part of this final audit work

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 31st October 2018 and as at 31st March 2019;
- 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;
- 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; and
- Ø Finally, we have verified the residual outstanding loan balances from third party statements to that disclosed at Box 10, Page 5 within the AGAR

Conclusions

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

Statement of Accounts and Annual Return

As documented above, the revised Annual Governance and Accountability Return now forms the statutory Accounts of the Council subject to external audit review and certification and in order to assist the Council in ensuring the accuracy of the detail submitted for certification, we have

reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other records. These Accounts form the basis of data reported at Page 5 of the revised AGAR, detail of which we have also reviewed and verified.

We have also reviewed the procedures in place for identifying the year-end debtor and creditor balances and consider them sound and affording accurate detail for inclusion in the Accounts and Annual Return.

Conclusions

No issues arise in this area warranting formal comment and, as noted in the preamble to this report, we have concluded that appropriate financial controls and governance arrangements are in place and have duly signed off the Internal Audit Report in this year's AGAR, assigning positive assurances in all categories.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

**AGENDA ITEM 11 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2019 INCLUDING: -**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2019 no later than 15th July 2019 - **copy attached Appendix 1.**

AGAR - Annual Internal Audit Report 2018/19 (Page 3)

This has been completed and signed by Mr. N. Archer from Auditing Solutions Ltd. following the completion of his final visit for 2018/2019 on 23rd May 2019 (this is also attached).

The Annual Governance and Accountability Return is made up of three sections as follows: -

Section 1 - Annual Governance Statement 2018/19 (Page 4)

Section 2 - Accounting Statements for 2018/19 (Page 5)

Section 3 - External Auditor's Report & Certificate 2018/19 (Page 6)

The audit will be undertaken by Moore Stephens.

11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR) and to recommend approval to Council

As part of the Town Council's audit procedures, Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control in place and therefore need to undertake a review and consider whether this is effective on the AGAR.

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 11th March 2019, Council Min. 222 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These controls include items such as income and expenditure controls as well as other controls.

The Council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated Councillors. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained. In addition, the Council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the control systems.

A copy of the Council's Statement of Internal Control can be found at **Appendix 2**.

During the year several other actions have also been undertaken in line with the Council's internal control procedures which include: -

- The Council's Annual Assessment/Review of Risks for 2018/2019 was considered by the Policy and Resources Committee at its meeting on 4th February 2019 (Min. 139 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2018/2019 considered at the meeting are attached at **Appendix 3**
- The Policy and Resources Committee considered the Internal Audit Plan for 2018/2019 at its meeting on 5th February 2018 (Min. 154.2 refers). A copy of the report considered at the meeting is attached at **Appendix 4**
- The Policy and Resources Committee considered the re-appointment of the Council's Internal Auditor for 2018/2019 at its meeting on 5th February 2018 (Min. 154.1 refers) - also part of the above report
- The Policy and Resources Committee considered the first Interim Internal Audit Report at its meeting on 15th October 2018 (Min. 80 refers) with no issues identified by the Internal Auditor during his first visit
- The Policy and Resources Committee considered the second interim Internal Audit Report at its meeting on 4th February 2019 (Min. 138 refers) and once again no issues were identified by the Internal Auditor.
- The final Internal Audit Report for 2018/2019 will be considered at the meeting on 3rd June 2019 prior to this agenda item and will form part of the review. Members will be pleased to note however that no issues were identified during this visit.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

Members are also invited to further review the system of internal control and consider **RECOMMENDING** to **COUNCIL** that the systems that the Council has in place are effective.

11.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2019, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
By answering 'Yes' this means that this authority during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
By answering 'Yes' this means that this authority has 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 this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.
By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.

By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit - **THIS IS NOT APPLICABLE TO THIS COUNCIL.**

DECISION

Members are invited to consider the Council's response to the above and decide whether to answer either "Yes" or "No" to the nine tests.

- 11.3 To Recommend Approval to Council of the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Annual Governance Statement for 2018/2019 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting and by the Town Clerk.

- 11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2019 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

The Council also prepares Financial Statements for the year, which are drawn up by the Town Council's Accountant in accordance with proper accounting practices for smaller relevant bodies as required by the Accounts and Audit Regulations and CIPFA guidelines - **copy attached Appendix 5.**

DECISION

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Financial Statements for year ended 31st March 2019 and agree that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting and by the Town Clerk.

11.5 To consider the Accounting Statements for 2018/2019 (Section 2 of the AGAR)

Section 2 - Summarises the Accounting Statements for 2018/2019 and is signed by the RFO prior to presentation for Members consideration and then by the Chairman of the meeting approving the accounts.

DECISION

Members are invited to consider the Accounting Statements for 2018/2019 as detailed on Section 2 of the AGAR.

11.6 To Recommend Approval to Council of the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to **RECOMMEND** to **COUNCIL APPROVAL** of the Accounting Statements for 2018/2019 and agree that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members are invited to **NOTE** that the Accounting Statements for 2018/2019 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 must complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

BOGNOR REGIS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			Not applicable Not Exempt
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

3/10/18, 11/01/19, 23/5/19

NIGEL ARCHER, for AUDITING SOLUTIONS Ltd

Signature of person who carried out the internal audit

N. J. Archer

Date 23/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

BOGNOR REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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 this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/19

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTH www.bognorregis.gov.uk

Section 2 – Accounting Statements 2018/19 for

BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1489045	895992	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	839874	878655	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	98915	195490	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-428928	-476114	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-59427	-86621	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-1043487	-642479	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	895992	764923	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1116627	867989	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1624027	1931184	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1155950	1206111	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

23/05/19

I confirm that these Accounting Statements were approved by this authority on this date:

03/06/19

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bognor Regis Town Council

Statement of Internal Control

The council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for the raising and signing of purchase orders.
2. A scheme of delegation for approval of all items of expenditure (including orders).
3. The total segregation of the accounting function (through the medium of independent external contractors) from those officers authorised to incur expenditure.
4. The separate authorisation for payment of all expenditure.
5. The retention of the "two signature" rule by councillors for the effecting of all payments.
6. A separate authorisation procedure for incurring expenditure by the use of a corporate Debit Card, subject to strict monetary limits.

Income Controls

1. Sales invoices are raised for all significant sums due to the council
2. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
3. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

The council maintains a system of internal scrutiny of accounting records and transactions by both senior officers and certain nominated councillors.

Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained.

In addition, the council engages the services of independent internal auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



Bognor Regis Town Council
Assessment for year 2018 To 2019

LCRS 7b - All Action Plans

Action completed

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
Land									
27	Administration/ Legal	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.	Medium Medium	4	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.	Town Clerk	31/12/2019	<input type="checkbox"/>
Provision of Office Accommodation									
149	Physical	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	Medium Medium	4	Clearance of paperwork to electronic media is largely completed with only one specific area remaining as an ongoing project.	Town Clerk	31/12/2019	<input type="checkbox"/>



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
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No of issues listed 2

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Cllr Stephen Reynolds

Signed by responsible Finance officer - Glenna Frost

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 (licked)
(not recorded on LCRS .



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
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 Documents	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	
Village Signs	Power to erect (with Highway Authority approval)	5	5	1.0	0	
Web Sites		18	18	1.0	0	
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
POLICY AND RESOURCES COMMITTEE MEETING - 5th FEBRUARY 2018**

AGENDA ITEM 15 - INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19; TO REVIEW THE 2018/19 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY ASSISTANT CLERK

FOR DECISION

To review letter of engagement and reconfirm appointment of Internal Auditor for 2018/19

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 last 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.

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 2018/2019.

To review the 2018/2019 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 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 2018/2019

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 2018/2019 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2019

Bognor Regis Town Council

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31 March 2019

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Bognor Regis Town Council

Council Information

31 March 2019

(Information current at 3rd June 2019)

Mayor

Cllr P. J. Woodall

Councillors

Cllr S. Goodheart (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr J. Brooks

Cllr A. W. W. Cunard

Cllr S. E. Daniells

Cllr Mrs I. Erskine

Cllr J. Erskine

Cllr H. Jones

Cllr Miss C. Needs

Cllr Ms A. Sharples

Cllr W. Smith

Cllr Mrs S. Staniforth

Cllr M. Stanley

Cllr J. L. Warr

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2019

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2019 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2019, and its income and expenditure for the year ended 31 March 2019.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2019

Auditors

The name and address of the External Auditors is provided for information only.

These Statements are not subject to audit and the External Auditors have no responsibility for them.

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

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

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

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

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2019

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

The council accounts for loans on an accruals basis. Details of the council's external borrowings are shown at note 17.

Leases

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 16.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 21.

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

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

Interest Income

All interest receipts are credited initially to general funds.

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2019

Cost of Support Services

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

Pensions

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

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

The next actuarial valuation was due at 31st March 2019 and any change in contribution rates as a result of that valuation will take effect from 1st April 2020.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2019

	Notes	2019 £	2018 £
Income			
Precept on Principal Authority		878,655	839,874
Grants Receivable		6,000	6,000
Rents Receivable, Interest & Investment Income		6,096	4,434
Charges made for Services		51,913	57,269
Other Income		31,481	31,212
Total Income		974,145	938,789
Expenditure			
Direct Service Costs:			
Salaries & Wages		(296,455)	(261,324)
Grant-aid Expenditure		(47,202)	(61,900)
Other Costs	1	(181,738)	(186,111)
Democratic, Management & Civic Costs:			
Salaries & Wages		(179,659)	(167,604)
Other Costs	1	(143,163)	(155,418)
Total Expenditure		(848,217)	(832,357)
Excess of Income over Expenditure for the year.		125,928	106,432
Net Operating Surplus for Year		125,928	106,432
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(49,840)	(23,676)
Revenue Expenditure funded from Capital		243,300	645,800
Capital Expenditure charged to revenue	12	(307,157)	(675,809)
Transfer (to)/from Earmarked Reserves	20	(16,166)	37,862
(Deficit)/Surplus for the Year (from)/to General Fund		(3,935)	90,609
Net Surplus for the Year		12,231	52,747
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to)/from Earmarked Reserves	20	16,166	(37,862)
(Deficit)/Surplus for the Year (from)/to General Fund		(3,935)	90,609
		12,231	52,747

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

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2019

Reserve	Purpose of Reserve	Notes	2019 £	Net Movement in Year £	2018 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	282,807	94,015	188,792
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	478,359	16,166	462,193
General Fund	Resources available to meet future running costs		286,564	(3,935)	290,499
Total			1,047,730	106,246	941,484

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Balance Sheet

31 March 2019

	Notes	2019 £	2019 £	2018 £
Fixed Assets				
Tangible Fixed Assets	11		1,521,479	1,235,593
Current Assets				
Debtors and prepayments	14	30,032		109,311
Cash at bank and in hand		867,989		1,116,627
		<u>898,021</u>		<u>1,225,938</u>
Current Liabilities				
Current Portion of Long Term Borrowings		(79,779)		(73,204)
Creditors and income in advance	15	<u>(133,097)</u>		<u>(329,946)</u>
Net Current Assets			685,145	822,788
Total Assets Less Current Liabilities			2,206,624	2,058,381
Long Term Liabilities				
Long-term borrowing	17		(1,126,332)	(1,082,746)
Deferred Grants	18		(32,562)	(34,151)
Total Assets Less Liabilities			<u>1,047,730</u>	<u>941,484</u>
Capital and Reserves				
Capital Financing Reserve	19		282,807	188,792
Earmarked Reserves	20		478,359	462,193
General Reserve			<u>286,564</u>	<u>290,499</u>
			<u>1,047,730</u>	<u>941,484</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2019, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 3rd June 2019 .

Signed:
Cllr P. J. Woodall	Mrs G. Frost CiLCA
Mayor	Responsible Financial Officer

Date:
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The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Cash Flow Statement

31 March 2019

	Notes	2019 £	2019 £	2018 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(476,113)		(428,928)
Other operating payments		(278,052)		(406,003)
			(754,165)	(834,931)
<i>Cash inflows</i>				
Precept on Principal Authority		878,655		839,874
Cash received for services		85,471		103,819
Revenue grants received		6,000		6,000
			970,126	949,693
Net cash inflow from Revenue Activities	23		215,961	114,762
SERVICING OF FINANCE				
<i>Cash outflows</i>				
Interest paid		(36,165)		(18,055)
<i>Cash inflows</i>				
Interest received		5,975		5,775
Net cash (outflow) from Servicing of Finance			(30,190)	(12,280)
CAPITAL ACTIVITIES				
<i>Cash outflows</i>				
Purchase of fixed assets		(484,570)		(475,027)
<i>Cash inflows</i>				
Net cash (outflow) from Capital Activities			(484,570)	(475,027)
Net cash (outflow) before Financing			(298,799)	(372,545)
FINANCING AND LIQUID RESOURCES				
(Increase)/Decrease in money on call			-	180,000
<i>Cash outflows</i>				
Loan repayments made			(49,839)	(23,676)
<i>Cash inflows</i>				
New loans raised			100,000	-
Net cash inflow from financing and liquid resources			50,161	156,324
(Decrease) in cash	25		(248,638)	(216,221)

The notes on pages 12 to 20 form part of these unaudited statements.

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

1 Other Costs Analysis

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

Direct Service Costs

	2019	2018
	£	£
Arts Development & Support	10,000	10,000
Theatres & Public Entertainment	39,142	38,107
Allotments	3,702	4,254
Tourism Policy, Marketing & Development	881	1,043
Visitor Information	831	1,688
Public Conveniences	-	30,000
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	154,543	108,501
Community Development	46,619	49,102
Street Lighting	5,047	3,530
Off-street Parking	21,286	21,148
Other Services to the Public	(60,512)	(28,144)
Grants - Bognor Pier Company Ltd	5,401	6,782
Less: Grant-aid Expenditure	(47,202)	(61,900)
Total	181,738	186,111

Democratic, Management & Civic Costs

	2019	2018
	£	£
Corporate Management	80,411	82,722
Democratic Representation & Management	9,167	21,135
Civic Expenses	6,726	5,422
Mayors Allowance	3,000	3,000
Members' Allowances	7,078	7,388
Interest Payable	36,781	35,751
Total	143,163	155,418

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

2 Interest and Investment Income

	2019	2018
	£	£
Interest Income - General Funds	6,096	4,434
	6,096	4,434

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

3 Agency Work

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

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

4 Related Party Transactions

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

5 General Power of Competence

With effect from 5th September 2016 Bognor Regis Town Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 5th September 2016 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

6 Audit Fees

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

These may be summarised as follows:

	2019	2018
	£	£
Fees for statutory audit services	2,000	2,000
Total fees	2,000	2,000

7 Publicity

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

	2019	2018
	£	£
Recruitment Advertising	-	256
Publicity	212	515
Newsletter	2,562	2,860
	2,774	3,631

8 Members' Allowances

	2019	2018
	£	£
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,078	7,388
	10,078	10,388

Other than the Mayor 14 of the total of 16 elected members claimed allowances to which they were entitled. Co-opted members are not entitled to claim allowances.

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

9 Employees

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

	2019 Number	2018 Number
Full-time	12	12
Part-time	4	4
Temporary	-	-
	<u>16</u>	<u>16</u>

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

10 Pension Costs

The council participates in the West Sussex Superannuation Fund Pension Fund.

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

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

The cost to the council for the year ended 31 March 2019 was £57,807 (31 March 2018 - £42,944).

The most recent actuarial valuation was carried out as at 31st March 2016, and the council's contribution rate is confirmed as being 21.70% of employees' pay with effect from 1st April 2019 (year ended 31 March 2019 – 21.70%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2018	204,180	230,079	69,774	1,119,994	1,624,027
Additions	22,369	-	-	284,788	307,157
At 31 March 2019	226,549	230,079	69,774	1,404,782	1,931,184
Depreciation					
At 31 March 2018	(174,589)	(210,033)	(3,812)	-	(388,434)
Charged for the year	(16,512)	(4,346)	(413)	-	(21,271)
At 31 March 2019	(191,101)	(214,379)	(4,225)	-	(409,705)
Net Book Value					
At 31 March 2019	35,448	15,700	65,549	1,404,782	1,521,479
At 31 March 2018	29,591	20,046	65,962	1,119,994	1,235,593

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2019	2018
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	307,157	675,809
	307,157	675,809
was financed by:		
Loan Proceeds	243,300	645,800
Revenue:		
Equipment Replacement Reserve	35,680	30,009
Precept and Revenue Income	28,177	-
	307,157	675,809

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

Vans and Trucks – 4
Water Bowser and trailer
Sundry grounds maintenance equipment
Sundry office equipment
Metereological equipment
Floral planters and baskets
High Street Pea Lights

Infrastructure Assets

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

Community Assets

Millennium Clock
Victorian Bathing Machine
Sun Sculpture
Allotments
Council Regalia

Other Assets

Shares in Bognor Pier Co Ltd
Investment in Picturedrome Screen 4

14 Debtors

	2019	2018
	£	£
Trade Debtors	13,559	17,393
VAT Recoverable	3,765	73,657
Other Debtors	-	463
Prepayments	12,180	17,391
Accrued Interest Income	528	407
	<u>30,032</u>	<u>109,311</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

15 Creditors and Accrued Expenses

	2019	2018
	£	£
Trade Creditors	9,835	23,045
Other Creditors	40,677	36,889
Accruals	20,293	28,703
Accrued Interest Payable	18,312	17,696
Income in Advance	20,611	22,831
Capital Creditors	23,369	200,782
	<u>133,097</u>	<u>329,946</u>

16 Financial Commitments under Operating Leases

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

	2019	2018
	£	£
Obligations expiring within one year	-	1,996
Obligations expiring between two and five years	1,460	-
Obligations expiring after five years	-	-
	<u>1,460</u>	<u>1,996</u>

17 Long Term Liabilities

	2019	2018
	£	£
Public Works Loan Board	1,206,111	1,155,950
	<u>1,206,111</u>	<u>1,155,950</u>

The above loans are repayable as follows:

	2019	2018
	£	£
Within one year	79,779	75,204
From one to two years	55,219	50,675
From two to five years	176,004	161,558
From five to ten years	331,346	304,295
Over ten years	563,763	566,218
	<u>1,206,111</u>	<u>1,157,950</u>
Total Loan Commitment	1,206,111	1,157,950
Less: Repayable within one year	(79,779)	(75,204)
	<u>1,126,332</u>	<u>1,082,746</u>

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

18 Deferred Grants

	2019	2018
	£	£
Capital Grants Applied		
At 01 April	34,151	35,740
Grants Applied in the year	-	-
Released to offset depreciation	(1,589)	(1,589)
Extinguished and/or transferred	-	-
At 31 March	32,562	34,151
Total Deferred Grants		
At 31 March	32,562	34,151
At 01 April	34,151	35,740

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

19 Capital Financing Account

	2019	2018
	£	£
Balance at 01 April	188,792	152,308
Financing capital expenditure in the year		
Additions - using revenue balances	63,857	30,009
Loan repayments	49,840	23,676
Reversal of depreciation	(21,271)	(18,790)
Deferred grants released	1,589	1,589
Balance at 31 March	282,807	188,792

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

20 Earmarked Reserves

	Balance at 01/04/2018	Contribution to reserve	Contribution from reserve	Balance at 31/03/2019
	£	£	£	£
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	9,839	70,000	(45,680)	34,159
Other Earmarked Reserves	154,354	37,306	(45,460)	146,200
Total Earmarked Reserves	462,193	107,306	(91,140)	478,359

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

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

The Other Earmarked Reserves at 31 March 2019 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2019 not otherwise provided for in these accounts.

22 Contingent Liabilities

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

23 Reconciliation of Revenue Cash Flow

	2019	2018
	£	£
Net Operating Surplus for the year	125,928	106,432
Add/(Deduct)		
Interest Payable	36,165	35,751
Interest and Investment Income	(5,975)	(5,775)
Decrease/(Increase) in debtors	79,279	(53,439)
(Decrease)/Increase in creditors	(19,436)	31,793
Revenue activities net cash inflow	215,961	114,762

Bognor Regis Town Council

Notes to the Accounts

31 March 2019

24 Movement in Cash

	2019	2018
	£	£
Balances at 01 April		
Cash with accounting officers	330	330
Cash at bank	1,116,297	1,332,518
	<u>1,116,627</u>	<u>1,332,848</u>
Balances at 31 March		
Cash with accounting officers	332	330
Cash at bank	867,657	1,116,297
	<u>867,989</u>	<u>1,116,627</u>
Net cash (outflow)	<u>(248,638)</u>	<u>(216,221)</u>

25 Reconciliation of Net Funds/Debt

	2019	2018
	£	£
(Decrease) in cash in the year	(248,638)	(216,221)
Cash inflow from new borrowings	(100,000)	-
Cash outflow from repayment of debt	49,839	23,676
Net cash flow arising from changes in debt	<u>(50,161)</u>	<u>23,676</u>
Movement in net debt in the year	<u>(298,799)</u>	<u>(192,545)</u>
Cash at bank and in hand	1,116,627	1,332,848
Total borrowings	<u>(1,155,950)</u>	<u>(1,179,626)</u>
Net (debt)/funds at 01 April	<u>(39,323)</u>	<u>153,222</u>
Cash at bank and in hand	867,989	1,116,627
Total borrowings	<u>(1,206,111)</u>	<u>(1,155,950)</u>
Net (debt) at 31 March	<u>(338,122)</u>	<u>(39,323)</u>

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 3rd June 2019), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2019

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2018</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2019</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	9,839	70,000	(45,680)	34,159
	<u>9,839</u>	<u>70,000</u>	<u>(45,680)</u>	<u>34,159</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	3,778	1,239		5,017
Election Fund	15,747	5,000		20,747
Millenium Fund	655			655
Promotions/Publicity	6,029			6,029
P & R Projects	0	500		500
E & L Projects	2,969			2,969
Grant Aid	1,360			1,360
Tourism & Events Support	1,257	457	(386)	1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	3,526	1,181	(853)	3,854
Events Sponsorship	1,922			1,922
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	34,060		(303)	33,757
Decking Areas	4,378			4,378
Bognor Regis Brand	11,881		(11,881)	0
Ward Allocation - Orchard Ward	305		(305)	0
Ward Allocation - Marine Ward	500	125	(500)	125
Ward Allocation - Hotham Ward	304		(304)	0
Website	838			838
Councillor Training	1,785	360		2,145
Heritage Vision Board	13,742		(290)	13,452
Our Place	2,680		(951)	1,729
WWI Project	2,865		(2,865)	0
Youth Strategy	2,787		(2,787)	0
Staff Training	1,948	1,993		3,941
Town Crier	1,377	256		1,633
Loan Repayment not taken	24,035	26,195	(24,035)	26,195
	<u>154,354</u>	<u>37,306</u>	<u>(45,460)</u>	<u>146,200</u>
TOTAL EARMARKED RESERVES	<u>462,193</u>	<u>107,306</u>	<u>(91,140)</u>	<u>478,359</u>

Bognor Regis Town Council

31 March 2019

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	46,626	42,866
Open Spaces	3,357	1,225
Tourism	11,102	10,043
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	354,523	358,030
Street Lighting	3,628	5,047
Parking Services	21,149	21,286
Other Services to the Public	23,288	21,584
Investment Properties	-	5,401
Net Direct Services Costs	465,673	467,482
Corporate Management	204,936	230,821
Democratic & Civic	32,183	23,740
Net Democratic, Management and Civic Costs	237,119	254,561
Interest & Investment Income	(2,000)	(6,096)
Loan Charges	88,926	36,781
Capital Expenditure	-	307,157
Transfers to/(from) other reserves	53,598	16,165
Surplus to/(Deficit from) General Reserve	35,339	(3,935)
Precept on Principal Authority	878,655	878,655

Bognor Regis Town Council

31 March 2019

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2019 £	2019 £	2019 £	2018 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	50,105	(7,239)	42,866	43,169
Open Spaces	3,702	(2,477)	1,225	2,231
Tourism	10,043	-	10,043	10,714
ENVIRONMENTAL SERVICES				
Environmental Health	-	-	-	30,000
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	344,149	(32,738)	311,411	265,664
Community Development	46,619	-	46,619	49,102
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	5,047	-	5,047	2,942
Parking Services	21,286	-	21,286	21,148
OTHER SERVICES				
Other Services to the Public	37,043	(15,459)	21,584	12,314
Investment Properties	5,401	-	5,401	6,782
CENTRAL SERVICES				
Corporate Management	260,071	(29,250)	230,821	220,501
Democratic & Civic	9,167	-	9,167	21,135
Civic Expenses	16,804	(2,231)	14,573	14,423
Net Cost of Services	811,437	(89,394)	722,043	702,125

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2019**

**AGENDA ITEM 12 - TO NOTE UPDATED TREASURY MANAGEMENT
POLICY**

REPORT BY TOWN CLERK

FOR INFORMATION

The updated Treasury Management Policy is attached as **Appendix 1**.

BOGNOR REGIS TOWN COUNCIL

TREASURY MANAGEMENT POLICY (UPDATED MAY 2019)

INTRODUCTION

The Town Council currently (i.e. as at 27th May 2019) has substantially all of its surplus funds on deposit with CCLA in the Public Sector Deposit Fund. This has had a significant positive impact on the council's interest income (over £6,000 in the year to 31st March 2019 compared with just over £4,400 in the previous year) notwithstanding the significant sums expended on the Screen 4 Project during 2018/19.

SUGGESTED STRATEGY

The current Strategy is serving the Council well and, unless or until meaningful interest returns are achievable on the previously preferred investment vehicle of Fixed Term Treasury Deposits, there is no need to consider alternative arrangements. The rate currently achievable (as at 24th May) is 0.7724% on Total Balances (this is net of Management Charges). The Investment qualifies as a Revenue Investment for Annual Return purposes and deposits/withdrawals do not fall for classification as Expenditure/Income in the Annual Return. Equally, the end of year balance is included within Bank and Cash balances (as a Short-Term Investment) in the Annual Return. The rates would appear to be competitive in today's low-interest environment. Whilst marginally better returns **might** be achievable elsewhere, the simplicity of dealing with, and the immediacy of accessibility of PSDF funds almost certainly outweighs any marginal improvements in returns.

APPROVAL AND MECHANISM

Although the transactions do not represent expenditure/payment by Council for accounting purposes, instructions to Co-op Bank to make investments will still require signature by two Councillors, unless (or until) the current Bank Mandate is amended to allow transfers to (specifically) CCLA to be made on the e-mail instruction of the Town Clerk. Transfer of funds back to the Co-op Bank are by means of e-mail over the Clerk's signature. The amount of these is agreed by discussion with the accountants at their bi-monthly visits.

27th May 2019

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 13 - COUNCILLORS' ALLOWANCES INCLUDING: -

- **TO CONSIDER ANY TOWN COUNCIL MEMBERS' ALLOWANCE SCHEME FOR THE FOUR-YEAR ADMINISTRATION PERIOD FOLLOWING THE ELECTIONS HELD ON 2nd MAY 2019, TAKING INTO ACCOUNT ADC'S INDEPENDENT REMUNERATION PANEL REVIEW**
- **TO CONSIDER CONTINUATION OF PAYMENT OF A TRAVELLING AND SUBSISTENCE ALLOWANCE TO MEMBERS WHILST ON AGREED TOWN COUNCIL DUTIES OUTSIDE OF THE TOWN**

REPORT BY TOWN CLERK

FOR DECISION

Members should **NOTE** that Dispensations were granted to all Members at the Annual Town Council Meeting held 13th May 2019 (Min. 20 refers) to enable full participation in the discussion for this item.

BACKGROUND

The policy of the Town Council in the past has been to pay Members an allowance known as the 'Basic Parish Allowance' to recognise the time and effort they put into their parish duties. When paying this allowance, the Town Council has to have regard to any recommendations from the District Council's Parish Independent Remuneration Panel.

Notification of an increase in the District Council's Basic Allowance was received in March 2019 which stated as follows: -

"That the Basic Allowance should continue to be index linked to the annual staff pay settlement. As Council staff will be receiving a 2% pay award which will come into force on 1 April 2019 this means that the District Council Basic Allowance will also increase by 2%.

The level of the District Council Basic Allowance will, therefore, from 1 April 2019 increase from £5,374 to £5,481."

It should be noted that there was an error in the report received at ADC's Audit & Governance Committee Meeting held 14th November 2018 and an addendum sheet was circulated to the meeting to reflect this. Whilst the correct figures are not referred to in the Minutes of the ADC Committee Meeting, written confirmation has been provided by ADC's Committee Services Manager that the figures referred to above are correct.

In accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003, the appropriate Parish Council Scheme allows for all elected Town/Parish Councillors to receive a Basic Parish Allowance equating to 10% of the District Council's Basic Allowance.

Therefore, the maximum that may be payable to each Town Councillor with effect from 1st April 2019 is £548.10 per annum.

The current Town Council budget allows for an annual figure of £505.50 to be paid to each Councillor. The allowance is paid monthly in arrears via WSCC Payroll Services and is taxable.

Should Members wish to consider that this be increased to £548.10 per annum then the budget will need to be adjusted for this year to account for the increase. It should be noted that any decision to increase the allowance will therefore result in a budget overspend until the budget can be amended next year.

Basic Parish Allowance - A Town/Parish Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the Proper Officer of the Town/Parish Council.

NOTE: Individual Councillors must decide whether they wish to receive the Basic Parish Allowance. For the avoidance of doubt, if Members agree at this meeting to pay an Allowance for the forthcoming Administration, forms indicating Members' preference will be circulated to each Councillor, after a decision has been reached, for completion and return to the Town Clerk a.s.a.p.

Travel and Subsistence Allowances - The policy of the Town Council has been to pay its Members travel and subsistence allowances for duties undertaken outside of the parish whilst on agreed Town/Parish business and not for duties within the Parish. These should be based on the Travelling and Subsistence Allowances in place for Arun District Councillors, i.e. the Inland Revenue Scheme of 45p per mile for travel and subsistence rates based on actual costs, with receipts being provided wherever possible.

DECISIONS

Do Members **AGREE:** -

To continue payment of the Basic Parish Allowance for all Members that wish to receive the allowance during this Administration, ceasing in May 2023?

If Members are minded to agree, to consider whether the Basic Parish Allowance should remain at £505.50 for the current financial year

Or

That an increase to the Town Councillors' annual allowance to the limit of £548.10 per annum is approved in line with the recommendation by the District Independent Panel and to note that this will result in a budget overspend until the budget can be amended next year.

To continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties **outside** of the Town. All such approved duties will be agreed at the appropriate Committee.

That travel and subsistence allowance will **not** be paid for travel within the boundaries of the Town.

Committee: Policy and Resources

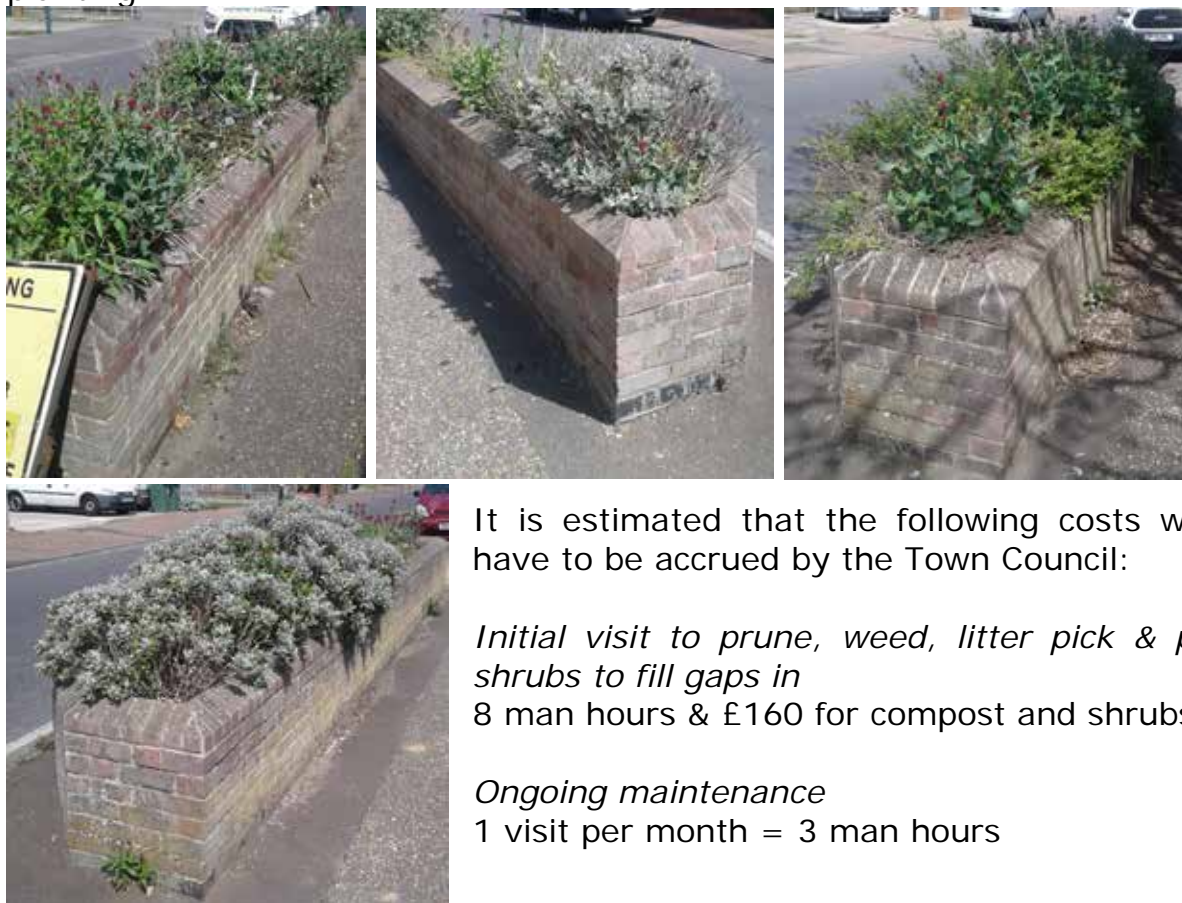
Date: 3rd June 2019

Report by: Town Force Manager

Subject: Update on Town Force activities

WSSC planters in Frith Road.

WSSC Highways are going to introduce traffic calming measures in Frith Road this year. Currently there are four roadside planters there that have fallen into disrepair because WSSC are not able to maintain them and they are considering filling them in. However, before they do, WSSC asked if the Town Council would be interested in taking over the maintenance of the planters (not ownership) with all associated costs being attributed to the Town Council. It should be noted that prior to any agreement being reached, written confirmation would be required from WSSC that the Town Council will not be liable for the planters in any way other than through the actual planting.



It is estimated that the following costs would have to be accrued by the Town Council:

Initial visit to prune, weed, litter pick & plant shrubs to fill gaps in

8 man hours & £160 for compost and shrubs

Ongoing maintenance

1 visit per month = 3 man hours

FOR DECISION

Do Members **AGREE** to fund the maintenance of the planters with all costs absorbed by the Town Council?

If minded to agree to fund the maintenance, Members are asked to note that as no budget is available in the current financial year, any expenditure will need to be funded by General Reserves.

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

WSSCC have now sent an agency agreement through for removing graffiti and flyposting from their assets. This has been reviewed and queries raised but no response from WSSCC has been received to date.

Since 1st April 2019 when the new arrangements became effective, Town Force have removed 7 incidents of graffiti and 8 flypostings from WSSCC assets.

Town Force unit.

The landlord's contractor has rectified the position of the padlock on the permanent metal gate at the end of the fire exit.

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

Bunting in London Road.

Wilko store contacted us raising concern over damage to the London Road bunting during the closure of Bedford Street which diverts their delivery lorries into the precinct. It was decided to roll the bunting back to the wall to prevent damage. Reinstatement will take place around the end of May, weather permitting.

Sponsored planting.

In order to offset the potential loss of income if WSSCC were to reclaim the sponsored roundabouts, 5 new planters are being installed on the Felpham side of Felpham Way (with kind permission of Felpham Parish Council). These should generate an additional income of £3,000 per annum.

Arun Instrument Repairs have joined the scheme and sponsor a site on Orchard Way roundabout. I4signs, Post Newspapers and Kevin Welling have renewed their agreements for another year and LuvCarpets have renewed for 3 years.

A local business was interested in taking on a site on the Squareabout but this didn't materialise. Discussions are underway with another potential sponsor for Orchard Way roundabout.

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.

Events Support.

ROX in the Park, Seafront Lights Switch On and 10k Road Race.

Odd Jobs for 3rd parties (extra revenue).

- * Arun District Council - Installation hanging baskets in the Arcade & assistance with tree cutting in London Road using the cherry picker;
- * Middleton-on-Sea Parish Council - installation of goal posts & galvanized mesh tree surrounds;
- * South Bersted Primary School - Repairs to play equipment & fencing
- * The Regis School - Delivery & collection of crowd barriers;
- * Bognor Regis BID - Cleaning 4 x shop signs;
- * Bognor Regis Seafront Lights - Event equipment delivery & collection;
- * Bognor Regis Local History Society - Installation of a key to the front of the Museum building and erection of bunting.

Examples of other jobs.

In addition to the routine jobs, Town Force have also put events posters up in the seafront shelters, distributed events lists in the area, put Book Day banners up, planted 4 replacement trees, assisted with the Beach Clean, put bunting & banners up in the Arcade following a request from the BID to use their allocated TF hours, delivered / collected the stage blocks from the Phoenix Centre for Create Awards evening, installed a Blue Plaque in West Street, put advance warning signs up for the Carnival, installed / removed various sponsor signs, dealt with a range of graffiti & flyposting and done odd jobs at the allotments.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2019**

AGENDA ITEM 15 - TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 17th APRIL 2019 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING

REPORT BY PROJECTS OFFICER

FOR INFORMATION

The Notes of the meeting of the Heritage Partnership Board held on 17th April 2019 are attached as **Appendix 1**.

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 17th APRIL 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, Margaret Murphy (MM) - ADC Tourist and Development Manager and Irene Campbell (IC) – Community Volunteer

In Attendance: Sheila Hodgson (SHG) - BRTC

Apologies:

Paul Wells (Bognor Regis Trust), Glenna Frost (BRTC) and Sue Hawker (Community Volunteer). No other apologies had been received.

Meeting opened at 6.30pm

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.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 5th MARCH 2019

The notes of the meeting held on 5th March 2019 were accepted as a true record.

3. MATTERS ARISING

There were no matters arising.

As SE had to leave the meeting early it was agreed to change the order of business

4. UPDATE ON BLUE PLAQUES

SE asked the Board to join her in thanking SHG for her help and contribution in the progressing the production of the plaques and asked for this be recorded in the minutes.

The group discussed arrangements for unveiling two of the blue plaques, Frank L'Alouette and Martin Venables. SE had made contact with the family of Frank L'Alouette and a representative for Martin Venables and mutually convenient dates to hold the events and arrangements were agreed.

Frank L'Alouette:

The plaque will be sited in West Street and the unveiling is planned for Sunday 19th May 2019 at 3.30pm by members of his family. SHG will liaise with the family and arrange for press coverage and for the Town Mayor to be present. HD will seek permission from the museum to hold a small reception after the ceremony. KB confirmed that a small amount of money will be made available from the Bognor Regis Trust to provide a few refreshments.

Martin Venables:

The plaque will be sited on the Promenade and the unveiling is planned for Wednesday 26th June at a time to fit in with low tide. There are no surviving members of Martin Venables family. However, a local author and geologist has agreed to unveil the plaque and will be asked to do a talk about the rocks and fossils on Bognor Regis Beach. SH will liaise with the Aldwick Beach Café on the Promenade regarding a small reception post the unveiling. SGH will make the necessary arrangements and arrange for press coverage and for the Town Mayor to be in attendance.

KB confirmed that he had arranged for all the blue plaques, old and new, to be included in the trail along with other plaques that are situated in the Town.

Sylvia Endicott left the meeting.

5. UPDATE ON HERITAGE TRAIL

KB gave a visual overview of the website. Completion date is estimated in the next 2 to 3 weeks and members will be given a link and access to the site for a final proof read and content check. KB confirmed that the site is mobile compatible. IC and SH were thanked for their work in proof reading the trail texts and SH in particular for her work on the Tree Trail. It was agreed to try and coincide the launch date of the Heritage Trail with Sussex Day, which is June 16th. Arrangements for the launch will be discussed at the next BRHP Board meeting. KB will arrange paperwork to be raised to

KB was again thanked for his continued hard work and persistence in getting the Heritage Trail produced.

6. RECOMMENDATIONS TO THE BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The group were asked to consider the draft Terms of Reference for the Bognor Regis Heritage Partnership Board. These were approved and recommended to the Bognor Regis Town Council's Policy and Resources Committee for adoption.

The group would further recommend to the Bognor Regis Town Council's Policy and Resources Committee that a sub-group of the BRHP Board be set up to oversee the work connected with the Conservation Area Appraisals in partnership with ADC.

7. ITEMS FOR FUTURE AGENDA

To reconsider the number of plaques for William Fletcher.

Compilation of a list of non-fiction novels that refer to Bognor Regis. IC to do some background research ahead of the meeting.

8. DATE AND TIME OF NEXT MEETING

The next meeting of the BRHPB will be on Wednesday 5th June 2019 at 6.00pm
The date of the next Heritage Trail Sub-group will be on Wednesday 22nd May at 4.00pm.

SHG will make the necessary arrangements

Meeting closed at 7.40pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 16 - 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

A BID Board Meeting was held on the 9th May 2019 and the following issues were discussed:

BCRP Update:

An update was given by a director on the DISC reporting system and the incidents reported.

Training Workshops:

It was reported that despite extensive advertising, the training workshops being offered to BID members free of charge by ADC, had received a poor take up, with only one person attending the first workshop and only eight signed up for the second. Discussion followed on how to make training more up-to-date and online.

BID Budget Update:

A draft budget was circulated to BID Directors. The final budget will be available at the next meeting.

Events:

The feedback for the series of Easter events was very positive and springboard shows an increase on footfall. More marshalling assistance is required at the events and the BID will get some quotes from local agencies. The Big Bognor Spring Clean included a beach litter pick and shop front cleaning. New Cigarette bins are to be installed in the precinct. The planned extreme weekend is having to be scaled back with the roller rink element now being transferred back to the Town Council to run. There will be a taster evening for the Dungeons and Dragons event to see how it is received. More info to follow. Arrangements are underway for the Opera Night.

BID Staffing:

A full time Co-ordinator will be appointed in June and recruiting will begin for a part time assistant.

BID Communications:

A newsletter will be distributed in June. A draft for the proposed map and visitors guide was distributed to Directors for input and feedback. There are a number of changes to be made before going to print.

Town Centre Issues:

Work is scheduled to start on the development of six high quality city centre apartments in London Road. Works will commence with the installation of scaffolding and site safety measures on Monday 20th May 2019 and is expected to last for approximately six months.

During the building works, the covered passageway that currently connects London Road and Sudley Road will be sectioned off to prevent risk of harm to those walking through. Whilst this area is in fact private land and not an official public right of way, members of the public have been used to using this as an access point to the town and there may be some complaints. The owners and the BID Company will be putting up signage in advance of the closure and will be doing all they can to raise awareness.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 17 - GRANT AID 2020 INCLUDING: -

- **TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED**
- **CONSIDERATION OF THE RECOMMENDATION BY THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th NOVEMBER 2018 (MIN. 78.1 REFERS) TO ALTER PROCESS OF GRANT CONSIDERATION**
- **CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED (IF REQUIRED)**
- **CONSIDERATION OF THE RECOMMENDATION BY THIS COMMITTEE ON 19th NOVEMBER 2018 (MIN. 91 REFERS) THAT ANY UNSPENT MONIES FROM THE GRANT AID 2019 BUDGET BE VIRED TO THE FLEXIBLE COMMUNITY FUND 2019/20**
- **REVIEW OF THE GUIDELINES FOR THE FLEXIBLE COMMUNITY FUND INCLUDING RECOMMENDATIONS RECORDED UNDER MIN. 11 OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 20th MAY 2019**

REPORT BY DEPUTY CLERK

FOR DECISION

BACKGROUND

The Council's Corporate Strategy identifies the Council's priority headings. These are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Acquiring and creating more community assets

In taking these priorities into account, applicants should have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

Attached is the current Grant Aid paperwork for the Committee to review. Various dates etc. have been highlighted that would need to be amended prior to distribution this year - **APPENDICES 1, 2 & 3.**

DECISION

Do Members **APPROVE** any changes to the current Grant Aid application forms and guidelines?

At the Community Engagement and Environment Committee Meeting held 12th November 2018 (Min. 78.1 refers), discussion took place surrounding the Grant Aid process with a resulting recommendation to this Committee that Grant Aid funding applications relating to social issues be referred to the Community Engagement and Environment Committee to determine, and applications relating to events referred to the Events, Promotion and Leisure Committee for a decision. Members are asked to note that as part of the Grant Aid process review undertaken in 2017, this Committee considered splitting applications into two streams; General Applications and Event Applications (further details may be found on the Town Council's website within the report and attached Appendix for item 16 of the Agenda for the Policy and Resources Committee Meeting held 5th June 2017). Following discussion at that meeting, Members resolved that it was not necessary to split Grant Aid into Events and General applications (Min. 16 refers).

If Members are minded to agree with the current recommendation, consideration must be given to how the budget is split between the two sections - social and events - as the applications will be determined at different Committee meetings.

Furthermore, if Members are minded to agree with the recommendation, it should be noted that as the Budget for Grant Aid falls under the remit of the Policy and Resources Committee, decisions of the other Committees would be by way of recommendations back to this Committee with the final ratification taken at the November Policy and Resources Committee meeting as per the Terms of Reference.

DECISIONS

Do Members **AGREE** to alter the decision-making process for Grant Aid with applications relating to social issues being referred to the Community Engagement and Environment Committee for determination, and applications relating to events referred to the Events, Promotion and Leisure Committee for a decision?

Should Members accept the proposal above to alter the decision-making process, do Members **AGREE** that event applications should be considered by the Events, Promotion and Leisure Committee at their meeting on 7th October and social applications considered by the Community Engagement and Environment Committee at their meeting on 18th November 2019 with their final recommendations considered by the Policy and Resources Committee at the meeting to be held on 25th November 2019?

Should Members reject the proposal above to alter the decision-making process, with all applications received through the Grant Aid process continuing to be determined by the Policy and Resources Committee, Members are invited to **AGREE** that an Extraordinary Meeting of the Policy and Resources Committee should be scheduled for the afternoon of 18th November 2019 to consider the Grant applications.

DECISION

If required, do Members **AGREE** the date for the Extraordinary Meeting of the Policy and Resources Committee as the afternoon of the 18th November 2019?

At the Extraordinary Policy and Resources Committee Meeting 19th November 2018 (Min. 91 refers), whilst considering the Grant Aid funding to be distributed in April 2019 in respect of the 2019/20 financial year, Members agreed to recommend to Council that any unspent monies from the 2019/20 Grant Aid budget be vired to the Flexible Community Fund 2019/20.

Members should note that of the £46,000 budgeted for in 2019/20 for Grant Aid, a total of £41,747 has been allocated leaving an unspent balance of £4,253.

This matter was subsequently referred to at the Policy and Resources Committee Meeting held 26th November 2018 (Min. 96.4 refers) and the Town Clerk again refers to her concerns to this course of action as reported at that meeting, namely that in the first 9 months of the financial year, only £350 of the available £5,000 Flexible Community Fund budget had been used although in the last 4 weeks of the financial year, several larger grants were made resulting in £3,810 of the total budget of £5,000 eventually being used. Furthermore, as Members are aware, the Town Council made financial allowances for several new activities in the 2019/20 budget including the Christmas Lighting, Business Wardens and a 3-year agreement for an event partnership. The Town Clerk therefore continues to recommend that Members bear in mind that the unrequired Grant Aid funds in 2019/20 may be better utilised by having a reduced Grant Aid budget, allowing the released funds to be offset against the substantial new expenditure in 2019/20.

DECISION

Do Members **AGREE** that any unspent monies from the 2019/20 Grant Aid budget be vired to the Flexible Community Fund 2019/20?

or

Do Members **AGREE** that any unspent monies from the 2019/20 Grant Aid budget be returned to General Reserves thereby releasing funds to be offset against the substantial new expenditure in 2019/20?

Flexible Community Fund

The Flexible Community Fund (FCF) runs alongside the main Grant Aid process but is open to applications throughout the year, is focused on smaller levels of funding, which may be required sooner than the annual Grant Aid process could provide.

At the Community Engagement and Environment Committee Meeting held 25th March 2019, the application process was discussed, and Members felt that the current application form for the fund was too similar to the Grant Aid application and too detailed for such small amounts (Min. 115 refers). Therefore, a simplified shorter version was drafted for Members consideration at the Committee Meeting held 20th May 2019 (Min.11 refers) with Members making recommendations on any further amendments as follows (shown in red):

- i) Point 4 - to include C.I.C.
- ii) To insert the question "What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?"

Members are therefore invited to receive the proposed amended application form/guidelines for the FCF (attached as **Appendix 4**) for approval.

DECISION

Do Members **AGREE** with the revised FCF applications form/guidelines as circulated?



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2020

IMPORTANT NOTICE - ONLY applications received in **hard copy will be accepted. Applications received in electronic format will be rejected and the applicant notified. Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report** and any other supporting documents you may wish to send. Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents. Please read questions carefully and provide a full answer.**

1. Name of your organisation

--

2. Name, address, postcode and daytime telephone number of person applying including position in organisation

Name: Address: Postcode: Daytime telephone number: Position in organisation:
--

3. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick:	Yes	No
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4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

5. Please supply the following information:

Is your organisation's main base located within the six Wards of Bognor Regis (as identified on the enclosed map)?
When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents located within the six Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

--

7. Please tell us if you are a branch of, or related to a larger organisation

--

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

--

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

--

10. Please confirm the amount of unrestricted reserves that your organisation holds

--

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

--

12. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

--

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

--

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:		
Public Liability Insurance:	Yes	No
Amount held:		

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE SIGN OVERLEAF TO COMPLETE YOUR APPLICATION

Name..... Position.....

Signed..... Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return a hard copy as soon as possible and **no later than 5.00pm on Friday 27th September 2019**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
Town Hall, Clarence Road, Bognor Regis, PO21 1LD



APPLICATIONS FOR GRANT AID
FOR APRIL 2020

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. The Bognor Regis Town Council Vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

In support of this Vision, the Town Council has agreed the following strategy and priority headings for 2018-2020 and organisations are required to show how their application would meet one or more of these: -

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Acquiring and creating more community assets

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.

4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted in hard copy with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. Applicants to provide only the information required as stated on the form, in hard copy format only. Applications submitted electronically will be rejected and the applicant notified.
8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying hard copies of all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.**
13. Applications for aid must be made on the form provided by this Council and must be sent to the Town Clerk to arrive not later than **5.00pm on Friday 27th September 2019**. Late applications will not be considered. Funds for all successful grant applications will be awarded during April **2020**, the next financial year.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants (overleaf).
- ☐ Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ☐ Enclosed your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.

PLEASE NOTE: audited or certified accounts are to be signed by an independent professional person not associated with your organisation.

- ☐ Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ☐ Enclosed your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ☐ Included additional supporting material, e.g. cuttings, reviews etc. (optional).
- ☐ Enclosed copies of estimates for proposals/project.
- ☐ Enclosed a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying hard copies of all of the required documentation will result in consideration not being given to your application.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



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

June 2019

Dear Sir/Madam

GRANT AID APRIL 2020

I note that you have previously sought Grant Aid from Bognor Regis Town Council or have expressed an interest regarding this.

This Council will consider applications shortly and I am therefore providing the necessary forms for you to complete. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

I am also required to inform you that all applications must be made on the forms provided by this Council and provided in hard copy, along with supporting documents. Applications submitted electronically will be rejected and the applicant notified. Copies of the form and relevant documentation are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application.

As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned in hard copy to this office by no later than 5.00pm on **Friday 27th September 2019**. All applicants will be advised by post of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April **2020**, the next financial year.

Yours faithfully,

Glenna Frost
Town Clerk



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR

1st APRIL 2019 to 31st MARCH 2020

IMPORTANT NOTICE – Please note that before payment of any agreed funds is made, applicants may be required to submit a **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents. Please read questions carefully and provide a full answer.

1. Name and address of your organisation

--

2. Name, address, postcode and daytime telephone number of the person applying including position in organisation

--

3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable

Please tick	Yes	No
If no, please say why:		

4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number
Company Ltd. by Guarantee	Company number
C.I.C	Other (please specify)

5. Please supply the following information:

When did your group/organisation start? (MM/YY)

How many members do you have?

How many people use this service?

How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations)

8. Please tell us if you are a branch of, or related to, a larger organisation

--

9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements will not be available, please give an explanation why		

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick Yes No

If no, please explain why this is not required

Checklist

In order to prevent unnecessary delay, please tick and ensure that you have:

- ☐ Read the notes for applicants
- ☐ Answered all questions. It is not sufficient to simply attach documents in response to questions. Ensure you have entered the actual amount of grant requested
- ☐ Enclosed your most up-to-date bank statements all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.
- ☐ Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- ☐ Enclosed copy of your Constitution or Set of Rules.
- ☐ Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- ☐ Enclosed copies of estimates for proposals/project

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

**AGENDA ITEM 18 - ANNUAL REVIEW OF THE ARRANGEMENT OF
STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING
– MIN. 17 OF MEETING HELD 6th JUNE 2016 REFERS**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members should note that at the Policy and Resources Committee Meeting held 6th June 2016 Members agreed an arrangement with F&G Transport for the storage of Billy Bulb in return for sponsorship of a planted roundabout (Min. 17 refers).

This agreement was on the understanding that the matter is revisited annually, in case there is a change in circumstances. Members are therefore asked to confirm if they wish to continue with the reciprocal arrangement. If Members are minded to continue, contact will be made with F&G Transport to obtain their agreement.

DECISION

Do Members **AGREE** to continue with the arrangement for the storage of Billy Bulb in return for sponsorship of planting in lieu of payment?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 19 - TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2019

REPORT BY TOWN CLERK

FOR INFORMATION AND NOTING

A list of the Town Council's Earmarked Reserves as at 31st March 2019 is attached at **Appendix 1**.

Members are reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the Earmarked Reserves as at 31st March 2019.

EARMARKED RESERVES AS AT 31st MARCH 2019

Rolling Capital Programme (315)	34,158.97
Economic Development (320)	298,000.00
Civic Fund (321)	5,017.00
Election Fund (322)	20,746.88
Millennium Fund (323)	655.00
Promotions & Publicity Committee (326)	6,029.00
P&R Projects (330)	500.00
E&L Projects (331)	2,969.00
P&R Grant Aid (Museum & Birdman) (333)	1,360.41
Tourism & Events Support (334)	1,328.00
Parking Scheme (335)	12,161.00
South East in Bloom (337)	3,853.76
Events Sponsorship (339)	1,922.00
BRTC funding of SRB (340)	964.56
SRB WSCC Contribution (341)	500.00
Street Scene Budget Savings (342)	33,757.25
Decking Areas Maintenance (343)	4,378.58
<u>Ward Allocations</u>	
Marine/Marine North (346)	125.00
Website (349)	838.50
Councillor Training (350)	2,145.00
BR Heritage Vision Partnership (357)	13,451.48
Our Place Project (358)	1,728.57
Staff Training (361)	3,941.00
Town Crier (362)	1,633.00
PWLB Loan Repayment due 1 st April 2019 (369)	26,194.80

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 20 - TO CONSIDER THE REVIEW OF THE TOWN COUNCIL'S ADOPTED CORPORATE STRATEGY 2018-2020 AND TO AGREE A DATE FOR THE REVIEW MEETING

REPORT BY TOWN CLERK

FOR INFORMATION

Background

In 2013, Council with the assistance of LCS Ltd, prepared and approved, a Corporate Strategy for the Town Council for the period 2013-2015. This was a living document receiving regular reviews by the Town Council with the most recent taking place in 2018, having been considered by the Policy and Resources Committee at their meeting held 9th April 2018 (Min. 187 refers) and adopted by Council on 14th May 2018 (Min. 19.3 refers).

The most recent Strategy (copy attached as **Appendix 1**) was for the period 2018 to 2020 and therefore, this new Administration needs to carry out a review and prepare a new Strategy for adoption by Council starting in 2020.

All Members are urged to attend this round table discussion to agree the priorities and focus for the Council during this Administration.

Mr. Chambers of LCS has confirmed that, as in previous years, he can assist the Council in this task and therefore a session has been arranged for the evening of Wednesday 26th June 2019 commencing at 6.00pm. Members are therefore asked to confirm at the Meeting their availability for this date and time but should the arrangements be unsuitable for many, agree alternative, potential dates in August to undertake the discussion, subject to Mr. Chambers availability.

FOR INFORMATION

Members are invited to **AGREE** the date for the Corporate Strategy Review session scheduled of Wednesday 26th June 2019 at 6.00pm but if unsuitable for many, to **AGREE** alternative, potential dates in August.



Bognor Regis Town Council

Corporate Strategy 2018-2020

Sunniest Bognor Regis

Purpose

Our purpose is to lead Bognor to a better future improving the quality of life for locals, listening to and acting upon their views to improve facilities for residents and visitors and delivering bespoke value for money services.

Vision

Our vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling our own destiny so that we can deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

Main Priorities

Our Main priorities are:

- Promoting the Bognor Regis Brand and Town Area
- Partnership Working and Community Engagement and Empowerment
- Acquiring and creating more community assets

The Bognor Regis Community Promise

In achieving our vision Bognor Regis Town Council promises to be trustworthy, honest, reliable and accessible. The Council will have a clear identity and the authority to take ownership of community problems and issues, ensuring it does a good job for all.

Implementing the Corporate Strategy

The Bognor Regis vision sets out a 3-year target to develop a clear Bognor Regis brand to become more powerful and enterprising, controlling its own destiny to deliver relevant and sustainable local services, develop community cohesion and create a happier Bognor Regis.

The Town Council intends to do this through three priority areas.

Priority 1. Promoting the Bognor Regis Brand and Town Area

Priority 2. Partnership Working and Community Engagement and Empowerment

Priority 3. Acquiring and creating more community assets

Each of these priorities will be delivered through one or more projects for which action plans have been developed and are set out below. Implementation of the action plans will be the responsibility of the Town Clerk who will formulate the basis of more detailed and costed actions which will inform the budget setting process for 2018-2020.

In addition to the activities laid out under these priorities, the Council will carry out the day to day functions of the Council.

- i. The Council will continue to fulfil its statutory and democratic role through the meetings of the Council, its Committees and through the holding of the Annual Electors Meeting.
- ii. The Council will continue to fulfil its civic role through the Mayor's diary and by working with other organisations to arrange annual ceremonies such as Remembrance Sunday.
- iii. The Council will continue to engage with the electors of the Town through the handling of enquiries, the provision of information through the Town Council website and Facebook pages.

PRIORITY 1.

Promoting the Bognor Regis Brand and Town Area

The Council will identify a clear brand for Bognor Regis which reflects our core purpose to create an image that identifies the uniqueness of the council's services and differentiates it from other councils' services, so that over time this image becomes associated with our community promise, leading to increased credibility, quality and satisfaction in the mind of everyone who comes into contact with the Bognor Regis Town Council.

Project 1. Promoting the Bognor Regis Brand and Town Area

The Town Council brand is one of its greatest assets. It's not just a logo and design scheme, but reflective of its community, and visitors experience of its services. The brand is reflective of the community promise the Council's values, personalities and, the way it communicates with residents and visitors. It is in the way services are packaged and style in answering the telephone. Communicating the brand clearly and honestly will spread confidence and goodwill. It is a badge of trust that will provide a competitive edge. The brand will tell the community exactly what to expect from Bognor Regis always delivering on promises leading to a better future for all.

The Council will promote Bognor Regis and the Town area by enhancing the locality and facilities for residents and visitors.

The Council will continue to use the well-recognised "Sunnier Logo".

The Council will continue to promote and utilise the Town Crier both within and outside of the Town.

The Council will support the provider of a Wifi network for the beach to encourage a new kind of tourism

The Council will continue to deliver a programme of events throughout the year for residents and visitors to enhance their experience of the town and its environment including

- Drive Thru Time
- Christmas Lights
- Park Day
- Proms in the Park

The Council will continue to prepare and distribute a guide for all Town Council events.

The Council will capitalise on the Meteorological site/Information and publicity relating to the record breaking sunshine hours in Bognor Regis. This will be included within the branding strategy.

Active monitoring and reporting.

The Council will continue to make additions to the photo library and circulation of existing stock

<p style="text-align: center;">Project 2. Neighbourhood Planning.</p> <p>Neighbourhood planning will allow the Town Council to both shape and give the community more of a say in its development (within certain limits and parameters). The plan will be used to help decide the future and protect the sense of place of Bognor Regis and will give local choice around where new houses, shops and offices are to be built, give influence over what buildings should look like and enable the granting of planning permission for the new buildings that the Town Council want to see go ahead.</p> <p>The Bognor Regis Neighbourhood Plan has now been formally “made” by Arun District Council and should be referred to when they consider planning applications for the Town.</p> <p>Bognor Regis Town Council, to effectively use the Neighbourhood Plan to influence development in the Town, identifies that Development Control knowledge is important for both Members and Officers.</p>
<p>The Council will maintain a watching brief of the NP and review if necessary.</p>
<p>The Council will continue to alert and encourage Members to attend training and refresher courses when available.</p>
<p>Development Control: The Council's Planning and Licensing Committee, as Statutory Consultee, will comment on all Planning & Licencing Applications</p>

<p style="text-align: center;">Project 3. Improving the Environment We Live In.</p> <p>Bognor Regis Town Council recognises that the state of its local environment reflects the quality of the Town and has identified actions to supplement the Neighbourhood Plan to improve the local environment for all ages particularly the old and vulnerable. Also, to provide facilities and services for younger people.</p>
<p>The Council will investigate the feasibility of introducing a Play Street Scheme.</p>
<p>The Council will continue and expand the Community Engagement opportunities.</p>
<p>The Council will investigate the potential for the Town Council to take responsibility for planting and maintenance of Steyne Gardens.</p>
<p>The Council will continue the Children's Summer Activity programme including possible extension into other school holiday periods.</p>
<p>The Council will continue with the Youth Worker Steering Group, working with the appointed Youth Worker, to further investigate enabling and improving the environment for young people.</p>
<p>The Council will continue with the Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes.</p>
<p>The Council will continue with the provision and maintenance of 100 + allotment plots</p>

The Council will continue to support the Bognor Regis in Bloom initiative
The Council will continue with maintenance of Town Assets i.e. lampposts, clocks, blacksmiths art
PRIORITY 2. Partnership Working
Bognor Town Council realise that they can't deliver the vision in isolation and better results will be obtained through partnership working.
Project 1. Developing Partnership Working.
Working with our partners to manage and improve local services. Develop the ethos of partnership working amongst all Town Councillors and staff aligning all activities with the Corporate Strategy.
The Council will continue with the requirement for Members to provide a brief report in writing following attendance at each external meeting.
The Council will continue to arrange regular liaison meeting with Arun District Council and West Sussex County Council.
The Council will continue to prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy.
The Council will continue to provide Ward Allocations
The Council will continue to work in partnership with the Bognor Regis Heritage Partnership Board to preserve and enhance the heritage of the Town.
The Council will continue with Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area
The Council will strive to work in partnership with ADC on improvements to the seafront and promenade

PRIORITY 3. Acquiring and Creating more Community Assets
The Council will strive to acquire and develop more community assets
Project 1.
The Acquisition of more Community Assets is desirable to not only ensure future provision of facilities and services but to also provide a new source of income for future years so as to reduce the reliance on the Precept.
The Council will at the appropriate time seek to purchase or lease suitable property to provide for its office, reception and meeting accommodation.
The Council will seek to provide suitable community space.

The Council will continue discussions regarding the acquisition of the Town Hall by the Town Council.

The Council will investigate the acquisition of Town assets of historical value.
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**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

**AGENDA ITEM 21 - TO DISCUSS THE POTENTIAL REPARISHING OF
THE WIDER BOGNOR REGIS URBAN AREA AS REFERRED FROM THE
ANNUAL TOWN COUNCIL MEETING HELD 13th MAY 2019 (MIN. 19
REFERS)**

REPORT BY TOWN CLERK

**FOR INFORMATION
& DECISION**

Background

Members will recall that this issue was referred to this Committee after it was raised during the Public Question Time and Statements part of the Annual Town Council Meeting held 13th May 2019 (Min. 19 refers).

As background for the debate, Members are asked to note that this issue was considered by Council back in 2015, following a Motion by a Councillor, and a summary of the actions taken is as follows:

Town Council Meeting 13th July 2015 - Min. 55 refers

Members received the following Motion and agreed that the matter be referred to the Policy and Resources Committee for consideration:

"The Council noting current developments concerning devolution of powers etc. to local government, and the recent remarks of the Leader of West Sussex Council and joint county council representations to central government;

Noting also the fact that the current parish area is covered by 2 principal councils and this Local Council, and that the urban area of 62,500 people commonly known as 'Bognor Regis' is covered by 2 two principal councils and six parish-level councils;

Noting also the change in maximum parish size from the 25,000 that was obtained when this Council was created in 1985 to the current limit of 100,000 inhabitants;

Noting also the democratic deficit of the neighbouring urban parish councils where in the recent elections there were 53 candidates for 68 places resulting in uncontested elections in all five in contrast with the fully contested, balloted elections for this Council, 30 candidates for 16 places.

Believes that good governance and local feelings both would be best served by:

- *The abolition of the District Councils within West Sussex and the creation of a single tier unitary authority retaining West Sussex County Council as the new Unitary Authority and subsequently write to DCLG confirming the Town Council's support for local government reorganisation within West Sussex.*
- *To support the principle of a Community Governance review of the 6 Parishes of Aldwick, Bersted, Bognor Regis, Felpham, Middleton-on-Sea and Pagham and the creation of a single Local Council of Bognor Regis Town. Subsequently to authorise the Town Clerk to investigate the processes by which this could be achieved and to report back to the Policy and Resources Committee and to full Council."*

This was referred to the Policy and Resources Committee as a policy matter.

Policy and Resources Committee Meeting 3rd August 2015 - Min. 52 refers

It is suggested that Members refer to the Minutes of the Meeting (available on the Town Council's website) to understand the essence of the debate that took place but in summary, following agreed amendments, it was subsequently resolved that a letter be sent to the Department of Communities and Local Government or DCLG (now the Ministry of Housing, Communities and Local Government) to confirm the Town Council's wish for local government reorganisation within West Sussex to be considered in relation to the creation of a Unitary Authority.

Policy and Resources Committee Meeting 19th October 2015 - Min. 85 refers

Members received a copy of the response from the DCLG (copy attached as **Appendix 1**) with no further action proposed.

DECISION

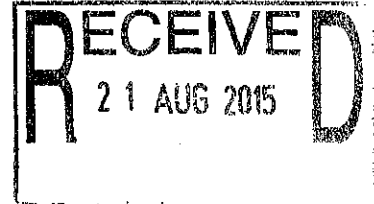
Do Members wish to take any further action with regard to this matter?



Department for
Communities and
Local Government

**Department for Communities and Local
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www.gov.uk/dclg

Our Ref: 1328969
Your Ref: GF/HK/PR030815.52

Date: **18 August 2015**

Thank you for your letter of 13 August 2015 to the Secretary of State about local government reorganisation in West Sussex. I have been asked to reply on his behalf.

The Government is open to change in local government – indeed it is discussing devolution proposals from a number of places and welcomes all councils putting forward their own bespoke solutions for improved service delivery and for the decentralisation of powers. There is now a real opportunity for counties, unitaries and districts to work together to put forward their own proposals for change and we have actively encouraged councils to talk to their neighbouring authorities about decentralisation and the opportunities it offers.

The Government want this process to be bottom up – it is not in the business of imposing change but of listening to what is wanted locally. However it is fully prepared to consider such things as reducing the number of councils by moves to unitary local government or merging local authorities as part of a devolution deal.

I hope this is helpful.

Mrs M A Crosby

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2019**

**AGENDA ITEM 22 - TO NOTE THE INTENTION OF POST NEWSPAPERS
TO UNDERTAKE A REGULAR LIVE FEED OF TOWN COUNCIL MEETINGS
AND TO NOTE THEIR OFFER OF AN OFFICIAL, EXCLUSIVE
PARTNERSHIP**

REPORT BY DEPUTY CLERK

FOR DECISION

Following Post Newspapers live feed of the Annual Town Council Meeting on 13th May 2019, the paper has contacted the Town Clerk and informed that they are planning to do this for each meeting in the future. The Post have however advised that they would like to make this an official, exclusive partnership with the Town Council, providing an additional platform to communicate and connect with the local residents, and beyond.

The proposal is for a partnership between Bognor Regis Town Council and Post Newspapers who will provide a fully managed live stream of public meetings on their social page(s) so the local residents can watch the meeting in the palm of their hand, comment and share with others.

In return, Post Newspapers have requested exclusive, live stream access with the official social live stream to include BRTC partnership branded logos, videos etc. throughout, with the potential for multiple cameras angles.

The equipment set up will be very minimal including 1-3 standard tripods for Camera/s, access to standard/high speed WIFI and an electric point to charge equipment if required.

Members should note that under the Openness of Local Government Regulations 2014 (SI2014-2095) any person may record and/or film a meeting of the Council and this includes live streaming. Consideration must be given by the Council to the measures needed to ensure that members of the public are able to avoid being in shot if they wish. The Town Council already makes provision for this as per the Mayor/Chairman's opening statement which asks anyone filming to make themselves known to the Clerk of the meeting and to only sit in the areas designated by the yellow cards in the public gallery.

Therefore, following discussions with Post Newspapers there is an understanding that under current legislation an exclusive arrangement would not be possible and as they appreciate, it would not be legal to stop anyone else, be that an individual or a different paper, from live streaming any meeting.

Continued.....

However, Council may of course agree to enter into a partnership with Post Newspapers for an official live stream of Town Council meetings and if minded to proceed with this, any agreement would need to be in accordance with the Town Council's Partnership, Promotion and Sponsorship Policy.

DECISION

Do Members **AGREE** to proceed with a partnership with Post Newspapers, in accordance with the Town Council's Partnership, Promotion and Sponsorship Policy, for the official streaming of Town Council meetings **NOTING** that this cannot, by law, be an exclusive arrangement?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd JUNE 2019**

AGENDA ITEM 23 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of April 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 MARCH AND APRIL 2019, UNDERTAKEN BY THE OUTGOING 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 outgoing 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 March and April 2019.

- **TO NOTE THE CLOSURE OF THE BOGNOR REGIS TOWN COUNCIL PUBLIC SECTOR RESERVE (P.S.R.) ACCOUNT WHICH IS NOW SURPLUS TO REQUIREMENTS**

In April every year, the Town Council receives the first half of its Precept from the District Council, which is remitted directly to the Council's current account that is held with the Co-operative Bank. As well as the Council's current account, a Public Sector Reserve (P.S.R.) account was set up many years ago and interest was earned on the funds deposited. To enable the best level of interest to be earned, the majority of the Council's funds were held within the P.S.R. account with funds being transferred between this account and the current account on a daily basis by way of a Fee Sweep to cover the ongoing expenditure of the Council, whilst also ensuring that the current account did not go overdrawn. Over time, the Terms and Conditions of the P.S.R. account

changed, and interest was no longer payable, so an alternative Investment Vehicle was identified with competitive interest rates.

A Public Sector Deposit Fund (P.S.D.F.) account through CCLA was therefore opened a few years ago with the majority of the Council's money now held in this account accruing interest, with funds transferred back into the current account to cover all expenditure as required.

Last month the April instalment of the Precept payment was moved over to the P.S.D.F. account by way of two cheques. However, unfortunately the Co-operative Bank returned one of the cheques as unpaid resulting in loss of interest to the Council as this money was therefore not invested in the P.S.D.F. account for a period of 10 days. Having raised a complaint with the Co-operative Bank regarding this, it has subsequently been established that this was down to human error.

Having liaised with the Town Council's Accountant regarding the value of keeping the P.S.R. account open as there is no financial benefit to the Council now by way of interest received, this account has been closed with the balance transferred in the Council's current account. A payment of £100.00 for loss of interest and time spent by the Clerk trying to resolve this issue has also been received from the Co-operative Bank as a result of the complaint made by way of compensation.

DECISIONS

To **NOTE** receipt of the financial reports for the month of April 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 March and April 2019, undertaken by the outgoing Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations.

To **NOTE** the closure of the Bognor Regis Town Council Public Sector Reserve (P.S.R.) account which is now surplus to requirements.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2019**

AGENDA ITEM 24 - CORRESPONDENCE

FOR INFORMATION

1. **Email from member of the public praising the quick removal of abusive graffiti from the subway leading to Hotham Park. It is felt that such swift action “demonstrates that the Council is determined to show that they have a zero tolerance towards this anti-social behaviour...I hope that the Council can continue to fund this worthwhile work.”**
2. Parish Online Upgrade - Guide to the new Parish Online and related information
3. Neighbourhood Alert - Revised Update On Significant Planned Road Works On The M23 - Circulated to Councillors and on Social Media
4. VAAC - BBC Children in Need - meeting with BBC Children in Need Funding Officer - circulated to Councillors and on social media
5. WSCC JWAAC Poster re next meeting on 19 June 2019 - circulated to Councillors
6. WSCC - JWAAC request for Members to give apologies or confirm attendance for meeting 28th May
7. Parish Online - News and Updates
8. NALC - newsletter
9. NALC - Five reasons why to attend the NALC/LGRC EXPO 2019
10. VAAC - Weekly E-Bulletin - circulated to Councillors and on Social Media
11. St Wilfred's Hospice - May 2019 Commemorative Newsletter - circulated to Councillors
12. Neighbourhood Alert - Weekly Bulletin 6 - 12 May 2019 - circulated to Councillors and on Social Media
13. NALC - Star Council Awards, information on entering the awards
14. LCPAS - Data Protection Officer Service updated information on the DPO Service
15. HCLG - Committee hold opening session of waste management enquiry
16. The Regis School Newsletter Issue 16 17/05/19
17. Arun District Council - Arun Annual Forum - Save the Date!
18. WSCC - 6 June - Vision Strategy Launch Agenda
19. NALC - Chief Executive's Bulletin. Circulated to Councillors
20. NALC - Annual Conference 2015. Circulated to Councillors
21. Neighbourhood Alert - Weekly Bulletin 13 - 19 May 2019. Circulated to Councillors and shared on social media
22. Sussex Police and Crime Commissioner – Newsletter, 17th May 2019. Circulated to Councillors
23. Copy of email correspondence from a member of the public regarding maintenance of the wildlife pond at Hotham Park
24. NALC - Annual Conference 2019
25. SALC - Weekly Bulletin, 20th May 2019
26. WSCC – Travellers Update, 20th May 2019
27. Copy of email correspondence from a member of the public regarding the public toilets at The Regis Centre site, The Esplanade
28. HSE investigation into offshore gas blast leads to million pound fine

AGENDA ITEM 24

- 29. Vision ICT - Update on Operation London Bridge
- 30. Email from a Member of the public regarding lack of disabled facilities/parking/seating and loss of fish and chip shop on Bognor Regis seafront
- 31. VAAC - Weekly Update - circulated to Councillors and on Social Media
- 32. Neighbourhood Alert - Scam Warning - Fake Talktalk Emails 24/05/2019 circulated to Councillors and on social media
- 33. NALC - Sample Accessibility Statement (Accessibility Regulations 2018)
- 34. Neighbourhood Alert - The Big Lunch 2019 - circulated to Councillors and on Social Media
- 35. Sussex PCC - Reboot helps 60 "at risk" youths in its first six weeks
- 36. Twinning Association - Coffee Morning June 8th
- 37. Missing persons - missing poster for Ribaldo Muca
- 38. CAGNE - Free talk on the impact of aviation on Local Communities and the Planet
- 39. JWAAC - Agenda dispatch JWAAC Highways and Transport Sub-Group 28th May

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd JUNE 2019**

AGENDA ITEM 24a - ADDITIONAL CORRESPONDENCE FOR INFORMATION

1. Government Events - The Achieving Revenue and Income in Local Government Through online and digital commercialisation Conference - 25 September 2019 - Central London
2. NALC - Chief executive's bulletin
3. NALC - Newsletter
4. WSCC - IPEH Stakeholder and Partner Newsletter 28/05/19
5. SALC - Weekly Bulletin
6. NALC - Star Council Awards 2019
7. Neighbourhood Alert - Weekly Bulletin - circulated to Councillors and on Social Media
8. ADC - Chief Executive - Annual Forum July 19
9. Local Councils Update Issue 229 June 2019
10. VAAC Weekly Updates - circulated to Councillors and on Social Media
11. SSALC - Last Chance to Book - The Practical Clerk - a one day training event
12. JWAAC - invitation to ask questions of the Cabinet Member for Highways, Roger Elkins at the meeting on 19 June
13. HCLG Local Government Finance and 2019 Spending Review
14. Email from a member of the public regarding Market Street
15. Bognor Regis Twinning Association - Next Foreign Film June 10th L'école Buissonière
16. SSALC Health and Safety and Risk Assessment Workshop
17. Littlehampton TC Newsletter - Progress - Summer 2019 edition
18. WPS Insurance - Cyber Security Breaches Survey Overview 2019
19. NALC - Chief Executives bulletin
20. Sussex Police and Crime Commissioner - Safeguarding against exploitation – Circulated to Councillors
21. Neighbourhood Alert - Update On Significant Planned Road Works On The M23 – Circulated to Councillors and on Social Media
22. Neighbourhood Alert - Never Buy Tickets From Anyone Apart From Official Vendors The Box Office Or Reputable Fan Reseller Sites – Circulated to councillors and on Social Media
23. VAAC – Funding Focus June 2019 – circulated to Councillors and on Social Media
24. Sussex Police and Crime Commissioner – result of online poll – circulated to Councillors
25. Ellis Whittam - Ellis Whittam achieves assured advice status from a Primary Authority
26. NALC – BHIB Councils Insurance Workshop Confirmed
27. LCPAS News and Legal Update June 2019
28. Neighbourhood Alert - Thank You To All Of Our Volunteers – circulated to Councillors and on Social Media