



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 29th JULY 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 22nd day of JULY 2019

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be

exercising their right to speak on this matter under Public Question Time

3. To Approve the Minutes of the Meeting held on 3rd June 2019
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To review Terms of Reference and make any recommendations on proposed changes to the Town Council including: -
 - Events, Promotion and Leisure Committee
 - Allotments Sub-Committee
7. To receive the Town Force Report
8. To consider current level of Fidelity Guarantee Insurance held by the Town Council and whether any increase is required
9. To receive the notes of the Heritage Partnership Board Meetings held 5th June and 17th July 2019
10. To reconsider the date for an Extraordinary Policy and Resources Committee Meeting to review the Grant Aid 2020 applications - Min. 17.3 refers
11. To consider the possible acquisition by the Town Council of Bognor Regis Limited
12. To receive a report from the newly reformed Joint Action Group (JAG) Meetings held on 17th May, 13th June and 19th July 2019
13. To note confirmed date of 14th August for the Corporate Strategy Review Meeting - Min. 20 refers
14. To receive any response from the Chief Executive of Arun District Council regarding the re-parishing of the wider Bognor Regis urban area and agree any further action - Min. 21 refers
15. To receive the notes of the Meeting of the Arun District Association of Local Councils on Wednesday 17th July 2019 incorporating the AGM (if available)
16. To identify a budget for the purchase of lights to illuminate the Billy Bulb mascot for the Illuminations Gala to be discussed at the Events, Promotion and Leisure Committee Meeting on 5th August 2019
17. To receive and consider the recommendation from the Community Engagement and Environment Committee for funding in the current financial year of £3,000 to purchase a Roller Track/Deck for the beach as discussed at the Committee Meeting held 15th July (CE&E Min. 27 refers)
18. To ratify release of Youth/Young Persons 2019-2020 funding of £10,000 as agreed as part of Budget
19. To further discuss the potential contribution to, and partnership with, ADC on planting at Steyne Gardens following referral to the Bognor Regis in Bloom Working Group - Min. 160 refers
20. To consider the Motion by Cllr. Cunard referred from the Council Meeting held 1st July 2019 (Min. 65 refers): To request that ADC restore the graffiti partnership agreement
21. To consider the Motion by Cllr. Mrs. Daniells referred from the Council Meeting held 1st July 2019 (Min. 69 refers): That we record attendance at working parties and outside bodies, as well as formal meetings, and present this at the Annual Electors Meeting along with the other attendance records
22. To note the offer from the BID Board of a presentation to Council on the BID and its activities and to consider if any presentation should take

place at a Members' Briefing prior to, or as part of, the formal agenda for the Council Meeting on 2nd September 2019

23. To consider the continued support and funding of the Parking Disc Scheme together with the terms of any future partnership arrangement
24. To consider the request from the organisers of Bognor Birdman to retain their 2019 Grant Aid award for use towards the 2020 event
25. Rolling Capital Programme - to ratify expenditure of:
 - £540 plus VAT for a replacement APC UPS battery server back up;
 - £141.98 plus VAT plus carriage for a retaining chain for the Consorts chain and
 - £250 plus VAT for the additional crane charges for the Seafront Beacon reinstallation
26. Financial Reports including: -
 - To note Committee I&E Reports for the month of June 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 May and June 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations
27. Correspondence
28. Picturedrome Site update - Director's report, any urgent actions taken for ratification
29. To resolve to move to Confidential Business (SO. 31.1) - (contractual)
30. Town Force: Note of outstanding debtors

Agenda items 28 & 30 will contain some confidential items and require a resolution to exclude public & press.

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



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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd JUNE 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (from Min. 14), H. Jones, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd, Town Council Accountant (until Min. 12)
2 members of the public (part of the meeting)
3 Councillors in the public gallery: Cllrs. Brooks, Mrs. Daniells (part of meeting) and Smith

The Meeting opened at 6.34 pm

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

It was noted that Cllr. M. Stanley was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council meeting held on 13th May 2019.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllr. Mrs. Staniforth due to a family issue.

Members also noted that Cllr. Goodheart had advised the Town Clerk that he would be late arriving to the meeting.

3. 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 22, as the owner of the Post Newspaper and advised that he would leave the room for this item

Cllrs. Jones, Stanley and Mrs. Warr declared an Ordinary Interest in Agenda item 21 as Members of Arun District Council

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8th APRIL 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 8th April 2019 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.40pm

A member of the public spoke in favour of the re-parishing of the wider Bognor Regis area to be discussed under Agenda item 21 and also the acquisition by the Town Council of Hotham Park by gift from Arun District Council.

Cllr. Stanley declared an Ordinary Interest in the next item as a Member of Arun District Council and as the Cabinet Member for Technical Services

A resident raised the issue of the toilet provision on the seafront following the recent news that the Regis Car Park toilets are to be closed for a period of time to allow refurbishment and repair of the facility. It was noted that Arun District Council Members who are also Town Councillors have already taken this matter up with the appropriate people at ADC and will continue to pursue this.

Meeting reconvened at 6.48pm

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 8th April 2019 - Min. 163 - Health & Safety Inspection

With regard to the identified High-Risk item at the Town Force Lock Up, Members should note that the landlord has now installed locking gates to the rear with a key to access which does make the exit to the rear of the building accessible in the event of an emergency.

6.2 8th April 2019 - Min. 167 - JWAAC including Highways & Transport Sub Group

The responses to the survey have been submitted to JWAAC and the Town Council has been advised that the survey results will be included in the agenda dispatch. With regard to the Town Council's suggestion that the Highways & Transport Sub Group be remerged with the overarching JWAAC, the Town Council's representative to JWAAC, Cllr. Goodheart was due to raise this during Item 5 on the agenda at the H&T Sub Group meeting on 28th May but unfortunately as he had not yet arrived, no further update could be provided. It was noted that Cllr. Goodheart will also have to gain full Agreement from the JWAAC Committee at their next meeting on 19th June.

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

The Deputy Clerk's report, including the vacancy on the Joint Consultative Sub-Committee (Staffing) to be filled by a Member of the Committee, was **NOTED**.

7.1 Joint Consultative Sub-Committee (Staffing)

Members **RESOLVED** to **APPROVE** the appointments of

- Town Mayor - Cllr. P. Woodall
- Deputy Town Mayor - Cllr. S. Goodheart
- Chairman of Policy and Resources Committee - Vacant as noted in the report with Members **RESOLVING** that Cllr. Erskine be appointed to this Sub-Committee to fill the vacancy
- 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

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)**

The Deputy Clerk's report, including the minor recommended amendments as referred from the Community Engagement and Environment Committee, was **NOTED**.

The Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Bognor Regis Heritage Partnership Board, the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Worker Steering Group, Beach Access Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

9. **TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (FINAL)**

The Town Clerk's report and Internal Audit Report 2018-2019 (Final) were **NOTED**, and Members acknowledged that, once again, no significant issues had been raised.

10. **TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2018/19**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, invited him to present the Annual Accounts for the year 2018/19 and to also report on the following Agenda item regarding the updated Treasury Management Policy.

Mr. Kemp provided background information regarding the paperwork that was presented to Councillors as part of the Annual Accounts. Members noted that the only statutory requirement is the completion of the relevant

part of the Annual Governance and Accountability Return (AGAR). The External Auditor does not permit any documentation to be submitted with the AGAR other than any additional information specifically requested by them but, to ensure full transparency and accountability, Bognor Regis Town Council continues to prepare full accounting statements. However, Members were informed that as Section 2 of the AGAR is titled Accounting Statements, it was necessary to retitle these full accounts as Financial Statements.

A Member queried how the External Auditor checks the accounts if they are not provided with the full Financial Statements. Mr. Kemp advised that they rely on the checks and reports from the Internal Auditor, who is required to certify on the AGAR that all is in order.

A Member enquired about the financial implications of any future asset acquisition by the Town Council. Mr. Kemp referred Members to Page 9 of the Financial Statements and provided a verbal review of the reserves held by the Town Council explaining that a large proportion of these, whilst already earmarked for specific purposes, could be utilised towards any acquisitions but highlighted that for large projects, further financing by way of borrowing would be required.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2019 INCLUDING:

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

11.1 Members **RESOLVED** to vary the order of business and take agenda item 11.4 at this point in the Meeting.

11.2 **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**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2019 and **RESOLVED** 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.

11.3 **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**

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2018/19 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

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

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

11.5 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

Members **RESOLVED** 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.

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

Members considered the Accounting Statements for 2018/2019 as detailed in Section 2 of the AGAR.

11.7 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

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2018/2019 and **RESOLVED** 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 further **RESOLVED** to **NOTE** that the Accounting Statements for 2018/2019 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

12. TO NOTE UPDATED TREASURY MANAGEMENT POLICY

The Town Clerk's report, including the updated Treasury Management Policy as previously circulated, was **NOTED**.

Mr. Kemp highlighted some banking issues including the reduction in the number of accounts held with the Co-operative Bank, with Members noting

that further consideration of one of the matters, the closure of the Public Sector Reserve Account, was to be undertaken under Agenda item 23.

Discussion also took place about the interest rates currently available from both the Co-operative Bank and the CCLA; the merits of changing banks; banking charges; and the future use of electronic banking.

Cllr. Stanley declared an Ordinary Interest owing to his employment

Members noted that the Deputy Clerk had previously carried out a review of the provision of banking services, with this Committee deciding to retain the Co-operative Bank for the provision of banking services at the Committee Meeting held 31st July 2017 (Min. 47 refers). Following further discussion, Members **AGREED** that the Deputy Clerk should carry out a further review, focussing on costs primarily but also investigating the potential options for electronic banking, with the appropriate report presented to this Committee in due course.

The Chairman thanked Mr. Kemp for his attendance, who then left the Meeting at 7.25pm

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

The Town Clerk's report, including the confirmation 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, was **NOTED**.

Following full debate it was **AGREED** to **RECOMMEND** to Council the following:

- 13.1** To continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023;
- 13.2** An increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel **NOTING** that this will result in a budget overspend until the budget can be amended in 2020/21;
- 13.3** 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. It was also **NOTED** that travel and subsistence allowance will not be paid for travel within the boundaries of the Town.

All Members present were provided with the necessary form for completion and return as soon as possible to enable the direct payment of the Members Allowance once this recommendation has been agreed by Council and arrangements have been made with the Council's payroll provider.

Cllr. Goodheart arrived at 7.30pm

14. TO RECEIVE THE TOWN FORCE REPORT

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

With regard to the potential planting by the Town Council of WSCC owned planters in Frith Road, Members **AGREED** that, subject to the provision in writing by WSCC of the limitations of the liability to the Town Council being restricted to the planting only, the Town Council should take on the planting of the planters in Frith Road. It was **NOTED** that as no funding is available in the current financial year for this project, expenditure will be funded from General Reserves.

Further discussions took place regarding the potential for sponsorship for the site and the involvement of other organisations.

Cllrs. Goodheart and Stanley declared an Ordinary Interest due to their involvement with the Community Gardeners

Members were advised that the issue of sponsorship had been considered but the location and type of planter did not lend itself to this purpose. With regard to the involvement of other organisations, it was **AGREED** that once the initial visit is undertaken by the Town Force Team, local organisations such as local schools, Bognor Regis in Bloom and the Community Gardeners be asked if they wish to assist with the area.

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

The Projects Officer's report, including the circulated notes of the HPB Meeting held 17th April 2019, were **NOTED**.

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

The Projects Officer's report on the BID Board Meeting held 9th May 2019 was **NOTED**.

17. **GRANT AID 2020 INCLUDING: -**

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

17.1 **To review current guidelines/criteria, application form and amend if required**

Members **APPROVED** the current Grant Aid guidelines/criteria and application with no further amendments other than the identified changes to dates.

Discussion took place about the potential future use of electronic Grant Aid submissions, using services such as Google DocuSign. It was **AGREED** that further investigation into potential products be undertaken and considered at a future meeting for possible use in 2021. It was also **AGREED** that Grant Aid 2020 applicants be asked if they would be interested in using an electronic submission process, to gauge feedback to the proposal.

17.2 **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**

Following debate, Members **REJECTED** the recommendation of the Community Engagement and Environment Committee and **AGREED** not to alter the process of grant consideration.

17.3 **Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered (if required)**

As the grant consideration process was to remain unchanged, Members **AGREED** that an Extraordinary Policy and Resources Committee Meeting should be held on 18th November 2019. However, it was further **AGREED** that the meeting should be held in the evening and not in the afternoon.

NOTE: It has subsequently been established that a Community Engagement and Environment Committee Meeting is scheduled for the evening of the 18th November 2019 and therefore, the matter will be referred back to this Committee's July meeting for reconsideration.

17.4 **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**

Members **REJECTED** the recommendation from the Community Engagement and Environment Committee and further **AGREED** 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.

17.5 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

Members **AGREED** with the revised Flexible Community Fund applications form/guidelines as circulated.

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

The Deputy Clerk's report was **NOTED**, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

19. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2019

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

Members **RESOLVED** to **NOTE** the Earmarked 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

The Town Clerk's report, including the proposed date for the Review Meeting of 26th June 2019, was **NOTED**.

A Member present informed the Committee that unfortunately they would not be able to attend on the proposed date in June. The importance of the Review Meeting and the Corporate Strategy was highlighted as was the need for all Members to attend and contribute to the process. The Town Clerk advised Members that if the 26th June was not convenient for many Councillors, alternative dates in August could be sought. It was therefore subsequently **AGREED** that all Councillors be emailed asking for their availability for the 26th June together with dates to be identified in August, and for the date with the most attendees to be selected.

It was also **AGREED** that the start time for the Review Meeting should be 6.30pm.

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)

The Town Clerk's report, together with the response from the Department for Communities and Local Government or DCLG (now the Ministry of Housing, Communities and Local Government) to the Town Council's letter requesting local government reorganisation within West Sussex to be considered in relation to the creation of a Unitary Authority, was **NOTED**.

Members debated at length the merits and concerns of pursuing this issue further. Whilst some Members highlighted the inequality in Parish precepts per household between the Town and Parish Councils, when the entire wider area has access to the facilities/services/grants etc funded by the Town Council, other Members expressed concern about imposing the Town Council's will on neighbouring Parishes. It was noted that this issue had been considered by the Town Council in the past, but the opinion was expressed that the recent changes in political make up at Arun District Council suggested that this was an ideal time to revisit the matter.

Following a lengthy discussion, it was **AGREED** that a letter should be sent to Arun District Council requesting them to consider the re-parishing of the wider Bognor Regis area.

Cllr. Cunard, having previously declared a Disclosable Pecuniary Interest in the following item, left the room

Cllr. Mrs. Daniells, seated in the public gallery, declared a Disclosable Pecuniary Interest as an employee of the Post Newspapers and left the room

22. TO NOTE THE INTENTION OF POST NEWSPAPER TO UNDERTAKE A REGULAR LIVE FEED OF TOWN COUNCIL MEETINGS AND TO NOTE THEIR OFFER OF AN OFFICIAL, EXCLUSIVE PARTNERSHIP

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

Members discussed the issue at length and whilst supportive of the transparency and accessibility to the public being offered by the live streaming of Council Meetings, it was **NOTED** that legislatively no exclusivity could be offered as any person may film or record a meeting. Following debate, Members **AGREED** that The Post, together with any other media outlet should be assisted and encouraged to report either in writing or audio/visually on all Council Meetings but **REJECTED** the offer from the Post Newspaper for an official partnership with the Town Council.

Finally, Members suggested that consideration should be given to the Town Council's own recording of meetings and it was **AGREED** that this should be investigated further, with a report back to this Committee in due course.

Cllrs. Cunard and Mrs. Daniells returned to the room

23. Members RESOLVED to APPROVE an extension to the Meeting of 15 minutes as per S.O. 1.2.

24. FINANCIAL REPORTS INCLUDING:-

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

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

24.2 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 March and April 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**.

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

The Town Clerk's report, detailing the background as to why this had happened, was received.

The closure of the Public Sector Reserve (P.S.R.) account was **NOTED**.

25. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the lists.

26. 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 item 26 (contractual).

27. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 8.32pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019**

AGENDA ITEM 6 - TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Events, Promotion and Leisure Committee**
- **Allotments Sub-Committee**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

This Committee reviewed the Terms of Reference for various Committees and Working Groups at the meeting held 3rd June 2019 (Min. 8 refers).

The Committee is now invited to receive proposals regarding the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee, consider any amendments and then recommend approval of the Terms of Reference to the Council.

EVENTS, PROMOTION AND LEISURE COMMITTEE

A copy of the Events, Promotion and Leisure Committee Terms of Reference, considered by the Committee at the meeting on 10th June 2019 (Min. 8.1 refers), with no amendments recommended, is attached for consideration at **Appendix 1**.

There are no Officer recommendations for amendment.

ALLOTMENTS SUB-COMMITTEE

A copy of the Allotments Sub-Committee Terms of Reference, considered by the Events, Promotion and Leisure Committee at their meeting on 10th June 2019 (Min. 8.2 refers), with recommended amendments highlighted in red, is attached for consideration at **Appendix 2**.

There are no Officer recommendations for further amendment.

DECISION

Members are invited to review the Terms of Reference, including the recommendations arising from the Meeting of the Events, Promotion and Leisure Committee held 10th June, as detailed in **Appendices 1 and 2** and **RECOMMEND** to **COUNCIL** that these be adopted subject to any further additions/amendments that the Committee may feel appropriate and agreed upon at this meeting.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

EVENTS, PROMOTION AND LEISURE COMMITTEE

Adopted by the Council at its Meeting held on **3rd September 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: EVENTS, PROMOTIONS AND LEISURE COMMITTEE

9 Members of the Authority

Quorum = 3

| Function of Committee Column 1 | Delegation of Functions Column 2 |
|--|---|
| <p>1. Events, Promotions, Publicity & Marketing</p> <p>1.1 To consider and make recommendations on the publicity and promotion of the town, its environs and attractions, and to determine the Town Council's Events Strategy for the coming year, or other time frame as agreed by Council including:</p> <p>Promotion and protection of the Brand Image including advertising campaigns</p> <p>Issuing of press releases, press features, promotional copy and reports</p> <p>Producing and managing Newsletters / websites / webcams /Facebook / twitter and other social media</p> <p>Reviewing literature available for visitors including Visitor Guide</p> <p>Devising marketing logos and strap-lines</p> <p>Managing Town boundary signs, poster sites and Town map boards</p> <p>To work in partnership with others to promote the Bognor Regis brand</p> <p>1.2 To advise Policy and Resources Committee on relevant aspects of Communications & Marketing Policy, particularly Town Council events.</p> <p>1.3 To agree an Events Programme that caters for a wide range of tastes and differing age ranges and appeals to both residents and visitors</p> <p>1.4 To consider the impact the agreed Events Programme would have on the Town Council from a financial, organisational and administrative point of view</p> <p>1.5 Recognise the value of volunteers and external organisations and establish the level of support to be given to them by the Town Council. This will include Events Sponsorship and support for cultural activities and events from Council officers or Town Force.</p> <p>1.6 To agree budget expenditure for each event under delegated powers within the overall budget allocation approved by the Events Committee and ensure adherence at all times to the Town Council's Standing Orders relating to contracts.</p> <p>1.7 To ensure that all necessary licences are obtained and all appropriate application forms for events run by the Council are completed in time and forwarded to appropriate agency.</p> | <ul style="list-style-type: none"> · Committee strategic overview within policy · Town Clerk for management and promotion of events, marketing & public relations within policy and approved programme, subject to reporting on progress. · Grants to Policy and Resources Committee · Committee · Committee · Committee · Committee · Town Clerk |

| | |
|--|--|
| <p>1.8 To ensure all events are run with due consideration to Health & Safety issues and that Management Plans and Risk Assessments are completed for each event and activity as appropriate. Health & Safety will be the overriding consideration when determining whether an event proceeds</p> <p>1.9. Develop and deliver a marketing strategy for all Town Council events, ensuring that an appropriate marketing budget is allocated</p> <p>1.10 To support local tourism initiatives to promote the town of Bognor Regis including the allocation of funding, providing each project is reported to and agreed by the Events, Promotion and Leisure Committee</p> | <ul style="list-style-type: none"> · Town Clerk |
| <p>2 Entertainment & the Arts outdoors</p> <p>2.1 Power to provide entertainment and support of the arts, Local Government Act 1972, S145</p> <p>2.2 Power to promote lotteries, Lotteries & Amusements Act 1976, S7</p> | <ul style="list-style-type: none"> · Committee within policy · Grants to Policy and Resources Committee · Committee within policy · Operational management to Town Clerk |
| <p>3. Markets</p> <p>3.1 Any matters concerning markets including power to operate markets. Food Act 1984 s50-61 or any charters</p> | <ul style="list-style-type: none"> · Strategic overview to Committee within policy & budget · Operational management to Town Clerk |
| <p>4. Leisure & Recreation</p> <p>4.1 Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p> <p>4.2 Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions) Act S19; Public Health Act 1961, s54</p> <p>4.3 Management & enhancement of Play areas</p> | <ul style="list-style-type: none"> · Committee for strategic overview · Town Clerk for operational management · Acquisition to Council · Strategic Management & development to Committee within budget & policy · Town Clerk for operational management · Strategic Management & development to Committee within budget & policy · Town Clerk for Operational management · |
| <p>5. Allotments</p> <p>5.1 To provide and manage allotments, improve land and let rights under S 23, 26, & 42 of the Small Holding & Allotments Act 1908.</p> | <ul style="list-style-type: none"> · Operational Management to Town Clerk · Strategic overview & development to Committee |
| <p>6. Christmas Lights</p> <p>6.1 Provision, directly or indirectly of Christmas lights, Local Government Act 1972. s 144, including sponsorship and maintenance of the High Street Pea Lights</p> | <ul style="list-style-type: none"> · Committee within budget for overview · Town Clerk for operational management · Grants to Policy & Resources Committee |
| <p>7. Meteorological Office</p> <p>7.1 Maintenance of the Town Meteorological Office</p> | <ul style="list-style-type: none"> · Committee within budget · Operational management to Town Clerk |
| <p>8. Power to market the Town</p> | <ul style="list-style-type: none"> · Committee within Policy and Budget |



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

ALLOTMENTS SUB-COMMITTEE

Adopted by the Council at its Meeting held on **3rd September 2018**

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: ALLOTMENTS SUB-COMMITTEE

This is a Sub-Committee of the Events, Promotion and Leisure Committee

9 Members of the Authority and co-opted Members

Quorum = 3

| Function of Sub-Committee Column 1 | Delegation of Functions Column 2 |
|--|---|
| 1. To improve <i>maintain</i> liaison between the Council and Allotment Tenants | · Sub-Committee as directed by Committee · Town Clerk for operational management |
| 2. To promote the sensible use and advancement of the Allotments in <i>within the 5 Wards of</i> Bognor Regis | · Sub-Committee as directed by Committee · Town Clerk for operational management |
| 3. To promote the use of Allotments by young people <i>within the 5 Wards of Bognor Regis</i> | · Sub-Committee as directed by Committee · Town Clerk for Operational management |

Committee: Policy and Resources**Date: 29th July 2019****Report by: Town Force Manager****Subject: Update on Town Force activities**

Seafront beacon.

Following removal of the old beacon on 25th June, the new column and repaired and re-galvanised basket were installed on 18th July. Thanks to the manufacturer's expertise, the whole project was progressing smoothly until 15th July when Arun DC informed that a concession was opening within the bullnose in 4 days' time. This clashed with installation of the beacon.

Arun Senior Surveyor gave us 2 options:

- a) commencing installation very early that day ensuring the site is clear and ready for the concession to set up and open at 10am; or
- b) delaying installation until the following week. In this case Arun insisted on making safe the metal bolts that hold the beacon in place as they could be a trip hazard. Upon removal of the beacon, we recognised this potential hazard and placed crowd barriers and tape around the site to prevent Public access (the bolts are embedded into the Prom and cannot be easily removed). Arun questioned how we were going to make the bolts safe, implying the measures currently in place were not sufficient/had to be removed to allow the concession to place tables and chairs in the area.



ADC made no offer of liaising with the concession about a delay in setting up from 10am on the Friday and therefore it is not known if they would have been willing to assist the Town Council.

The beacon manufacturer was consulted on the above options and due to the estimated installation time of 3 hours and Arun's requirement to remove the bolts, we had no option but to bring the installation date forward by a

day, to 18th July. Unfortunately, this last-minute change of date has resulted in the crane contractor surcharging £250 + VAT which was not budgeted for.

Members are asked to note that the concession did arrive at the location on the morning of Friday 19th July but only stayed until approx. 4pm that afternoon and did not appear to return on either the Saturday or Sunday. It is therefore very disappointing that the Town Council has incurred charges as a result of extremely late communication from ADC about there being a concession, whom it seems did not trade over the weekend.

Members may wish to note that the discoloration currently present on the column is silicon and will weather in, in about 3 months' time. The beacon is fully protected by galvanising and the manufacturer's advice is not to paint the structure.

DECISION

To **NOTE** the additional costs of £250 plus VAT, due to the change in date of installation as a result of ADC's late notification of their agreement with their concession, and to further **NOTE** that this expenditure will be ratified under the Rolling Capital Programme Expenditure (Agenda item 25).

Seafront showers.

It is hoped that the two seafront showers which were fed from the old Foreshore Office will finally be re-connected by Arun DC next week. It should be noted that BRTC has been chasing ADC for this repair to be undertaken for more than 12 months.

The showers are now fed from the new (but not in use) WC's and Arun DC have only recently identified that their contractor failed to reconnect them.

Seafront decking.

We are still waiting for Arun DC to issue a licence for the 3 BRTC owned decking areas located on the Promenade. The original wooden decking does have planning permission however the other 2 plastic ones were installed in partnership with Arun DC and at the time of installation, a licence was not required. This appears to have changed a few years later when in December 2014 we were notified that a licence was not in place, but one would be sent in the New Year. The issue was raised again 3 years later when Arun DC instructed us to relocate one of the decking areas to accommodate the new play area. To date no licence has been received by BRTC despite regular chasers.

Graffiti and Flyposting removal agreement with West Sussex County Council.

There has been no response from WSCC regarding the queries raised and no final agreement has been received for signature. A Purchase Order has also been requested to enable an invoice to be raised for WSCC's funding for the work being undertaken, but this is also still outstanding.

Town Force unit.

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

Bunting in London Road.

The bunting has been reinstated but is now much weaker and keeps coming down at the bottom of the precinct. One section has also had to be removed due to interference with the footfall camera.

Planting.

Summer bedding as well as all hanging baskets / troughs are in place and looking spectacular.

The winners of the Guides planting competition have had their designs incorporated in flower beds at the Bognor Regis Mini Golf, Waterloo Square. A rocket has been built to enhance the flower bed designs.

Sponsored planting.

One of the recently installed planters along Felpham Way is now sponsored and another planter has been reserved.

That's Rhythm Dancing School have joined the scheme and sponsor a site on Orchard Way roundabout as well as a Felpham Way planter.

Kevin Welling Ltd has renewed for another year.

Extra Mech Services Ltd. are moving from the Leisure Centre roundabout to Upper Bognor Rd/Felpham Way planter.

Domino's Pizza have decided not to renew their agreement for Butlin's roundabout.

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

Events Support.

Town Force have supported the Bognor Regis Carnival, Armed Forces Day and Drive Through Time.

Odd Jobs for 3rd parties (extra revenue).

- * Arun District Council - One-off watering of the Arcade hanging baskets;
- * Middleton on Sea Parish Council - installation of welcome signs, cutting back of overgrown greenery, works to the Village Obelisk;
- * Bognor Pier Co - to investigate water leak, repair leaking window and paint;
- * The Regis School - Delivery & collection of crowd barriers;
- * Bognor Regis BID - Installation of banners in London Road;
- * The White Tower - to paint a wall using a cherry picker.

Examples of other jobs.

In addition to the routine jobs, Town Force have also assisted with removal and dismantling of the seafront beacon, installed a Blue Plaque for the Heritage Partnership, put up marquee and delivered traffic cones to the Pink Pub for an event, cleaned Billy Bulb prior to the Carnival event, inspected the Town Centre metal banners, built a rocket for the Mini Golf flower bed designed by Girl Guides, assisted with the High Street clock service using the cherry picker, put up Hotham Park Country Fair banner in London Road, assisted with reinstatement of the beacon, installed / removed various sponsor signs, dealt with a range of graffiti and flyposting, and completed odd jobs at the allotments.

EA 19.07.2019

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

**AGENDA ITEM 8 - TO CONSIDER CURRENT LEVEL OF FIDELITY
GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER
ANY INCREASE IS REQUIRED**

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

As the renewal of the Insurance Policy will be due again shortly, Members are required to consider whether the current level of Fidelity Guarantee Insurance cover held by the Town Council at £50,000 is adequate.

The Internal Auditor has highlighted in the past that the level is well below the recommended level of the year-end balance plus a half-year's precept. Any increase to this level would have an effect on the annual premium paid. Members have considered this matter on previous occasions and accepted that the level remains appropriate for the Council's requirements given the financial controls that the Council has in place.

Having spoken with the Town Council's Accountant, he has confirmed that he is unaware of any developments during the last 12 months, one way or another, that would have an impact on the required level of Fidelity Guarantee cover.

DECISION

The Committee is invited to **APPROVE** the current level of Fidelity Guarantee Insurance held at £50,000 and confirm that this level of cover remains appropriate for the Council's requirements given the financial controls that the Council has in place.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

**AGENDA ITEM 9 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETINGS HELD 5th JUNE AND 17th JULY 2019**

REPORT BY DEPUTY CLERK

FOR INFORMATION

The Notes of the meetings of the Heritage Partnership Board held on 5th June and 17th July 2019 are attached as **Appendices 1 & 2** respectively for Members information.

Members are asked to **RATIFY** the **RECOMMENDATION** included within the notes of the Meeting held on 17th July (Point 10 refers) to disband the Heritage Trail Sub-Group.

DECISION

Members are asked to receive the Notes of these meetings and **RATIFY** the **RECOMMENDATION** that the Heritage Trail Sub-Group should be disbanded?

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

Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Ken Blamires - Chairman (KB) - Bognor Regis Trust, Irene Campbell (IC) – Community Volunteer, Sandra Daniells (SD) - Bognor Regis Town Council, Howard Dicks (HD) - Bognor Regis Museum, Sue Harris (SH) - Hotham Park Heritage Trust and Margaret Murphy (MM) - ADC Tourist and Development

In Attendance: Sheila Hodgson (SHG) - BRTC

Apologies:

Sylvia Endacott (Local Historian), Glenna Frost (BRTC), Sue Hawker (Community Volunteer), Matt Stanley (Bognor Regis Town Council) and Paul Wells (Bognor Regis Trust). No other apologies had been received.

Meeting opened at 6.30pm

1. APPOINTMENT OF CHAIRMAN

It was proposed and seconded that Ken Blamires be nominated as Chairman. There being no other nominations, it was **AGREED** that Ken Blamires be duly elected as Chairman of the Bognor Regis Heritage Partnership Board.

2. INTRODUCTIONS AND WELCOME

The Chairman welcomed everyone to the meeting and for the benefit of new members asked that they introduce themselves.

On behalf of the BRHPB the Chairman thanked the outgoing Chairman, Paul Wells for all his hard work and commitment to the partnership.

3. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 17th APRIL 2019 AND TO RECEIVE THE NOTES OF THE HERITAGE SUB-GROUP MEETING HELD ON THE 22nd MAY 2019

The Notes of the meeting held on 17th April 2019 and the Notes of the Heritage Sub-group meeting held on the 22nd May 2019, were accepted as a true record.

4. MATTERS ARISING

There were no matters arising.

5. UPDATE ON HERITAGE TRAIL AND PREPARATIONS FOR LAUNCH DATE

KB reported that the website is on the main server and will be ready to go live on Sussex Day. It is virtually complete and just undergoing the final checks. All the guides are with the printer.

Launch:

Arrangements were made for the launch of the website which is being held on Sussex Day, 16th June 2019. The event will link in with the Hotham Park Heritage Trust Music in the Park Concert. A display of the Trails and the website will be held in Hotham Park Lodge. A list of dignitaries and specially

invited guests will be invited to a small drink's reception at The Lodge, prior to the start of the concert. The Mayor will be asked to announce the launch and invite members of the public them to join in a Tree Trail walk at 4.00pm. SHG will issue the agreed previously prepared press release and invite members of the press to attend on the day.

MM will prepare a leaflet that she will share on the social media sites available. SH will organise the catering and IC will assist with the hosting and meet and greet.

6. UPDATE ON BLUE PLAQUES INCLUDING: DEFINITIVE INSTRUCTION REGARDING MULTIPLE PLAQUES FOR WILLIAM FLETCHER, ARRANGEMENTS FOR UNVEILING OF REMAINING PLAQUES AND UPDATE ON OUTSTANDING PLAQUES

The Listed Building Consent Application for the Mary Wheatland Plaque has been submitted. It was reported that the unveiling of the plaque for Frank L'Alouette was a success and that the family were very pleased with the event. Preparations are underway for the unveiling of the plaque for Martin Venables which will be on the 26th June. Members **AGREED** that the plaque for King George V should be unveiled on the 26th July which will be the 90th anniversary of when the title Regis was bestowed to the Town. It was further **AGREED** to link the event with celebrations being held by the Museum for the 40th anniversary of Bognor Key to Health. HD will liaise with the Museum and advise on their arrangements and how to tie the two events together. Following discussion, it was **AGREED** for the Billy Butlin plaque to be installed in August. Arrangements for this will be discussed at the next meeting.

Following a discussion on a previous suggestion for another two plaques to be installed for William Fletcher, members felt that to have more than one plaque for the same person was not really in keeping with the concept of the Blue Plaques and **AGREED** that there should just be the one installed at West Park.

As there are a number of plaques to be officially installed and unveiled, IC offered to see if she could source a set of official unveiling curtains.

7. CONSIDERATION OF APPOINTMENTS FOR THE CONSERVATION APPRAISAL SUB-GROUP AND DATE OF FIRST MEETING

It was **AGREED** that all members would be invited to attend the meetings. SHG will liaise with the ADC Conservation Officer to arrange a date for the first meeting and advise accordingly.

8. CONSIDERATION OF COMPILING A LIST OF FICTION NOVELS THAT REFER TO BOGNOR REGIS

IC has been undertaking some research and begun compiling a list on fiction novels that refer to Bognor Regis. Finding so far include:

| | |
|------------------------|----------------------|
| Fortnight in September | R C Sheriff |
| Maggie's Boy | Beryl Kingston |
| Gates of Paradise | Beryl Kingston |
| The Faithful | Juliet West |
| Sanditon | Jane Austen |
| Sovereign's Key | Rosalind Laker |
| Of Love and Hunger | Julian Maclaren-Ross |

IC will continue with her research and the Records Office in Chichester is happy for her to use their resources. The aim is to produce a small informative booklet that can be displayed at the library, book shops and on websites etc. IC asked members to forward details of any other books they may know of to her.

9. CONSIDERATION OF MARKING THE VARIOUS SIGNIFICANT ANNIVERSARIES THAT FALL IN 2019

There are a number of significant anniversaries that fall in 2019 such as:

40th Anniversary of Bognor Key to Health

90th Anniversary of the title Regis being bestowed on the Town

100th Anniversary of the Picturedrome becoming a cinema

100th Anniversary of the Bognor Regis War Memorial

As previously noted, the BRHPB are looking to link up with other organisations to celebrate these anniversaries. MM offered to put together a press release on behalf of the BRHPB.

10. BOGNOR REGIS TOWN CEMETERY - UPDATE FROM S. ENDACOTT AND J. JONES-MCFARLAND

As neither Sylvia nor James were present, this item was deferred to the next meeting.

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

There were no recommendations at this time.

12. ITEMS FOR FUTURE AGENDA

There were no items at this time.

13. DATE AND TIME OF NEXT MEETING

It was **AGREED** to hold a meeting mid-July. SHG will make the arrangements and circulate.

Meeting closed at 7.35pm

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD ON 17th JULY 2019

Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Ken Blamires - Chairman (KB) - Bognor Regis Trust, Howard Dicks (HD) - Bognor Regis Museum, Sylvia Endacott (SE) - Local Historian and Margaret Murphy (MM) - ADC Tourist and Development

In Attendance: Sheila Hodgson (SHG) - BRTC

Apologies:

Glenna Frost (BRTC), Irene Campbell (Community Volunteer), Cllr. Steve Goodheart (BRTC), Sue Harris (Hotham Park Heritage Trust) and Paul Wells (Bognor Regis Trust). No other apologies had been received.

Meeting opened at 6.30pm

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone and thanked them for attending.

The Chairman reported that Nick Gibb MP had shown an interest in the new Heritage Trail and had asked to meet with some of the members of the Heritage Partnership Board. It was **AGREED** that the Chairman and Howard Dicks would attend this meeting that has been scheduled for the 23rd August 2019.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 5th JUNE 2019 AND TO RECEIVE THE NOTES OF THE CONSERVATION APPRAISAL SUB-GROUP MEETING HELD ON THE 2nd JULY 2019

The Notes of the meeting held on 5th June 2019 and the Notes of the Conservation Appraisal Sub-Group meeting held on the 2nd July 2019, were accepted as a true record.

3. MATTERS ARISING

There were no matters arising.

4. UPDATE ON THE HERITAGE TRAIL AND TO CONSIDER DISBANDING THE HERITAGE TRAIL SUB-GROUP

KB distributed a budget sheet which are appended to these notes (Appendix 1). There are still some minor outstanding items, such as modification of some of the text to the inserts and the installation of the new interpretation boards. This will initiate a delay in submitting the End of Grant Report. However, initial impressions from Heritage Lottery Fund has been very positive. The feedback from them has indicated that they think the website is "brilliant" and the trails are a "great accessible guide".

Although the delivery of the project is almost complete, the focus going forward should be ongoing promotion. There are new posters to go up on the seafront and at the Beachcroft Hotel and MM will post these on the relevant social media sites. There was also some discussion about possible promotion in the local schools and this will be considered after the summer break.

The Chairman expressed his thanks to all for reaching the "finishing post" with this project.

Members **AGREED** that the Heritage Trail Sub-Group could now be disbanded and that any future items relating to the Trail will be dealt with at the board meetings.

5. UPDATE ON BLUE PLAQUES INCLUDING: ARRANGEMENTS FOR THE UNVEILING OF THE PLAQUES FOR KING GEORGE V AND BILLY BUTLIN, COMMENTS AND FEEDBACK ON THE UNVEILING OF THE PLAQUE FOR SIR MARTIN VENABLES AND UPDATE ON THE PLAQUE FOR MARY WHEATLAND

King George V: It was confirmed that the Mayor will be undertaking the ceremony and that proceedings would commence at 10.30am at the Town Hall on Friday 26th July 2019. Due to the Mayor's busy schedule for the day the event will be fairly low key. SE will provide some words for the Mayor.

When considering the positioning of the plaque, it was discovered that it was slightly too big for the proposed pillar. Therefore, a new smaller plaque has been ordered along with another plaque for Charles Voysey, as this will also be erected on the Town Hall. The additional costs for these plaques will be funded from the Heritage Lottery Fund Budget and members **AGREED** the costs of £116.00 plus VAT.

Billy Butlin: It was **AGREED** that the unveiling of the plaque would take place early September. SE will take the lead on this and make all the necessary arrangements and liaise with the relevant people and authorities. Members present further **AGREED** that their email details could be shared with SE so she can keep them updated. SHG will also seek permissions from absent members.

Mary Wheatland: SHG confirmed that the application for Listed Building Consent had been validated and it was now just a case of waiting for a decision. Arrangements for erecting this plaque will be made pending that decision.

Arrangements for the remaining plaques:

Sir Richard Hotham - still awaiting necessary permissions.

William Tate - no ceremony required SHG to make arrangements for it to be erected.

Charles Voysey - no ceremony required SHG to make arrangements for it to be erected.

William Fletcher - provisionally looking at late September early October with the possible inclusion of linking in with the Regis School, due to the connection.

6. UPDATE ON THE CONSERVATION APPRAISALS SUB-GROUP INCLUDING MEMBERSHIP AND RECOMMENDATIONS

The Chairman gave a brief update on the first meeting of the Sub-Group.

7. UPDATE ON THE LIST OF FICTION NOVELS THAT REFER TO BOGNOR REGIS

SHG asked members of the BRHPB to Note that on the Agenda this item was listed as non-fiction, but it should have been fiction. The necessary amendments will be actioned.

SHG gave a verbal update on behalf of the member of the BRHPB leading on this item.

There are currently nine titles on the list. It is proposed to produce a booklet that will include the following information:

- Photo of the book
- Review of what the book is about
- A piece about the author and a quote if possible
- A two to three-line review from anyone who has read the book on what they thought

There are a number of other books that could be included, and it was suggested to contact the owner of Heygate Bookshop who has a lot of local knowledge and probably a number of books, along with the Bognor Regis Library and the Bognor Regis Museum. SE also asked to be contacted.

8. FURTHER CONSIDERATION OF MARKING THE VARIOUS SIGNIFICANT ANNIVERSARIES THAT FALL IN 2019

It was **AGREED** that the BRHPB would not to hold any individual events, however, it would continue to support and work in partnership where required or requested with any other group.

9. BOGNOR REGIS TOWN CEMETERY - UPDATE FROM S. ENDACOTT AND J. JONES-MCFARLAND - DEFERRED FROM LAST MEETING

As there had still not been any progress on this, the Chairman asked for the item to be removed until there was something to be reported. This was **AGREED**.

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

Members **AGREED** to make a recommendation to the Town Council's Policy and Resources Committee to disband the Heritage Trail Sub-group following completion of the project.

11. ITEMS FOR FUTURE AGENDA

A member who was not present at the meeting had asked the BRHPB to consider the possibility of a holding some sort of literary festival. Other members were curious as to how this would fit within the Heritage Partnership Board's role. After discussion it was **AGREED** to place the item on a future Agenda for consideration and to ask for more detail.

12. DATE AND TIME OF NEXT MEETING

Whilst discussing convenient dates for the next meeting, it was noted by members that attendance by Town Councillor's at meetings this year had been disappointing; only one attended the June meeting and not one of the appointed Councillor Representative to the Heritage Partnership Board were in attendance at the Conservation Appraisal Sub-Group meeting.

The next meeting is scheduled for Wednesday 2nd October 2019 at 6.30pm

Meeting closed at 7.45pm

Heritage Trail Budgeted Costs and Funding for Heritage Heritage Fund

| Project Budget | Description | Cost | M.F. Grant | BMTIC Matched Funding | Bognor Pier Trust Funding | Total |
|--------------------------------------|--|--------------|--------------|-----------------------|---------------------------|------------------|
| | | 0 | | | | |
| New Staff | | | | | | |
| Professional Fees | | | | | | |
| Recruitment | | | | | | |
| Purchase price of Heritage Items | | | | | | |
| Repair and Conservation work | | | | | | |
| New Build work | Purchase and installation of pith to replicate interpretation board currently at Bognor Railway Station to be part of seafront trail | 2405 | | 2405 | | 2405 |
| Digital outputs | Costs for website and interactive map design, build, population, site testing, SSL certificates hosting plus meetings | 10878 | 9500 | 1378 | 0 | 10878 |
| Equipment and materials | | | | | | |
| Training for staff | | | | | | |
| Travel for volunteers | | | | | | |
| Expenses for Volunteers | | | | | | |
| Cost of producing learning materials | | | | | | |
| Other | | | | | | |
| Publicity and Promotion | Design and printing of trail guides | 6,544 | | 6544 | | 6544 |
| Evaluation | | | | | | |
| Contingency | Estimated at 10% of the website design costs* | 1,700 | | 1078 | 622 | 1700 |
| Total Projects costs | | 21527 | 9500 | 9000 | 3027 | 21527 |
| Spend to date July 2019 | | | | | | |
| Digital outputs | Initial Design Concept and site development Vinco invoice 0736 | | -3286 | | | -3286 |
| Domain name | Renewal and protection for 2 years - Go Daddy invoice 1423628778 | | | | -47.16 | -47.16 |
| website and Guides | Vinco Second stage payment website development | | -3286 | | | -3286 |
| Interpretation Boards | Purchase of interpretation boards | | | -1540 | | -1540 |
| Interpretation Boards | Delivery of interpretation boards | | | -72 | | -72 |
| website and Guides | Third Stage payment Vinco Invoice 0804 | | -3286 | | | -3286 |
| Guide Printing | Tree Trail Guide Quills for 5,000 brochures | | | | -911.25 | -911.25 |
| Guide Printing | Tree Trail Guide Quills for 5,000 copies | | | | -1353 | -1353 |
| Guide Printing | Printing Ink Paper | | | | -55.25 | -55.25 |
| Guide Printing | Tree trail Design | | | | -1320 | -1320 |
| Images | Map design | | | | -330 | -330 |
| Banner | Riba Bersted Lodge | | | | -350 | -350 |
| | Feather Sign | | | | -144 | -144 |
| | New Blue Plaques small size for Town Hall | | | | -195.6 | -195.6 |
| | Launch cost martin Venables | | | | -139.2 | -139.2 |
| | Launch cost Museum | | | | -18 | -18 |
| | Launch costs Sussex day | | | | -33.31 | -33.31 |
| Outstanding | | | | | | |
| | Costs for Plastic for Interpretation Boards - Estimate | | | -500 | | -500 |
| | cost for Set up of new boards - Estimate | | | -250 | | -250 |
| | costs for printing new panels | | | -1000 | | -1000 |
| | Display cases | | | | | |
| | Reprint Blue Plaque Trail guide | | | -400 | | -400 |
| | Artwork update Blue Plaque guide | | | -350 | | -350 |
| Spend to date | | | -9858 | -7799.8 | -1260.68 | -18918.48 |
| Remaining unspent | | | -358 | 1200.2 | 1766.32 | 2608.52 |
| Note | Cost per unit Tree Trail in pence | | | | 18.23 | 12% |
| | Cost per unit Guides in pence | | | 7.73 | | |

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

**AGENDA ITEM 10 - TO RECONSIDER THE DATE FOR AN
EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING TO
REVIEW THE GRANT AID 2020 APPLICATIONS - MIN. 17.3 REFERS**

REPORT BY DEPUTY CLERK

FOR DECISION

Members will recall that at the previous Committee Meeting, whilst Members agreed to hold the Extraordinary Policy and Resources Committee Meeting to review the Grant Aid 2020 applications on Monday 18th November 2019, Members had requested an evening rather than afternoon meeting.

However, it was subsequently noted that a Community Engagement and Environment Committee Meeting is scheduled for the evening of Monday 18th November. The only alternative option for an evening meeting is Monday 11th November and therefore Members need to agree whether to bring the meeting forward one week to Monday 11th November or to revert to the previous suggestion of an afternoon meeting on Monday 18th November 2019.

DECISION

Do Members **AGREE** to hold the Extraordinary Policy and Resources Committee Meeting for the consideration of Grant Aid 2020, in the evening of Monday 11th November or the afternoon of Monday 18th November 2019?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

**AGENDA ITEM 11 - TO CONSIDER THE POSSIBLE ACQUISITION BY
THE TOWN COUNCIL OF BOGNOR REGIS LIMITED**

REPORT BY TOWN CLERK

FOR DECISION

An approach was made recently by one of the remaining directors of Bognor Regis Limited to enquire whether the Town Council may be interested in taking on the company. By way of background information, the director advised as follows: -

"Many moons ago, I formed a limited company (without shares) in order to take a Lease of premises in York Road for the Blueprint Centre. At the time, I chaired a regeneration group and Government funding was obtained for this purpose. I registered the company name as Bognor Regis Ltd not thinking such name would be approved but it was.

The regeneration/business group no longer exists, and we have no further use for the company. It has been effectively dormant for the past 2/3 years. It has a bank account with a nil balance (HSBC) but about £400 in cash and the last accounts are to 31st March 2018. Further accounts are due.

Before closing the company and in view of its name, I was wondering if the Town Council wanted it."

Copies of the Financial Statements for the company for years ending 31st March 2017 and 2018 have also been received (available for Members to view in the office if required) and these have been perused by the Town Council's Accountant. His comments are as follows: -

"I have read the paperwork you sent and have the following observations.

- 1. The numbers don't quite stack up but, on the basis of the stated "Cash in Hand", I would assume that the purchase price would equal the Cash balance. Alternatively, that could be drawn by the existing shareholders/directors leaving a "Zero-Value" Balance Sheet, in which case the Company would have a purely nominal value. There do not appear to be any issued shares, so I assume (not having seen the Memorandum and Articles of Association) that Bognor Regis Ltd (BRL) is a company limited by guarantee.*
- 2. I cannot see that has any real present value to BRTC in as much as you have no current plans to create a trading entity. That may, of course, change once the council's Business Plan is finalised by the new administration.*

3. *Nevertheless, BRTC should consider whether there is an inherent value, given that the company exists, in preventing others from being able to start up and trade using the name Bognor Regis Ltd. In that case BRTC should seriously consider acquiring the company as a pre-emptive and preventative measure.*

As far as I can see from the paperwork the company is not VAT registered but is not exempted from Corporation Tax. This is the first item to be tackled (shouldn't be a problem but may entail some Legal fees to change Memorandum & Articles).

Thereafter Tax Returns will not be required to be filed unless and until the Company ceases to be dormant.

All that will be required is the appointment of a Company Director and a Company Secretary as with BPCL and Annual Accounts and Confirmation Statements will need to be filed annually at Companies House.

We can attend to all of that for a nominal fee (to BRTC) of £100 p.a. (plus VAT). As a dormant Company you won't even need to have an Annual Meeting, merely a confirming resolution."

In view of the information received, Members are now asked to consider whether as suggested by the Town Council's Accountant, there is an inherent value, given that the company exists, in preventing others from being able to start up and trade using the name Bognor Regis Ltd. In that case Members should seriously consider acquiring the company as a pre-emptive and preventative measure.

DECISION

Members are asked to consider how they wish to proceed?

AGENDA ITEM 12

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

AGENDA ITEM 12 - TO RECEIVE A REPORT FROM THE NEWLY REFORMED JOINT ACTION GROUP (JAG) MEETINGS HELD ON 17th MAY, 13th JUNE AND 19th JULY 2019

REPORT BY PROJECTS OFFICER

FOR INFORMATION

Meetings were held on the 17th May, 13th June and 19th July 2019. Due to the sensitive nature of the content, the notes and action plans of these meetings are available at the Office if Members wish to see them.

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019

AGENDA ITEM 13 - TO NOTE CONFIRMED DATE OF 14th AUGUST FOR THE CORPORATE STRATEGY REVIEW MEETING - MIN. 20 REFERS

REPORT BY DEPUTY CLERK

FOR INFORMATION

Members will recall that at the previous Meeting it had been agreed to ascertain Councillor availability for the Corporate Strategy Review Meeting on dates in June and August.

Following due consultation, the preferred date was taken as Wednesday 14th August 2019 and Members are asked to note this date in their diary. The Meeting will commence at 6.30pm and Mr. G. Chambers from EQH Ltd will be in attendance.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

AGENDA ITEM 14 - TO RECEIVE ANY RESPONSE FROM THE CHIEF EXECUTIVE OF ARUN DISTRICT COUNCIL REGARDING THE REPARISHING OF THE WIDER BOGNOR REGIS URBAN AREA AND AGREE ANY FURTHER ACTION - MIN. 21 REFERS

REPORT BY DEPUTY CLERK

**FOR INFORMATION
& DECISION**

Members will recall that at the previous Meeting it had been agreed that a letter should be sent to the Chief Executive of Arun District Council requesting that the Authority consider the reparation of the wider Bognor Regis urban area.

At the request of ADC, a meeting was held with the Town Clerk to ascertain the background and objectives of the proposal to assist the Council in considering the issue and in the drafting of a formal response.

To date no formal response has been received.

Members are also asked to note that correspondence has been received from Aldwick and Pagham Parish Councils, copied to Felpham, Middleton-on-Sea and Bersted Parish Councils, expressing their objection to the action taken by this Committee and the intention to "reparish" the wider Bognor Regis urban area. A meeting of the neighbouring parishes was held on Thursday 18th July and an update on this meeting will be provided at the meeting if available.

DECISION

Members are asked to **NOTE** that a response from ADC is still awaited and **AGREE** any further action in regard to the comments received from neighbouring parishes.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

**AGENDA ITEM 15 - TO RECEIVE THE NOTES OF THE MEETING OF THE
ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON WEDNESDAY
17th JULY 2019 INCORPORATING THE AGM (IF AVAILABLE)**

REPORT BY DEPUTY CLERK

FOR INFORMATION

The Notes of the meeting of the Arun District Association of Local Councils held on Wednesday 17th July 2019 incorporating the AGM will be circulated at the Meeting - if available.

Members should note that neither of the Town Council's representatives to ADALC could attend the meeting due to a clash with the ADC Full Council Meeting. Contact was made with Trevor Leggo of SALC, through whom the Agenda and accompanying letter had been issued, to ascertain if there was any possibility of rescheduling the ADALC meeting, due to the highly likely absence of dual-hatted Members. Unfortunately, the response was that the scheduled date of 17th July would stand and therefore formal apologies on behalf of Cllrs. Mrs. Daniells and Goodheart were submitted.

DECISION

Members are invited to **NOTE** the Notes of the ADALC Meeting incorporating the AGM held 17th July 2019 (if available).

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 16 - TO IDENTIFY A BUDGET FOR THE PURCHASE OF LIGHTS TO ILLUMINATE THE BILLY BULB MASCOT FOR THE ILLUMINATIONS GALA TO BE DISCUSSED AT THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING ON 5th AUGUST 2019

REPORT BY DEPUTY CLERK

FOR DECISION

The mascot Billy Bulb is due to be included in the Illuminations Gala on Sunday 25th August 2019 and will be towed by a volunteer driver using their own vehicle.

The Events, Promotion and Leisure Committee will be considering how the trailer and mascot should be illuminated for the parade and this Committee is asked to identify funding that may be used for this purpose.

It should be noted that whilst an allowance of £600 per annum for maintenance for the mascot was included in the previous two years, as there had been no expenditure and due to the substantial additional expenditure included within the current year's Budget such as Christmas Lighting, Business Wardens, Playdays and Beach Access, no funding was identified in the Budget for 2019/20.

Members are therefore asked to note that any identified funds will have to come from General Reserves.

DECISION

Do Members **AGREE** an amount to be used for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala **NOTING** that this will need to be funded by General Reserves?

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 17 - TO RECEIVE AND CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE FOR FUNDING IN THE CURRENT FINANCIAL YEAR OF £3,000 TO PURCHASE A ROLLER TRACK/DECK FOR THE BEACH AS DISCUSSED AT THE COMMITTEE MEETING HELD 15th JULY (CE&E MIN. 27 REFERS)

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the Community Engagement and Environment Committee Meeting held 15th July 2019 (Min. 27 refers), Members received a report together with recommendations from the Beach Access Topic Team and considered the possibility of installing a Roller Track/Deck onto the beach, to assist with access in the interim period whilst other possibilities are investigated.

Following discussion by Members it was agreed to make the following recommendation to this Committee:

*Members **AGREED** to make a recommendation to the Policy and Resources Committee to allocate a budget from the current year of £3,000 to the project to install a Roller Track/Deck.*

Members should note the proposal considered by the Topic Team was based on a quotation obtained by a Councillor acting independently. This quotation, which was for the installation, weekly hire and removal of the equipment from July to September 2019 with liabilities for damage arising from misuse, stated that it was not based on a site visit and the particulars of the location may affect the price offered.

Officers therefore contacted the supplier to ascertain whether any site visit was undertaken and asked for confirmation that the surface to be installed is suitable for the shingle incline and coastal location and any implications from submersion in seawater.

A response from the supplier has now been received and Members are asked to note the following extract:

"I have received correspondence this morning to confirm that the supatrac originally requested will not be a suitable product for Jim Brooks' requirements, based on all the information provided. So that we can establish the most suitable option for this project, I have copied in Lee Wilkinson from our Trakway department who will be able to organise a thorough site survey to provide the best solution for this."

However, alongside the above, Cllr. J. Brooks has contacted the Office and an extract of his email is as follows: -

"I've just met with Nigel Lynn and he has agreed to fund the capital cost of the D.D.A compliant temporary ramp discussed at Community Engagement for beach access. The deal is BRTC funds any odd clearing of stones that might happen, hopefully with town force/volunteers. The plan is for ADC to 'level' the stones in preparation. So, we'll still need to allocate some funds/Town Force hours - I would suggest £1,500, from the flexible Community Fund perhaps, and hope we don't need to spend it all.

The installation date is set for 29th July and Nigel is on leave after Monday, so we need some commitment please from ourselves - advice please".

The Projects Officer has responded to both Cllr. Brooks and Mr. Lynn acknowledging this update and that the installation and its liabilities would now be an ADC project. With regard to the use of the Flexible Community Fund, the response has advised that this would not be a suitable vehicle for this project. Additionally, as the Town Council has been made aware that the quoted surface is not suitable for the location, this update has also been relayed to ADC.

In summary, due to the developments as quoted above, as at the time of preparing this report, there is no quotation to be considered and therefore the recommendation from the Community Engagement and Environment Committee cannot progress. Furthermore, if Cllr. Brooks intends to follow up on the possible site visit by the supplier it is assumed that, following his discussions with Nigel Lynn at ADC, the capital expenditure would be by ADC and as a result the capital funding of £3,000 by the Town Council is no longer required.

Finally, it should be noted that if this were to have continued as a BRTC project and Members had wished to proceed, there would have been a duty to obtain at least one and preferably two further quotations for similar systems and there is concern whether this could have been completed in time to allow installation before the end of the school holidays.

DECISION

Members are asked to **NOTE** that as the quotation provided is for equipment that is unsuitable for the location, this issue can progress no further.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019**

AGENDA ITEM 18 - TO RATIFY RELEASE OF YOUTH/YOUNG PERSONS 2019-2020 FUNDING OF £10,000 AS AGREED AS PART OF BUDGET

REPORT BY THE DEPUTY CLERK

FOR DECISION

Provision has been made by the Town Council for match funding in the 2019/2020 budget to the value of £10,000.

It has now been confirmed that CREATE, have successfully secured £10,000 grant funding from the National Lottery "Awards for All" Community Fund and therefore, the Committee is asked to ratify the release of previously agreed match funding.

DECISION

The Committee is invited to **RATIFY** the release of the 2019-2020 Match Funding of £10,000 as agreed as part of the Town Council's budget provision for the current financial year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019**

AGENDA ITEM 19 - TO FURTHER DISCUSS THE POTENTIAL CONTRIBUTION TO, AND PARTNERSHIP WITH, ADC ON PLANTING AT STEYNE GARDENS FOLLOWING REFERRAL TO THE BOGNOR REGIS IN BLOOM WORKING GROUP - MIN. 160 REFERS

REPORT BY THE DEPUTY CLERK

FOR DECISION

BACKGROUND

Members will recall that this Committee has previously discussed the Town Council's desire to have input to the planting at Steyne Gardens having previously been discussed at the following meetings:

- Council Meeting 5th November 2018 - Min. 130 refers
- Council Meeting 7th January 2019 - Min. 200.1 refers
- Policy and Resources Committee Meeting 4th February 2019 - Min. 129 refers
- Policy and Resources Committee Meeting 8th April 2019 – Min. 160 refers

Following the last discussion, when considering the response from the Director of Services at ADC, it was agreed that the matter would be referred to the Bognor Regis in Bloom Working Group and an extract from the notes of the relevant meeting at which it was discussed provided below, with JJM as denoted being the ADC Officer for Parks:-

JJM explained the background to this idea, after a request was received from BRTC to be involved with, and possibly take over this planting. JJM explained that bedding plants, which he believed to be the preference of the Town Council, were hard to maintain, and required a lot of care and attention, which ADC, with their resources and large green areas to look after, do not find feasible. ADC are currently taking the stance of improving the quality of planting they have, by creating 'simpler' but better looked after parks and greenspaces. Sustainability of bedding plants and the watering they require is made especially relevant when thinking of the current hot weather and possible 'state of emergency', which a lot of surrounding Councils have called.

JJM and Members present discussed ideas of keeping the planting at Steyne Gardens in an Edwardian fashion, which fits the period of the

gardens nicely. Herbaceous perennial planting is ADC's favoured planting style for the gardens, which will not only be sustainable and attractive, but promote the wellbeing of bees and butterflies too.

After various comments of perhaps adding sculptures to create a garden of 'interest', it was eventually decided that the focus should be on the planting.

JJM would like to see what finances the Town Council would be willing to put towards the planting at Steyne Gardens, and whether Town Force can offer time to maintain any potential trees planted here. Members suggested fruit trees, which may encourage local residents to engage in the garden more.

Members are therefore asked to consider how they wish to proceed and discuss any budget, noting that this would be as a recommendation for the 2020/21 budget.

DECISIONS

How do Members **AGREE** to proceed?

Do Members **AGREE** to recommend that a budget be identified for the 2020/21 financial year and if so, **AGREE** the level of any budget?

AGENDA ITEM 20

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 20 - TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 65 REFERS):

REPORT BY THE DEPUTY CLERK

FOR DECISION

The following Motion was received at the Council Meeting held 1st July and stood referred to this Committee without discussion:

"To request that ADC restore the graffiti partnership agreement."

As background for the discussion, Members are invited to note the following.

The Street Scene Partnership (SSP) Agreement was originally started in 2004 with the aim of operating a "clear all" approach to graffiti and flyposting within the Greater Bognor area and it was supported by numerous organisations including WSCC and ADC.

Over the next few years, mainly due to funding squeezes, various parties to the SSP dropped by the wayside.

In 2007 the SSP saw an overhaul with the new arrangements for the removal of graffiti on a district wide basis in partnership with Bognor Regis Town Council and Littlehampton Town Council. The western area would include the greater Bognor Regis Area and the parishes to the west of Climping and Arundel. There was funding of £10,000 from WSCC and £10,000 from ADC to fund this project with BRTC providing their third "in kind" by way of administration, supplies etc.

This new arrangement continued until 2010 when ADC decided to no longer financially contribute but support the agreement and provide the mechanism for the Public to report graffiti incidents. Since that time ADC have used their own contractor to remove graffiti from their own assets although on occasion, they have engaged the services of BRTC's Town Force team for specialist work such as graffiti on the Town Hall.

The SSP then continued until last year with just BRTC and WSCC, with the latter contributing £6,000 per annum. The "clear all" approach remained and has ensured that graffiti has not been allowed to grow especially in hotspots such as the subways.

As of April 2019, WSCC has decided that it cannot provide funding to the level it has previously and can only pay for the removal of graffiti and flyposting from WSCC owned assets. Furthermore, the financial compensation has been reduced from £6,000 to £2,219.

Members should therefore note that the SSP has been running for the last 9 years without ADC's contribution and it is only since April 2019, and the withdrawal of WSCC's contribution that the "clear all" approach has been cancelled.

Finally, Members should recall that at this Committee's meeting on 8th April it was agreed that the BID Board should be approached about an agreement with the Town Council for graffiti/flyposting removal (Min. 155 refers). A letter has been submitted to the BID Board with this proposal and a response is awaited.

DECISION

How do Members wish to proceed with regard to the Motion?

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 21 - TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1st JULY 2019 (MIN. 69 REFERS):

REPORT BY THE DEPUTY CLERK

FOR DECISION

The following Motion was received at the Council Meeting held 1st July and stood referred to this Committee without discussion:

"That we record attendance at working parties and outside bodies, as well as formal meetings, and present this at the Annual Electors Meeting along with the other attendance records."

Officer Comment

The Working Groups often do not have a fixed membership with all Members of the Committee to which the Group reports, invited to attend. Therefore, to publish attendance figures may misrepresent any Councillors attendance.

With regard to the outside bodies, many of the organisations to which the Council appoints a representative do not have regular meetings and furthermore do not advise the Town Council about dates but rather correspond with the representative directly. Therefore, it could be difficult to ascertain both the number of meetings and whether the representative attended.

DECISION

How do Members wish to proceed with this proposal to record attendance at working parties and outside bodies, as well as formal meetings, and present this at the Annual Electors Meeting along with the other attendance records?

AGENDA ITEM 22

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 22 - TO NOTE THE OFFER FROM THE BID BOARD OF A PRESENTATION TO COUNCIL ON THE BID AND ITS ACTIVITIES AND TO CONSIDER IF ANY PRESENTATION SHOULD TAKE PLACE AT A MEMBERS' BRIEFING PRIOR TO, OR AS PART OF, THE FORMAL AGENDA FOR THE COUNCIL MEETING ON 2nd SEPTEMBER 2019

REPORT BY THE DEPUTY CLERK

FOR DECISION

The BID Board has suggested that they address the Town Council to update Members on their recent activities and their plans for the future.

If Members are minded to accept this offer, consideration should be given to timing and whether it should be for Members only, prior to the start of the meeting or as part of the Agenda, when public will be present.

DECISIONS

Do Members wish to accept the offer of a presentation from the BID Board?

If Members are minded to accept, should this take place prior to the Council Meeting on 2nd September 2019 or as part of the agenda when the public are present?

AGENDA ITEM 23

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 23 - TO CONSIDER THE CONTINUED SUPPORT AND FUNDING OF THE PARKING DISC SCHEME TOGETHER WITH THE TERMS OF ANY FUTURE PARTNERSHIP ARRANGEMENT

REPORT BY THE DEPUTY CLERK

FOR DECISION

As Members are aware, the Town Council financially supports the Parking Disc Scheme and also sells the parking discs on behalf of the BID.

Currently, there is an agreement with ADC for the continuation of the scheme through to the end of 2019 and the BID Board will shortly be discussing the extension of the Scheme into 2020 and beyond.

The BID Board are seeking a longer-term agreement from Arun District Council to ensure the continuation of the scheme for a longer period rather than on a year to year rolling basis.

Members are therefore asked to consider if the Council should continue to financially contribute to the parking scheme and if so, whether they support the BID's request to ADC for a longer-term agreement.

DECISIONS

Do Members **AGREE** that the Council should continue to financially contribute to the parking scheme?

Do Members **AGREE** to support the BID's request to ADC for a longer-term agreement?

AGENDA ITEM 24

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 24 - TO CONSIDER THE REQUEST FROM THE ORGANISERS OF BOGNOR BIRDMAN TO RETAIN THEIR 2019 GRANT AID AWARD FOR USE TOWARDS THE 2020 EVENT

REPORT BY THE DEPUTY CLERK

FOR DECISION

As part of the annual Grant Aid 2019, an award of £7,500 was made to the Bognor Birdman event (Policy and Resources Committee Meeting held 19th November 2018 - Min. 91 refers).

The issue was revisited at the Committee Meeting on 4th February 2019 (Min. 124 refers) at which Members, having noted that there would be changes to the 2019 event from that which had sought funding, decided that the previously agreed Grant Aid sum to Bognor Birdman of £7,500 should remain unaltered.

The Town Clerk received an email on 11th July from the Bognor Birdman organiser, regarding the 2019 event, as follows: -

Birdman was granted £7500 towards this year's event. Sadly, despite my best efforts I have been unable to satisfy Arun's safety requirements for it to go ahead. I aim to run the event next year so was wondering if it was possible to carry the grant over to 2020? Please could this be put before council. If not let me know and I will ensure the funds are returned.

A subsequent email was received on 17th July from the organiser, an extract of which follows: -

I can now confirm that this year's sponsor has chosen to carry forward his sponsorship to next year and dates have been selected for the event. This means that with BRTC grant aid the event would be secure and will definitely go ahead. I just wanted to give the Councillors the reassurance that the extra funding needed is in place as they kindly consider my proposal.

Members are therefore asked to review the situation and agree how to proceed.

DECISION

Do Members **AGREE** to the Bognor Birdman organisers' request that the 2019 Grant Aid award of £7,500 be retained and carried over for their 2020 event?

or

Do Members **AGREE** that the 2019 Grant Aid award of £7,500 should be returned to the Town Council with a fresh application being made for Grant Aid 2020?

or

Do Members **AGREE** that the 2019 Grant Aid award should be returned to the Town Council but with the returned funds of £7,500 Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount subject to confirmation at that time of the event going ahead in 2020?

AGENDA ITEM 25

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019

AGENDA ITEM 25 - ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £540 PLUS VAT FOR A REPLACEMENT APC UPS BATTERY SERVER BACK UP; £141.98 PLUS VAT PLUS CARRIAGE FOR A RETAINING CHAIN FOR THE CONSORTS CHAIN AND £250 PLUS VAT FOR THE ADDITIONAL CRANE CHARGES FOR THE SEAFRONT BEACON REINSTALLATION

REPORT BY THE TOWN CLERK

FOR DECISION

Due to an issue with the existing server backup it has been necessary to purchase a replacement unit to ensure the backup capability in the event of a power outage.

DECISION

The Committee is therefore invited to **RATIFY** expenditure for the replacement of the APC UPS battery server back up at a cost of £540 plus VAT.

Due to concerns about the safety of the Consorts chain whilst being worn, a retaining chain is to be purchased to limit the risk of damage.

DECISION

The Committee is therefore invited to **RATIFY** expenditure for a retaining chain for the Consorts chain at a cost of £141.98 plus VAT plus carriage.

As noted in the Town Force Report (Agenda item 7) additional charges were payable for the crane to reinstall the Seafront Beacon following ADC's late notification of their concession.

DECISION

The Committee is therefore invited to **RATIFY** expenditure for additional crane charges relating to the instalment of the Seafront Beacon at a cost of £250 plus VAT plus carriage.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019**

AGENDA ITEM 26 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of June 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 MAY AND JUNE 2019, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

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

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

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

DECISIONS

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

AGENDA ITEM 27 - CORRESPONDENCE

FOR INFORMATION

1. **Email from N Prosser regarding regeneration proposals for Bognor Regis. Circulated to Councillors at his request**
2. **WSCC - Your views on Joint Area Committees are needed. Cllrs. Cunard and Goodheart, as the previous and current representatives to JWAAC respectively, have been forwarded the survey and asked to prepare responses for consideration and approval by this Committee at the September Meeting**
3. **Email from a Felpham resident - complaint about the seafront and Place St Maur - response from Deputy Clerk - copied to Hotham Ward Councillors**
4. Neighbourhood Alert - Drivers Targeted with Fake Fines - circulated to Councillors and on Social Media
5. Email from a member of the public regarding "Lawlessness in town centre and suggestions for improvement"
6. VAAC - AGM and Networking Lunch - circulated to Councillors
7. Government Events - managing Online and Digital Commercialism at BRTC - 25 September central London
8. NALC - Newsletter - circulated to Councillors
9. Westminster Insight - Mental Health in the Workplace Conference 16 October
10. VAAC - Weekly Updates - circulated to Councillors and on Social Media
11. WSCC - Agenda for Cabinet Meeting 11 July 2019
12. Seventeen Group - Press Release - Seventeen Group acquires WPS
13. NALC - Chief Executives Bulletin
14. Neighbourhood Alert - Weekly Bulletin Arun District 24 - 30 June circulated to Councillors and on Social Media
15. Sussex Police and Crime Commissioner - Have your say - circulated to Councillors
16. NALC - Annual Conference 2019
17. Email from a member of the public to say how much they enjoyed a trip to Bognor Regis and how clean and friendly they found the town and beach
18. Neighbourhood Alert - Our News - The Neighbourhood Watch E-Newsletter - circulated to Councillors and on Social Media
19. The Regis School newsletter
20. ADC - Travellers in West Park Updates
21. Vision ICT - Find out what's new from VisionICT
22. WSCC - Your views on the County Local Committees are needed
23. SSALC - Training - last chance to book
24. VAAC - Weekly Updates - circulated to Councillors and on Social Media
25. Bognor Regis BID - Newsletter July 2019
26. Westminster Insight - Reducing Employee Absenteeism - 17th October
27. Government Events - The National Local Government Funding and Finance Event: The Way Forward - Thursday 28th November 2019 central London
28. Neighbourhood Alert - Weekly Bulletin Arun -Circulated to Councillors and on Social Media

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29. HCLG - New inquiry: Can increased devolution boost England's cities and regions?
30. Sussex Police and Crime Commissioner - A Warm Welcome to all of the new PC recruits - circulated to Councillors
31. VAAC AGM & Networking Lunch with an update on the Local Community Networks - circulated to Councillors
32. Government Events - Achieving Revenue and Income in Local Government Through Online and Digital Commercialisation Conference - 25th September 2019 - Central London
33. NALC - Annual Conference 2019
34. NALC - Chief Executives Bulletin - circulated to Councillors
35. Sussex Police - Crime report on Toilets at Hotham Park
36. Travellers Update - Travellers in Littlehampton - circulated to Councillors
37. SALC Weekly Bulletin 28-2019
38. Westminster Insight - Mental Health in the Workplace Conference 16th October 2019 Central London
39. Traveller Update - Travellers on Clun Road and Kingley Gate Littlehampton - circulated to Councillors
40. Traveller Updates - further information on travellers being moved on from Tangmere
41. Stonepillow - Summer Newsletter - forwarded to Mayor as Patron
42. Government Events - Cyber Security Summit: Building Defences, Resilience and Capabilities Against New Threats - 25th September - Central London
43. HCLG - Press release - Implications of Waste Strategy for local authorities
44. NALC - Newsletter - circulated to Councillors
45. ADC Traveller Update - Travellers at Tangmere Airfield
46. Westminster Insight - Customer Insight Conference 21st November - Central London
47. VAAC Weekly Update - 18/07/2019 - circulated to Councillors and on Social Media
48. Neighbourhood Alert Weekly Bulletin - 8-14 July - circulated to Councillors and on Social Media
49. West Sussex Pension Fund AGM agenda & Draft Annual Report and Accounts
50. Government Events - Flooding 2019: Ensuring Effective Resilience, Management and Response - 5th December Central London
51. Email from Pagham Parish Council re Re-Parishing and Town Clerks response
52. NALC - Chief Executive's bulletin
53. Sussex Police and Crime Commissioner - Landmark progress for rights of Domestic Abuse Victims - circulated to Councillors
54. Government Events - The Achieving Revenue and Income in Local Government Through Online and Digital Commercialisation Conference 25th September 2019 in Central London
55. Travellers Update - Travellers in Littlehampton and Bognor Regis - circulated to Councillors
56. WSCC - Met office Lever 3 Heat Health Alert - circulated to Councillors
57. Bognor and Bersted United Charities - Appointment of Elected Member as Ex Officio Trustee

AGENDA ITEM 27

58. NALC - Annual Conference 2019
59. Missing persons poster for local missing person - circulated to Councillors
60. Neighbourhood Alert - Level 3 Heat Health Alert Information From WSCC Resilience And Emergencies Team - circulated to Councillors and on Social Media
61. PSIN Newsletter July 2019
62. SSALC - Information on a Tractor unit and Flail Unit stolen from Henfield Parish Council
63. Neighbourhood Alert - Weekly Bulletin - Arun District 23/07/2019 - circulated to Councillors and on Social Media
64. WSCC - Active Communities - Heat Alert
65. ADC - Travellers Update - Water Lane, Wick, Littlehampton
66. Network Rail - Upcoming train engineering works - Barnham to Havant - circulated to Councillors

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 29th JULY 2019**

AGENDA ITEM 27a - ADDITIONAL CORRESPONDENCE

FOR INFORMATION

- 1.** Bognor Regis Twinning Association - Minutes of Meeting 15 July and Agenda for meeting 13th August 2019
- 2.** ADC - Traveller Update - Water Lane Littlehampton - circulated to Councillors
- 3.** Twinning Association – Coffee Morning and next foreign film
- 4.** VAAC – Weekly update -circulated to Councillors and on Social Media
- 5.** NALC Newsletter – Star Council Awards 2019 – your chance to vote
- 6.** Parish Online – News and Updates
- 7.** NALC - Chief Executive’s bulletin
- 8.** Co-operative Bank letter regarding changes to banking service
- 9.** LCR - Official Magazine of the National Association of Local Councils - Summer 2019
- 10.** Sussex PCC - Newsletter, 26th July 2019. Circulated to Councillors
- 11.** Information Commissioner’s Office - Confirmation Renewal Certificate
- 12.** Felpham Parish Council - Letter regarding reparishing of the wider Bognor Regis urban area
- 13.** ADC - Notification of Travellers in Bersted
- 14.** Aldwick Parish Council - Letter regarding reparishing

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 29th JULY 2019**

AGENDA ITEM 28 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 53 No. 4, for July/August 2019 has been received, which is available for Members to view if required.

Balance Sheet for Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2019 will be copied to Councillors for information under separate cover.

Transfer of Quarterly Management Fees up to 30th June 2019 - as previously advised, this funding is committed in the Council's budget and is used to contribute towards the costs of the Picturedrome development loan. Payment of June's quarter is waiting on confirmation of the receipt of Parsons, Son and Basley's June rent collections into The Bognor Pier Company Ltd. bank account. Once these funds are received the transfer to Bognor Regis Town Council will be made.

1a Linden Road - as previously reported a problem occurred recently with rainwater seeping into this unit through one of the windows. Upon investigation by Town Force, it was established that this was as a result of the flashing around the window needing replacement. Town Force have now completed this repair at a cost of £209.50 plus VAT.

Leak in Screen 3 of the Cinema including remedial works and decoration to the central tower - the surveyor has now advised that works are scheduled to commence at the beginning of September.

1b Linden Road - Members are advised that an item of a contractual nature relating to the site will be reported later in the meeting under confidential business.