



# **BOGNOR REGIS TOWN COUNCIL**

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,  
Bognor Regis, West Sussex PO21 1LD

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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 30<sup>th</sup> SEPTEMBER 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 23<sup>rd</sup> day of SEPTEMBER 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 29<sup>th</sup> July 2019
4. ADJOURNMENT for public question time and statements
5. Clerk's report from previous Minutes
6. To receive the Town Force Report
7. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the BID Management Board
8. To receive a report from the Joint Action Group (JAG) meetings held on 29<sup>th</sup> August and 20<sup>th</sup> September 2019
9. To undertake the annual review of the Town Crier role as agreed at the Committee Meeting held 5<sup>th</sup> February 2018 (Min. 160 refers) and to also consider a review of the limit of £500 for the Town Crier's competition expenses
10. To receive the notes of the Corporate Strategy Review session on 14<sup>th</sup> August 2019 (circulated previously), discuss and agree further actions
11. To consider responses to the WSCC survey regarding JWAAC as prepared by the previous and current representatives to JWAAC
12. To receive an update on the acquisition of Bognor Regis Ltd including consideration of the provision of Directors and Officers Insurance subject to further information being available
13. To receive a report on the potential to register Bognor Regis CIC - Min. 38 refers
14. To receive an update on the proposal to install a Roller Track/Deck for the beach as discussed at the previous Meeting (Min. 44 refers) including the recommendation from the Community Engagement and Environment Committee Meeting held 23<sup>rd</sup> September 2019
15. Consideration of input from the Committee for the content of the 2020 Town Newsletter
16. 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. 47 refers
17. To consider the Motion by Cllr. Cunard referred from the Council Meeting held 1<sup>st</sup> July 2019: to request that ADC restore the graffiti partnership agreement - Min. 48 refers
18. To consider the Motion by Cllr. Mrs. Daniells referred from the Council Meeting held 1<sup>st</sup> July 2019: 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 - Min. 49 refers
19. Further consideration following request to the Events, Promotion and Leisure Committee for a more detailed analysis including specific activities and costs for a Promotion Budget - Min. 159 refers
20. Financial Reports including: -
  - To note Committee I&E Reports for the month of August 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 and Mayor's Charity account for the months of July

and August 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

Agenda items 22 & 24 will contain confidential items and require a resolution to exclude public & press.

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



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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 29<sup>th</sup> JULY 2019**

### **PRESENT:**

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

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
2 members of the public (part of the meeting)  
1 Councillor in the public gallery: Cllr. Brooks

*The Meeting opened at 6.31pm*

### **28. 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 who was unwell.

### **29. 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 28, as the Tenant of the Picturedrome Cinema and advised that he would leave the room for this item***

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 7 as Chairman of Bognor Regis Community Gardeners***

***Cllr. Woodall declared an Ordinary Interest in Agenda item 25 owing to his association in the matter relating to the Mayor's Consort***

**30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JUNE 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3<sup>rd</sup> June 2019 and these were signed by the Chairman.

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

***Meeting adjourned at 6.36pm***

A Councillor seated in the public gallery spoke in support of funding for a roller track/deck on the beach, by way of funding the costs associated in levelling the beach where the track would be installed, to be discussed under Agenda item 17.

A member of the public asked if the Town Council would consider looking at the formation of a joint partnership/tourism board for event organisers in Bognor Regis. Comment was also made in relation to International Bognor Birdman.

***Cllr. Cunard declared an Ordinary Interest as a sponsor of an element of the International Bognor Birdman event***

Another member of the public spoke about the poor condition of the surface area in Place St Maur, asking if the Town Council could do anything about the situation.

***Cllr. Stanley declared an Ordinary Interest as the Cabinet Member for Technical Services at Arun District Council***

***Meeting reconvened at 6.47pm***

In relation to the comments made by the member of the public concerning the surface area of Place St Maur, Cllr. Stanley stated that as ADC Cabinet Member for Technical Services he would be happy to take the matter forward and place on a future agenda at ADC.

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

**32.1 8<sup>th</sup> April 2019 - Min. 154.1 - Signposting for the Town Centre**

Members were informed that there were no further updates on this issue as there had been no Board meetings for a few months, but the issue would be followed up at the next meeting.

**32.2 8<sup>th</sup> April 2019 - Min. 154.3 - Olby's Clock**

Officers continue to chase the building owner regarding completion of the legal agreement, but the matter is yet to be finalised.

**32.3 8<sup>th</sup> April 2019 - Min. 155 - Offer of Graffiti services to the BID**

A letter was sent to the Chairman of the BID on 25<sup>th</sup> June regarding this and a response is awaited.

**32.4 3<sup>rd</sup> June 2019 - Min. 11 - Annual Accounts**

As required, the Notice of Public Rights and Publication of Annual Governance and Accountability Return was published on 3<sup>rd</sup> June 2019, with the period of inspection ending on Monday 15<sup>th</sup> July 2019 with there being no requests to inspect the records during the published period.

**32.5 3<sup>rd</sup> June 2019 - Min. 13 - Councillors' Allowance**

The Town Clerk reported that the necessary forms had been submitted to the Town Council's payroll services provider with the first payment made on 24<sup>th</sup> July. Unfortunately, there had been some incorrect payments made which the Clerk is rectifying with WSCC.

**32.6 3<sup>rd</sup> June 2019 - Min. 14 - Town Force Report**

Following Members agreement to the planting by the Town Council of WSCC owned planters in Frith Road, the following has been received from WSCC:

*"I can confirm that in taking on the planting, for however long it wishes, the Town Council won't be accepting liability for the structure which will remain with WSCC."*

The planting will therefore now be renewed and after the works are completed, local groups will be contacted to see if they wish to become involved.

**32.7 3<sup>rd</sup> June 2019 - Min. 18 - Billy Bulb Storage**

F&G Transport have confirmed that they are happy to continue to store Billy at their facility with reciprocal sponsorship of the roundabout.

**33. 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**

The Deputy Clerk's report, including the recommended amendments to the Terms of Reference for the Allotments Sub-Committee as referred from the Events, Promotion and Leisure Committee, was **NOTED**.

The Committee reviewed the Terms of Reference for the Events, Promotion and Leisure Committee.

It was **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference for the Events, Promotion and Leisure Committee be adopted.

It was suggested that in light of the comments made by a member of the public during Public Question Time and Statements, regarding the formation of a joint partnership/tourism board for event organisers, the Projects Officer be asked to liaise with the member of public and more information be provided to allow for the item to be put on the Agenda for the Events, Promotion and Leisure Committee to consider at the meeting to be held on 5<sup>th</sup> August 2019. This was **AGREED**.

The Committee reviewed the Terms of Reference for the Allotments Sub-Committee including the recommended amendments from the Events, Promotion and Leisure Committee.

Members **AGREED** to **RECOMMEND** to the Events, Promotion and Leisure Committee the following additional amendments to the Terms of Reference for the above, with amendments/additions shown below in bold italics:

Point 1. Functions of Sub-Committee: To maintain ***good*** liaison between the Council and Allotments Tenants

Point 3. Functions of Sub-Committee: To promote the use of Allotments by young people ***who live*** within the 5 Wards of Bognor Regis

Members **AGREED** to **REFER** these recommendations to the Events, Promotion and Leisure Committee, inviting them to **RATIFY** and then **RESOLVE** to **RECOMMEND** to Council that the Terms of Reference for the Allotments Sub-Committee be adopted.

**34. TO RECEIVE THE TOWN FORCE REPORT**

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

Members **NOTED** the reinstallation of the refurbished Seafront Beacon. With regard to the additional charge of £250 plus VAT (to be ratified later in the meeting) arising from ADC's late notification of a new concession opening around the Beacon location, it was **AGREED** that ADC be approached to reimburse the Town Council for the full cost of the additional charge levied arising as a result of the late notification.

**35. TO CONSIDER CURRENT LEVEL OF FIDELITY GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER ANY INCREASE IS REQUIRED**

The Deputy Clerk's report was noted.

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

**36. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETINGS HELD 5<sup>th</sup> JUNE AND 17<sup>th</sup> JULY 2019**

The Deputy Clerk's report, including the Notes of the Meetings of the Heritage Partnership Board held on 5<sup>th</sup> June and 17<sup>th</sup> July 2019, were **NOTED**.

Furthermore, Members **RATIFIED** the **RECOMMENDATION** from the most recent meeting that the Heritage Trail Sub-Group should be disbanded.

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

The Deputy Clerk's report, including notification that an evening Extraordinary Meeting on Monday 18<sup>th</sup> November would not be possible owing to a meeting of another Committee already scheduled to be held that evening, was **NOTED**.

Following discussion, Members **AGREED** that the Extraordinary Policy and Resources Committee Meeting for the consideration of Grant Aid 2020 should be held on the evening of Monday 11<sup>th</sup> November 2019.



**38. TO CONSIDER THE POSSIBLE ACQUISITION BY THE TOWN COUNCIL OF BOGNOR REGIS LIMITED**

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

Members discussed the perceived benefit in acquiring the name Bognor Regis Ltd. and **RESOLVED** to **RECOMMEND** to Council that the acquisition, if possible, proceed.

Discussion also included a suggestion that the name Bognor Regis CIC be registered by the Town Council. Members **RESOLVED** to **AGREE** that the matter be placed on the Agenda at a future Policy and Resources Committee Meeting, to allow time for the costs to be investigated.

**39. TO RECEIVE A REPORT FROM THE NEWLY REFORMED JOINT ACTION GROUP (JAG) MEETINGS HELD ON 17<sup>th</sup> MAY, 13<sup>th</sup> JUNE AND 19<sup>th</sup> JULY 2019**

The Projects Officer's report, including confirmation that the notes and action plans from these meetings were available to Members in the Town Council offices, was **NOTED**.

**40. TO NOTE CONFIRMED DATE OF 14<sup>th</sup> AUGUST FOR THE CORPORATE STRATEGY REVIEW MEETING - MIN. 20 REFERS**

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

All Members were urged to attend this important meeting as it will determine the focus for the Council during this Administration.

Members **NOTED** the date of 14<sup>th</sup> August and start time of 6.30pm, and that Mr. Chambers from EQH Ltd would be in attendance.

**41. 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**

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

Members further **NOTED** that a response from Arun District Council (ADC) is still awaited. However, the Town Clerk advised Members that at the request of ADC, a meeting had been held with the Town Clerk, and Officers from ADC, 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.

Members also noted the correspondence received from Aldwick Parish Council, Bersted Parish Council, Felpham Parish Council and Pagham Parish Council, having received copies of these at the meeting.

The reaction of the surrounding parishes was regrettable, and Members were keen to repair relations with these parishes. It was highlighted that the Committee, when considering this item at their meeting held on 3<sup>rd</sup> June 2019, had not instructed that the parishes be written to or copied into the letter sent to Arun District Council (ADC). However, some Members felt that, in hindsight, their instructions should have been to do so.

A Councillor reminded Members that the action of writing to Arun had arisen at the request of a member of the public in attendance at the Annual Town Council Meeting held in May 2019. A fellow Councillor added that Town Councillors were elected to represent the people living within the Wards of Bognor Regis and that the Committee had democratically asked for reparationing to be considered by the District Council.

***Cllr. Woodall declared an Ordinary Interest as a Member of Bersted Parish Council***

Discussion then followed regarding the higher precept amount paid by Bognor Regis residents, compared to residents in the surrounding parishes, and the feeling amongst some locals that this is unfair. The Town Council is committed to delivering events and services for the benefit of the Town, but the costs associated with this provision are consequently reflected in the precept rate. A Councillor stated that many of the people from the surrounding parishes also benefit from these events and services but, although welcome to share in the provisions made by the Town Council, do not contribute to the running of them by way of their precept.

***Cllr. Mrs. Warr left the Meeting***

A Councillor reminded Members that the spending commitments, and precept setting, was in the power of this Council and that if the precept for the community was an issue then the Town Council needed to look at reducing its services. In response to this, a Member suggested that rather than cut services, surrounding parishes could be asked for contributions towards events, or an entrance fee charged to attendees.

***Cllr. Woodall left the Meeting***

***Cllr. Mrs. Warr returned to the Meeting***

***Cllr. Woodall returned to the Meeting***

Reparationing, according to a Councillor, had not been looked at since the 1970's. It was not about abolishing parishes but may be the case that parishes are reclustered whereby two parishes, perhaps, are unified. The Councillor suggested that looking at the parish boundaries could allow for fairer precept contributions across the wider Bognor Regis urban area.

Following full debate, Members **RESOLVED** to **AGREE** that upon receiving a response from ADC, this would first be discussed at the next Policy and Resources Committee Meeting with a copy of the response then being sent to the surrounding parishes.

Members further **RESOLVED** to **AGREE** that, whilst awaiting a response from ADC, a letter be sent to the surrounding parishes to acknowledge the issues raised by them and to confirm that the Town Council will update them following receipt of a response.

42. **TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON WEDNESDAY 17<sup>th</sup> JULY 2019 INCORPORATING THE AGM (IF AVAILABLE)**

The Deputy Clerk's report, including an update on attendance at the ADALC Meeting incorporating the AGM held 17th July 2019, was **NOTED**.

Members were further advised that the Notes of this Meeting had not yet been received and this item would therefore be **DEFERRED** until they became available.

43. **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 5<sup>th</sup> AUGUST 2019**

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

Members **RESOLVED** to **AGREE** that Cllr. Brooks be allowed to speak on this item from the public gallery.

Following discussion, Members **AGREED** that a budget of £200 be allocated for the purchase of lighting for the Billy Bulb mascot in the Illuminations Gala 2019 and **NOTED** that this budget would need to be funded by General Reserves. Furthermore, Members **AGREED** that a budget for ongoing maintenance should be reallocated going forward which should be considered as part of the budget setting process.

44. **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 15<sup>th</sup> JULY (CE&E MIN. 27 REFERS)**

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

The Town Clerk informed Members that, to date, nothing has been received in writing to confirm the agreement made by Mr. Nigel Lynn for Arun District Council (ADC) to fund the capital expenditure required in relation to a roller track/deck for Bognor Regis beach. Additionally, Members were advised that the Town Clerk had spoken with ADC's Director of Services, Ms. Philippa Dart, regarding this initiative who had indicated further information would be needed.

Members **RESOLVED** to **AGREE** that Cllr. Brooks, seated in the public gallery, be permitted to take part in discussions on this matter due to his involvement.

Cllr. Brooks was keen to point out that it was his fellow District Councillor, Cllr. Mrs. Worne, that had requested a meeting with Nigel Lynn to discuss beach access, to which he had been invited.

Attention was drawn to the Deputy Clerk's report. Cllr. Brooks advised Members that the Beach Access Topic Team's proposal to the Community Engagement and Environment Committee had been based on a quotation to hire a roller track/deck, and not to purchase as suggested in the title of the report. Cllr. Brooks also went on to inform Members that, as highlighted in the report, the quote on which the Topic Team had based their proposal was given without a site visit having taken place. Upon such a visit being carried out, the supplier of the roller track/deck informed the Town Council that the equipment originally requested, and on which the original quote had been based, was no longer deemed suitable. However, Cllr. Brooks had received a revised quotation which he handed to the Town Clerk moments before the meeting began, which had also been forwarded to ADC, whilst apologising for not having done so sooner.

Members discussed the capital expenditure funding apparently being offered by ADC for the equipment rental, whilst noting that liability would fall to ADC. The costs to level the stones on the beach that the Town Council were being asked to contribute towards were also discussed. It is understood that the stones must continue to provide for sea defence and that if a suitable gradient for the roller track/deck to be utilised cannot be achieved then ADC would not be prepared to proceed. It was noted that a meeting was being arranged with the appropriate officer at ADC and Cllr. Brooks to discuss this in more detail.

The importance of having a beach that is accessible to all was agreed and Members were keen for the Town Council to be proactive in doing so. Whilst the offer from ADC to achieve easier access down onto the beach was well received by Members, it was requested that, should the project be successful, a longer-term commitment be made by ADC/BRTC to repeat the project over the next 3 years whilst works on a more permanent solution are being progressed.

In respect of DDA compliancy, Cllr. Brooks informed Members that temporary ramp systems do not need to meet these specifications.

Following discussion, Members **RESOLVED** to **AGREE** for funding in the current financial year of up to £3,000 be made available from General Reserves. This would facilitate with the temporary installation of a roller track/deck for Bognor Regis beach by way of funding the costs for an operative to level the area of the beach where the temporary track would be laid. This is subject to written confirmation from ADC that they will fund the capital expenditure for, and will lead on, the project and on the proviso that a suitable gradient can be achieved to the satisfaction of ADC.

45. Members **RESOLVED** to **APPROVE** an extension to the Meeting of 30 minutes, whilst noting that the number of urgent items still to be considered could not be concluded within the usual extension of time as per S.O. 1.2.

46. **TO RATIFY RELEASE OF YOUTH/YOUNG PERSONS 2019-2020 FUNDING OF £10,000 AS AGREED AS PART OF BUDGET**

The Deputy Clerk's report, including notification that CREATE had successfully secured £10,000 grant funding from the National Lottery "Awards for All" Community Fund, was **NOTED**.

Members therefore went on to **RATIFY** the release of the 2019-2020 Match Funding of £10,000 for the Youth/Young Persons initiative, as agreed as part of the Town Council's budget provision for the current financial year.

47. **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**

Owing to time constraints, Members **RESOLVED** to **AGREE** that this item, and the following two, be **DEFERRED** for consideration at the next Policy and Resources Committee Meeting in September.

48. **TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019 (MIN. 65 REFERS): TO REQUEST THAT ADC RESTORE THE GRAFFITI PARTNERSHIP AGREEMENT**

Members **RESOLVED** to **AGREE** that this item be **DEFERRED** for consideration at the next Policy and Resources Committee Meeting.

49. **TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> 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**

Members **RESOLVED** to **AGREE** that this item be **DEFERRED** for consideration at the next Policy and Resources Committee Meeting.

50. **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 2<sup>nd</sup> SEPTEMBER 2019**

The Deputy Clerk's report, including the offer from the BID Chairman for a presentation, was **NOTED**.

Following discussion, Members **AGREED** that a presentation from the BID would be extremely helpful. Furthermore, it was **AGREED** that this should be held as a Members Briefing prior to the Council Meeting scheduled for 2<sup>nd</sup> September 2019, at 6.00pm, without the public present.

The Town Clerk was therefore asked to write to the BID Chairman thanking him for the offer and to make the necessary arrangements.

51. **TO CONSIDER THE CONTINUED SUPPORT AND FUNDING OF THE PARKING DISC SCHEME TOGETHER WITH THE TERMS OF ANY FUTURE PARTNERSHIP ARRANGEMENT**

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

Following discussion, Members **AGREED** to **RECOMMEND** that the Council continue to financially contribute to the parking scheme.

Furthermore, Members **AGREED** to support the BID's request to ADC for a longer-term agreement, suggesting that this should run to the end of the current Administration, and instructed the Town Clerk to write to the Chief Executive of ADC in this regard. It was further **AGREED** that ADC should also be requested to consider the possibility of incorporating more car parks within the scheme.

52. **TO CONSIDER THE REQUEST FROM THE ORGANISERS OF BOGNOR BIRDMAN TO RETAIN THEIR 2019 GRANT AID AWARD FOR USE TOWARDS THE 2020 EVENT**

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

Members considered the request received from the Bognor Birdman organisers to retain the Grant Aid 2019 Award of £7,500. Comment was made that the decisions noted on the report for Members consideration were unclear.

The Clerk therefore suggested that a vote could be taken initially to establish whether Members were in agreement for the organisers to retain the grant for their 2020 event, or whether the funds should be returned to the Town Council.

Following a full debate, a recorded vote was requested, the results of which were as follows:

Members **FOR** retention of the grant by the organisers included Cllr. Cunard, Cllr. Goodheart and Cllr. Woodall.

Members **AGAINST** retention of the grant by the organisers, and therefore in favour of the grant being returned to the Town Council, included Cllr. Erskine, Cllr. Jones, Cllr. Stanley and Cllr. Mrs. Warr.

Members **ABSTENTIONS** included Cllr. Barrett.

It was therefore **RESOLVED** that the 2019 Grant Aid Award for Bognor Birdman of £7,500 should be returned to the Town Council by the organisers in line with Grant Aid guidelines/criteria as the event had not taken place.

Having agreed that the funding should be returned, Members were asked to consider whether the returned funds of £7,500 should be Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount, or whether the funds would be returned to General Reserves resulting in a fresh application needing to be made for Grant Aid 2020 for next years event.

Following further debate, a recorded vote was requested, the results of which were as follows:

Members **FOR** the returned funds of £7,500 being Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount included Cllr. Barrett, Cllr. Cunard, Cllr. Goodheart, Cllr. Mrs. Warr and Cllr. Woodall.

Members **AGAINST** the returned funds of £7,500 being Earmarked with prior approval for Grant Aid 2020 to Bognor Birdman of an identical amount and therefore in favour of the grant being returned to General Reserves included Cllr. Erskine, Cllr. Jones and Cllr. Stanley.

Members **ABSTENTIONS** - there were no abstentions.

As a result of the vote taken, it was **RESOLVED** to **AGREE** that the 2019 Grant Aid Award of £7,500 once returned to the Town Council would be 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.

**53. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF:**

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

**53.1 £540 plus VAT for a replacement APC UPS battery server back up**  
Members **RATIFIED** the expenditure.

**53.2 £141.98 plus VAT plus carriage for a retaining chain for the Consorts chain**  
Members **RATIFIED** the expenditure.

**53.3 £250 plus VAT for the additional crane charges for the Seafront Beacon reinstallation**  
Members **RATIFIED** the expenditure.

**54. FINANCIAL REPORTS INCLUDING:-**

a. **To note Committee I&E Reports for the month of June 2019 - previously copied to Councillors**  
Members **NOTED** receipt of the financial reports for the month of June 2019.

b. **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**

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

**55. CORRESPONDENCE**

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

***Cllr. Cunard redeclared his Disclosable Pecuniary Interest in the following item and left the Meeting***

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

The previously circulated Director's report was **NOTED**, and actions taken, as detailed, were **RATIFIED**. Members were informed that a further report would be given under confidential business.



57. **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 28 and 30 (contractual).

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

Members received and **NOTED** the Director's confidential, verbal, report in relation to 1b Linden Road and actions taken as reported were **RATIFIED**.

59. **TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

*The Meeting closed at 9.05pm*

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT**

**REPORT BY THE TOWN FORCE MANAGER** **FOR INFORMATION  
& DECISION**

**Seafront Beacon burner.**

Following the last Beacon lighting and the subsequent manufacturer's inspection, it has become evident that the use of firewood for lighting of the Beacon is a costly exercise as the heat produced damages the structure and galvanising of the basket. It was therefore necessary to revert to using gas. Following research into the options for a gas burner that would produce a bigger flame, it became evident that it would be cheaper to adopt the current gas burner, rather than having a new bespoke one made. Furthermore, a specialist supplier of Beacon gas burners advised that they could only supply a burner permanently fixed to the Beacon.

Keen to use a local business for the work, a Town Force supplier was approached and asked to propose works and provide a quotation.

Unfortunately, the company decided that it couldn't do the work but instead liaised with one of their own customers who was more suited to the project in hand.

As noted above the Town Council only requested designs and quotations but without our knowledge or agreement, the burner was stripped and rebuilt to new design with the following parts/works required: Metal base plate with clamps; Braided Steel Hose Assemble; Hi Flow Regulator; Hi Flow quick release couplings; Various GALV fittings; Complete Re-wire with breakaway plug ALL with high temperature heat wiring/sleeving; Glued Ignition system; Various build materials and sealants and System pressure tested to 12 bar.

The price breakdown is as follows:

Labour	£250
Parts	£272
Total	£522 plus VAT

The supplier has been informed that no prior permission had been given to proceed with the works and that this matter will need to come before this Committee for ratification of the expenditure. However, it is the Officer recommendation that this be approved as the burner now to be provided is a

vast improvement on the previous gas burner (video demonstration to be provided at the Meeting) and does not result in the ongoing damage to the Beacon that would arise through the use of solid fuel.

#### **FOR DECISION**

Do members **AGREE** to **RATIFY** expenditure of £572 plus VAT for the works to the Beacon gas burner?

#### **Seafront showers (x 5).**

The two seafront showers which are now fed from the new (but not in use) WC's have been reconnected by Arun DC. Requests have been made to ADC for a key to access the stopcock in case Town Force need to turn the water off to repair the showers, but no answer received. Town Force have subsequently been verbally informed that ADC won't provide the Town Council with a key.

To add to the issue, the two showers on the other side of the Prom stopped working just before the Bank Holiday weekend about which we were notified by a Foreshore Officer who had received lots of complaints from the Public that weekend. Upon investigation, it was discovered that the Fishermen, who own the water supply the showers are linked to and pay the water bill, had a plumber in to move their pipework around and the waterpipe feeding the showers was disconnected during the works. Member may wish to know that up until 2012, a Fishermen representative used to come into the Town Hall with their water bill and the Fishermen would be reimbursed for the water used by the two showers (based on meter readings). As no water bills have been provided for the past 7 years, no reimbursements have been made. It is understood that the Fishermen may now ask for some money to be reimbursed but as advised to them, sight of the water bills for the period would be required to work out the Town Council's proportion. To date no water bills have been received.

Due to the above issues, this Committee may wish to consider a new water mains connection to secure an independent water supply to all BRTC showers which, as the BRTC Accountant advised, could be funded from the Rolling Capital Programme. The Committee will be asked to consider the cost at the next Meeting.

#### **Seafront decking.**

To date no licence has been received by BRTC despite regular chasers. The matter will be raised at the next BRTC/ADC Liaison meeting together with licences for the Beacon and the seafront showers (including water supply if agreed at a future meeting)

## **Graffiti and Flyposting removal agreement with West Sussex County Council.**

There has been no response from WSCC regarding the queries raised. The Deputy Clerk is chasing on a regular basis. Members may wish to note that graffiti on non-Highway assets around the town is slowly increasing.

## **Town Force unit.**

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

## **Planting.**

Summer bedding is coming to its end and will be pulled out during the last week of September/first week of October and taken to Stubbs Copse for recycling. The winter/spring plants are coming on 7<sup>th</sup> and 14<sup>th</sup> October.

The Bognor Regis in Bloom Working Group has been in talks with the Railway Station Manager and has obtained their permission to install 2 planters to the concourse. These will be built, planted up and maintained by Town Force.

## **Sponsored planting.**

There have been quite a few enquiries but unfortunately none came to fruition.

AC Letting are moving from Orchard Way roundabout to the Squareabout.

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

## **Events Support.**

Town Force have supported the Funshine Days, HP Country Fair, Kite Festival, Illuminations Gala, Film in the Park, Bognorphenia, Proms in the Park and Folk Festival.

## **Felpham Parish Council.**

Following another meeting with the Parish Council and Felpham Village Conservation Society, I am pleased to report that Town Force will be contracted to water their new hanging baskets, which are due to be installed along Felpham Way, throughout summer 2020.

The Parish Council has also agreed our estimate for re-painting their seafront lampposts and this is scheduled for the last week of September, weather permitting.

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

- \* Arun District Council – Weekly watering of the Arcade hanging baskets and graffiti removal from various sites;
- \* Middleton on Sea Parish Council – Various jobs around the Parish;
- \* Apulstock – Provision of crowd barriers;
- \* Friends of BR War Memorial Hospital – Weed clearance from three sites within the hospital grounds;
- \* Hastoe Housing Association – Re-design of a flower bed and removal of unwanted greenery;
- \* Gravis Lane – Clearance of overgrown greenery.

### **Examples of other jobs.**

In addition to the routine jobs, Town Force have also installed Billy Butlin Plaque for the Heritage Partnership, installed lights to Billy Bulb for Illuminations Gala, re-planted the Mini Golf bed for the In Bloom Working Party, taken part in Beach Clean, repaired seafront decking & showers, repainted the Weather Station railings, delivered & collected trophies from engravers, set up / close down Councillor surgery, put the bunting back up on several occasions, assisted with Top Gear filming on the Prom, installed / removed various sponsor signs, dealt with a range of graffiti & flyposting and done odd jobs at the allotments.

EA 19.09.2019

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

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

**REPORT BY THE PROJECTS OFFICER**

**FOR INFORMATION**

A BID Management Board Meeting was held on the 12<sup>th</sup> September 2019 but Officer attendance at this meeting was not possible.

The Notes of the meeting are not yet available but will be published in due course and a report given at the next Committee Meeting.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 8 - TO RECEIVE A REPORT FROM THE JOINT ACTION  
GROUP (JAG) MEETINGS HELD ON 29<sup>th</sup> AUGUST AND 20<sup>th</sup> SEPTEMBER  
2019**

**REPORT BY PROJECTS OFFICER**

**FOR INFORMATION**

Meetings were held on the 29<sup>th</sup> August and the 20<sup>th</sup> September 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.

The next scheduled meeting is Friday 22<sup>nd</sup> November 2019.

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 9 - TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE AS AGREED AT THE COMMITTEE MEETING HELD 5<sup>th</sup> FEBRUARY 2018 (MIN. 160 REFERS) AND TO ALSO CONSIDER A REVIEW OF THE LIMIT OF £500 FOR THE TOWN CRIER'S COMPETITION EXPENSES**

**REPORT BY CIVIC & OFFICE MANAGER**

**FOR DECISION**

Annual Review

At the Committee meeting held 5<sup>th</sup> February 2018 Members agreed that an "Annual Review" of the Town Crier, a voluntary role, be carried out in the Autumn. The content of this "Review" was not stipulated by the Committee and therefore the following provides details to inform this "Review":

Activities undertaken in the year to the end of September 2019

This past year has seen our Town Crier carry out a total of 74 engagements, 33 on behalf of the Town Council with many more for local event organisers and businesses. These engagements have included attendance at events such as a 70<sup>th</sup> birthday party, a Horticultural Show, the opening of an Art Gallery Exhibition in Brighton, and numerous talks about her role as a Town Crier to Church groups, Rotary Clubs, and WI Groups as far afield as Portchester, in Hampshire. The Town Crier was also invited to perform a live cry on BBC Radio 2's Jeremy Vine Show and was approached for interview by a Television Company who were carrying out research for a programme on Seaside Towns.

Equipment

Uniform - When the Business Plan was presented to the Policy and Resources Committee, at the meeting held on 26<sup>th</sup> September 2016, it was proposed that budgeting would need to take account of annual maintenance/repair/cleaning of uniform as well as the accumulation of a sink fund to replace the entire outfit after 5 years. The Business Plan was based on a projected total cost of £2,100 for the uniform, in the 1<sup>st</sup> Year, with a replacement contribution of £420pa to be accumulated for the replacement of the uniform after 5 years.

In actuality, the total cost of the outfit amounted to £1,208. Based on these final costs, it is considered that a replacement contribution of £242pa would now be appropriate, subject to inflation.

Whilst it may be possible to reduce the annual replacement contribution for the 'main' uniform, the Town Crier has requested that the Council consider a 'summer' uniform. 'Sunniest Bognor Regis' has proved a little too hot for our Town Crier, at times, when wearing a thick and heavy cape and waistcoat etc. With Committee input and approval of the final design, the Town Crier has proposed that on hot summer days, the cape and waistcoat be replaced with a lighter waistcoat, made from purple and gold satin fabric, with gold trim, and the Town Crest embroidered on the back. Estimated costs for this 'summer' uniform are £250, including labour.



Other equipment - Besides the uniform, the engraved brass bell cost £127 to purchase and the scroll amounted to a total figure of £44 to produce.

### Budget

For the 2019/20 financial year there is a budget of £2,000. This incorporates expenditure for travel expenses (both day to day and for competitions), any equipment repairs/purchases and earmarking for uniform replacement in future years.

As at 30<sup>th</sup> August 2019, the remaining balance for the Town Crier's budget stands at £1,195.61, with an additional £160.00 income generated from bookings.

### National Town Crier Competitions attended so far in 2019

- Alcester - 20<sup>th</sup> April
- Ely on - 4<sup>th</sup> May
- Southern England at Wimborne Minster - 6<sup>th</sup> May (paid for own accommodation to stay overnight)
- Ilminster - 11<sup>th</sup> May
- Frome - 15<sup>th</sup> June

The total cost to the Council for these attended competitions is £489.39 for travel expenses.

As a Member of the Ancient & Honourable Guild of Town Criers (AHGTC), our Crier is invited to attend a vast number of Town Crier competitions each year, of which there are thirteen organised just by AHGTC in 2019.

Our Crier has become a 'regular' at several locations, including Ilminster and Hastings, where she hopes to compete again this year in October.

Through attending some Competitions yearly, our Crier feels she is building a rapport and greater working relationship with many of her counterparts, some of whom have been in the position for a number of years. They are happy to share their experiences and wisdom of the role, which, in our Crier's own words, provides her with new ideas, new angles and a wealth of knowledge that someone as relatively new to the Town Crier world as she is, relishes.

This year, our Crier was given the honour of being (she believes) the first lady Town Crier to hold the flag and lead the Parade, at the Southern England Town Crier Competition in Wimborne Minster, for which she featured in Wimborne Minster's local papers and was interviewed on camera by BBC South Today. She also took home trophies from the Ilminster Competition, winning 'Best Hometown Ambassador' for her 'Cry' on Bognor Regis and 'Best Dressed Town Crier', an accolade she had previously claimed at the 2017 Hastings Competition.

### Competition Budget

It was agreed previously by this Committee that of the total budget available for the Town Crier of £2,000, a maximum of £500 may be spent on travelling expenses to attend competitions.

Members will have noted above the competitions already attended, and the associated costs. However, the Crier has expressed her desire to attend other Competitions during the rest of 2019 especially the Hastings Competition on 19<sup>th</sup> October, which was her first win two years ago. However, any further

attendances will result in her exceeding the £500 maximum allocation of the budget for competitions.

As a result, the Crier has asked the Committee to consider a review of the limit. In her opinion, these Town Crier Competitions are essential in promoting Bognor Regis nationally, and as she grows further into the role, the budget and previously agreed 'four or five' competitions at the Policy and Resources Committee Meeting on 5<sup>th</sup> February 2018, would exclude many opportunities to get Bognor Regis recognised around the country.

## **DECISIONS**

Do Members **AGREE** to increase the competitions element within the existing Town Crier budget for associated costs to enable attendance at more competitions in 2019 from £500?

If so, Members are **INVITED** to **AGREE** a revised maximum budget for this purpose.

### Future activities

The Bognor Regis Town Crier has been recruited to attend the official Pearly Kings and Queens Harvest Festival in London on 6<sup>th</sup> October 2019. She has been asked, by the organisers, to cry in Trafalgar Square to encourage members of the public to attend the Festival service.

The Town Crier has expressed an interest to Officers at the Town Council, in hosting our own Bognor Regis Town Crier Competition, in the coming few years, which of course has the potential to bring a vast number of visitors, many of whom would have probably never visited the Town before. The Crier is of the opinion that the more she partakes in Town Crier competitions around the country and has the chance to 'spread the word', the more likely others will come to Bognor Regis, wanting to participate. Attendance at these events also allows for the Town Crier to gain an understanding of how these competitions are organised, what works and what doesn't, bringing this knowledge to the table when looking at running our own event in the Town.

If Members would like to support this suggestion, the expenditure for this would need to be funded by the existing Town Crier's budget, although there are numerous ideas for ways in which income can also be generated to off-set some of these costs. Members may wish to agree a maximum that may be committed to any event in 2020, or thereafter.

## **DECISIONS**

Do Members **AGREE** that the proposal to organise and host a 'Bognor Regis Town Crier Competition' be further considered?

If so, Members are **INVITED** to **AGREE** a maximum that may be committed to any such event in 2020, or thereafter, funded from the existing Town Crier's budget of £2,000 per annum.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019

**AGENDA ITEM 10 - TO RECEIVE THE NOTES OF THE CORPORATE STRATEGY REVIEW SESSION ON 14<sup>th</sup> AUGUST 2019 (CIRCULATED PREVIOUSLY), DISCUSS AND AGREE FURTHER ACTIONS**

**REPORT BY TOWN CLERK**

**FOR DECISION**

Following the session held on 14<sup>th</sup> August 2019, Notes from the evening together with a proposed, draft revised Corporate Strategy prepared by Mr G Chambers of EQH Ltd, were circulated to all Members and are attached to this report as **Appendices 1 and 2**.

Members were invited to discuss the issue prior to this meeting, bringing forward suggestions to enable the finalising of the proposed Strategy for consideration by Council.

**It should be noted that as this is such an important issue, all Members of the Council are encouraged to attend this Committee Meeting and will be invited to join in the debate for this item only.**

**DECISION**

Members are asked to consider the draft revised Corporate Strategy previously circulated, along with any proposed additions/amendments put forward at the meeting and **RECOMMEND** to **COUNCIL** the final document for consideration and approval.

## **Notes of the Briefing Seminar held 14<sup>th</sup> August 2019**

### **Developing a Revised Corporate Strategy 2019-2024**

**Present:** Cllrs: Barrett, Brooks, Cunard (part of Seminar), Mrs. Daniells, Mrs. Erskine, Erskine, Goodheart, Ms. Sharples and Woodall (Town Mayor)

**In attendance:** Mr. G. Chambers (EHQ Ltd)  
Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. S. Hodgson (Projects Officer)

#### ***Seminar opened at 6.34pm***

The Mayor welcomed everyone to the Meeting and the Town Clerk reported apologies with reasons from Cllrs: Batley, Jones, Miss. Needs, Smith, Mrs. Staniforth, Stanley and Mrs. Warr.

The Mayor then introduced Mr. Chambers, thanked him for attending, and handed the Seminar over to him to lead the Members in this review of the Corporate Strategy, taking the document forward into the new Administration, following the elections in May 2019.

Prior to the Meeting, Members had been provided with an agenda and Briefing paper to assist with the discussion. Mr. Chambers stated that this was an opportunity to review, consider and where appropriate refresh the priorities of the Council to ensure that there is:

- a shared understanding of why the Council exists;
- where it is heading;
- agreeing promises and priorities together with goals;
- plans for how to achieve these and
- ways to measure how the Council is progressing with its plans.

Mr. Chambers presented a PowerPoint presentation with discussion points (attached as **APPENDIX 1**). It was stressed on several occasions during the session that this part of the process should not focus on the fine details but rather on the overarching aim of identifying what the Town Council wants to achieve in the Strategy.

The existing, one-page Strategy includes a Purpose, Vision and the resulting Main Priorities. Members were asked if they felt that these were still relevant and appropriate - how do Members aspire to see Bognor Regis in 20 years' time and does this Strategy work towards this?

The Meeting was then opened up to Members to provide their thoughts on the future content of the Strategy with the comments listed below:

- Reinvigoration or Regeneration should be included in the Vision as this is an absolute core theme that is in the wider, public domain
- Efforts should be made to capitalise on the opportunities that could arise from the new Administration at ADC to see how the Town Council can be less dependent on a precept and more on its own income streams
- Need to identify risks, benefits and opportunities and look for best practices
- Should this be referred to the Electorate?
- Lots of money at ADC so should try and take advantage of this
- Good to listen and encourage new ideas. Need to gather more info about what the Strategy should be about. Need to be energised by all ideas but need to know how to go forward
- Regeneration has been around for so long with no progress
- Desperate need for civic pride and economy boosts
- Town Council should be looking at greener aspects, arts, history, culture and green spaces in the Town
- Challenge of drafting a Strategy is that there are two different aspects to the Town; the residents which include those in poverty/bad housing but also consideration of the fact that we are a visitor destination and put on the "fun" stuff and events with the former sometimes getting lost in the summer months
- Corporate Strategy needs to be sky high - a prism through which the Council looks at all problems and colours the way in which things are dealt with
- Importance and need to work with ADC and other local authorities
- Should the Town Council not be dealing with the more local issues with the bigger strategies left to the principal authorities?
- As the Town Council has no statutory duties other than the provision of allotments, proud that the Council has been able to give the nice things to the Town which would be different without these extras
- Businesses should get people here and the Town Council should make the Town nice for them, hence the Council's desire to take over Steyne Gardens and return to the formal, colourful planting
- Need to consider cost effectiveness when considering planting; forced planting versus wildflowers
- Health and wellbeing can be positively influenced by green spaces and working with ADC to improve this should be a priority

- Need for awareness of limited finances
- A priority of the Strategy should be the acquisition by the Town Council of the Town Hall
- Sustainability - need to declare a climate emergency
- Aim should be for Bognor Regis to be the best green Parish in all aspects; air quality, vehicles, information, support for bees
- The green aspirations are simply a drop in the ocean and the Town Council's measures cannot make a big difference
- The Town Council needs to collect the precept and spend it on the residents. This should be about what residents want - not Councillors
- A cost/benefit analysis of the Council's green aspirations could be undertaken
- An environmental audit can, if nothing else, raise awareness of the issues
- Green aspiration offers the potential for attracting funding
- Members were elected to do the best for the residents - even if unpopular
- A wellbeing strategy with regards to mental, emotional and physical wellbeing and this ties in with the second of the existing priorities of empowerment
- Good health had connections to the arts and culture
- Concern that any wellbeing aspirations may be duplicated by those already undertaken by Arun Wellbeing
- Duplication of wellbeing is not desirable but at a strategic level can result in objectives that compliment what is already on offer
- ADC should have an arts and culture strategy
- Seafront is the Town's biggest assets and improvements including better beach access is important
- Disabled access around the Town needs to be improved
- If you make the Town nice for the residents the visitors will come
- The Promenade and beach are the jewels in the crown. Need to work alongside ADC and get in roads into their seafront strategy with a wider

revamp including access to the Prom and the possible closure of roads to increase the pedestrian friendly area

- “Inclusion” should be inserted into point 2 of the Main Priorities, before “Empowerment”
- Need for greater publicity about Arun Wellbeing’s services
- Increase in the Town Force. Well regarded positive impact and visible
- Could have a “Make Bognor a Clean & Tidy Town” initiative
- Increase civic pride by prioritising the improvement of the visual impact around Bognor Regis and the surrounding parishes utilising resources that we already have such as Town Force
- Removing street rubbish - Community Gardens take over bits of land and improve them so that they are not used for dumping of items

Mr. Chambers then asked for Members to review each section of the one-page Strategy and comment/make suggestions for change:

#### Current Purpose

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

- Regeneration/Reinvigoration needs to be included
- Include reference to “..to improve facilities for *its own* residents..”
- Need greater transparency over what is actually within BRTC’s remit - often residents from the wider Bognor Regis area do not realise they are not Bognor residents

#### Current Vision

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

- Concern over “...controlling our own destiny..” as the Town Council struggles to do things without working in partnership with other authorities
- May be more preferable to have “.. looking to control our own destiny. .” acknowledging the hope that ADC may be more willing to work with the Town Council
- Suggestion of “Working with other authorities for the benefit of the residents of Bognor Regis”

### Current Main Priorities

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

- Removal of "Brand" from the actual priorities as this is now being undertaken by others and has not been successful but if other goals were to make the Town more attractive then this could give a reason for branding objectives in the future
- Counter argument for the retention of Brand or Promotion. Joined up working just beginning for the Tourism Initiative and therefore need to continue to demonstrate that promotion is important to the Town Council and the best way to do this is through the continued inclusion in the Corporate Strategy
- Does the current wording relating to Partnership infer liaison with other authorities?
- Partnership can be with anyone or any groups including other authorities
- Suggestion of "Being an outward looking Council to create partnerships, community engagement and empowerment"

Before rounding off the Seminar, Mr. Chambers asked for any closing thoughts which included:

- Wording should be inclusive i.e. not "yours" but "ours" and should refer to Town and not Parish Council
- Proposal of five Priorities :
  - Acquisition of assets
  - Declaration of a Climate Emergency
  - Rewording of "Promoting the Bognor Regis Brand and Town Area" with addition of "formation of Bognor Regis Tourism Board"
  - Development of a Wellbeing Strategy
  - Development of an Arts and Culture Strategy
- Inclusion of "civic pride" and this should be in relation to visitor or resident

With regard to the next step, Members were encouraged to discuss in groups (political or not) their thoughts and suggestions for the wording of the new "Purpose", "Vision" and "Main Priorities" before a further session was held to agree the overarching one-page Corporate Strategy. Once this had been agreed, Members could move on to formulate the activities and goals to be agreed under each of the "Main Priorities".



***The Seminar closed at 8.30pm***

# **BOGNOR REGIS TOWN COUNCIL**

# **STRATEGIC PLANNING**

**14<sup>th</sup> August 2019**

**Setting the Scene:**

# **Thinking Strategically**

**Glyn Chambers**

What is a Strategy?  
and  
What is Strategic Planning?

Shared understanding of why the Council exists.

Stepping back from day to day operations and asking where the Council is headed.

Agree the Council's promise to its residents.

What its priorities should be.

Setting overall goals for the Council.

Developing a plan to achieve the goals.

Understanding how the plan will be resourced.

How will it all be measured?

# **Developing a Vision and Mission Statement**

- \* What do you want Bognor Regis to look like in 20 years time?
- \* How is it going to get there?
- \* What role do you see the Town Council playing?
- \* What kind of Council do you see Bognor Regis becoming?
- \* What principles are important to you?

# The Wisdom of a 1 Page Strategy

What's in it?

Core Purpose:

Core Purpose is a statement that captures the soul of the organisation. It is your organisation's most fundamental reason for being. This is often defined as a promise – our promise, residents' promise, people promise etc. And often referred to as a Mission Statement .



## **Current Purpose**

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

## The Target (VISION)

People also need to understand where you are going – a one to five year vision.

There needs to be a clear goal that represents the pinnacle of what you are trying to achieve.

“The goal must be clear and compelling, serves as a unifying point of effort and acts as a catalyst for team spirit. It has a clear finish line, so the organisation can know when it has achieved the goal.

The goal must engage people – it reaches out and grabs them. It is tangible, energising, highly focused. People get it right away; it takes little to no explanation.”

It is important to make sure your team identifies with this and personally buys in to the target as their target.

It should be a stretch. Because it is a stretch people have to start thinking about how to achieve it.

## Current Vision

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

There are of course many ways to deliver the Council's vision and purpose depending on its priorities !!!!!!!

A well drafted goal will ensure creativity improves, innovation starts to happen and your model of business is reworked and refreshed on a regular basis – keeping it current, alive, refreshing and with your teams wanting to make it happen. The stretch within the goal is part of the magic.

To get there, you have to fundamentally revisit the way you are running your business.

That doesn't mean you need to change everything.

It does mean you will probably need to make some changes to align the new business. i.e. what are you going to stop, start and continue doing?

# Current Goals

Our Main Priorities are:

1. Promoting the Bognor Regis Brand and Town Area
2. Partnership Working and Community Engagement and Empowerment
3. Acquiring and Creating more Community Assets

Bognor Regis Town Council  
Corporate Strategy 2018-2020  
*Sunniest Bognor Regis*

### **Purpose**

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

### **Vision**

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

### **Main Priorities**

Our Main priorities are:

Promoting the Bognor Regis Brand and Town Area

Partnership Working and Community Engagement and Empowerment

Acquiring and Creating more Community Assets

# Bognor Regis Corporate Strategy 2019-2024

1. Is there a strategic fit between the existing Vision and Purpose and the aspirations of the new Council?
2. What are the Council's priorities over the next 5 years?

All the comments received at the information seminar have now been reviewed by Mr. Chambers and the information has been integrated into a draft revised Corporate Strategy for further consideration.

## **Purpose**

*Our purpose is to lead Bognor Regis to a better future working in the interests of our residents to improve their quality of life.*

## **Vision**

*Our vision is to develop a clear Bognor Regis brand to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.*

## **Main Priorities**

1. **Build on the success of Bognor Regis**  
*(All the regeneration and rebuilding work to be included here together with branding, promotion, festivals, events, take on more assets, etc.)*
2. **Manage and reduce the environmental impact of Bognor Regis**  
*(All environmental goals here including recycling, energy reduction, green spaces, etc.)*
3. **The Council will work to enable people (individuals and communities) to live well for longer; independently and enjoying the place where they live**  
*(All the health issues under this heading including dementia friendly Town, safe havens, obesity issues, etc.)*
4. **Promote arts and culture to make Bognor Regis a great place to live, work, study and visit**  
*(Include working to enable more opportunities for people of all ages to participate and get involved, maximise the opportunity that art and culture can bring to Bognor Regis, raise the awareness of art and culture within the Town.)*



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 11 - TO CONSIDER RESPONSES TO THE WSCC SURVEY REGARDING JWAAC AS PREPARED BY THE PREVIOUS AND CURRENT REPRESENTATIVES TO JWAAC**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

West Sussex County Council's Governance Committee has set up a working group to review County Local Committees (CLCs) & Joint Arun Area Committees (JAACs) to report in the Autumn. The County Councillors of the working group are Paul High - Worthing West (Chairman), Carol Purnell - Selsey, Morwen Millson - Horsham Riverside, Brenda Smith - Langley Green & Ifield East, Hilary Flynn - Felpham, Kevin Boram - Shoreham South and Andrew Barrett-Miles - Burgess Hill North.

The working group's aims are to:

- a. Review the purpose, role and effectiveness of JAACs & CLCs
- b. Review the Council's approach to community engagement and development, to include support to the member role in the community
- c. Explore opportunities for savings.

The group is gathering the views of all Town and Parish Councils on the value and purpose of their local JAAC meetings through a survey and the Town Council is encouraged to fill out the survey.

The extracted questions from the online survey were forwarded to Cllrs. Cunard and Goodheart, as the previous and existing appointed representatives to JWAAC respectively, and a copy is attached as **Appendix 1** for Members information.

Cllrs. Cunard and Goodheart are invited to present their recommended responses to the survey for Members to note prior to submission.

**DECISION**

Members are asked to **NOTE** the responses as drafted by Cllrs. Cunard and Goodheart and that these will now be submitted in response to the online survey.

## 1. What is your Council name?

Organisation

## 2. When were you first elected to the Council?

- Since May 2019
- Prior to May 2015

## 3. Which JAC(s) cover your Council area? (please tick all that apply)

- Joint Eastern Arun Area Committee
- Joint Western Arun Area Committee

## 4. Do you think your JAC (s) covers the right size of area?

- Yes
- No

If no, please say what should be changed.

**5. Do you think JACs meet frequently enough to be effective?**

- Yes
- No

If no, please say what would be the ideal frequency.

**6. Are JACs important and beneficial for your community?**

- Yes
- No

Please explain your response below

**7. Does your JAC cover the right kind of business to help it respond to the needs of your community?**

- Yes
- No

If no, what changes would you wish to see in the type of business your JAC carries out?

**8. What do you see as the core purpose of JACs? (please rank 1-7, with 1 being the most important and 7 the least important)**

To enable engagement between elected members and communities

-- Please Select -- ▾

Financial support to communities through grant funding

-- Please Select -- ▾

To take decisions in an open and transparent way

-- Please Select -- ▾

Having a formal committee taking place in the local community

-- Please Select -- ▾

To provide a forum for dealing with issues of community concern

-- Please Select -- ▾

Provide a platform for all local tiers of government

-- Please Select -- ▾

Other

-- Please Select -- ▾

Other (please specify)

**9. What are the most valuable parts of the JACs role? (please rank 1-6, with 1 being the most important and 6 the least)**

Talk With Us sessions

-- Please Select -- ▾

Engagement with the community on high profile local issues

-- Please Select -- ▾

Allocation of Community Initiative Funding

-- Please Select -- ▾

Traffic Regulation Order priorities

-- Please Select -- ▾

Nominating school governors

-- Please Select -- ▾

Other

-- Please Select -- ▾

Other (Please Specify)

## 10. Are there other things the JACs should be doing?

Please Specify

**11. The CLC/JAC working group has identified some options to consider for the future of CLCs/JACs. Please select your preference from the list below:**

- Maintain as is (2 JAC meeting 3 times per year)
- Reduce to 1 JAC covering the district of Arun (meeting in different locations)
- Remove decision-making and replace with 2 informal community forums
- Remove decision-making and replace with 1 informal community forum
- Remove JACs completely and use one-off meetings in the community for important local issues
- Other

Other (Please Specify)

## 12. Do you have any other comments on JACs?

Please Add Comments

A large, empty rectangular box with a thin black border, intended for users to provide additional comments. The box is currently blank, with a small diagonal line in the bottom right corner indicating it is a text input area.



**AGENDA ITEM 13**

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 13 - TO RECEIVE A REPORT ON THE POTENTIAL TO  
REGISTER BOGNOR REGIS CIC - MIN. 38 REFERS**

**REPORT BY TOWN CLERK**

**FOR INFORMATION**

As Members will recall, at the last Committee Meeting it was agreed that investigations would be undertaken with regard to the registering of Bognor Regis CIC by the Town Council.

It has now been ascertained that the registration would not be permitted due to its similarity to Bognor Regis Ltd and therefore this proposal can progress no further.

BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019

**AGENDA ITEM 14 - TO RECEIVE AN UPDATE ON THE PROPOSAL TO INSTALL A ROLLER TRACK/DECK FOR THE BEACH AS DISCUSSED AT THE PREVIOUS MEETING (MIN. 44 REFERS) INCLUDING THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 23<sup>rd</sup> SEPTEMBER 2019**

**REPORT BY DEPUTY CLERK**

**FOR INFORMATION**

As Members will recall, this matter was discussed at the previous meeting of this Committee on 29<sup>th</sup> July with the relevant extract from the Minutes shown below (Min. 44 refers):

*Following discussion, Members **RESOLVED** to **AGREE** for funding in the current financial year of up to £3,000 be made available from General Reserves. This would facilitate with the temporary installation of a roller track/deck for Bognor Regis beach by way of funding the costs for an operative to level the area of the beach where the temporary track would be laid. This is subject to written confirmation from ADC that they will fund the capital expenditure for, and will lead on, the project and on the proviso that a suitable gradient can be achieved to the satisfaction of ADC.*

The matter progressed and confirmation was sought from ADC regarding their financial contribution and that they would be leading on the project.

During email exchanges commencing on Monday 12<sup>th</sup> August, it became apparent that ADC would not be willing to lead on the project and the Town Council would have to assume full responsibility and liability for the works. An email was issued to all Members of this Committee for a response to this change from the decision taken at the previous meeting but only three Members responded before the deadline of 5pm on the Tuesday and therefore Officers would have been unable to progress with the project on that basis.

However, at the same time, an email was received from ADC's Property, Estates & Facilities Manager (copy attached as **Appendix 1**), confirming that there was no agreement for ADC to lead on the project and that furthermore, access to the Foreshore in the timeframe being proposed would not be possible.

The potential of the installation of the decking for the summer season 2020, together with any recommendation to this Committee for the identification of funding, was considered by the Community Engagement and Environment Committee at their Meeting held 23<sup>rd</sup> September 2019 with Members agreeing that no request for funding of this exercise should be made for 2020/21 and therefore that the 2020 project progress no further.

**DECISION**

Members are asked to **NOTE** the **RECOMMENDATION** from the Community Engagement and Environment Committee that no funds be identified and that the project to install a temporary decked area on the beach progress no further.

## Sarah Norman

---

**From:** Paul Broggi  
**Sent:** 19 August 2019 13:45  
**To:** Glenna Frost  
**Cc:** Karl Roberts; Nat Slade  
**Subject:** Access to shingle from Promenade - Bognor Regis - URGENT

Dear Glenna,

I have been copied into the very recent emails regarding the above project as I was unaware that this was a live project until last Friday. Having seen the emails over the weekend and having taken instruction on this today I am aware that this Council has made a financial commitment to BRTC to assist in funding the project. However I can also confirm that aside from the financial contribution agreed there was no agreement that this was to be an Arun led and managed project.

It is of course possible for me to instruct our legal team to provide a licence which would permit BRTC to proceed with this project and install relevant equipment on the beach in an agreed location. Normal completion of a licence of this nature would be subject to existing workload and generally this would take 4 to 6 weeks to draft and agree from instruction. However, dependant on staff resources it may be possible to shorten this although presently we are firmly in the holiday / leave period.

In proceeding in this way this Council would expect to be provided with all relevant risk assessments and method statements (RAMS) for the project. This would include work involving the excavator including safe access / egress and operation and plant movement in this busy area including delivery and installation of the aluminium decking sheets upon the beach. BRTC would also need to cover off the inspection and clearance regime whilst the facility remained in place on ADC land for the period of the granted licence. Added to this we would also request and require copies of all relevant public liability insurances in respect of your appointed contractors & BRTC itself. This is something that I know BRTC would also need for a project of this nature where it would be operating in the role of employer.

My main concern presently is the almost non-existent lead in period for a project of this nature. We are now at the height of the holiday season running into what will hopefully be a very busy and successful bank holiday weekend for the town. This week alone we have formal arrangements in place for two BBC film crews and ITV in the town for different projects, all of which are using Bognor Regis seafront and Promenade for filming throughout the week. As you will already know we also have the very popular Funshine days that your Council are running this week from the Promenade, along with the Funfair and Illumination Gala, due to arrive Wednesday night ready for set up from Thursday onwards. This means that we have pre-arranged road closures in place to facilitate the fair from 07:00hrs on Thursday morning until 07:00 Tuesday morning. These are all factors that would likely have an impact on this BRTC project. For beach access works to have commenced this week we would also have need to fully consult all existing event operators in order to advise of the potential additional risks that would need to then be considered and factored into their (already agreed) event plans and request and receive additional and updated risk assessments.

Regretfully it does seem abundantly clear to me that this project cannot commence this week as indicated in Cllr Brooks email. I wanted to advise you of this as soon as possible and following my looking into this matter this morning. I clearly don't have knowledge in respect of what if any orders or commitments BRTC have in relation to the proposed project. If orders have been placed then it is my sincere hope that this email provides sufficient notice to allow BRTC to contact contractors where orders have been placed so that they may be cancelled / postponed. I'm afraid that I don't believe that the beach access project, including instruction of Solicitors, issue of licence, provision of RAMS and further consultation with existing arranged event organisers is achievable this week given the very short notice and I hope that you can understand this position.

Please can you consider the above comments and confirm BRTC position for me. I am more than happy to work with you / BRTC in preparing the necessary licence so that this project can move forward to completion to an agreed timetable allowing sufficient time for all essential and unavoidable formalities to be resolved. This would include any and all relevant consultation so that this project can ultimately be delivered in a safe, timely and effective manner.

Thank you in advance for your time in this matter. Should you wish to discuss any of the above or the project moving forward please do not hesitate to contact me.

Yours sincerely

Paul

**Paul Broggi MCIQB**  
Property, Estates & Facilities Manager  
Property, Estates & Facilities Department  
Technical Services  
Arun District Council

Civic Centre, Maltravers Road, Littlehampton BN17 5LF

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**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 15 - CONSIDERATION OF INPUT FROM THE COMMITTEE  
FOR THE CONTENT OF THE 2020 TOWN NEWSLETTER**

**REPORT BY THE CIVIC & OFFICE MANAGER**

**FOR INFORMATION  
& DECISION**

As Members know, the Annual Town Council Newsletter will be produced in early 2020 for distribution to every home in the five Wards by mid-March.

Editorial in the 2019 edition included the following: -

- Message from the Mayor, including a focus on the Mayor's Charities
- Photo Competition - winning photo featured on the front page
- Elections - including the role of a Town Councillor, eligibility etc
- Youth Work – article about CREATE and the Play Days
- Picturedrome Cinema - fourth screen opening and 100<sup>th</sup> anniversary of cinema first opening
- Bognor Hospital – article on the history of the Memorial Hospital, celebrating its Centenary Year
- Report from Chairman of the P&R Committee
- Illustrated breakdown of Budget for coming year
- Parking Disc Scheme
- Events diary

In 2018 the 'Your Councillors' article was well received.

Officer suggestions for articles in the 2020 Town Newsletter include the following: -

- Your Councillors - photo and contact details for each Town Councillor, with Ward map. This article was well received in 2018, and is considered important for inclusion in the 2020 Newsletter given the new Administration
- VE Day and VJ Day - focus on local celebrations, at the end of World War II, on the 75<sup>th</sup> anniversary of VE and VJ Day, featuring stories of local people who fought and those back at home in Bognor Regis
- Message from the Mayor, including a focus on the Mayor's Charities
- Report from Chairman of the P&R Committee
- Illustrated breakdown of Budget for coming year
- Parking Disc Scheme
- Events diary

The Photo Competition, in 2019, was a great opportunity to showcase the photographic talent of local people in the Town and involved members of public by inviting them to judge the winning entry on social media. The winning image was featured on the front cover of the 2019 Town Newsletter, with the title of the piece of work and name of photographer credited beneath the image. Members may wish to consider running the Photo Competition again for the 2020 Town Newsletter.

Prior to the 2018 edition the Town Newsletter was A2 in size, folded in half to make an A3, 4-page document in a gloss finish. However, at the Council Meeting held on 12<sup>th</sup> March 2018, Members agreed that the 2018 edition would be produced as an A4, 8-page, publication in a matte finish.

It would assist Officers if guidance on the content of the 2020 Town Newsletter could be provided at the Policy and Resources Committee Meeting to be held on 25<sup>th</sup> November 2019 to ensure time for the Committee to review proposals before going to print.

Members are invited to offer their suggestions on the content, including provision of any examples from other publications, and layout/style for the 2020 Town Newsletter.

**DECISION**

How do Members wish to proceed with the suggestion of a photography competition for the front cover of the 2020 Town Newsletter?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 16 - 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. 47 REFERS**

This issue was due to be discussed at the previous Committee Meeting but was deferred due to time constraints. The following is a reissue of the previous report.

**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 5<sup>th</sup> November 2018 - Min. 130 refers
- Council Meeting 7<sup>th</sup> January 2019 - Min. 200.1 refers
- Policy and Resources Committee Meeting 4<sup>th</sup> February 2019 - Min. 129 refers
- Policy and Resources Committee Meeting 8<sup>th</sup> 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 17

### BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019

#### **AGENDA ITEM 17 - TO CONSIDER THE MOTION BY CLLR. CUNARD REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019: TO REQUEST THAT ADC RESTORE THE GRAFFITI PARTNERSHIP AGREEMENT - MIN. 48 REFERS**

This issue was due to be discussed at the previous Committee Meeting but was deferred due to time constraints. The following is a reissue of the previous report.

#### **REPORT BY THE DEPUTY CLERK**

#### **FOR DECISION**

The following Motion was received at the Council Meeting held 1<sup>st</sup> 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 8<sup>th</sup> 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 18**

**BOGNOR REGIS TOWN COUNCIL**  
**POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 18 - TO CONSIDER THE MOTION BY CLLR. MRS. DANIELLS REFERRED FROM THE COUNCIL MEETING HELD 1<sup>st</sup> JULY 2019: 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 - MIN. 49 REFERS**

This issue was due to be discussed at the previous Committee Meeting but was deferred due to time constraints. The following is a reissue of the previous report.

**REPORT BY THE DEPUTY CLERK**

**FOR DECISION**

The following Motion was received at the Council Meeting held 1<sup>st</sup> 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?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 19 - FURTHER CONSIDERATION FOLLOWING REQUEST TO THE EVENTS, PROMOTION AND LEISURE COMMITTEE FOR A MORE DETAILED ANALYSIS INCLUDING SPECIFIC ACTIVITIES AND COSTS FOR A PROMOTION BUDGET - MIN. 159 REFERS**

**REPORT BY DEPUTY CLERK**

**FOR DECISION**

**Background:**

As Members will recall, at this Committee's meeting held on 8<sup>th</sup> April 2019, Members considered a recommendation from the Events, Promotion and Leisure Committee regarding identification of a Promotions Budget. The decision taken at the meeting on the 8<sup>th</sup> April was that the issue be referred back to the Events, Promotion and Leisure Committee Meeting for a more detailed analysis of the costs and benefits of the proposed activities, with a revised recommendation to be submitted to this Committee at a future meeting for further consideration (Min. 159 refers).

The matter was duly discussed by the Events, Promotion and Leisure Committee on the 5<sup>th</sup> August 2019, and the relevant extract from the Minutes of that Meeting (Min. 26) is as follows:

*Following discussion Members **AGREED** to **NOT PROCEED** with the proposal to supply posters for outside event organisers and would not, therefore, be making a recommendation to the Policy and Resources Committee.*

*A Member suggested approaching the Policy and Resources Committee for a small budget to purchase an In-house Software Solution for Social Media Platforms. This would satisfy the conditions set by Policy and Resources as it would enhance the promotion of Town Council events and free up staff resources rather than impact on them.*

*Following discussion Members **AGREED** for Officers to investigate costs and make **RECOMMENDATION** to the Policy and Resources Committee for a budget.*

**Proposal:**

An in-house Software Solution referred to as a Social Media Management System is a tool to help keep track and manage a number of social network channels. It can enable you to monitor what people are saying and help you respond instantly.

The Events Officer will be undertaking a 30-day free trial of the products available and will report back to the Events, Promotion and Leisure Committee

with her feedback and recommendation. Listed below are the associated costs for continued use after the end of the free trial period:

**Costs:**

<b>Professional</b>	<b>Team</b>	<b>Business</b>	<b>Enterprise</b>
£25.00 Per month on an annual plan	£99.00 Per month on an annual plan	£520.00 Per month on an annual plan	Custom Solutions on request
10 Social Profiles 1 User	20 Social Profiles 3 Users	35 Social Profiles 5 Users	Contact for Pricings

It is the Officer recommendation that the "Professional" package would be suitable for the Town Council's purposes.

Members are therefore asked to review the details and costs as noted above and, subject to a positive review of the service by the Events, Promotion and Leisure Committee following the free trial, agree funding from General Reserves of £150 plus VAT to fund this package for the remainder of the 2019/20 financial year and furthermore, to make an allocation in the 2020/21 budget of £300 to fund the service for the entire year.

**DECISION**

Do Members **AGREE** funding from General Reserves of £150 plus VAT to fund the Social Media Management System for the remainder of the 2019/20 financial year and furthermore, to make an allocation in the 2020/21 budget of £300 to fund the service for the entire year?

**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 20 - FINANCIAL REPORTS INCLUDING: -**

**REPORT BY TOWN CLERK**

**FOR DECISION**

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

The financial reports for the month of August 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 AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JULY AND AUGUST 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 July and August 2019.

**DECISIONS**

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

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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 - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 21 - CORRESPONDENCE**

**FOR INFORMATION**

1. **ADC - Innovating our High Streets - Town Centre regeneration approaches.**
2. **Email from Nick Cotton re: Mr Jack Tupper, Chartered Surveyor soon to retire**
3. Sussex ALCs Bulletin - 31-2019
4. Emails from Clerk of Aldwick Parish Council regarding re-parishing FOI request
5. NALC - Princess Anne to attend NALC Annual Conference
6. Ellis Whittam - September Insights newsletter
7. VAAC – Weekly E-Bulletin Updates – circulated to Councillors and on Social Media
8. VAAC – Midhurst funding surgery – 12 September
9. Neighbourhood Alert – Arun District - 26 August - 1 September 2019 – circulated to Councillors and on Social Media
10. SSALC - Training - last chance to book - Health & Safety and Risk Assessment Workshop - Planning Update – Surrey - Operational Management - \*NEW\* Agendas & Minutes Workshop
11. Westminster Insight - Third Sector Commissioning Conference - Friday 29th November - Central London
12. Neighbourhood Alert - Short Survey on Modern Slavery - circulated to Councillors and on Social Media
13. Coastal West Sussex Mind - Find out the different ways we've had an impact on mental health
14. NALC Chief executive's bulletin - circulated to Councillors
15. Office of Police and Crime Commissioner - Supporting Our Farming Communities - circulated to Councillors
16. Neighbourhood Alert - Update on Significant Planned Road Works on the M23
17. VAAC - Flourishing or Floundering in 2019 - Voluntary Sector Survey - circulated to Councillors and on Social Media
18. Moore Stephens email advising name change to Moore
19. Westminster Insight - Mental Health in the Workplace - Wednesday 16th October 2019 - Central London
20. Acknowledgment from Nigel Lynn, Chief Executive at ADC, that the Town Council do not wish to proceed with re-parishing
21. VAAC - National Lottery Reaching Communities Fund Funding Surgery - circulated to Councillors
22. Modern Gov - Designing Powerful Data Visualisations - Thursday, 3rd October - Central London - CPD Certified Training
23. Neighbourhood Alert - Sussex Police Launches Latest Round of Contact Officer Support - circulated to Councillors and on Social Media
24. Neighbourhood Alert - In the Know - Weekly Bulletin - Arun District - 2-8 September - circulated to Councillors and on Social Media
25. Westminster Insight - Customer Insight Conference - Thursday 21st November 2019 - Central London

26. VAAC - Weekly e-bulletin updates - circulated to Councillors and on Social Media
27. Neighbourhood Alert - Sussex Police Opens Police Officer Recruitment As Part of National Recruitment Drive - circulated to Councillors and on Social Media
28. PWLB Repayment Notice - 30 September 2019
29. NALC Newsletter September - circulated to Councillors
30. Office of PCC - 101 call waiting times fall by half - circulated to Councillors
31. The Regis School newsletter 13/9/19 - circulated to Councillors
32. Friends of the Ship Inn - email regarding their plan for The Ship Inn to re-open as a community pub owned and controlled by local residents
33. Neighbourhood alert - Update on Significant Planned Road Works on the M23
34. NALC - Chief executive's bulletin - circulated to Councillors
35. WSCC - West Sussex Pension Fund AGM & Actuarial Meetings
36. Arun and Chichester Citizens Advice AGM invitation
37. WSCC - Cabinet Member for Adults and Health - Summer/Autumn Newsletter
38. SSALC Training Programme 2020-21 - Survey - circulated to Councillors for completion if desired
39. St Wilfrid's Hospice eNews September 2019
40. Neighbourhood Alert - Weekly Bulletin - Arun District - 9th To 15th September 2019 - circulated to Councillors and on Social Media
41. VAAC weekly e-bulletin updates - circulated to Councillors and on Social Media
42. SSALC - WSALC AGM & Conference - Agenda and Invitation to attend
43. VAAC - Flourishing or Floundering 2019 - Annual Survey for groups working in Arun & Chichester - circulated to Councillors and on Social Media
44. PSIN - The latest from the UK's largest Public Sector Network
45. West Sussex County Council: Environment Agency Flood Warning for Ifield Brook and River Mole
46. SALC Bulletin - West Sussex ALC AGM & Conference 2019



**BOGNOR REGIS TOWN COUNCIL  
POLICY AND RESOURCES COMMITTEE MEETING - 30<sup>th</sup> SEPTEMBER 2019**

**AGENDA ITEM 21a - ADDITIONAL CORRESPONDENCE:  
FOR INFORMATION**

- 1. NALC - Deadline for elections survey extended**
- 2. Neighbourhood Alert - Weekly Bulletin - Arun District - 16<sup>th</sup> to 22<sup>nd</sup> September 2019 - circulated to Councillors and on Social Media**
- 3. ADC - Travellers on Chichester Tech Park - circulated to Councillors**
- 4. VAAC - Weekly E-Bulletin Updates - circulated to Councillors and on Social Media**
- 5. Clerks and Councils Direct September 2019 Issue 125**
- 6. Local Councils Update - Issue 233 October 2019**
- 7. Safeguarding Awareness Day - Arun & Chichester Early Help Hubs, 22<sup>nd</sup> November 2019**
- 8. Regis School Newsletter - circulated to Councillors**
- 9. Sussex PCC - Keeping older people safe from fraud**
- 10. NALC Newsletter - circulated to Councillors**
- 11. NALC - Chief Executives Bulletin - circulated to Councillors**
- 12. NALC Annual Conference 2019 - circulated to Councillors**
- 13. NALC - Chief Executives Bulletin - circulated to Councillors**
- 14. CAGNE - Gatwick Expansion Roadshow and Pop Up Events**
- 15. MIND - Coastal West Sussex - We're merging with Corner House in Adur**
- 16. WSCC - Library Services - Mobile Library Services - possible closure of service**
- 17. DCK Accounting - Budget setting date 2020-21 - 24<sup>th</sup> October 2019**
- 18. VAAC - Flourishing or Floundering 2019 - Annual Survey for groups working in Arun & Chichester - circulated to Councillors and on Social Media**