



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744 E-mail: bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis on **MONDAY 3rd FEBRUARY 2020** immediately after the conclusion of the previous Extraordinary Town Council Meeting.

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.

PLEASE NOTE THIS MEETING WILL NOT COMMENCE UNTIL THE CONCLUSION OF THE PREVIOUS MEETING

DATED this 27th day of JANUARY 2020

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 2nd December 2019
 4. ADJOURNMENT for public question time and statements
 5. Clerk's report from previous Minutes
 6. To receive the Town Force Report
 7. To receive the notes of the Heritage Partnership Board Meeting held on 11th December 2019
 8. To note the Joint Action Group (JAG) Meetings held on 19th December 2019 and 24th January 2020
 9. To receive and if acceptable recommend to the Council the adoption of revised Standing Orders for the Town Council based on the recommended Model provided by the National Association of Local Councils together with Financial Regulations and Standing Orders for Contracts including recommended amendments
 10. To further consider the level of Fidelity Guarantee Insurance (Min. 100 refers)
 11. Internal Audit including:
 - To review the 2020/21 Annual Audit Plan and to consider any additional items for inclusion
 - To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2020/21 municipal year
 12. To consider the agenda and arrangements, including location, for the Annual Town Meeting of Electors scheduled for 16th March 2020
 13. To consider the Town Council's Annual Assessment/Review of Risks
 14. To approve expenditure for travel and attendance by Cllr. Goodheart to the NALC Spring Conference as a Councillor approved duty
 15. High Street Innovation Fund as referred from the Council Meeting held 6th January 2020 (Min. 164.1 refers)
 16. To consider a contribution to Bognor Regis Regeneration Board as referred from the Council Meeting held 6th January 2020 (Min. 172.2 refers)
 17. Further to the report presented to Council on 5th November 2018 (Min. 156 refers) to consider that a further full and final account of the costs should be drawn up in relation to the extension to provide a fourth screen at the Picturedrome Site
 18. Rolling Capital Programme - to ratify expenditure of £2,145 plus VAT for replacement of 13no. timers for festive lighting
 19. Financial Reports including: -
 - To note Committee I&E Reports for the month of December 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

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

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

Agenda items 21 & 23 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 2nd DECEMBER 2019

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, J. Erskine
(during Min. 111), S. Goodheart and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd
2 Councillors in the public gallery: Cllrs. Brooks and
Ms. Sharples

The Meeting opened at 6.30pm

111. 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. Cunard who was away from the area.

No apologies were received from Cllrs. H. Jones and Mrs. S. Staniforth.

Cllr. Woodall subsequently provided belated apologies.

It was noted that all Councillors had been urged to attend this meeting and therefore apologies were noted from non-Committee Members, Cllrs. Batley, Miss. Needs and Smith.

112. 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. Goodheart declared an Ordinary Interest in any relevant discussion due to his involvement with local events

Cllr. Brooks, seated in the public gallery, declared a Disclosable Pecuniary Interest in discussions regarding the High Street Innovation budget of £25,000 as a potential supplier to events

113. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th NOVEMBER 2019

Prior to agreeing the Minutes, the Chairman requested that, following the discussion at the previous meeting regarding the replacement of the cherry picker (Min. 95 refers), a report also be made to the February meeting about the possibility of replacing the existing Town Force Vehicles with electric models and details of monthly running costs for both existing and electric identified.

The suggestion of an electric bike for use by Councillors on official business was raised. Mr. Kemp referred to the "Bike to Work Scheme" but Members were informed that this can only provide equipment for use by employees.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th November 2019 and these were signed by the Chairman.

114. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

No public were present.

115. TO CONSIDER THE DRAFT BUDGET PROPOSALS FOR 2020/2021 INCLUDING RECOMMENDATIONS FROM COMMITTEES

The Chairman welcomed Mr. D. Kemp, the Town Council's Accountant, who would be able to answer questions from Members on the Budget before them.

It was noted that confidential paperwork relating to the proposed Budget had been circulated previously by the Town Clerk to all and that this had also included a Budget Summary, together with breakdowns of Income and Expenditure.

The Clerk reminded Members that these should all be treated as confidential at this time, as a final draft will need to be presented to Council for approval in the New Year.

As was noted in the report circulated with the Agenda, the Budget proposals included suggestions from the Liberal Democrat group, received via the Chairman of the Policy and Resource Committee, as follows: -

Tourism Board project	£2,000	
High Street Innovation	£25,000	
Ward Allocations	£3,200	Increased from £125 to £200 per Member

It was also noted that national pay agreements for Local Government staff had not yet been agreed so assumptions had been made, as it was prudent to ensure that there is not a shortfall in the budget.

Before moving to any questions, Mr. Kemp informed Members that, in light of updated information received, it had been necessary to alter two elements of the working papers previously distributed as follows: -

- (i) Information had been received since the papers had been prepared, advising that with effect from 1st April 2020, there would be a reduction in the Employer's contribution to the Local Government Pension Scheme of 1% and therefore this reduced contribution rate had now been applied to the 2020/21 Budget workings;
- (ii) ADC have now provided an *estimated* Tax Base of 7374.1, which is the figure used to calculate the per household charge and this *estimated* figure has also been incorporated into the Budget workings.

As a result of these alterations, Members were provided with a revised Budget Summary which, to meet the Budget as prepared, resulted in a Precept for 2020/21 of £948,372 which would be funded by an increase in

the per household charge (based on estimated Tax Base figures) of 2.73% or £3.42 per annum (Band D).

A Member suggested that the relevant Committee look at income through advertising in the Council's Newsletter. The Town Clerk confirmed that advertising income was not guaranteed and could therefore not be reflected in the budget calculations.

It was **AGREED** that Standing Orders be suspended, and the meeting adjourned, to enable all Councillors, not just those on the Committee, to discuss the proposals.

Meeting adjourned

Members went on to discuss the breakdowns of Income and Expenditure at length with the two main areas of discussion as follows: -

High Street Innovation Fund Budget of £25,000

Some concern was expressed that there was no detail about who would be running any events, the content of the events or where the events would be held. Reference was made to the report from the Chief Executive of ADC, received by ADC's Cabinet in October, which stated that the events would be to support retailers.

Questions were also raised as to whether this was "match funding" and whether the sum could end up being simply paid across to ADC with no Town Council input. Could the Town Council pull away from the proposals if requested by Council?

It was noted that at the current time, the objective was to simply make allowance in the Budget for 2020/21 to enable partnership working in the future with ADC in this regard and that as yet, no decision had been taken by the Town Council as to the extent of involvement, if any.

Promotions Budget

Two Members expressed their disappointment that no allowance had been made for a Promotions Budget.

A Member highlighted the decisions recently taken at the Events, Promotion and Leisure Committee to not identify funding for poster sites and bunting.

It was noted that a sum remains in Earmarked Reserves for Promotion. These funds had been set aside some time ago for activities which will not now be progressing and therefore could be identified for future Promotions activities, subject to the approval of this Committee.

A Member noted that, as highlighted in the report, an allowance had been made in the draft Budget for an increase in the Ward Allocations from £125 to £200 per Member and expressed their objection to this increase which totalled £1,200 for the 16 Members.

Meeting reconvened

With Standing Orders reinstated, the Committee reviewed the debate and with regard to the £25,000 budget for High Street Innovation, **AGREED** that the allowance should be included in the 2020/21 Budget noting that Council would still have to discuss the proposals further and ultimately agree to press on with the initiative.

Furthermore, with regard to a Promotions Budget, it was suggested and subsequently **AGREED**, with all in favour, that the Ward Allocations remain at £125 per Member and that the now unrequired additional funding of £1,200 be reallocated as a Promotions Budget for the Events, Promotion and Leisure Committee for the 2020/21 financial year. It was also **NOTED** that the Events, Promotion and Leisure Committee could request for the release of previously identified Earmarked Reserves to fund suitable promotions activities as identified and agreed by the Committee by way of a recommendation to the Policy and Resources Committee.

Following full discussion, Members **AGREED** to **RECOMMEND** to Council the draft Budget, including the agreed amendments as noted above, resulting in a required Precept for 2020/21 of £948,372.

Finally, a Member congratulated the Chairman on his first Budget and thanked him, the Accountant and Town Clerk for all their efforts to bring in a Budget with an increase to the Precept kept to a minimum.

The Meeting closed at 7.53pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

AGENDA ITEM 6 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY TOWN FORCE MANAGER

**FOR INFORMATION
& DECISION**

Electric tipper vans.

Contact has been made with various manufacturers/suppliers of electric tipper vans with a list of requirements, based on the nature of the team's work. These were as follows:

- rear wheel drive and road legal
- tipper body with a tow bar
- capability of towing the graffiti trailer weighing 1.5 ton / bowser full of water weighing 1 ton / grass cutting trailer weighing 0.5 ton for at least 7.5 hours a day
- carrying a load on the back of the van of anything up to 1 ton for journeys outside the Town i.e. Westhampnett tip (15 mile return journey) / Stubbs Copse in Arundel (20 mile return journey) where speed exceeds 30mph.

The only electric tipper van closely matching our requirements was Alke ATX 340E electric tipper van.

Dealer's response to the team's requirements:

"The carrying and towing required isn't a big problem but mainly the speed you need. Even fitted with lithium batteries they only travel at a max speed of 27mph." This is common of all electric tipper vans we have come across and means it cannot be used out of Town.

Alke vans don't require a charging point, just a 16-amp power supply. It takes 8 hours for the vehicle to charge fully which would have to be done overnight. The manufacturer claims that one charge costs £1.80 (€2), £461 per year.

One servicing visit per annum is recommended, currently at £250 + VAT and it takes place at the Town Force Lock Up.

However, for any repairs the vehicle would have to be taken to Hitchin (120 miles away).

Cost is in the region of £33,500 + VAT dependant on the final spec. This includes the better, lithium batteries.

Having discussed all of the above with Town Force, the team was concerned about suitability of electric vans for their work. Examples of issues raised included:

- electric van cannot be used out of Town as it only travels 27mph max;
- cargo area is half the size of the diesel truck - this would double the number of journeys required to move equipment (whether for an event or a Town Force job);
- significantly smaller vehicle dimensions mean less protection for staff during maintenance of the Shripney Road central reservation as the trucks are used as buffers;
- unattended overnight charging could increase the risk of fire at the TF unit, especially over the weekend.



ATX 340E

KG

**PUBLIC
ROAD USE**

max.
capacity
1.630 kg
max. towing
capacity
2.000 kg

TOP SPECS

max.
capacity
1.630 kg
max. towing
capacity
4.500 kg

**For round-the-clock
intensive use
in industry**

This is the top model which ensures maximum flexibility in terms of battery selection as it can count on quick-charge Lithium batteries or quick-change multiple battery systems. It can work for double or triple work shifts. It is the preferred choice of the most important names in the automotive and aerospace industries in Europe within their production plants.



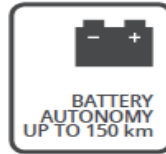
cargo
area
180x123 cm
200x140 cm



max.
autonomy
150 km



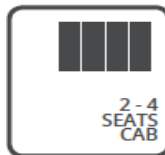
**LITHIUM
POWERED**



**BATTERY
AUTONOMY
UP TO 150 km**



**WORKING
DAYS
EXCEEDING
8 HOURS**



**2 - 4
SEATS
CAB**



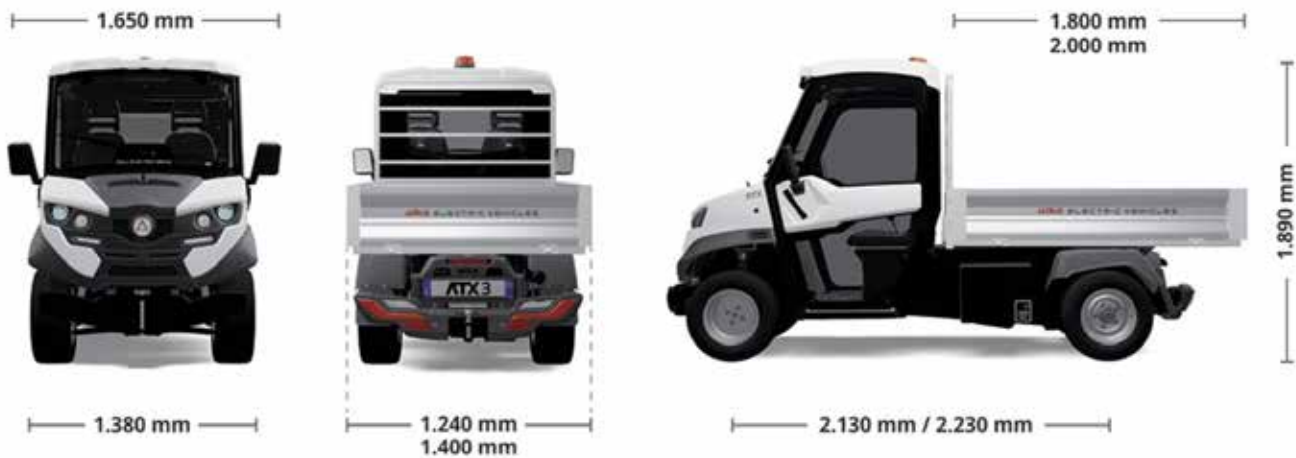
**COMPLETE
CHARGE
COSTING €2**



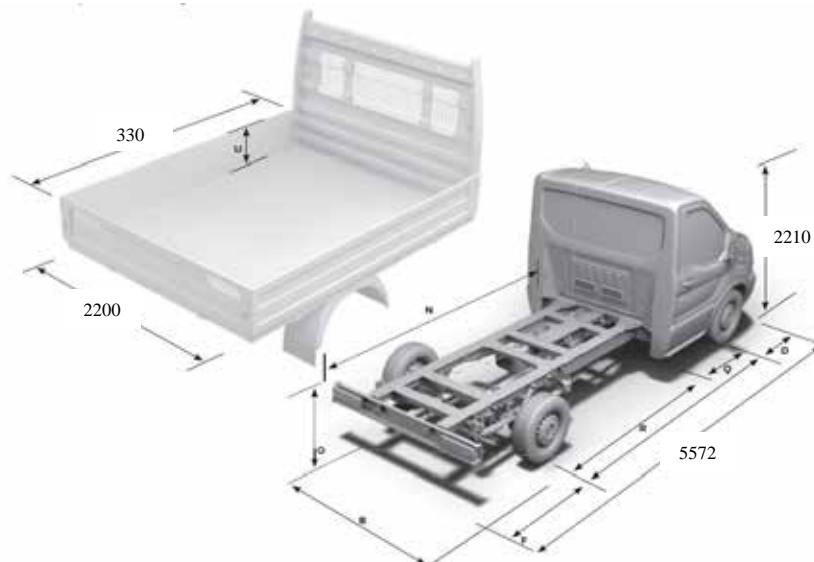
**OFF-ROAD
VERSION**

Vehicle Dimensions

Alke ATX 340E



Ford Transit 2017 350 I2 130PS (Smaller of the two current Ford vehicles)



FOR DECISION

How do Members wish to proceed regarding electric vehicles for Town Force?

Seafront showers (x 5).

As decided at the last meeting, Arun DC was approached regarding the alternative, cheaper proposal to connect the two showers located by the Pier to the water fountain. In principle Arun DC have no issue in sharing water supply with BRTC in order to facilitate the showers. However the practical side of this, including the length of run and the various structures present that one would have to navigate round in order to deliver a supply many metres along the prom, would make this expensive and impracticable. Installing the water polypipe in the shingle is always problematic and the shingle makes this a difficult task as the moling equipment struggles to maintain a path for the pipe causing issues in terms of directing the pipe.

Arun DC look to install and run this generally up against the face of the sea wall as when this is installed outside of this area, the moving shingle can expose the water main and this happens in areas quite regularly requiring action. Consequently, Arun DC are of the view that BRTC's request is not considered practicable.

The next suggestion put to Arun DC was linking the showers to the concessions. Unfortunately, I was advised that neither Food on the Prom or The Bognor Cockle are connected to water mains. This is contrary to our understanding and I have therefore queried this again with ADC and a response is still awaited.

Whilst the discussions with Arun DC are ongoing, I have been re-assured that the remaining three showers will have water.

Mobile Tower Scaffold.

Work undertaken by Town Force can require the hire of a mobile tower scaffold from a third party. It is therefore proposed to purchase this equipment to avoid the future hire charges, with the purchase funded from the Rolling Capital Programme. Work is currently taking place to identify the most appropriate equipment and Members are therefore asked to agree to proceed with the purchase with the costs ratified at a future meeting.

DECISION

Do Members **AGREE** to proceed with the purchase of a mobile tower scaffold, to be funded from the Rolling Capital Programme with the costs ratified at a future meeting.

Repossession of Bognor Regis roundabouts.

WSCC have been sent a list of sponsors with contractual dates as well as roundabout maintenance costs and details of activities undertaken by Town Force at each site. Subsequently, I was advised that these costs are way beyond what WSCC pay even where they contribute to an enhanced specification.

Another meeting with WSCC was held on 21 January to discuss their proposals and their full report is now awaited with the matter coming before this Committee at the March meeting to agree the way forward.

Bognor Regis BID thank you.

An email has been received from Bognor Regis BID thanking BRTC for the generous allocation of 30 hours of Town Force Team time to support the BID's events programme in the upcoming year.

"The Town Force Team have provided us with invaluable support in 2019, and we cannot thank them enough for their positivity, flexibility and responsiveness to the requests we have made for their help. Please would you convey our appreciation to the team and express how much we are looking forward to working with them again this year. We would also like to thank BRTC Councillors for supporting the decision, as it reflects a confidence in the work the BR BID is doing."



Seafront Beacon wind shields.

The wind shields have been manufactured and delivered to the Town Force unit and, with the expenditure agreed at the previous Meeting (Min. 95 refers), this will be funded through the rolling capital programme.

Annual check of BRTC assets.

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

Seafront decking.

To date no licence has been received. The matter will be raised at the next BRTC/ADC Liaison Meeting together with licences for the Beacon and the seafront showers.

Christmas trees.

There were no major issues with the trees whilst they were in situ. As in previous years, Town Force checked the trees daily.

Town Force unit.

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

Equipment maintenance.

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

Planting.

Summer bedding plant order will be placed once I have met with WSCC Highways about the roundabouts future.

Sponsored planting.

Aerial Satellite Services and Luv Carpets have renewed for a year. AC Lettings have moved from the Squareabout onto the Martlets planter and Arun Leisure Centre roundabout.

Coastline Bathrooms and Kitchens Ltd. have joined the scheme and entered into a 3-month agreement to sponsor a site on Orchard Way roundabout.

A new sponsor site has been introduced on the Shripney Road central reservation to reduce the financial impact of the loss of the roundabouts. This is already sponsored by Luv Sweeties.

Vacant planters: 4 x Felpham Way planters, Chichester Road planter, 2 x A29 / Orchard Way planter, 2 x Durban Road planters and Queensway planters.

Events Support.

Town Force have supported the Christmas Lights Switch-On event and Carols in the Park.

Odd Jobs for 3rd parties (extra revenue).

- * Full Tilt Graphics – Cherry picker assistance with a sign installation;
- * South Bersted Primary school – Removal of broken tree branches and green waste disposal;
- * Picturedrome Cinema – Installation and removal of Christmas tree decorations;
- * Aldwick PC – Christmas tree installation, removal and disposal;
- * Arun DC – Removal of graffiti from various sites, removal of lamppost banners and brackets from Bognor Regis and Littlehampton;
- * BR Seafront Lights – Removal of light displays from 6 columns.

Examples of other jobs.

In addition to the routine jobs, Town Force have also installed Blue Plaques at different locations around the Town, assisted with the Heritage Partnership exhibition set up and breakdown, re-stained wooden decking on the seafront, inspected all BRTC assets and started on necessary repairs, deep cleaned all vehicles inside and out, deep cleaned and painted the yard, measured all allotment plots, cleaned Welcome signs, secured heads of solar street lights in Sadler Street, installed / removed various sponsor signs, dealt with a range of graffiti and flyposting and done odd jobs at the allotments.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

**AGENDA ITEM 7 - TO RECEIVE THE NOTES OF THE HERITAGE
PARTNERSHIP BOARD MEETING HELD 11th DECEMBER 2019**

REPORT BY DEPUTY CLERK

FOR INFORMATION

The Notes of the meeting of the Heritage Partnership Board held on 11th December 2019 are attached as **Appendix 1**.

MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 11th DECEMBER 2019

The Council Chamber, Bognor Regis Town Hall, Bognor Regis

Present:

Ken Blamires (KB) - Chairman, Chris Burstow (CB) - Bognor Regis Museum, Irene Campbell (IC) - Community Volunteer, Cllr. Sandra Daniells (SD) - BRTC, Sylvia Endacott (SE) - Local Historian, Sue Harris (SH) - Friends of Hotham Park,

In Attendance: Sheila Hodgson (SHG) - BRTC

Apologies:

Howard Dicks (Bognor Museum), Glenna Frost (BRTC), Margaret Murphey (ADC Tourist and Development), Paul Wells (Bognor Regis Trust) and Martyn White (ADC Conservation Officer)

Meeting opened at 11.00am

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone and thanked them for attending.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 16th OCTOBER 2019 AND TO RECEIVE THE NOTES OF THE CONSERVATION APPRAISAL SUB-GROUP MEETING SCHEDULED FOR THE 6th DECEMBER 2019

The Notes of the meeting held on 17th July 2019 were accepted as a true record.

It was Noted that the meeting of the Conservation Appraisal Sub-Group scheduled for the 6th December 2019 had been postponed and will be re-scheduled.

3. MATTERS ARISING

It was noted that KB is awaiting the outcome of the General Election before inviting the Rt Hon Nick Gibb to accompany him on one of the trail walks.

4. HERITAGE TRAIL INCLUDING UPDATES ON; INTERPRETIVE SIGNAGE BOARDS, PRODUCTION OF THE PROPOSED FOLDER FOR PRIMARY SCHOOLS AND FEEDBACK ON COMMUNICATION VIA PRIMARY TIMES AND WSCC CONNECTIONS

The Chairman circulated a draft design for the proposed "Folder for Schools" leaflet for feedback from members on the content and IC will proof-read. KB will then liaise with designers to initiate production.

KB and SH will work together to obtain numbers for pupils in Years 5 & 6 at local schools and will also liaise with uniformed groups such as Brownies and Cubs.

SD reported that the trails would be of interest to visiting Twinning Towns and she would therefore make the Twinning Association aware for possible inclusion in future itineraries.

Interpretive Signs:

The new inserts have been installed. SHG will liaise with Arun District Council to obtain permission for a new sign to be installed on the Promenade for the "How Bognor Began" insert.

5. BLUE PLAQUES INCLUDING UPDATES ON: WILLIAM FLETCHER, WILLIAM TATE, MARY WHEATLAND AND SIR RICHARD HOTHAM

William Tate and William Fletcher:

Both of these plaques have now been installed.

Mary Wheatland:

It was **AGREED** to defer this item until February.

Sir Richard Hotham:

Following liaison with the Museum, it was **AGREED** that the plaque for Sir Richard Hotham would be installed on the 18th January 2020 ahead of the annual wreath laying ceremony. The unveiling of the plaque will take place at 10.15am at Hotham House and the Mayor will be invited to perform the ceremony. SHG will make arrangements with the Mayor's secretary and contact the local press. SE will prepare a script to reflect the occasion for the Mayor to deliver. As the Picturedrome will be celebrating its centenary on the 17th January, SD will arrange further media coverage to include both occasions.

6. FEEDBACK FROM THE EXHIBITION/DISPLAY AT THE OLD 4SIGHT SHOP 2nd DECEMBER - 5th DECEMBER

KB gave an initial de-briefing and advised that a discussion document would follow. However, initial feedback was very positive with an estimated 100 plus visitors attending throughout the week. There was good engagement and most visitors stayed on average 20 - 30 minutes. The group all felt it would be beneficial to repeat the exercise in the summer.

KB has written to Shirley Lewis to thank her for all her input and assistance and also asked SH to pass on his thanks to Rosemary Warren, Anne Cranham and Kevin from Friends of Hotham Park for their help.

Members of the BRHPB also thanked KB for giving up his time and being present at the exhibition for the whole week.

7. FICTION NOVELS THAT REFER TO BOGNOR REGIS INCLUDING UPDATES ON; LIST OF NOVELS AND RESEARCH UNDERTAKEN FOR A POSSIBLE LITERARY EVENT OR FESTIVAL

IC reported that the number of novels had increased since the original list and she still has another 5 books to read. A draft design of the intended booklet was considered by members of the group and although still a work in progress it was felt that the content so far was good. It was **AGREED** that the final design should be in keeping with the Heritage Trail books. IC is currently liaising with some of the authors to try and obtain quotes from them to include.

8. CONSIDERATION OF A PROPOSAL TO HOLD A HERITAGE OPEN DAY NEXT SEPTEMBER

The Heritage Open Day Event for 2020 is to be held from the 11th - 20th September. SE has made the initial registration of interest for the Bognor Regis Heritage Board to the event organisers, with formal registration taking place in March 2020.

Members discussed various items for inclusion such as:

- Another exhibition
- Connection with the book, possible literary event
- Connection with the Bognor Regis Pier Trust and Picturedrome
- Guided Trail Walks

Members were asked to give further consideration to the event and email their suggestions to SE for her to collate for discussion at a future meeting.

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

There were no recommendations at this time.

10. ITEMS FOR FUTURE AGENDA

There were no recommendations for future Agenda items at this time.

11. DATE AND TIME OF NEXT MEETING

Wednesday 5th February 2020 - Venue to be confirmed.

Meeting closed at 12.10pm

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

**AGENDA ITEM 8 - TO NOTE THE JOINT ACTION GROUP (JAG)
MEETINGS HELD ON 19th DECEMBER 2019 AND 24th JANUARY 2020**

REPORT BY PROJECTS OFFICER

FOR INFORMATION

Meetings were held on 19th December 2019 and 24th January 2020. Due to the sensitive nature of the content, the notes and action plans of these meetings will be available at the office if Members wish to see them.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

AGENDA ITEM 9 - TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS FOR THE TOWN COUNCIL BASED ON THE RECOMMENDED MODEL PROVIDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS

REPORT BY DEPUTY CLERK

FOR DECISION

Standing Orders

The Standing Orders for Bognor Regis Town Council have been in place for decades, with various amendments and reviews over the years to try and ensure compliance with ever changing legislation.

During the previous Administration, at the Policy and Resources Committee Meeting held 15th October 2018 (Min. 73 refers), Members were informed that the Town Clerk would be looking to present to the new Administration revised Standing Orders based on the National Association of Local Councils (NALC) recommended model but tailored specifically to accommodate Bognor Regis Town Council's own requirements.

The use of the NALC model not only ensures that the Town Council's main protocol is based on current legislation and best practice but also when recommended changes are published, following an amendment in legislation, it is simpler and clearer to update the document for Members.

The revised draft Standing Orders are attached as **Appendix 1** and Members are urged to read these carefully prior to the Meeting.

Subject to any amendments agreed at the Meeting, Members will be asked to recommend the final document to Council for adoption.

Financial Regulations and Standing Orders for Contracts

NALC have also recently published a list of suggested updates to Financial Regulations. Having taken advice, the only amendment that needs to be reflected in the Town Council's documents is in relation to Public Contracts and the amendments are shown in red in the Financial Regulations (attached as **Appendix 2**) and the Standing Orders for Contracts (attached as **Appendix 3**).

Members are therefore asked to recommend the amended documents to Council for adoption.

DECISIONS

Do Members **AGREE** to **RECOMMEND TO COUNCIL** the adoption of the revised Standing Orders as circulated (including any amendments as agreed at this meeting) based on the NALC model?

Do Members **AGREE** to **RECOMMEND TO COUNCIL** the adoption of the updated Financial Regulations and Standing Orders for Contracts as circulated?



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS

Adopted by the Council at its Meeting held on ????????????

INTRODUCTION

A Town Council is generally not required by law to make Standing Orders which regulate how they conduct their business. However, the basic provisions in the 1972 Local Government Act (and other legislation) are insufficient for the majority of Town Councils and Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

Standing Orders are the written rules of a local Council. Standing Orders are essential to regulate the proceedings of a meeting. A Council may also use Standing Orders to confirm or refer to various internal organisational and administrative arrangements. The Standing Orders of a Council are not the same as the policies of a Council but Standing Orders may refer to them.

These Standing Orders have been drafted using the model document published by the National Association of Local Councils (NALC) in 2018 as a basis.

These Standing Orders were adopted by Council on **????????**, and replace all previous versions.

Any part of the Standing Orders printed in **bold type** may not be suspended (see Standing Order 26a)

In these Standing Orders the title of Chairman of the Council and Vice-Chairman of the Council when referring to meetings of the Full Council, denotes reference to the Mayor and Deputy Mayor.

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b No discussion shall take place upon the Minutes of the Council except upon their accuracy. Corrections to the Minutes shall be made by Resolution and must be initialled by the Chairman of the meeting.
- c A Motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- d A Motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- e If a Motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- f An amendment is a proposal to remove or add words to a Motion. It shall not negate the Motion.
- g If an amendment to the original Motion is carried, the original Motion (as amended) becomes the Substantive Motion upon which further amendment(s) may be moved.
- h An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- i A Member may, with the consent of his/her seconder, move amendments to his/her own Motion.
- j If there is more than one amendment to an original or Substantive Motion, the amendments shall be moved in the order directed by the Chairman of the meeting.
- k Subject to Standing Order 1(l), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- l One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- m A Councillor may not move more than one amendment to an original or Substantive Motion.
- n The mover of an amendment has no right of reply at the end of debate on it.
- o Where a series of amendments to an original Motion are carried, the mover of the original Motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final Substantive Motion immediately before it is put to the vote.

- p Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a Motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the Motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- q During the debate on a Motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- r A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- s When a Motion is under debate, no other Motion shall be moved except:
 - i. to amend the Motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the Motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a Motion to a Committee or Sub-Committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular Standing Order(s) excepting those which reflect mandatory statutory or legal requirements.
- t Before an original or Substantive Motion is put to the vote, the Chairman of the meeting shall be satisfied that the Motion has been sufficiently debated and that the mover of the Motion under debate has exercised or waived his/her right of reply.
- u Excluding Motions moved under Standing Order 1(s), the contributions or speeches by a Councillor shall relate only to the Motion under discussion and shall not exceed TWO minutes without the consent of the Chairman of the meeting except for the mover or seconder of the Motion whose speech may not exceed THREE minutes.
- v The mover of a Motion shall have a right of reply, not exceeding FIVE minutes, immediately before the Motion is put to the vote.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting, behave offensively or improperly or in such a manner as to breach the Council's Code of Conduct or bring the Council in to disrepute. If this Standing Order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, the Chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The Motion, if seconded, shall be put to the vote without discussion.
- c If a Resolution made under Standing Order 2(b) is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

- g A period of time designated for public participation not exceeding SIXTY minutes shall be allowed for meetings of the Community Engagement and Environment Committee only.
- h During the time designated for public participation, a Member of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the FIFTEEN minutes (or SIXTY minutes at meetings of the Community Engagement and Environment Committee - see (g) above), the Council will commence business forthwith. Priority will be given to those who have submitted questions in writing in advance. Questioners must give their name before stating their question and may speak for up to a maximum of TWO minutes each or FIVE minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period.
- i In accordance with Standing Order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct his/her comments to the Chairman of the meeting.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- m Whenever the Town Mayor rises during a debate all other Members shall be seated and silent.
- n **Subject to Standing Order 3(o), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.** The Council will also take steps to ensure that children, the vulnerable and Members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- q **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- r **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- s In the event of the Chairman or Vice-Chairman, as the case may be, arriving after the commencement of the meeting, the Vice-Chairman or other Councillor appointed pro tem shall vacate the chair and the Chairman or Vice-Chairman, as the case may be, shall thereupon preside.
- t **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**
- u **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**

See Standing Orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the Annual Town Council Meeting.

- v **Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands** or, if at least TWO Members so request, by signed ballot. **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request must be made before the vote is taken.
- w The minutes of a meeting, whilst not a verbatim record of debate at a meeting, shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of Councillors who are present and the names of Councillors who are absent and the reason for the absence;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session;
 - vii. the Resolutions made; and

viii. The details of the recorded vote, if this has been requested by a Member at that meeting (see Standing Order 3v).

- x **A Councillor or a non-Councillor with voting rights who has a Disclosable Pecuniary Interest or another Interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**
- y **No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See Standing Order 4d(vi) for quorum of Committee/Sub-Committee meeting.

- z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. This applies to all meetings except for those of the Planning and Licensing Committee where the agreed process for delegation of the comments on statutory planning application consultations to be submitted is followed.
- aa All meetings must conclude within TWO hours of starting, except the Community Engagement and Environment Committee which may be extended to TWO and a HALF hours. This time limit may be extended for any meeting by a maximum of FIFTEEN minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose Terms of Reference and Members shall be determined by the Committee.**
- b **The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint Standing Committees or other Committees as may be necessary, and:
 - i. shall determine their Terms of Reference upon recommendation from the Policy and Resources Committee;
 - ii. shall determine the number and time of the ordinary meetings of a Standing Committee up until the date of the next Annual Town Council Meeting;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;

- iv. shall, subject to Standing Orders 4(b) and (c), appoint and determine the terms of office of Members of such a Committee;
- v. Committee Chairmen and Vice-Chairmen shall be appointed at the Annual Town Council Meeting and they shall hold office until the next Annual Meeting Town Council Meeting;
- vi. shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which, in both cases, shall be no less than three;
- vii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
- viii. shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend;
- ix. may dissolve or alter the Membership of a Committee or a Sub-Committee;
- x. shall ensure that the political composition of, and the total number of places on, Committees fairly and as accurately as possible reflects the political composition of the Full Council;
- xi. The Town Mayor and Deputy Town Mayor ex officio shall be Members of the Policy and Resources Committee;
- xii. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings. With the agreement of the Committee, the Chairman of each Committee shall have discretion as to whether Members may speak on a subject more than once and as to how many times;
- xiii. A Member who has proposed a Motion that has been referred to any Committee, of which he/she is not a Member, may explain her/his Motion to the Committee but shall not vote.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the Annual Town Council Meeting shall be held on a Monday on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the Annual Town Council Meeting shall be held on a Monday in May as the Council decides.**
- c **If no other time is fixed, the Annual Town Council Meeting shall take place at 6pm.**
- d **In addition to the Annual Town Council Meeting, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the Annual Town Council Meeting shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual Town Council Meeting until his/her successor is elected at the next Annual Town Council Meeting.**
- g **The Vice-Chairman of the Council, if there is one, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next Annual Town Council Meeting.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a Member of the Council, he/she shall preside at the Annual Town Council Meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, he/she shall preside at the Annual Town Council Meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j It is a convention of the Council that the Deputy Mayor in any year shall, unless he/she resigns, becomes disqualified or is not re-elected as a Councillor, be put forward by Council as Mayor for the following year.
- k Council will also recommend a Councillor to become the new Deputy Mayor for the following year.
- l Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the Annual Town Council Meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council, Vice-Chairman, and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her Acceptance of Office form unless the Council resolves for this to be done at a later date;**
 - ii. To receive apologies for absence and reasons for absence;
 - iii. To receive the Minutes of the last meeting of Council and after consideration to approve the signing of the Minutes by the person presiding as a correct record; to receive the Minutes of the Committees and Sub-Committees provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read;
 - iv. To receive any declarations of interest or dispensations;

- v. Consideration of the recommendations made by a Committee;
 - vi. Review of delegation arrangements where appropriate;
 - vii. Review of the Terms of Reference for Council and Committees/Sub-Committees when appropriate;
 - viii. Appointment of Members to existing Committees together with appointment of the Chairman and Vice-Chairman of the Committees;
 - ix. Appointment of any new Committees in accordance with Standing Order 4;
 - x. Review and adoption of appropriate Standing Orders and Financial Regulations;
 - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
 - xii. Review of representation on or work with outside bodies and arrangements for reporting back;
 - xiii. In an election year, to make arrangements with a view to the Council becoming eligible or continuing to be eligible to exercise the General Power of Competence in the future;
 - xiv. Review of inventory of land and other assets including buildings and office equipment;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. To review any governance documents, policies, procedures and insurances as necessary;
 - xvii. Determining the time and place of ordinary meetings of the Council up to and including the next Annual Town Council Meeting.
- m All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.
- n A Member may ask the Town Mayor any question concerning the business of the Council, provided notice of the question has been given in writing to the Town Clerk by 9 a.m. on the Monday morning prior to the meeting.
- o No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- p Every question shall be put by the Councillor who has submitted the question. This shall be read verbatim without any alteration from the originally submitted question. The question shall be answered by the Mayor without discussion, who may decline to answer or may indicate that they will reply in writing subsequent to the meeting.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chairman of the Council may convene an Extraordinary Meeting of the Council at any time.
- b If the Chairman of the Council does not call an Extraordinary Meeting of the Council within seven days of having been requested in writing to do so by TWO Councillors, any TWO Councillors may convene an Extraordinary Meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the TWO Councillors.
- c The Chairman of a Committee or a Sub-Committee may convene an Extraordinary Meeting of the Committee or the Sub-Committee at any time.
- d If the Chairman of a Committee or a Sub-Committee does not call an Extraordinary Meeting within two days of having been requested to do so by two Members of the Committee or the Sub-Committee, any TWO Members of the Committee or the Sub-Committee may convene an Extraordinary Meeting of the Committee or a Sub-Committee. The summons for the Extraordinary Meeting shall set out the business to be considered and no other business shall be transacted at that meeting.

7. PREVIOUS RESOLUTIONS

- a A Resolution shall not be reversed within six months except either by a special Motion, which requires written notice by at least FOUR Councillors to be given to the Proper Officer in accordance with Standing Order 9, or by a Motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- b When a Motion moved pursuant to Standing Order 7(a) has been disposed of, no similar Motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A Motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents. If the subject matter of a Motion comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Town Mayor, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

- b No Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days not later than the Monday in the week before the next meeting of the Council.
- c The Proper Officer may, before including a Motion on the agenda received in accordance with Standing Order 9(b), correct obvious grammatical or typographical errors in the wording of the Motion.
- d If the Proper Officer considers the wording of a Motion received in accordance with Standing Order 9(b) is not clear in meaning, the Motion shall be rejected until the mover of the Motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least six clear days before the meeting.
- e If the wording or subject of a proposed Motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the Motion shall be included on the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the Motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following Motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct a factual inaccuracy in the unconfirmed minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a Motion;
 - iv. to refer a Motion to a particular Committee or Sub-Committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a Committee or Sub-Committee and their Members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a Councillor or a Member of the public;
 - xiii. to exclude a Councillor or Member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

- xv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also Standing Order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e A Member of the Council may for purposes of his/her duty as such Member, but not otherwise, inspect any document which has been considered by a Committee or Sub-Committee or by the Council. Provided that a Member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he/she is professionally interested or in which he/she has any Disclosable Pecuniary Interest. This Standing Order shall not preclude the Town Clerk to the Council from declining to allow inspection of any document which is or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client.

12. UNCONFIRMED MINUTES

Full Council meetings

Committee meetings

Sub-Committee meetings

- a If the unconfirmed minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the unconfirmed minutes of a preceding meeting except in relation to their accuracy. A Motion to correct an inaccuracy in the unconfirmed minutes shall be moved in accordance with Standing Order 10(a)(i).

- c The accuracy of unconfirmed minutes, including any amendment(s) made to them, shall be confirmed by Resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish unconfirmed minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- e Subject to the publication of unconfirmed minutes in accordance with Standing Order 12(d) and Standing Order 20(a) and following a Resolution which confirms the accuracy of the minutes of a meeting, the unconfirmed minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also Standing Order 3(x).

- a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b Unless he/she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a Disclosable Pecuniary Interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c Unless he/she has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's Code of Conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or by the Proper Officer in accordance with the Council's Scheme of Delegation and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the Disclosable Pecuniary Interest or other Interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to Standing Orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

- h **A dispensation may be granted in accordance with Standing Order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to Standing Order 11, report this to the Council.
- b Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff Member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with Standing Order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him, based on the recommendations of the Monitoring Officer or District Council's Standards Committee. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff Member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a Committee or a Sub-Committee;**
serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and

Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).

See Standing Order 3(b) for the meaning of clear days for a meeting of a Full Council and Standing Order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. Subject to Standing Order 9, include on the agenda all Motions in the order received unless a Councillor has given written notice at least 3 day before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold and make available for inspection, a copy of every Councillor's register of interests and to forward a copy, and any changes to it, to the Monitoring Officer and appropriate publication on the Town Council's website;
- viii. assist with responding to requests made under current Freedom of Information legislation and rights exercisable under Data Protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a Resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed (see also Standing Order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations;
- xiv. The Clerk shall also have the authority and duties given to him/her under any Scheme of Delegation.
- xv. In the case of genuine urgency, the Clerk has delegated authority to take action to resolve or alleviate the situation, within the legal authority and resources of the Authority, after consultation with the Mayor and Deputy Mayor or in their absence any TWO Committee Chairmen.

- xvi. manage access to information about the Council via the Publication Scheme; and
- xvii. to sign notices or other documents on behalf of the Council; retain custody of the seal of the Council (if there is one) which shall not be used without a Resolution to that effect (see also Standing Order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer (RFO) when the Responsible Financial Officer is absent.
- b The duties of the RFO shall be set out in the Financial Regulations.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall publish each month a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each month;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the month being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by Policy and Resources Committee on the advice of the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. The tender process for contracts for the supply of goods, materials, services or the execution of works shall be carried out in accordance with the Council's Financial Regulations.
- d. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.**
- f. **The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Joint Consultative Sub-Committee (Staffing) is subject to Standing Order 11.
- b. Any annual review of the pay and conditions of service of existing employees shall be undertaken by the Joint Consultative Sub-Committee (Staffing) in accordance with the national pay negotiations. Any review outside of this shall be referred to Council for ratification.

- c If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(d).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also Standing Order 21.

- a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

See also Standing Order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also Standing Orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a Resolution.
- b **Subject to Standing Order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of TWO Councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward Councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions; or
 - iii. respond to official correspondence on behalf of the Council (unless specifically authorised by Council). All such correspondence must, at all times, be sent out by the Officers of the Council.
- b. No individual Member of the Council shall require the compilation of any information by Officers of the Council, or give instructions to any Officer or workman, except in so far as the Town Mayor or Committee Chairman is entitled to instruct the Town Clerk to include any item on a Council or Committee agenda pertinent to the work of the Council or Committee as appropriate and subject to such request conforming in all other respects with these Standing Orders.

26. STANDING ORDERS GENERALLY

- a All or part of a Standing Order, except one that incorporates mandatory statutory or legal requirements **(in bold)** may be suspended by Resolution in relation to the consideration of an item on the agenda for a meeting.
- b A Motion to add to or change or revoke one or more of the Council's Standing Orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special Motion, the written notice by at least TWO Councillors to be given to the Proper Officer in accordance with Standing Order 9. No Standing Order may be changed unless so resolved by at least TWO THIRDS of the Members of the Council present at the meeting.

- c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.
- d The decision of the Chairman of a meeting as to the application of Standing Orders at the meeting shall be final.

27. COMPLAINTS PROCEDURE

- a The Council shall deal with complaints made against it or against any Officer or Member in accordance with the Complaints Procedure adopted by the Council, except for those complaints which should be properly directed to the Monitoring Officer or to any other regulatory body listed in the Complaints Procedure for consideration.

28. MOBILE PHONES

- a Mobile phones must be switched off or on to "silent" mode at all times during meetings of Council, Committees, Sub-Committees and Working Groups. The only exception to this is where due to wholly exceptional circumstances the Chairman has agreed prior to the meeting that the mobile phone might be left on.

29. ANNUAL TOWN MEETING OF ELECTORS

- a The Council will facilitate the Annual Town Meeting of Electors, to be held between the 1st March and 1st June (both inclusive), each year.
- b The Council will fix the day and time of the Annual Town Meeting of Electors but it must not commence earlier than 6pm.
- c At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.
- d The press and public have the same rights of admission as they have to a meeting of the Town Council.
- e The Council Chairman, if present presides at the Annual Town Meeting of Electors or in his/her absence the Vice-Chairman. If neither are present, the meeting elects a Chairman from the local government electors for the Parish who are present.

30. PRAYERS AT COUNCIL MEETINGS

- a If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.
- b If the Council is not eligible to adopt the General Power of Competence, prayers may take place before commencement of the meeting if the Council wishes, but Members cannot be summoned to attend.

31. CANDIDATES

- a If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and person to whom he/she is related shall disclose the relationship in writing to the Clerk. The Clerk shall report to the Council or to the appropriate Committee any such disclosure.

- b The Clerk shall make known the purport of Standing Order 31(a) to every candidate.

32. INTERESTS OF OFFICERS IN CONTRACTS

- a The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by an Officer of the Council under section 117 of the Local Government Act 1972, of a Disclosable Pecuniary Interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.
- b The recording of a Disclosable Pecuniary Interest shall also apply in respect of the spouse of the Officer.



BOGNOR REGIS TOWN COUNCIL FINANCIAL REGULATIONS

Adopted by the Council at its Meeting held on 8th May 2017

BOGNOR REGIS TOWN COUNCIL
FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 8th May 2017

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's Standing Orders and the council's Standing Orders for Contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective, and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the council;

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. 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, to and noted by the Finance Committee.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than the end of February prepare detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by Committees, the Finance Committee and then council.
- 3.2. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.3. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £20,000;
 - a duly delegated committee of the council for items up to £20,000 or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £10,000
 - the Clerk for any items up to £5,000

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council

having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually, as part of the budget setting process, for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.8. Changes in earmarked reserves shall be approved by Policy and Resources Committee as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments forming part of the Agenda for the Meeting and, present the schedule to council. The council shall review the schedule. The schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the

termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, as soon as practicable.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) fund transfers within the councils banking arrangements, provided that details of such payments shall be submitted to the next appropriate meeting Finance Committee.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Town Clerk shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two signatories of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with

the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and supporting invoice.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Finance Committee at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Finance Committee at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Finance Committee at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Town Clerk shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a daily transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff should only be used in exceptional circumstances and only if prior written permission is given by the Town Clerk.
- 6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for all staff.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the appropriate committee. Termination payments shall only be authorised by the Finance Committee.

- 7.8. Before employing interim staff the appropriate committee must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Finance Committee at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance Committee and shall be written off in the year.
- 9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.5. The origin of each receipt shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.7. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Pre-printed orders shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the

RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. in cases where genuine competition is not available because of the specialist nature of the work or goods, subject to a resolution of Council which embodies the reason for the exemption.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall invite 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.
- m. The Public Services (Social Value) Act 2012 applies from 31 January 2013 and requires public bodies to consider how what is to be procured may improve social, environmental and economic well being of the relevant area, how they might secure any such improvement and to consider the need to consult.

- n. The Public Contracts Regulations 2015 requires that procurement over £25k must be advertised on Contract Finder, the government Website.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

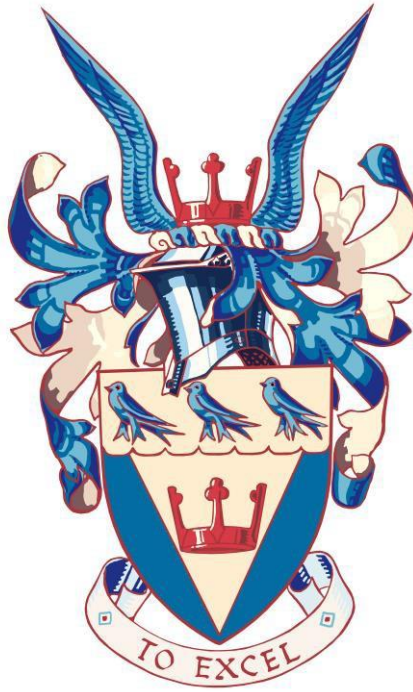
- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS FOR CONTRACTS

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

BOGNOR REGIS TOWN COUNCIL

STANDING ORDERS FOR CONTRACTS

These Standing Orders for Contracts were adopted by Council on 2nd July 2018. They supplement the Council's main Standing Orders and Financial Regulations.

1. GENERAL

- 1.1 The following Standing Orders set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders should be read in conjunction with the Council's Procurement Policy and Financial Regulations applying at the time.
- 1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. **Every contract relating to the sale or purchase of any land or buildings** shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.
- 1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with
 - 1.3.1 these Standing Orders for Contracts
 - 1.3.2 the Council's Financial Regulations
 - 1.3.3 the Council's Standing Orders
 - 1.3.4 all relevant statutory provisions including any relevant E.C. directive
 - 1.3.5 any direction by the Council, committees, sub-committees having appropriate delegated authority.
- 1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that:
 - 1.4.1 the Council so resolves
 - 1.4.2 statute or subordinate legislation prescribes otherwise

2 DELEGATED AUTHORITY TO ENTER INTO CONTRACTS

- 2.1 The Town Clerk shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the principle and budget have been approved by Council.
- 2.2 The Town Clerk or Responsible Financial Officer (RFO), if different, have authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. ORDERS FOR WORK, GOODS & SERVICES UPTO £5000

- 3.1 Orders for work, goods and services up to the value of £5000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.
- 3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4 CONTRACTS OF UP TO £25,000

- 4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but 3 quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £20,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.

- 4.2 Three quotations need not be invited in circumstances set out in regulation 11 the Financial Regulations or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.
- 4.3 The Financial Regulation 11.1 refers to the requirements of the Public Services (Social Value) Act 2012 and the Public Contracts Regulations 2015.

5 REQUIREMENTS FOR TENDER

- 5.1 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- 5.2 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- 5.3 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 5.4 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

6 OPEN COMPETITIVE TENDERS

Tenders shall be invited after giving at least 14 days public notice in at least one local newspaper circulating in the area of the Authority and in such trade journals as the Town Clerk considers appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted.

Any notice issued shall contain a Statement of the effect of Standing Orders 26 & 28.

7 AD HOC APPROVED LIST

- 7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8 STANDING APPROVED LIST

- 8.1 Tenders shall be invited from persons included in a list approved by the Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work

- 8.2 The list shall be compiled in the following manner:
- 8.2.1 Notices inviting applications for inclusion in the list shall be published not less than 28 days before the list is compiled in at least one local newspaper and one trade journal.
- 8.2.2 No person shall be included in the list unless, at the time of compilation of the list, the Responsible Financial Officer is satisfied as to his or her financial status and suitability.
- 8.2.3 The approved list may be amended as required from time to time by the Council and shall be reviewed at intervals not exceeding two years.
9. **APPROVED LIST OF ANOTHER AUTHORITY**
- 9.1 Tenders shall be invited from persons included in a list approved by a Principal Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work
- 10 **ESTABLISHED PROCUREMENT SPECIALIST**
- 10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.
- 11 **SELECTION OF TENDERERS OR INVITEES**
- 11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Town Clerk in consultation with the Chairman of Policy & Resources.
- 11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that completion will be limited, subject to a resolution of Council which embodies the reason for doing so.
- Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account. Construction processes which are taking forward the Government Construction Strategy may also be used.
- 12 **FORM OF INVITATION TO TENDER AND SUBMISSION OF TENDERS**
- 12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Town Clerk. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.
- 12.2 The invitations to tender shall state that no tender will be considered unless contained in a unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.
- 12.3 Every tender shall be addressed to the Town Clerk and the tender shall remain in his custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1)
- 13 **EXTENSION OF TIME**
- 13.1 Where the Town Clerk considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -
- 13.1.1 **Open competitive tenders** - in accordance with Standing Order 6.
- 13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving 14 days written notice to each of the selected contractors.
- 13.1.3 **Standing approved list** - by giving 14 days written notice to each of the relevant persons on the list.
- 14 **OPENING OF TENDERS**
- 14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Town Clerk or other nominated officer in the presence of two Members of Council. (See also 10.1)

- 14.2 The Town Clerk shall prepare and maintain a register of tenders received and shall record in that register the following particulars:
- 14.2.1 the last date and time for the receipt of tenders
 - 14.2.2 the date and time the tender was actually received
 - 14.2.3 the name of the tenderer and the amount of the tender
 - 14.2.4 the date and time they were opened and by whom.
 - 14.2.5 the signature of the officer to whom the tenders were handed after opening.
- 14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.
- 14.4 Following the opening of tenders invited the Town Clerk shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.
- 15 **LATE TENDERS**
- 15.1 Any tender received late will be returned promptly to the tenderer by the Town Clerk. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.
- 16 **ALTERATIONS TO TENDERS**
- 16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.
- 17 **ACCEPTANCE OF TENDERS**
- 17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price-quality model (Evaluation Model) will be devised by the Town Clerk or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.
- 17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- 18 **CONTRACTS TO BE IN WRITING**
- 18.1 Every contract which exceeds £5000 shall be in writing in a form approved by the Town Clerk.
- 18.2 Every contract shall specify, amongst other things:
- 18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications)
 - 18.2.2 the price to be paid with a statement of discount or other deductions
 - 18.2.3 where applicable, the time or times that the contract is to be performed
 - 18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.
- 18.3 The Town Clerk shall sign every contract not required to be made under seal on behalf of the Council.
- 18.4 The Town Clerk or his/her nominated representative shall seal every contract required or intended to be made under seal on behalf of the Council, in accordance with Standing Orders.
- 18.5 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate committee or sub-committee of the Council pursuant to Standing Orders and being in value of amount less than £5,000 shall be entered into on behalf of the Council by the Town Clerk by issuing an official order only.
- 19 **ASSIGNMENT**
- 19.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

“The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the officer concerned, shall be prohibited”

20 LIQUIDATED DAMAGES

20.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Town Clerk, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

21 PERFORMANCE BONDS

21.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Policy & Resources Committee shall consider whether the Council should require security for its due performance and shall either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

22 RETENTION

22.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Town Clerk deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

23 CANCELLATION

23.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

23.2 A notice issued under this standing order shall contain a statement of the effect of main Standing Orders 26 & 28

24 NOMINATED SUB-CONTRACTORS

24.1 Where a sub-contractor or supplier is to be nominated to a main contractor the following provisions shall have effect.

24.2 Where the estimated amount of a sub-contract exceeds £40,000 then, unless the Town Clerk certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

24.3 A nominated sub-contractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the sub-contract.

25 ENGAGEMENT OF CONSULTANTS

25.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

**AGENDA ITEM 10 - TO FURTHER CONSIDER THE LEVEL OF FIDELITY
GUARANTEE INSURANCE (MIN. 100 REFERS)**

REPORT BY DEPUTY CLERK

FOR DECISION

Following discussion at a previous meeting of this Committee (Min. 100 refers), quotations have been obtained for the identified levels of Fidelity cover as follows: -

<u>Indemnity</u>	<u>Current Premium</u>	<u>Additional Premium</u>	<u>Total Revised Premium</u>
£50,000	£234.86		£234.86
£70,000		£55.26	£290.12
£120,000		£183.92	£418.78
£150,000		£183.92	£418.78

Members should note that the premiums for the £120,000 and £150,000 cover are the same, as these fall within the same premium bracket of £418.78 which goes to a maximum of £150,000.

Members are also asked to note that as the annual insurance policy commences in August, any increase in cover made prior to the next renewal will result in a pro rata premium being payable and an overspend on this year's budget. Also, as the budget for 2020/21 has already been approved an overspend is also likely to occur again next year as provision will not have been made for this additional expenditure.

DECISIONS

Do Members **AGREE** to increase the level of Fidelity Guarantee Insurance?

If Members are minded to increase the cover, to **AGREE** the new level required whilst noting the likelihood of an overspend of both the 2019/20 and 2020/21 insurance budget as a result of this increase.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

AGENDA ITEM 11 - INTERNAL AUDIT INCLUDING: TO REVIEW THE 2020/21 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2020/21 MUNICIPAL YEAR

REPORT BY DEPUTY CLERK

FOR DECISION

To review the 2020/21 Annual Audit Plan and to consider any additional items for inclusion

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

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

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

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

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

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

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

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

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

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

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

'We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.'

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

ANNUAL AUDIT PLAN FOR 2020/21

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

1. Proper book-keeping - Appropriate books of account have been properly kept throughout the year.

2. Financial Regulations, Standing Orders and Payment Controls - The Council's financial regulations have been met, payments were supported by invoices, expenditure was approved, and VAT was appropriately accounted for.

3. Risk Management - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

4. Budgetary controls - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

5. Income controls - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

6. Petty cash procedure - Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

7. Payroll controls - Salaries to employees and allowances to members were paid in accordance with Council approvals, and PAYE and NI requirements were properly applied.

8. Asset control - Asset and investment registers were complete and accurate and properly maintained.

9. Bank reconciliation - Periodic and year-end bank account reconciliations were properly carried out.

10. Year-end procedures - Accounting statements prepared during the year were prepared on the correct income and expenditure basis, agreed with the cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.

11. Payment controls - Procedure, approvals and associated issues including VAT identification and recovery.

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2020/21 to the Town Council.

To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2020/21 municipal year

In line with good practice, quotations have been sought from providers servicing this area who specialise in Town/Parish Council audits. Having reviewed the providers to Town and Parish Council's in the Arun District, the Town Council's current Auditor was approached, together with one other company, to provide a quotation for the Internal Audit function.

Company A (the current supplier of this service) has provided a full, detailed scope of works for review and checking under the following headings - including confirmation that appropriate consideration would be given to GDPR:

- Accounting records
- Corporate Governance; Potential risks of fraudulent activity
- Payment procedure; approvals and associated issues including VAT identification and recovery
- Assessment and management of risk
- Precept determination and budget control
- Income control systems (which included review of allotment receipts)
- Petty cash records and usage of credit/debit card
- Salaries and wages
- Asset registers
- Investment and loans
- Bank reconciliations
- Annual Return/Financial statements

Company B did not provide a full scope of works but stated in an email:

- Generally, conduct two audits per annum as a minimum
- First visit concentrates on policies and procedures and deals with non-financial aspects of audit
- Second part focuses on financial aspects and information submitted to external auditor
- Envisaged that BRTC would require 3 visits per annum

The following provides a breakdown of the quoted charges from the two companies.

Name	No of Visits p.a.	Hourly charge (Exc. VAT)	Mileage costs
Company A (current Internal Auditor)	3 visits	£60	nil
Company B	3 visits	£60	45p per mile

Whilst there is nothing between the two companies in their per hour charges, it should be noted that there were differences between them in the number of hours it is estimated to take to carry out each visit.

Company B has *estimated* that they would only need to be in attendance for between 3 and 5 hours each visit. However, Company A has quoted on the basis that each visit (including the report writing) will be for between 7 and 8 hours per visit. As Company A have been conducting the audit for some years now and have a clearer idea of the work involved, this higher estimate would appear to be the more likely. Furthermore, when obtaining quotations for the last review in 2017, it was at that time possible to get a third quotation and that provider agreed with the current Auditors estimation of a full day's work per visit. It is for this reason that the comparison has been shown using the per hour charge.

Finally, with regard to Company A (the current provider), to ensure the required degree of "independence" in their approach, and with several individuals providing the service, they switch their workload around periodically in order that they do not become over-familiar with their clients or complacent with their approach, thereby ensuring that a fresh pair of eyes undertakes the review work. That switch would next be due to take place in 2020/21.

With regard to the experience of the two providers, the following should be noted.

Company A (current Internal Auditor)

Established since 2002

Currently is contracted to circa 300 councils from Parish Meetings to many larger councils

Company B

Has been conducting internal audits for more than 10 years

Currently undertakes circa 50 audits per annum from small to larger councils

DECISION

Members are invited to determine and **APPROVE** the Internal Audit provider for a three-year period commencing with the 2020/21 municipal year.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

**AGENDA ITEM 12 - TO CONSIDER THE AGENDA AND ARRANGEMENTS,
INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF
ELECTORS SCHEDULED FOR 16th MARCH 2020**

REPORT BY THE DEPUTY CLERK

FOR DECISION

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

There were approximately 17 members of the public present last year, not all of which were Electors. In addition, 8 Town Councillors attended of which only 4 were Electors for the Town.

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

Last year the Leader of West Sussex County Council attended and the previous two years the Sussex Police and Crime Commissioner was present. Members are invited to consider whether they wish to extend an invitation to a speaker for this year's meeting.

DECISIONS

The Committee is invited to: -

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

To consider items for inclusion on the Agenda.



BOGNOR REGIS TOWN COUNCIL

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

ANNUAL TOWN MEETING OF ELECTORS FOR 2019

The Annual Town Meeting will take place **in the new screen at the Picturedrome Cinema, Bognor Regis** at **7.30pm on Monday 18th MARCH 2019**. The Chairman of the Meeting will be the Town Mayor.

The Meeting is primarily intended for persons registered as local government electors for the Town & Parish of Bognor Regis. However, all members of the Public and Press are most welcome to attend. Any matters affecting the Parish may be discussed. County and District Councillors are being invited to attend. **Only persons registered as local government electors for the Town & Parish of Bognor Regis are entitled to vote at the Meeting.**

A G E N D A

1. Welcome by the Town Mayor and introduction of Councillors present
2. To approve and sign the **Minutes** of the Town Meeting of Electors held on Wednesday 21st November 2018 and any **Matters Arising**
3. To receive the **Annual Report** of the Council
4. To receive the **Accounts** of the Town Council year ending 31st March 2018 and Budget for 2019-2020
5. To receive the **Accounts** of the Bognor Pier Company Ltd. year ending 31st December 2018 (if available)
6. To consider **Resolutions** of which written notice has been given by **Friday 15th March 2019**
7. Town Council's Regeneration Survey
8. To welcome Ms Louise Goldsmith, Leader of West Sussex County Council
9. Open Forum with questions to Councillors/Attendees

DATED this 4th day of March 2019

Town Mayor

Town Clerk

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020

AGENDA ITEM 13 - TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

REPORT BY DEPUTY CLERK

FOR DECISION

Copies of the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 are attached for Members' consideration as **Appendix 1** and **2**.

As Members will note, the action from last year relating to the maintaining of a copy of each deed for administrative purposes - specifically in respect of the allotments - has now been completed. The risk will therefore now be amended resulting in a change from Medium to Low Risk for this issue and as a result, the item will be removed from the Action Plan for the next 12 months.

DECISIONS

To consider the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 and **RECOMMEND** that these be referred to the Town Council for approval.

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2019 To 2020

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2019 To 2020

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

Completed by:

Date:

Position:

How to complete:

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



Bognor Regis Town Council
Assessment for year 2019 To 2020

LCRS 7b - All Action Plans

Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
<u>Land</u>									
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Medium Medium	4	<i>Copies of the Conveyance completed in 1987 together with all supporting documentation has now been scanned and filed for safekeeping. The status quo remains unless the Town Council decides to stop using the land as at Allotments.</i>	<i>Town Clerk</i>	<i>31/12/2019</i>	<input checked="" type="checkbox"/>
<u>Provision of Office Accommodation</u>									
349	Physical	Poor Office Conditions - Town Hall and Town Force lockup	Arrange periodical inspection of office and Town Force lockup. Any adverse conditions are reported to ADC or BRTC as appropriate Repair/maintenance etc.carried out by ADC or BRTC Health & Safety Annual inspection carried out by contractor	Medium Medium	4	<i>Clearance of paperwork to electronic media is largely completed with only one specific area remaining as an ongoing project.</i>	<i>Town Clerk</i>	<i>31/12/2020</i>	<input type="checkbox"/>



LCRS 7b - All Action Plans

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

How to complete (individual risk section):

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

AGENDA ITEM 14 - TO APPROVE EXPENDITURE FOR TRAVEL AND ATTENDANCE BY CLLR. GOODHEART TO THE NALC SPRING CONFERENCE AS A COUNCILLOR APPROVED DUTY

REPORT BY DEPUTY CLERK

FOR DECISION

As was noted under correspondence at the Council Meeting held on 6th January, the NALC Spring Conference will take place in London on 17th March 2020.

A non-refundable Early bird rate of £210 per person (ex VAT) is available for booking prior to 1st March 2020. In addition, travel to the venue by train is estimated to cost £70 resulting in a total cost for the day of around £280 per person.

Cllr. Goodheart has expressed an interest in going and Members are therefore invited to agree to this expenditure as an Approved Duty for Cllr. Goodheart.

DECISION

Do Members **AGREE** to expenditure of £210 (ex VAT) for a non-refundable early bird booking for Cllr. Goodheart to attend the NALC Spring Conference on 17th March 2020 as an Approved Duty together with required expenditure for travel to the event, estimated to be £70?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020

AGENDA ITEM 15 - HIGH STREET INNOVATION FUND AS REFERRED FROM THE COUNCIL MEETING HELD 6th JANUARY 2020 (MIN. 164.1 REFERS)

REPORT BY DEPUTY CLERK

FOR INFORMATION

During discussion regarding the Budget at the Council Meeting held 6th January 2020 (Min. 164.1 refers), questions were raised about the intended use of the High Street Innovation fund, allocated in the budget following initiation by ADC.

Members are asked to note the attached which were presented to or received by ADC regarding this issue, upon which the report to the Town Council was based:

Appendix 1

Report to and Decision of ADC Cabinet on 7th October 2019

Appendix 2

Decision Notice Subject: Innovating our High Street - Town Centre Regeneration Approaches

As Members will read, the Executive Summary in both **Appendix 1** and **2** specifically refer to *"...budget for Town Centre events in partnership with other organisations"*.

The proposals in **Appendix 1** refer to *"...events in the three town centres..."* and *"...request financial support from the respective Town Councils to support new events in the towns in order to support retailers."*

DECISION

Members are asked to **NOTE** the ADC reports as attached upon which the report submitted to the Town Council's Policy and Resources Committee Budget Meeting was based.

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF CABINET ON 7 OCTOBER 2019

SUBJECT: Innovating our High Streets – town centre regeneration approaches.

REPORT AUTHOR: Nigel Lynn, Chief Executive

DATE: 18 September 2019

EXTN: 37600

PORTFOLIO AREA: Economy

EXECUTIVE SUMMARY:

The report provides background to a Local Government Association/District Council Network study tour, plus recent expert views on how to innovate and regenerate our town centres.

The report proposes that Cabinet are minded to support budget provision of £60k in the 2020/21 budget for Town Centre events in partnership with other organisations.

RECOMMENDATIONS:

It is recommended that:

1. Cabinet supports the principle of supporting our three Towns in Arun to improve their shopping experiences;
2. Cabinet requests Officers to investigate ways to develop Town Centre plans with Town Councils and other partners;
3. Cabinet requests Officers to consider a £60k budget within the 2020/21 Budget considerations; and
4. Cabinet requests Officers to investigate setting up a Business Rate fund for new start-up businesses (in a defined Town Centre area) to help reduce business costs (possibly through the West Sussex Business Rate Pool).

1. BACKGROUND:

- 1.1 Bill Grimsey is an acknowledged expert in the retail market. He previously worked for several well-known high street chains such as Budgens and Tesco, working his way up the ladder to become managing director of WBS (Wickes retailing subsidiary) Focus DIY, and CEO of Iceland (frozen food store).

- 1.2 In 2012, Bill published a book about the High Street debate – ‘Sold Out’ – and in 2013 he published his report on the state of the high street retail sector, ‘The Grimsey Review’ - identifying issues within town centres to be addressed. He wrote a second version in 2018 – The Grimsey Review 2. The District Council’s Network (DCN) and the Local Government Association (LGA) have welcomed these reports.
- 1.3 In essence, his report identifies:-
- We have a nation of ‘clone towns’
 - Footfall in the town centres is nationally down – 2.2% year on year – whilst general footfall is down – 1.7% year on year
 - 20th century retail is orientated around the car
 - 21st century retail is now orientating itself around the smartphone
 - Future towns need to be digitally connected
- 1.4 Saving our high streets requires:-
- Leadership
 - A 20-year town centre plan
 - Community hubs (not retail hubs)
 - Technology
 - Measurement of success
- 1.5 He believes that all cars will be robotic by 2030; there will be no till operations by 2024 and no High Street banks by 2025.
- 1.6 As a result of his 2013 report, Bill Grimsey worked extensively with a small Belgium/Flanders city called Roeselare which (over recent years) has had great success as a direct result of his involvement.
- 1.7 On 27 and 28 June 2019, the DCN conducted a study tour of Roeselare with District colleagues and the Bill Grimsey team (including Bill himself), which the Chief Executive attended on behalf of the Leader of the Council.
- 1.8 Roeselare created its own Town Plan in 2015, with seven ambitions:-
- To be the finest open-air shopping mall in Flanders
 - Encourage active support from traders
 - Create ‘smarter’ shopping
 - Provide a city of experiences
 - Provide a city accessible to all
 - Collaboration between stakeholders
 - A co-ordinated marketing approach

- 1.9 Roeselare's current statistics are:-
- 200,000 people catchment area
 - 400 independent shops
 - 6.5% unemployment
 - 62k population
 - Economic growth of 2.7%
 - 8.3% empty shops
 - Footfall has risen by approx. 175,000 (625k – 800k) between 2012-2017
- 1.10 Key findings from the study tour:-
- Leadership and collaboration most important to drive change
 - Customers want experiences – events are key to success
 - Customers want digital support with free Wi-Fi
 - High quality cleanliness important to everybody
 - Councils could encourage new business start-ups through incentives
 - Master planning (long term) essential early on
 - Sustainability is becoming more and more important to citizens
- 1.11 The Chief Executive attended a conference with Wayne Hemmingway (Hemmingway Design) in June 2019. Wayne talked about the unique role of culture and creativity in place making, especially those places that are seeking to improve social mobility, life expectancy and want to grow their local economy.
- 1.12 Places like Lowestoft, Hunstanton, Morecombe and Margate are making huge progress. The role of free festivals helps to generate opportunities for communities to celebrate, share, trade and reflect.
- 1.13 Culture and art lift the community spirit. Berlin for example has had huge success, probably because of the deliberate absence of local government involvement – they allowed things/events to happen, as a trial, and things really took off.
- 1.14 Regeneration comes out of great local people Wayne says. “Blackburn is open” is a festival of making things, linked to the industrial heritage of Blackburn. Similarly, Liverpool and Greenwich festivals take people to the history of water in their “To the Sea!” festivals. Lowestoft recently ran a 24-hour free festival “First Light” as the eastern most point of the UK.
- 1.15 Despite the vacancies, Wayne believes this is an exciting time for the High Street as it is on the verge of change. Being social in the High Street is more valuable now than money spent in the High Street. He believes we are only 20% into ‘the hurt’ but we can make positive adjustments particularly as the Millennials/Generation X will change things through their wish for sustainability and increased generosity. The smartphone has transformed our towns and free public Wi-Fi is essential.
- 1.16 “Town centre community events are the key to success. Make towns fun, not boring!” Wayne says.

- 1.17 The value and impact of cultural activity on the regeneration and sustainability of town centres has a growing evidence base from the work of researchers like Bill Grimsey and Wayne Hemingway. Community-focused and high impact arts events in town centres have been shown to have the potential to develop unique local identity, drive footfall and link the community. Family-focussed projects have been seen to achieve the highest impact. They can also positively weave our local creative industries – the fastest grow sector in the UK economy - into the identity of our Towns.
- 1.18 The project Arun Inspires, led by national children’s charity, Artswork, is currently working in partnership with Arun District Council to develop and support new project activity locally targeted to transforming the life chances of local children and young people through arts and culture. The presence of the Programme Manager for Arun Inspires, based locally in ADC’s offices, represents a useful opportunity to support increased investment in cultural regeneration for our town centres between now and 2021, without overly taxing officer resources.
- 1.19 Making use of existing grant-making frameworks used by the Wellbeing Team within the Council, a small grant-making scheme that supports local and regional cultural organisations to propose dynamic, inspiring cultural activity in our town centres would act as a vehicle for transformation. Grant-making processes could be managed within the remit of the Programme Manager with decision-making support by officers and councillors, to curate a new quality, inspiring family cultural event for Bognor Regis (Year 1) and Littlehampton (Year 2). A 1-day / weekend event is likely to include a spectacular centrepiece of art presented locally and supported by a collection of accessible and joyous family-centred activities that would encourage out-of-town visitors, drive footfall, raise local aspiration and dovetail into support for the night time economy.
- 1.20 The proposals have the enthusiastic support of the BID in Bognor, who can also offer project management support for any event and will feed into the regeneration ambitions for both town centres of the Economic Development Team.
- 1.21 Arun District Council continue to jointly fund the Littlehampton Town Centre Manager (with Littlehampton Town Council) and historically supported the Bognor Regis Town Centre Manager (through Section 106 monies).
- 1.22 Arun District Council has been very successful in attracting external funds to two of our town centres (Littlehampton £2.45m, Bognor Regis £1.69m plus money from West Sussex County Council and Town Councils) which highlights working together in a collaborative way.

2. PROPOSAL(S):

- 2.1 Within the findings from the DCN Study Tour, there are a few issues that could be addressed by Arun District Council in the short term to enable town centre growth and sustainability. For example:
 - 2.1.1 Prepare, plan and agree a town centre plan with Arundel Town Council, Bognor Regis Town Council and Littlehampton Town Council.
 - 2.1.2 To support the principle of £60k in the 2021 budget toward events in the three town centres (£25k – Bognor Regis, £25k - Littlehampton and £10k - Arundel) and request financial support from the respective Town Councils to support new events in the towns in order to support retailers. In Bognor Regis, support could also be requested from the Business Improvement District.

2.1.3 To investigate setting up a Business Rate fund for new start-up businesses (in a defined town centre) area to help reduce business costs.		
3. OPTIONS:		
3.1 To accept the proposals.		
3.2 To reject the proposals.		
3.3 To identify alternate or additional proposals.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council (Bognor Regis and Littlehampton Town Councils)	√	
Relevant District Ward Councillors		√
Other groups/persons (District Council's Network)	√	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	√	
Legal		√
Human Rights/Equality Impact Assessment		√
Community Safety including Section 17 of Crime & Disorder Act		√
Sustainability	√	
Asset Management/Property/Land	√	
Technology	√	
Other (please explain)		
6. IMPLICATIONS:		
6.1 If Bill Grimsey is correct, austerity and financial difficulty for town centres is likely to continue as the digital age drives retail business to possible destruction.		
6.2 Roeselare have taken on board a number of ideas which have turned their fortunes positively. Should Cabinet support the recommendations, new town centre plans will help to establish a blue print for success.		
7. REASON FOR THE DECISION:		
To provide a practical and financial framework to enable town centre regeneration in Arundel, Bognor Regis and Littlehampton.		
8. EFFECTIVE DATE OF THE DECISION: 16 October 2019		

9. BACKGROUND PAPERS:

Bill Grimsey website - <http://www.vanishinghighstreet.com>

The Grimsey Review 2 - [Grimsey Review 2](#)

DCN press release - [DCN press release - more powers and flexibilities needed](#)

REFERENCE NO:
C/018/071019

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES		NO
SUBJECT: INNOVATING OUR HIGH STREETS - TOWN CENTRE REGENERATION APPROACHES		
OFFICER CONTACT: Nigel Lynn, Chief Executive		
EXT: 01903 737600		
PORTFOLIO AREA: Economy		

EXECUTIVE SUMMARY: The report provides background to a Local Government Association/District Council Network study tour, plus recent expert views on how to innovate and regenerate our Town Centres.

The report proposes that Cabinet are minded to support budget provision of £60k in the 2020/21 budget for Town Centre event in partnership with other organisations.

DECISION:

The Cabinet

RESOLVED – That

- (1) The principle of supporting our three Towns in Arun to improve their shopping experiences be supported;
- (2) Officers be requested to investigate ways to develop Town Centre plans with Town Councils and other partners;
- (3) Officers be requested to consider a £60k budget within the 2020/21 Budget considerations; and
- (4) Officers be requested to investigate setting up a Business Rate Fund for new start-up business (in a defined Town Centre area) to help reduce business costs (possibly through the West Sussex Business Rate Pool).

REASON FOR THE DECISION: To provide a practical and financial framework to enable Town Centre regeneration in Arundel, Bognor Regis and Littlehampton.

OPTIONS CONSIDERED BUT REJECTED:

To reject the proposals or to identify alternative or additional proposals.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

None

DISPENSATIONS GRANTED :

None

CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

**AGENDA ITEM 16 - TO CONSIDER A CONTRIBUTION TO BOGNOR
REGIS REGENERATION BOARD AS REFERRED FROM THE COUNCIL
MEETING HELD 6th JANUARY 2020 (MIN. 172.2 REFERS)**

REPORT BY DEPUTY CLERK

FOR DECISION

As Members will recall, a letter was received at the Council Meeting held on 6th January 2020, from the Chairman of the Bognor Regis Regeneration Board asking for the Town Council to consider making an annual contribution towards the Board.

Following further correspondence with the Board's Secretary, it has been established that for an organisation such as the Town Council an annual contribution of £5,000 would be appropriate.

It should be noted that they have requested the first annual payment be made in May 2020 but as Members know, the Budget for the 2020/21 financial year has already been agreed with no allowance for this expenditure.

Therefore, if Members are minded to agree to the annual contribution, this would need to be funded by General Reserves in 2020/21 with a suitable annual budget created for the 2021/22 financial year.

Members should therefore consider the request and agree the response.

DECISION

Do Members **AGREE** to support an annual contribution of £5,000 to the Bognor Regis Regeneration Board, noting that for the 2020/21 financial year this would have to be funded by General Reserves?

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020

AGENDA ITEM 17 - FURTHER TO THE REPORT PRESENTED TO COUNCIL ON 5th NOVEMBER 2018 (MIN. 156 REFERS) TO CONSIDER THAT A FURTHER FULL AND FINAL ACCOUNT OF THE COSTS SHOULD BE DRAWN UP IN RELATION TO THE EXTENSION TO PROVIDE A FOURTH SCREEN AT THE PICTUREDROME SITE

REPORT BY TOWN CLERK

FOR DECISION

It has been suggested by a Member that a further full and final account of the costs should be published in relation to the extension of the Picturedrome.

Members will recall that an initial summary was received by Council at the Meeting held 5th November 2018 (Min. 156 refers) and a copy of this is attached as **Appendix 1** for Members' information.

It should also be noted that it would not be possible to currently finalise the account for the works, as litigation is still pending, the outcome of which will affect the final figures.

DECISION

Do Members **AGREE** that a further full and final account of the costs should be published in relation to the extension of the Picturedrome, or not, **NOTING** that litigation is still pending which may affect the final figures?

**BOGNOR REGIS TOWN COUNCIL
TOWN COUNCIL MEETING - 5th NOVEMBER 2018**

**AGENDA ITEM 23 - REDEVELOPMENT OF THE PICTUREDROME CINEMA
PROCUREMENT UPDATE - FINANCE REPORT**

**REPORT BY THE TOWN CLERK
NOTING**

FOR INFORMATION AND

INTRODUCTION

During the full term of the Picturedrome extension project, Members have been updated both in terms of project risks including additional financial issues arising from the risks.

Now the project is all but complete this report provides full information on project costs and includes details of the decisions previously made by Council in relation to additional costs.

**PROCUREMENT COSTS FOR THE PICTUREDROME CINEMA EXTENSION
BOGNOR REGIS**

At an Extraordinary Meeting of the Town Council held on the 24th April 2017, Members received a detailed procurement report relating to the Picturedrome project and resolved to enter into a phase 2 contract with Cheesmur Building Contractors for the construction of a single storey extension to the Picturedrome cinema at a cost of **£965,821.99**. This figure included pre-construction costs of £70,550 already paid by the Council with a contribution from the tenant towards the additional work undertaken for design revision within this figure, leaving a balance of **£895,271.99**. These costs did not include other ancillary/consultancy fees and charges which will be presented to Members at a future date upon final completion of the project.

ADDITIONAL PROJECT COSTS

Members considered a confidential report on 3rd July 2017 relating to negotiations with the owner of 49 Canada Grove regarding positioning of the boundary fence. Members subsequently agreed a budget of up to **£10,000** to cover further boundary definition and legal work.

Members were also advised at the meeting of the costs of the joint insurance policy, a requirement of the JCT contract put in place from the commencement of the construction works on the 26th June 2017 with an initial cost of **£2,155.00**. Resulting from prolongation and additional premiums being payable for the extended cover, the final cost of the joint insurance increased to **£2,329.12**.

At the 4th September 2017 Council Meeting, Members agreed an allocation of **£7,350** plus VAT, excluding overheads and profits for the safe disposal of asbestos waste deposited at the Picturedrome. The final cost for this being

£7,901.25 plus VAT. The funds initially to be allocated from a contingency budget of £15,000 that had been previously agreed back in April 2017 when it was decided to proceed with the project.

At the meeting Members were also updated on issues previously reported through project updates relating to the temporary fire escape and the consequential requirement of Building Control relating to the need for secondary external screening of the window to the Regis Burger restaurant to provide a fire rating at a maximum cost of **£6,000**, the final cost for which was **£4,978.67** plus VAT.

In October 2017, Members received a project update report confirming the discovery of a second deposit of asbestos the safe disposal cost of which was **£4,860** plus VAT. Again, overheads and profit costs would apply resulting in a final cost of **£6,186.36** plus VAT.

At the Council Meeting on 6th November 2017, Members were advised that during the removal of the second asbestos deposit a third deposit was discovered the safe removal and disposal cost of which was **£2,700** plus VAT. Again, once overheads and profit were added the final cost was **£3,031.50** plus VAT.

REALISATION OF PROVISIONAL SUMS

The construction contract included a provisional sum of £25,000 allowed for drainage works. The actual cost of £18,152.56 plus VAT realised a saving on the budget of **£6,847.44**.

PROLONGATION OF CONTRACT AND CONSEQUENTIAL ALLOWANCE FOR EXTRA TIME AND COSTS

Members are already aware of the unforeseen significant delays to the contract following the requirement to remove and safely dispose of asbestos. This delay equated to 7 weeks totalling **£4,076.04** plus VAT being added to the contract price.

REQUIREMENTS FOR NEW ELECTRICAL SUPPLY

Within the Council's Quantity Surveyors report dated 20th April 2017 Members were advised that the capacity of the existing installation concerning electrical requirements for the building should be increased and costs required for upgrading the system were not included within the overall contract cost.

As previously reported on 14th May 2018, the required work to upgrade the electrical supply included:

1. Installation of a new power supply = **£10,255.90** plus VAT
2. Upgrading electrical switch gear and installation into the Picturedrome tower = **£8,966.71** plus VAT
3. Cost of work to repair tower roof (as tower roof was leaking) = **£2,451.00** plus VAT (these works to be recharged to the Schedule of Works budget).

Total impact on Picturedrome extension budget = **£19,222.61** plus VAT

However, the Picturedrome tenant has agreed and already paid for the incoming new supply therefore the increase on project budget = **£8,966.71** plus VAT.

Due to the delays in installing the new electrical supply there was further over run on the contract leading to further prolongation of 4 weeks costing = **£7,525.00** plus VAT.

CONTRACT WORK VARIATIONS TO BE FUNDED BY THE PICTUREDROME TENANT

The main contract with Cheesmur included work agreed to be funded by the tenant:

Additional duct work	£176.30
Creation of bulkhead to auditorium ceiling	£750.00
Reposition fire escape door to West Elevation	£1,731.29
Omit concessions bar, add services and new wall	-£1,425.45

All above figures are excluding VAT

FINANCIAL SUMMARY OF ABOVE (N.B. ALL COST FIGURES ARE PLUS VAT)

Main Contract with Cheesmur	£965,821.99
Agreed contingency budget at meeting on 24 th April 17	£15,000.00
Additional £500.00 rental income from cinema tenant servicing a PWLB loan	£100,000.00
Additional budget for boundary definition work	£10,000.00
Provisional sum for drainage work £25,000 actual cost £18,152.56 resulting in a saving of	£6,847.44
JCT contract Insurance Requirements	-£2,329.12
Removal of asbestos funded through ring fenced contingency budget awaiting outcome from litigation	-£17,119.11
Fire screening to Regis Burger restaurant	-£4,978.67
Prolongation of contract costs due to asbestos funded through ring fenced budget awaiting outcome from litigation	-£4,076.04
Requirement to install new electricity supply	-£8,966.71
Prolongation costs due to requirements to install new electricity supply	-£7,525.00

AGENDA ITEM 18

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020

AGENDA ITEM 18 - ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,145 PLUS VAT FOR REPLACEMENT OF 13NO. TIMERS FOR FESTIVE LIGHTING

REPORT BY THE TOWN CLERK

FOR DECISION

During the installation of the new festive lighting it became apparent that some of the timer units were very old and no longer working properly.

It has therefore been necessary to replace 13 of these units.

Members are therefore asked to ratify the expenditure of £2,145 plus VAT.

DECISION

The Committee is therefore invited to **RATIFY** expenditure for the replacement of 13no. timers at a cost of £2,145 plus VAT.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 3rd FEBRUARY 2020**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

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

The financial reports for the month of December 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 NOVEMBER AND DECEMBER 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 November and December 2019.

DECISIONS

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

To **NOTE** verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 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 - 3rd FEBRUARY 2020**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

1. Came and Company Insurance Company information
2. Neighbourhood Alert - Sussex Police Launches First Ever Fast-Track Detective Development Programme - Circulated to Councillors and on Social Media
3. VAAC - FNM - GDPR Refresher and Changes to the Code of Fundraising - circulated to Councillors
4. WSCC - Representations invited on the Soft Sand Review of the West Sussex Joint Minerals Local Plan
5. WSCC - West Sussex is #winter ready - circulated to Councillors
6. ADALC - Minutes of Meeting held on 31st October 2019 - circulated to Councillors and second email including summary
7. Westminster Insight - Hear from Mind Award Winners - Managing Mental Health & Wellbeing in the Workplace
8. Ellis Whittam - EW's resolutions and predictions for 2020
9. Email from a member of the public regarding Regeneration
10. VAAC - Weekly Update - circulated to Councillors and on Social Media
11. Email from a member of the public - Independent Report on Bognor Regis Regeneration January 2020
12. Co-operative Bank - Important information regarding changes to your Business Directplus Tariff
13. Clerks and Councils Direct - January 2020 Issue 127
14. Westminster Insight - Complaints Handling in the Public Sector Forum - Thursday 23rd April - Central London
15. NALC Chief Executives Bulletin - circulated to Councillors
16. NALC STUDY TOUR 2020/21
17. ADALC - Information from WSALC Meeting - circulated to representatives
18. Office of the Police and Crime Commissioner - New Year, New Initiatives - circulated to Councillors
19. Westminster Insight - Domestic Abuse Forum - Keynote by the Domestic Abuse Commissioner
20. Email from a member of the public regarding additions to the Bognor Regeneration Independent Report
21. Regis School Newsletter
22. Sussex ALC Bulletin
23. Understanding ModernGov - Designing Powerful Data Visualisations for Bognor Regis Town Council
24. SSALC - Finance training - CANCELLED
25. VAAC - Weekly updates - circulated to Councillors and on Social Media
26. Arun District Weekly Bulletin 16/01/2020 - Circulated to Councillors and on Social Media
27. WSCC - Level 2 Cold Alert - circulated to Councillors and on Social Media
28. January Twinning minutes and February agenda
29. Cancelled meeting (4 February) - JWAAC Highways & Transport Sub-Group
30. Parish Online Newsletter
31. NALC Chief Executives Bulletin - circulated to Councillors

- 32.** Office of the Police and Crime Commissioner - Proactively tackling modern slavery - Circulated to Councillors
- 33.** Member of the public - Independent Report on Bognor Regis Regeneration January 2020
- 34.** Bognor Herald - latest edition: Arun wriggles out of having to prove claim
- 35.** VisionICT Website Content and Accessibility Guidelines 2.1 - Update
- 36.** PSN - The latest from the UK's largest Public Sector Network
- 37.** London Hearts - Parish Council Defibrillator Initiative Drive
- 38.** Neighbourhood Alert - Our News Jan 2020 E-Newsletter Out Now 21/01/2020 - circulated to Councillors and on Social Media
- 39.** Joint Western Arun Area Committee - Meeting Poster - circulated to Councillors and on Social Media
- 40.** Neighbourhood Alert - Weekly Bulletin - Arun District 22/01/2020 - circulated to Councillors and on Social Media
- 41.** Mulberry & Co - End of Finance Year Training
- 42.** VAAC Weekly Updates - circulated to Councillors and on Social Media
- 43.** Police and Crime Commissioners Precept Snap Poll
- 44.** ADC - Use of Gloucester Road Car Park by Butlins
- 45.** SSALC - JPAG Practitioners Guide survey
- 46.** Neighbourhood Alert - Have Your Say on Sussex Police Funding 23/01/2020 - Circulated to Councillors and on Social media
- 47.** Westminster Insight - Complaints Handling in the Public Sector Forum
- 48.** Office of PCC Sussex - Have your say on Sussex Police funding - circulated to Councillors
- 49.** Bognor Herald - latest edition: 25 January 2020
- 50.** Neighbourhood Alert - Have Your Say on Sussex Police Funding - A Reminder about Smarter Policing and Safer Streets 26/01/2020 - circulated to Councillors and on Social Media
- 51.** NALC - Chief executive's bulletin - circulated to Councillors
- 52.** NALC Study Tour 2020/21
- 53.** GovConnect - Mental Health 2020 - 23 September - London - Early bird tickets available
- 54.** Modern Gov - Managing Requests for Personal Data at Bognor Regis Town Council - 5 March - Central London
- 55.** VAAC Funding Surgery - circulated to Councillors
- 56.** Bognor Herald - latest edition: 27 January 2020: Holocaust Memorial Day
- 57.** SALC Bulletin 02-2020 including training for Councillors - training circulated to Councillors
- 58.** Regis School Newsletter

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

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

- 1.** Westminster Insight - Digital Transformation in Public Services - Thursday 23rd April 2020 - Central London
- 2.** Local Councils Update Issue 236 January/February 2020
- 3.** FNM - National Lottery Heritage Fund Funding Surgery - Circulated to Councillors
- 4.** Neighbourhood Alert - Have Your Say on Sussex Police Funding - A Final Reminder about Smarter Policing and Safer Streets 29/01/2020 - circulated to Councillors and on Social Media
- 5.** Twinning Association - next Foreign Film at the Picturedrome - A Season in France
- 6.** VAAC - Weekly Updates - circulated to Councillors and on Social Media
- 7.** List of committee members for Bognor Regis Twinning Association
- 8.** Neighbourhood Alert - Weekly Bulletin - Arun District - 30/01/2020 circulated to Councillors and on Social Media
- 9.** NALC Newsletter
- 10.** SSALC - Year End Finance Training
- 11.** Office of Police and Crime Commissioner - More enforcement, investigation and a greater police presence - circulated to Councillors
- 12.** Neighbourhood Alert - Safe Online Dating 02/02/2020 - circulated to Councillors and on Social Media
- 13.** Funding Focus - February 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on Social Media
- 14.** NALC - Chief Executives Bulletin - circulated to Councillors
- 15.** Ellis Whittam - Latest updates to The Good Work plan
- 16.** Email from a member of the public regarding Councillor attendance
- 17.** ADALC Agenda - 13 February 2020
- 18.** Sussex ALC Bulletin

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 3rd FEBRUARY 2020**

AGENDA ITEM 21 - PICTUREDROME SITE UPDATE

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No. 1 for January/February 2020 has been received, which is available for Members to view if required.

Railings - at the Town Council Meeting held on 6th January 2020, Members noted the response that had been received from the Area Highways Manager at WSCC to their request for the installation of railings outside the Picturedrome cinema to protect the queuing public, Min. 177 refers. The response had stated that local government funding is under extreme pressure, and therefore they have to target those areas of greatest need with the limited funding they have.

Following further discussion, it was **AGREED** that an approach be made to WSCC asking whether permission would be given to install a pedestrian guardrail, of the Town Council's design, outside the front of the Picturedrome cinema if this were funded directly by the Town Council.

This request was therefore put to the Area Highway Manager at WSCC and his response is detailed below: -

"I note the comments in the excerpt of the minutes. My thoughts are that railings in this location are not required or warranted, and in fact would detract from what is an aesthetically pleasing frontage. The PGR would have to be highway compliant and therefore design influence is extremely limited. Installation of any PGR would need to be set back a minimum of 450mm from the edge of the carriageway, which in effect means that only the section on the curve, directly outside of the Cinema would be feasible. Given that queueing can extend much further along either Linden Road or Canada Grove, it would in my opinion be a pointless exercise that introduces additional street clutter that would be subject to damage and ongoing maintenance costs. I would also request that the views of Arun District Council are sought, as the public realm works at the train station and in the town centre focussed heavily on reducing unnecessary street clutter.

If it's something that BRTC really want to pursue, perhaps they can undertake a feasibility study taking account of my comments and come back with a proposal? I would think you are probably talking about a good few thousand pounds when you include traffic management, and any licence would make ongoing repair and maintenance the responsibility of BRTC."

In view of this response how do Members wish to proceed?

Continued overleaf.....

1b Linden Road - Members are advised that an item of a contractual nature relating to the site will be reported under confidential business if this business has not already been dealt with at the preceding Extraordinary Town Council Meeting.