



BOGNOR REGIS TOWN COUNCIL

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

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

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that a Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **6.30pm on MONDAY 15th OCTOBER 2018**

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** 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 in advance in writing. Priority will be given to written questions. Questions 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.

There will be an adjournment during the meeting to allow for a presentation from the outgoing Town Centre Manager, Mr. T. Rahman

DATED this 8th day of October 2018

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 30th July 2018
4. ADJOURNMENT for public question time
5. Matters Arising from the Minutes which are not separate Agenda items
6. ADJOURNMENT to allow for report from outgoing Town Centre Manager, Mr. T. Rahman
7. To receive the Town Force Report
8. To receive Terms of Reference for the Beach Access Topic Team and if acceptable recommend to Council
9. To receive the notes of the meetings of the Arun District Association of Local Councils held 25th April 2018 and 19th September 2018 and of the Annual General Meeting on 20th June 2018 (if available). To also include an ADJOURNMENT to receive a verbal report from Cllr. Gardiner on the ADALC Conference held 4th October 2018
10. Report from the Projects Officer on Town Centre Issues including any reports on meetings with the Town Centre Manager and BID Management Board including consideration of a contribution by the Town Council to the Business Warden costs
11. To consider amendments to the Standing Orders and wording of agendas - Council Meeting 3rd September 2018, Min. 104.1 refers
12. Distribution of confidential papers - Min. 121 of Council Meeting 3rd September 2018 refers
13. To receive an updated Action Plan for the Corporate Strategy - Min. 187 of Policy and Resources Committee Meeting held 9th April 2018 refers
14. To receive details of a three-year contract for Christmas Lighting in the Town, including expected costs (Events, Promotion and Leisure Committee Extraordinary Meeting 19th July 2018 - Min. 26 refers), and to discuss and make recommendations regarding any necessary budgetary requirements for 2019/20 to enable funding of this exercise
15. To note the time and date of 2.00pm on Monday 19th November 2018 for an Extraordinary Policy and Resources Committee Meeting at which applications for Grant Aid 2019 will be considered
16. Consideration of input from the Committee for the content of the 2019 Town Newsletter
17. To receive an update on 2 Hour Free Parking for 2019 and reaffirm the Council's support for the scheme
18. To consider Internal Audit Report 2018-2019 (Interim Update) - if available
19. Financial Reports including: -
 - To note Committee I&E Reports for the month of August 2018 - 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 Our Council, then Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box at the bottom of the page)
 - To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of July and August 2018, 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. To receive any update on potential property purchase
24. Town Force: Note of outstanding debtors

Agenda items 21, 23 & 24 may 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 30th JULY 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: S. Reynolds,
M. Smith, M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
3 Councillors in the public gallery
2 members of the public

The Meeting opened at 6.30pm

39. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Brooks who was working.

40. 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

- a) The item they have an interest in
- b) Whether it is a Disclosable Pecuniary or Ordinary interest
- c) The nature of the interest
- d) If it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) If it is a Disclosable Pecuniary interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should

be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

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

Cllr. Stanley declared a Disclosable Pecuniary Interest in Agenda item 18, as Treasurer of CREATE and advised that he would leave the room for this item

41. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th JUNE 2018 AND THE EXTRAORDINARY MEETING HELD ON 2nd JULY 2018

The Town Clerk informed the Chairman of an amendment to Min. 13 of the Minutes of the Meeting held on 4th June 2018, as reference to the Playing Out Scheme Topic Team had been omitted from the Resolution. The amended sentence to be agreed was:

The Committee did review the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Services Review Topic Team, Playing Out Scheme Topic Team, and Planning and Licensing Committee.

This was **AGREED**.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4th June 2018, with the agreed amendment, and the Minutes of the Extraordinary Meeting held on 2nd July 2018 and these were signed by the Chairman.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.32pm

A Member in the public gallery spoke about a recent article in a local newspaper concerning Liberal Democrats Councillors and the way in which they were allegedly treated at a District Council Meeting earlier in the month.

A member of the public asked for an update regarding the letter that he had asked the Town Council to write at the Policy and Resources

Committee Meeting held on 4th June 2018 (Min. 9 refers). The Town Clerk advised that an update on this matter would be reported under Matters Arising.

The member of public also spoke of an article that had featured in the latest publication of a local newspaper regarding Arun District Council's proposals for the London Road coach, lorry and car park. He was of the opinion that the development would be doing a disservice to the Town and asked this feeling be supported by the Town Council in writing a letter to ADC.

The Chairman suggested that the matter be raised at the next BRTC/ADC Liaison Meeting, and this was subsequently **AGREED**.

Meeting reconvened at 6.39pm

43. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

43.1 Extraordinary Meeting 21st November 2017 - Min. 108 - Grant Aid

As the Bognor Birdman event has been cancelled for 2018, as per the terms of the Grant Aid application, the organisers of the event will be returning the cheque awarded earlier this year.

43.2 9th April 2018 - Min. 177.3 - Car Parking Strategy Working Group

Following the decision not to reappoint this Working Group (4th June 2018 Min. 11.2 refers) it should be noted that there has been no opportunity for the letter by the Civic Society to WSCC to be reviewed and Members are invited to confirm how they wish to proceed.

This was **NOTED** by Members.

43.3 9th April 2018 - Min. 184 - CCTV Partnership Funding

On 19th June 2018, ADC relayed the following, received from Sussex Police regarding the CCTV. The upgrade of the CCTV links in Bognor is nearing completion and they are now looking at deploying the new cameras and following tests, it is hoped for the cameras to be replaced shortly. Figures are still awaited regarding the cost of incorporating Wifi into the system and will be provided to Council as soon as they are available.

43.4 4th June 2018 - Min. 9 - Public Speaking

As instructed, the Town Clerk wrote to WSCC with a copy sent to the Chief Executive of ADC regarding possible relocation of the Amenity site. Cllr. Urquhart, Cabinet Member for Environment at WSCC responded to advise that they are reviewing the situation and are considering options to relocate this site elsewhere and will provide updates as the project progresses. ADC responded that they would wish to be involved at the earliest possible date regarding any relocation of the site.

43.5 4th June 2018 - Min. 15 - Annual Governance and Accountability Return (AGAR)

The required documents were published within the appropriate timeframe but no requests for inspection have been received.

43.6 4th June 2018 - Min. 16 - Notice of Motion

The Deputy Clerk had made enquires with the appropriate team at ADC regarding their work with the homeless and was informed that the Homelessness Reduction Act 2018 leaves the same duty on Local Authorities to assess all those who present themselves as homeless but they now have to go further and rather than just assess their housing needs they have to take an holistic approach, taking into account any other issues and working with their partner departments to prepare a personalised Action Plan.

43.7 4th June 2018 - Min. 23 - Arun Arts

A letter has been sent querying the business models, but to date, no response received.

44. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: EVENTS, PROMOTION AND LEISURE COMMITTEE; ALLOTMENTS SUB-COMMITTEE

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** to Council the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee as detailed, be adopted.

45. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Deputy Clerk's report and circulation of the Councillor Privacy Statement were noted. Councillor Consent Forms as detailed in the report were also circulated to those present for signing and return.

46. TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11th JUNE 2018 THAT THE UNALLOCATED BOGNOR REGIS BRAND BUDGET BE RETURNED TO GENERAL RESERVES WITH A SIMULTANEOUS RECOMMENDATION THAT THE FUNDS BE REALLOCATED TO THE COMMITTEE FOR A NEW, EVENT RELATED PURPOSE - MINS. 13.1 AND 14 REFER

The Deputy Clerk's report was noted.

Members **AGREED** to **RATIFY** the recommendation that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to the

Events, Promotion and Leisure Committee for a new, event related purpose.

47. TO RECEIVE THE TOWN FORCE REPORT INCLUDING REQUEST TO STORE EVENT EQUIPMENT AT THE TOWN FORCE UNIT AND AN UPDATE ON THE PURCHASE OF THE NEW VEHICLE - MIN. 19 REFERS

The Town Force Manager's report was noted.

A Councillor asked whether there was any branding on the marquees and it was confirmed that there was not.

Members **AGREED** to store the ROX equipment free of charge, at the Town Force unit, without accepting any liability and responsibility.

Members further **AGREED** that Town Force time to issue and put away the equipment would come out of the ROX allocation for free Town Force hours for events.

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

The Deputy Clerk's report was noted.

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

49. TO CONSIDER BOGNOR REGIS TOWN COUNCIL FORMALLY RECOGNISING WORLD MENTAL HEALTH DAY; THIS RECOGNITION WOULD COME FROM WEBSITE AND SOCIAL MEDIA PROMOTION AS WELL AS ENABLING LOCAL COMMUNITY GROUPS TO HOLD EVENTS - AS REQUESTED BY CLLR. STANLEY

Councillor Stanley advised Members that he was looking to achieve awareness of Mental Health Day by bringing into perspective projects and events, that support Mental Health Day, taking place in Bognor Regis.

Members **AGREED** that it was a good idea to promote these events on social media platforms providing that by promoting such events there would be no expectation of any financial contribution or commitment from the Town Council. Once having been made aware of any Mental Health Day events that are taking place in Bognor Regis, the Town Council will signpost these on its website and Facebook page.

50. **TO CONSIDER BOGNOR REGIS TOWN COUNCIL WORKING ALONGSIDE THE TOWN COUNCIL'S ACCOUNTANT IN ORDER TO MAKE A MORE COMMUNITY FRIENDLY VERSION OF FINANCIAL INFORMATION, WITH A SPECIFIC FOCUS ON LANGUAGE, CONTENT AND FORMAT AND AN AIM TO MAKE THE COUNCIL'S FINANCIAL RECORDS MORE WIDELY ACCESSIBLE AND UNDERSTANDABLE TO THE ELECTORATE - AS REQUESTED BY CLLR. STANLEY**

In light of this proposal, prior to the meeting, the Town Clerk had liaised with the Town Council's Accountant regarding the request to vary the financial information to make it more understandable to the electorate.

The Town Clerk read out the following observations, made by the Accountant, to Members:

"The essence of Local Authority reporting is to reflect the Costs of (and Income earned from) the Services that the Council provides to its electors, thereby showing (in effect) where their money is actually spent. It is for this reason that the reports published are clearly denominated into service headings. This is in marked contrast to the private sector where the overwhelming emphasis is on the "bottom line" and how it was earned.

The accounting package that the Council uses is specifically written to produce the reports required to achieve the above objective. The reports are embedded within the software, thereby eliminating the possibility of error in their production arising from the transfer of information from one medium to another.

There are other reports also contained within the software, and alternative means of budgeting (e.g. by phasing monthly).

I would be happy to show Cllr. Stanley the alternative possibilities available but would caution against:

Extraction of data into e.g. specially written Excel reports, the time and effort would inevitably increase the fees chargeable and (more importantly) increase the possibility of incorrect/incomplete reporting and, any attempts to change the current services reporting structure which has served the Council well for many years."

Members discussed at length the pros and cons of the formats currently adopted by the Council in sharing its financial records with the electorate, including the pictorial form used for the Budget Breakdown in the Town Council's Newsletter for 2018.

Following debate, Members **AGREED** to defer any decision on moving forward with this proposal at this time. It was further **AGREED** that the Town Council's Accountant be invited to attend a meeting with Members of the Town Council on one of his contractual visits to consider alternative

options for financial reporting with Members, with further consideration being given to this at the next meeting. This would be subject to the Accountant's availability to meet with Members within the timeframe.

The Chairman asked that the Town Clerk liaise with the Accountant to agree a date on which he would be available to attend a meeting, and that the Clerk update Members accordingly. In the meantime, Cllr. Stanley was asked to gather some examples.

51. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 AND OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018 (IF AVAILABLE)

The Notes of the meeting held 25th April 2018, and of the Annual General Meeting on 20th June 2018, were not available.

A Member in the public gallery asked the Chairman if he could speak on the item and this was **AGREED** by Members.

The Member in the public gallery spoke of issues with the Chairmanship of ADALC and the future of the organisation.

The Chairman thanked the Member in the public gallery for the verbal report.

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

The Projects Officer's report was noted.

A Member asked whether attendance at the Town Centre Manager Ops Meeting was the remit of Members. The Town Clerk responded by saying that she thought it was the remit of Officers but would seek clarification and report back.

53. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,280 PLUS VAT FOR ROLLING REPLACEMENT OF 3 PC'S

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the purchase of 3 Dell OptiPlex computers at a total cost of £2,280 excluding VAT as part of the on-going rolling replacement programme.

54. **TO RATIFY EXPENDITURE OF £1,350 PLUS VAT FOR IT SECURITY WORK, FOLLOWING AN IT SECURITY ASSESSMENT, IN LINE WITH GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the expenditure of £1,350 excluding VAT for the works identified in the IT Security Assessment, as set out in the report, to ensure compliance with GDPR.

Furthermore, Members **NOTED** that this additional expenditure may result in the current IT Support Costs budget being exceeded as a consequence of these necessary works.

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

The Town Clerk informed Members that the draft agreement for future maintenance and power supply to Olby's Clock was not yet available.

Members **AGREED** that the item be deferred to a future meeting of the Policy and Resources Committee.

56. **TO RECEIVE A RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 16TH JULY 2018 (MIN. 37 REFERS) THAT THE £10,000 ALLOCATED FOR YOUTH PROVISION BE UTILISED AS MATCH FUNDING**

Cllr. Stanley redeclared a Disclosable Pecuniary Interest and left the meeting

The Deputy Clerk's report was noted.

Members **AGREED** with the **RECOMMENDATION** that the £10,000 allocated for Youth Provision in the 2018/19 budget be utilised as match funding and, as such, referred to in funding applications for future service provision.

Cllr. Stanley returned to the meeting

57. **FINANCIAL REPORTS INCLUDING: -**

57.1 **To note Committee I&E Reports for the month of June 2018 - previously copied to Councillors**

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

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

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

58. **CORRESPONDENCE**

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

The Town Clerk brought to the attention of Members that nominations to the NALC Larger Councils Committee were invited, and that Members were asked to notify the Clerk of any nominations prior to the deadline of 7th September 2018.

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

Cllr. Cunard redeclared a Disclosable Pecuniary Interest and left the meeting

In the absence of the Chairman, Cllr. Stanley as Vice-Chairman took the chair

The Town Clerk's report was noted, and Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

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

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O.31.1) - Agenda items 21 and 23 (contractual).

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

Members noted the further confidential updates provided by the Town Clerk in relation to 1a Linden Road, the leak that had occurred, and actions taken. It was **AGREED** to **RATIFY** the relating expenditure as detailed in the Clerk's report.

The Town Clerk updated Members on actions taken in relation to the tenancy of 1b Linden Road as previously agreed, detailed in her verbal confidential report. Members noted the costs involved in relation to achieving the required outcome.

62. **TOWN FORCE: REQUEST FOR EARLY CESSATION OF SPONSORSHIP AGREEMENT AND NOTE OF OUTSTANDING DEBTORS**

Cllr. Cunard returned to the meeting

The Deputy Clerk's confidential report was noted together with the list of outstanding debtors (confidential).

Members **RESOLVED** to write-off the two debts identified in the confidential report with immediate effect.

The Meeting closed at 7.40pm

BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018

AGENDA ITEM 6 - ADJOURNMENT TO ALLOW FOR REPORT FROM
OUTGOING TOWN CENTRE MANAGER, MR. T. RAHMAN

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Unfortunately, due to the change of date Mr. Rahman is not able to attend this evenings meeting.

However, a copy of the report that he was due to present is attached as **Appendices 1 & 2.**

DECISION

Members are invited to **NOTE** the report as provided by Mr. T. Rahman, outgoing Town Centre Manager.

AGENDA ITEM NO.

ARUN DISTRICT COUNCIL

**REPORT TO AND DECISION OF BOGNOR REGIS
REGENERATION SUB-COMMITTEE ON 24TH SEPTEMBER 2018**

PART A : REPORT

SUBJECT: BOGNOR REGIS TOWN CENTRE MANAGEMENT AND BID UPDATE

REPORT AUTHOR: Caroline Gosford: Arun DC
DATE: 31st August 2018
EXTN: 37854
PORTFOLIO AREA: Economy Group, Place Directorate

EXECUTIVE SUMMARY:

The report provides a final evaluation of the town centre management initiative, and an update on the recently adopted Business Improvement District (BID)

RECOMMENDATIONS:

Members are requested to recommend to Full Council that:

1. The contents of the report are noted.

1. BACKGROUND:

1.1 Town Centre Management History

In 2011 the Council was instrumental in drawing together a stakeholder partnership, the Town Centre Management Group, to look at how to improve Bognor Regis town centre.

In 2012 an independent survey of traders was commissioned by the Council to establish their priorities for improvement, and a Walking Tour of the town undertaken with Members from all tiers of local government to understand their priorities. From these data sources, the "Heart of the Town" Strategy and Action Plan was drawn up to deliver the priorities identified which fell into two main categories: improvement of the public realm and proactive management of all aspects of the town centre.

From 2013, the Council focused on the public realm improvements which have been delivered for the core town centre area. A Traders' Association was set up, and a Free 2 hour Parking scheme established in partnership with the Council and Town Council. It soon became clear that existing officer resource from town and district Councils would not be sufficient to deliver the detailed and co-ordinated management and improvement of the town centre. A dedicated town centre manager would be required to achieve this.

1.2 Town Centre Manager post

The Town Centre Management Group set about collating the funding for such a post. The concept was that the post would be funded for 4-5 years, with the “end game” being the establishment of a Business Improvement District to provide ongoing sustainable funding for the management and improvement of the town centre.

The £270k+ funding for the 4.5 year post plus a small working budget of around £30k came from several sources as set out below:

Sainsbury's S106 via ADC	£104,049
Arun District Council	£87,000
Bognor Regis Town Council	£40,000
Butlin's	£40,000

The University of Chichester agreed to host the post. This management arrangement has delivered an additional in-kind contribution of around £50,000 to the initiative.

Toyubur Rahman was appointed as Bognor Regis Town Centre Manager in May 2014.

2. TOWN CENTRE MANAGEMENT DELIVERY :

This report sets out an evaluation of the town centre management initiative over the 4.5 years it has been operational.

2.1 Business Plan/Work Programme

Early in the delivery, a Business Plan setting out the vision and overarching objectives, and a Work Programme were created in collaboration with the Town Centre Management partners. These were drawn up using traders' and public surveys and stakeholder input to identify priorities and deliverables, together with baselines in order to measure the impact and performance of the town centre management.

The Business Plan included the vision “***To become a premier seaside town, building on its culture, heritage, and traditions whilst fully embracing modernity***” with key objectives which translated into the four main headings used in the Work Programme:

- “A Welcoming Town Centre”
- “A Well-Known Town Centre”
- “A Town Centre where businesses can thrive”
- “A Regenerating, Developing and Accessible Town”

Under each heading there was a series of deliverables (18 in total) with associated objectives, and various actions under each deliverable.

2.2 Evaluation of delivery and progress

Review of the Work Programme shows that most (13/18) deliverables have been completed and achieved, with objectives met and often (5/13) exceeded. The majority of the actions within the deliverables have been completed, and those that have not are started, or held over to become part of the BID. Preparation for the BID and its implementation have absorbed much of the last two years of the Town Centre Manager's contract time. A summary of the Work Programme deliverables, activity and progress can be seen in Appendix A. A presentation will be shown at the meeting of the outcomes delivered which will become Appendix B to this report.

2.3 Highlights

Many of the objectives have been achieved and expectations exceeded on many occasions. An example of this was the work leading up to the inception of the Business Improvement District. The percentage turnout (60%) was one of the highest nationally compared to other BID ballots which indicates the depth of engagement with, and buy-in from the voting businesses. The majority voting in favour of the BID (80%) was also exceptionally high which is an endorsement of businesses' satisfaction with town centre improvement work to date, and the preparation of a strong and relevant BID Business Plan that meets the needs of the town centre businesses.

Some highlights typifying the impact of the town centre management initiative are listed below:

- **Aerial Birdman:** Innovative, creative and ambitious event with 135m zipwire that drew positive national attention and delivered record-breaking footfall and spend for town centre businesses
- **Winter Ice Rink:** The opportunity to have the ice-rink on Place St Maur for Christmas 2017 arose at very short notice. A concerted partnership effort by many Council officers, the Town Centre Manager, the ice rink operator, local traders, the Alexandra Theatre and other stakeholders made it possible. It was a huge success and universally popular with an estimated 9,500 skaters plus 5,000 other visitors to the rink, benefitting both the local community and businesses.
- **Great British High Street:** Finalist in this prestigious national competition in 2015, raising the profile of the town on a national stage for all the right reasons. In addition to this, Toyubur Rahman was awarded the Special Recognition Award for his "remarkable achievements" as DCLG described them in the citation letter.
- **Retail Centre Quality:** There has been a step-change in the quality of the appearance of both the town centre public realm, and how the retail offer presents itself. Uplifting the public realm with investment of around £2.8m has encouraged business investment in town centre premises to the extent that over 50% of premises have been upgraded, with an estimated investment value of over £3m. This is reflected in the improved external and internal condition of business premises in the town centre. This is evidenced by the regular shop condition audits and before and after images, and the improved quality of the shop-fitting and display. This is clearly a good level of business investment, for example Boots' recent make-over was their largest refit investment in England. This investment has in turn made Bognor Regis a more attractive location for new outlets as evidenced by the recent influx of independents opening up for business.
- **Vacancy Rate:** This has been reduced from a high of 13.3% in October 2012 to 6.7% currently. As an example, Queensway previously had 26% vacancy rate and currently there are no vacant units. This is against a current national vacancy rate of 12%, with coastal towns traditionally faring worse than this.
- **Trader Training:** Levering in free training provision for businesses on topics they requested, for example the award-winning Customer Service training delivered by Butlin's who train Waitrose/John Lewis staff.
- **Civic Pride:** Although this is subjective and hard to measure it appears this has been generated in both town traders and the public. Traders have been engaged and involved in the many new events run in London Road precinct, from dressing up in Dickensian costumes during a themed Christmas market to being part of the shop window Advent Calendar, Community Clean-Up days to being part of

Children's Fun Days or live music events, handing out samples and leaflets to volunteering at other events. It is hard to quantify civic pride, but the public seem more proud of, and positive about, their town and less tolerant of those who chose to be negative about it.

- **Partnership and Co-ordinated Working:** The town centre has many stakeholders and service providers, who previously worked independently of each other. This resulted in a lack of co-ordination (9 different styles of bollard, overlapping events), a prevailing sense of disrepair and neglect, duplication and style differences and no "big picture" to work or aspire to. The Town Centre Manager role has been able to draw these individual town centre elements together to function as a whole and focused on a collective vision with an ambitious quality standard. Town centre management is a partnership activity that requires careful balancing of the desires and issues of stakeholders, and the need to extract the quality of services the town deserves from service providers, all the while keeping everyone on-side and working positively together. The results are demonstrated in the achievements set out in the Work Programme, and the very different face the town centre now presents to the world.

Joint working around events has created complementarity and increased the benefits they bring to the town, for example, running Christmas Markets and late-night shopping with the Town Council's popular Lights Switch-On event brings large and sustained footfall into the town for the benefit of traders.

The Council has been fully supportive of the Town Centre Management initiative and has contributed both financially and through officer time. An example of this was the huge undertaking of preparing for the BID vote which council officers resourced rather than commissioning external consultants. Significant officer time from 4 different Council officers enabled this process to be successfully completed in parallel with the Town Centre Manager's day-to-day role of ensuring efficient running of the town centre.

2.4 Data and Evidence

There is clear measurable evidence underpinning the improvements delivered by the Town Centre Management initiative in partnership with local stakeholders. Some are listed below with the data source in brackets:

- **Vacancy rates** halved: 13.3% to 6.7% across town centre (Regular Shop Audits)
- **Shop front condition** improved from an average of 2 out of 4 to 3 out of 4. The scale used is 1 – "Poor condition, grubby, untidy", 2 - "Average condition, OK", 3 - "Good condition, clean", 4 - "Very good, near perfect". Improvement has been so marked since audits started that the measurement scale has been recalibrated for the BID baseline. (Shop Audit)
- **Visitor numbers** increased: day visits up by 7% and staying visits by 9% between 2013-16 (Tourism SE: latest data 2016). This outperforms the South East and England overall.
- **Visitor spend** increased: day visit spend up 2.5% and staying spend up 3% between 2013-16 (Tourism SE: latest data 2016)
- **Footfall increased:** Overall since monitoring began, and also into peripheral areas of town centre. Data to be presented at the meeting.

In addition to this, the “after” surveys with traders and the public are being carried out during September 2018 which will record the change in satisfaction with the town since the 2014 baseline.

2.5 Business Improvement District (BID) Update

Following the successful ballot of town centre businesses, the BID was established in April 2018 and will run for 5 years. The BID company is now incorporated and is led and managed by a Board of 12 business Directors. It is set up as a company limited by guarantee as the Bognor Regis Improvement District Ltd and has the required legal agreements, insurances and accountancy services etc in place. A part time administrative assistant has been employed by the BID. The current Town Centre Managers contract ends in October 2018 and the BID are reviewing their future staffing arrangements.

An office base has been selected by the BID company in the unoccupied shop unit under the Picturedrome. Some maintenance issues need to be resolved before the unit can be occupied.

The Board is responsible for delivering the BID Priorities as set out in the Business Plan voted for by businesses, and paid for by a levy of 1.5% on their Business Rates which will generate over £700,000 across the five years of the BID term. The Priorities were drawn from the survey of businesses and are:

- A Well-Known Town Centre – to help improve the perception and image of Bognor Regis including events
- A Welcoming Town Centre – to help reduce crime and anti-social behaviour
- An Active Town Centre at Night – to help stimulate the evening and night-time economy
- Better Parking – to make it easier for visitors and staff to park in town and improve access

Delivery since April includes:

- the BID commissioning the agency behind the popular “Love Bognor Regis” initiative to deliver ongoing marketing and promotion activity including regular BID Newsletters,
- new promotional banners in the precinct and a BID section within the “Love Bognor Regis” website.
- a uniformed Community Warden service recently appointed to help reduce crime and antisocial behaviour.
- The 2 hour free parking scheme for 2019 has also been agreed between the BID and Arun DC.
- Looking ahead, the team’s immediate focus is to carry on working with partners to deliver a range of Christmas activities. This includes the planned return of the successful Christmas Ice Rink on Place St Maur.

The District Council is committed to the successful delivery of the BID and will be working closely with all the partners to achieve this.

3. OPTIONS:		
1. To note the contents of the report		
2. Not to note the contents of the report		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
6. IMPLICATIONS:		
As this is an information report there are no implications		

7. REASON FOR THE DECISION:
To provide an evaluation of the end of the partnership led Bognor Regis town centre management initiative and demonstrate value for money from the Council's investment in same.

8. BACKGROUND PAPERS:
Appendix A: Work Programme
Appendix B: Presentation (to follow at the meeting)

Bognor Regis Town Centre Management Initiative Evaluation

Bognor Regis Regeneration Sub Committee
Caroline Gosford, Arun District Council

24th September 2018



Agenda

1. Public Realm before and after
2. Town Centre premises before and after
3. Events and other fun
4. Evidence of change

London Road Precinct: before and after



Station Square: before and after



Station Road: before and after



High Street: before and after



Gentle reminder of Bognor Regis past....



Premises improvement: before and after: Shopfronts



Premises improvement: before & after: Boots car park



Quality new independent businesses

- Warrens Bakery
- T-Bone Burgers
- The Dog & Duck
- Victoria Fish & Chips
- Baby Boutique
- Jasmine House
- Rainbows
- Meze Restaurant
- Mustard's Restaurant (coming soon)
- Rekrow Consulting
- Coastline Tiles



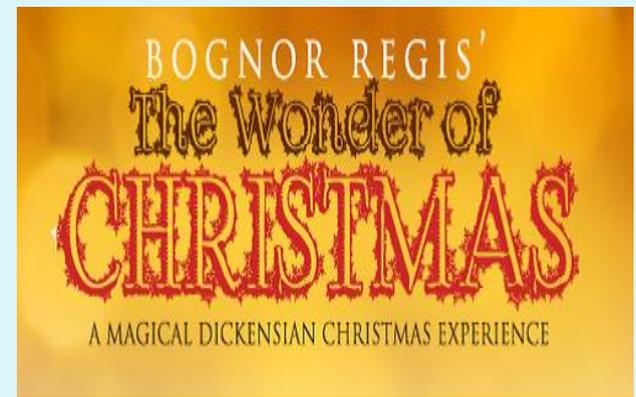
Vacant upper storeys to residential



Landmark Events: Aerial Birdman



Dickensian Christmas



Seasonal and Speciality Markets



Great British High Street Awards 2015



Finalist

**Bognor
Regis**



**Marcus Jones MP: High Street Minister
Simon Roberts: President, Boots Alliance**

Best Improving Coastal Town

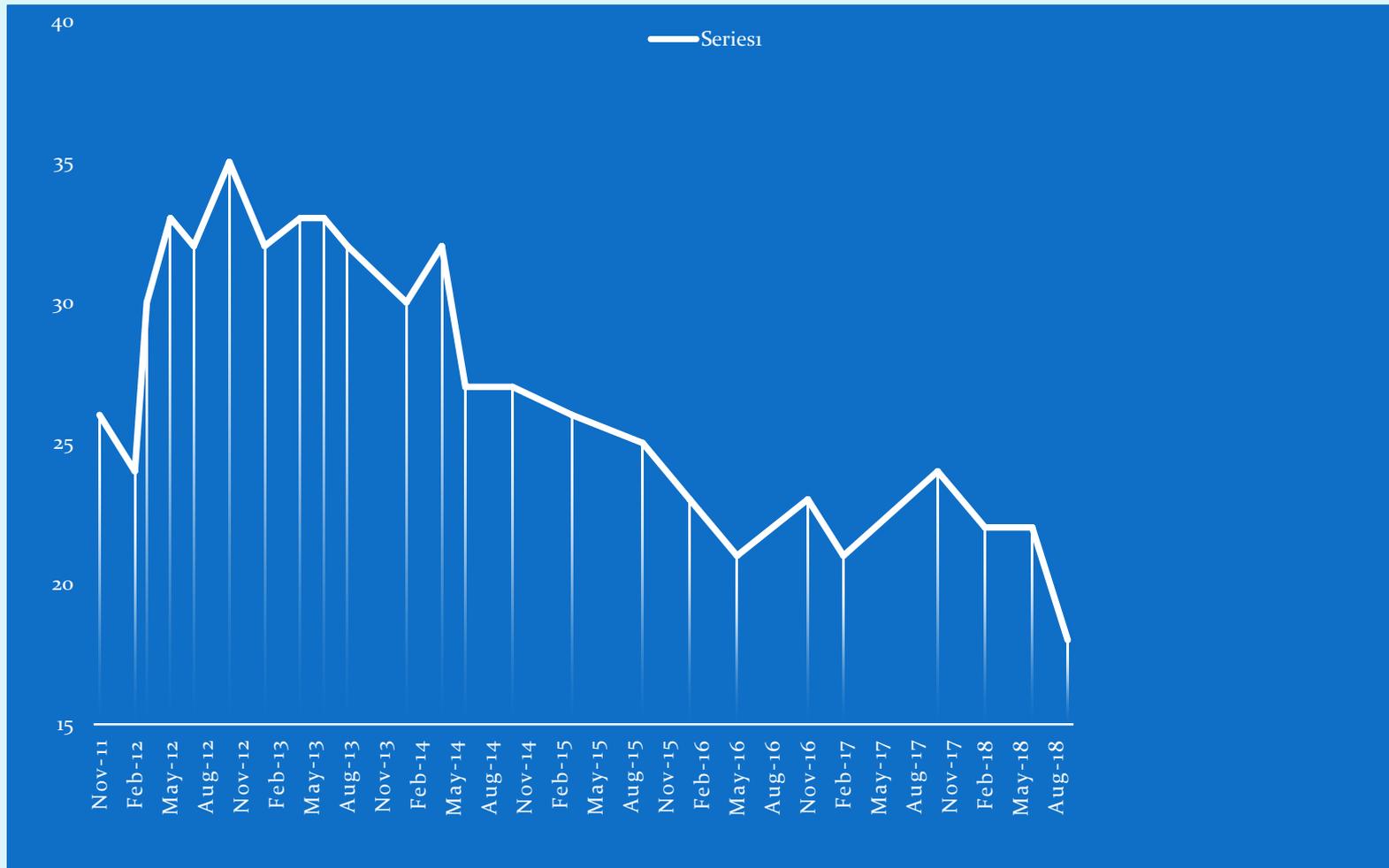
BID Ballot Result

- Total Votes cast: 179 (60% turnout)
- Rateable value votes cast: £7,041,150 (78% RV Turnout)
- Total votes cast in favour: 143 (80%)
- Rateable value of votes cast in favour: £5,571,000 (79%)



Vacancy Rates

6.7 % vacancy rate with 18 empty shops out of 267. Down from a high of around 14% in 2012. All BID area 9.3%, 37 empty from 404 units



Footfall: Springboard

The graph shows the weekly footfall count. The change in footfall for Bognor Regis Town Centre over the last 52 weeks is 6.5% down on the previous year. The number of visitors counted for July 2018 was 446,385.



Footfall by Week



Footfall: Noggin

Bognor Regis Monthly Report
June 2018

28 May to 01 Jul
Week 22 to Week 26

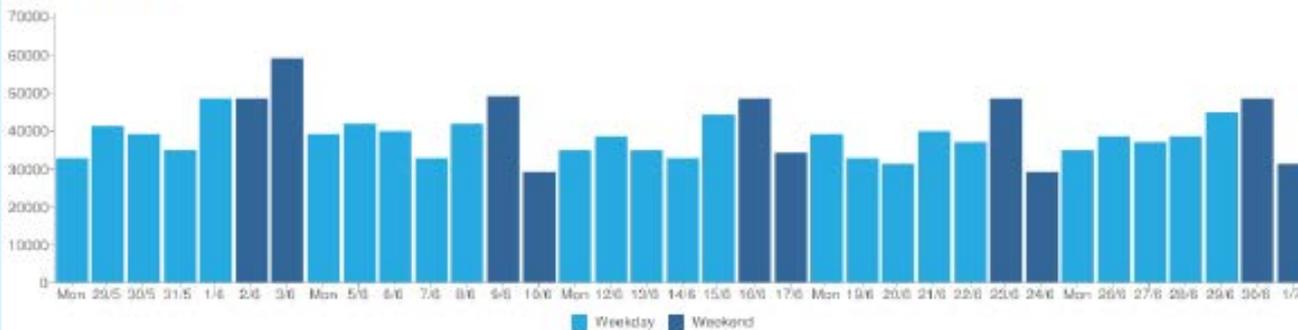
Visits across the Area

1,373,000
visits this month

▲ 3%
vs previous month

A visit is counted as a person entering the area at any point within a day.

Visits by Day



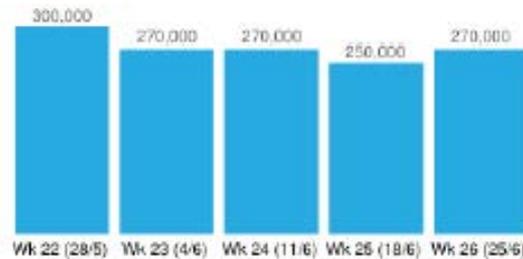
Busiest Days

- Sun 3 Jun (59,000)
- Sat 9 Jun (49,000)
- Sat 23 Jun (48,000)
- Sat 2 Jun (48,000)
- Fri 1 Jun (48,000)
- Sat 30 Jun (48,000)
- Sat 16 Jun (48,000)

Busiest Individual Hours

- Sun 3 Jun 16:00-17:00 (12,000)
- Sun 3 Jun 17:00-18:00 (11,000)
- Sun 3 Jun 15:00-16:00 (11,000)
- Sat 9 Jun 10:00-11:00 (8,400)
- Fri 1 Jun 09:00-10:00 (8,400)
- Fri 29 Jun 12:00-13:00 (8,200)
- Sun 3 Jun 18:00-19:00 (8,200)

Visits by Week



* Phone counting has high margins of error when used for long-term comparisons and other sources should be included where possible.

Town Centre Management Work Programme

Green = achieved	Amber = partial	Red = Fail	Purple = exceeded			
1. A Welcoming Town Centre						
Deliverable	Objective	Ease/Impact	Measure	Partners	Result	Commentary
1.1 Shop Frontage improvement	Uplift streetscape	Hard/High	Shop Audit: Condition Audit: target list	ADC S215 Officer Businesses	Purple	Step change in shop front condition/presentation Good partnership working with S215 Officer
1.2 Clean and Tidy Campaign	Improve public realm	Med/High	Satisfaction survey	ADC Cleansing ADC Litter Police Businesses	Green	Noticable improvement since new public realm Community Clean Up Days successful Civic pride generated, less graffiti/vandalism
1.3 Shopwatch scheme	Reduce crime & ASB	Med/High	Crime/ASB data Scheme in place Members active	Existing Pubwatch/BCRP Police & ADC Comm Safety	Red	Traders voted to run this themselves - no progress Business Warden scheme relaunch worked well Police cuts and rise in ASB = not good situation
2. A Town Centre where Business can thrive						
Deliverable	Objective	Ease/Impact	Measure	Partners	Result	Commentary
3.1 Inward investment	Reduce vacancy rate New businesses	Med/High	Vacancy rate Business retention New businesses Number of Independents Marketing opportunities	ADC Regeneration BR Town Council BR Traders Association BR Regeneration Board Agents	Purple	Vacancy rate halved and still falling Investment in premises over 50% improved New businesses coming in are good quality indies Partnership promote BR as investment destination - £1billion committed "Turning the Tide" investment conference partner
3.2 Business support pack	Support new businesses Reduce Vacancy rate	Easy/High	Vacancy rate Business retention New businesses Support Pack	ADC Business Development BR Town Council BR Traders Association	Amber	Vacancy rate reduced Levered in business/apprenticeship/shop front grants and training via ADC Support Pack not done, no demand from businesses - tailored 1-2-1 support deemed more appropriate
3.3 Business Improvement District	Achieve "YES" vote	Hard/High	Feasibility Report BID Business Plan/Ballot BID implementation	ADC Regeneration ADC Revs and Bens BR Town Council BR Traders Association	Purple	Feasibility Report and Business Survey advised BID Business Plan Levered in support from partners in place of normal consultancy support for which there was no budget Resounding 80% in favour by RV and turnout High turnout 60% by industry standards BID fully implemented and operational
3.4 Customer Service Training	Improve customer service	Easy/High	Satisfaction survey Visitor numbers Training delivered	Butlin's	Green	Popular, well-received free training sessions held
3.5 Digital High Street	Business sustainability Increase businesses using internet	Easy/Med	Business Retention Training delivered	BR Traders Association	Green	Popular and well-received training sessions held More businesses now email contact than previously

3. A Well Known Town Centre						
Deliverable	Objective	Ease/Impact	Measure	Partners	Result	Commentary
2.1 Marketing & promotion	Awareness-raise Perception change More & longer visits Target Butlin's/students Target higher-spending	Easy/High	Marketing Strategy Marcomms delivery	ADC Comms U of C	Green	Footfall up Direct town centre advertising/leaflets in Butlin's Freshers Week offers for students Regular content in affluent village magazines Visits to Rotary and the like to encourage visits
2.2 Placebranding	Awareness-raise Perception change	Easy/High	TCM brand Place brand developed	ADC/WSCC/U of C	Amber	TCM logo co-ordinates with existing brands Town place-branding underway HemingwayDesign
2.3 Quality Events	More & longer visits Target Butlin's/students Target higher spending	Med/High	Satisfaction Survey Footfall increase 3 strategic events/year Smaller events	ADC Events BR Town Council	Purple	Footfall up for regular markets & events Trade increases during events National positive promotion Aerial Birdman Used quality events to attract higher spending visits
2.4 Loyalty Scheme	Increase retail sales	Med/High	Scheme in place	ADC Regeneration (S106) BR Traders Association	Amber	£5k ringfenced funding for Loyalty Scheme in place, carried over to BID to implement. A scheme linked to 2 hour free parking discs is scoped out in principle but not yet implemented

4. A Regenerating, Developing and Accessible Town Centre

Deliverable	Objective	Ease/Impact	Measure	Partners	Result	Commentary
4.1 Support ongoing public realm work	Improve trading More & longer visits Target higher spending	Hard/High	Satisfaction Survey Visitor numbers/spend Business retention Completed scheme	ADC Regeneration/Parks BR Town Council West Sussex CC BR Traders Assoc	Purple	Public realm work implemented, minimised disruption to businesses TCM advocated for businesses throughout; promotion/signage mitigated for disruption Increased footfall and visitors Vacancy rate reduced Attracting higher quality new businesses
4.2 Accessibility: improved/free parking, wayfinding	More & longer visits	Med/High	Satisfaction Survey Visitor numbers/spend Free parking in place Wayfinding in place	ADC Car Parks ADC Regeneration BR Town Council BR Traders Association	Green	Wayfinding scheme partner, new monoliths in place Free parking scheme ongoing, raising income Footfall and visitor number increased
4.3 Area based initiatives	Reduce vacancy rate Improved offer More visits/footfall	Hard/High	Old Town uplifted Queensway greening Sudley Rd alley improve Green infrastructure	ADC Regeneration/Parks BR Town Council West Sussex CC BR Traders Assoc	Green	Old Town public realm/public art/pedestrianisation plans ready to implement when funding available Artisan Markets and branding/promotion increased footfall to this end of town Queensway planting upgraded by BR Town Council; vacancy rate from 26% down to 0% Sudley Rd alley redevelopment coming forward from two landowners to uplift
4.4 Town centre wi-fi	More & longer visits	Med/High	Satisfaction Survey Visitor numbers/spend Vacancy rate Business retention Fast free wifi available	BR Town Council BR Traders Association	Green	Visitor numbers and spend increased Wi-Fi initially in town and on seafront funded by BR Town Council, now ongoing Exploring faster and more complete coverage
4.5 Evening & night-time economy	More visits/footfall Higher spend per visit	Hard/High	Footfall increase ENT New quality ENT businesses New cultural activity Work to Purple Flag	ADC Licensing Businesses	Green	ENT footfall increased >10 new quality outlets open, transformed offer

Any Questions?



Committee: Policy and Resources

Date: 15th October 2018

Report by: Town Force Manager

Subject: Update on Town Force activities

Town Force unit.

It has come to our attention that the landlord intends to undertake painting of the cladding, canopies and roller doors for Units 1-6 at Southern Cross Estate. This would include Unit 2, for which the Council hold a full repairing and insuring lease. The landlord intended to recover the Council's share of the costs for these works at a cost of £3,640 excluding VAT. Following receipt of legal advice, the landlord was notified that the repair and decoration (internal and external) of this Unit is a matter for the Council as Tenant and as such, it will be making its own arrangements for these works to be carried out as this is the Council's responsibility according to the lease. A copy of the specification for the works in order has now been received from the landlord, ready for Town Force to commence the works and ensure compliance with the Town Council's legal obligations.

In view of the ongoing anti-social behaviour on the Estate, the landlord's contractor erected Heras fencing to the rear of the building, blocking the fire escape route from our Unit. This is the only access point to the rear of the building as a solid fence blocks the exit on the other side. The fencing has been padlocked shut and whilst a key has been provided to Town Force, this does not constitute a suitable means of access. The landlord was notified of our concerns at the time and whilst an alternative solution was suggested, the padlocked Heras fencing remains in situ.

There has been no response from the landlord regarding the rental of the caged parking space by the Town Force Unit G2.

Words of thanks.

A Member of the Public has emailed praising Town Force: "I must take time to praise the town force team. They are a credit to the town. Our roundabouts and floral displays are a sight to behold... Thank you very much for the pleasure the roundabouts and flowers give myself and I am sure everyone who lives in this town. Keep it up, it sets us apart from the other councils around."

Hotham Park Heritage Trust also emailed in following their Country Fair event: "I just want to say that Town Force Chris and his team mates have done a sterling job as always in helping make the Country Fair such a success, without their help we would have had an uphill struggle."

Town Force have also been praised for the amazing work they have done jet washing the patio at the Regis Centre.

Training.

2 Members of staff successfully passed the IPAF Mobile Work Platforms course.

Planting.

Town Force have started removing summer bedding plants in preparation for the first delivery of winter/spring plants on Monday 8th October and second delivery on Monday 15th October.

Request for installation of a hanging basket to the lamppost outside the Heygates Bookshop, High Street.

As previously reported, SSE have asked for Type 3 Structural Tests (Calculations) to the lamppost to be carried out before anything is attached to it. Following receipt of three quotes, the Town Clerk under her delegated power selected a contractor to test all columns that have BRTC hanging baskets attached. All contractors charge half a day's rate as a minimum so the cost to have just one column tested was prohibitive. It is anticipated that the testing will be undertaken by mid-October.

Future of the Street Scene Partnership.

Following several chasers, WSCC met with the Town Force Manager and the Deputy Clerk to discuss the future of the Street Scene Partnership. Discussion took place around all aspects of work currently undertaken, (including sponsorship), funding received from WSCC together with changes or additions to the areas in which the two organisations can work together. A full proposal for the 2019/20 partnership model is now awaited which will be presented to the Committee at the next meeting to enable any changes affecting the Town Council's budgetary provision, to be taken into account.

Sponsored planting.

Turner's Pies Ltd. and AC Letting have been sent their renewal offers and I am waiting to hear.

Sites remaining to be let: Squareabout x 2 sites, Arun Leisure Centre roundabout x 1 site, Chichester Road planter, 2 x Durban Road planters and 6 x Queensway planters.

Friends of Bognor Regis War Memorial Hospital.

Town Force have been awarded a contract for supply and maintenance of bedding plants within the hospital grounds.

Event support.

Town Force have supported the following events: HP Country Fair, Funshine Days, Kite Festival, Illuminations Gala, Artisan Market and Southdowns Folk Festival.

Odd Jobs for 3rd parties (extra revenue).

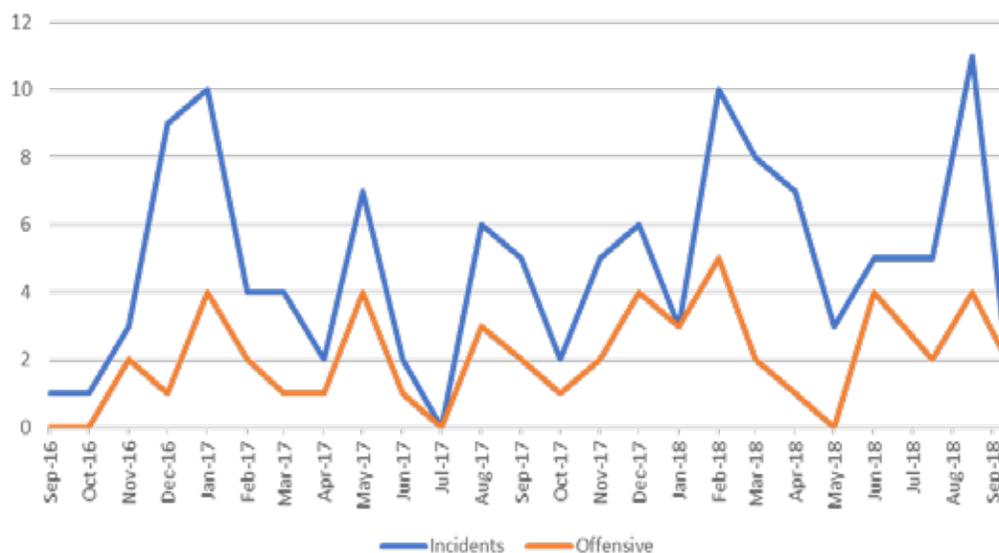
- * Arun DC – Graffiti removal at BR Yacht Club & unblocking TH downpipe;
- * The Regis Centre – Patio jet washing;
- * Middleton on Sea Parish Council – Various repairs at Shrubbs Field;
- * Bognor Regis Local History Society – Work to a sign bracket.

Examples of other jobs.

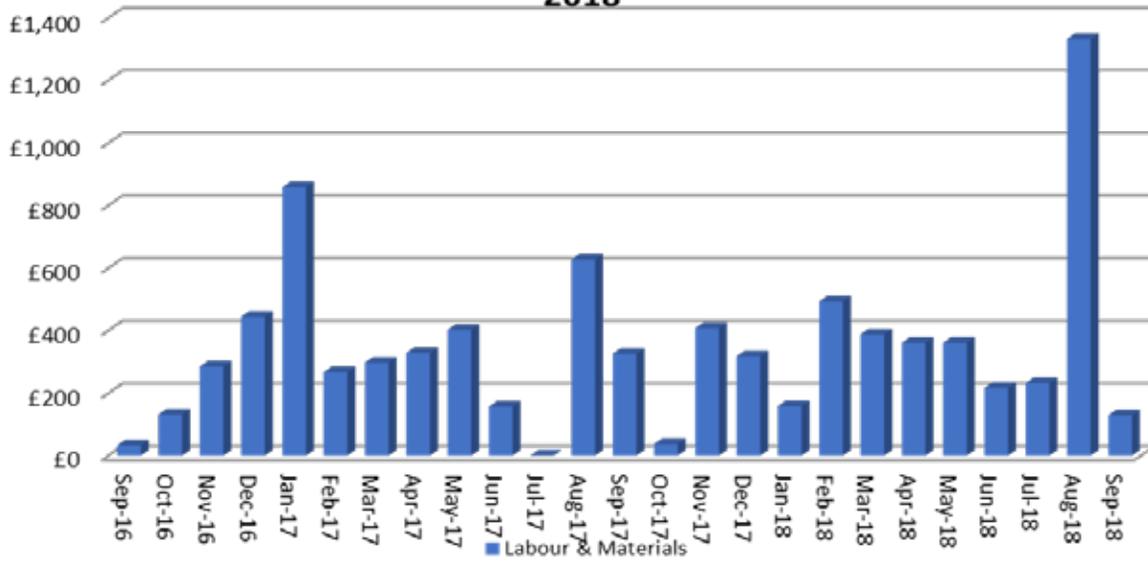
In addition to the routine jobs, Town Force have also attended to the cinema kiosk on various dates following a water leak, stained seafront decking, put up/removed the Town Council flag, installed new noticeboards to the wind shelters along the Prom, carried out general clean up outside the Regis Burger restaurant, prepared the Nissan truck for return to the lease company, planted cloud trees in the Health Centre planters, re-done lettering on a seafront bench plaque, put up poster boards at Fitzleet car park advertising the 2 hour free parking scheme, moved ROX equipment from the University to the yard as agreed, delivered/collected trophies from the engravers, put up / removed various sponsor signs, removed a range of graffiti & flyposting and done odd jobs at the allotments.

Street Scene Partnership Graffiti statistics.

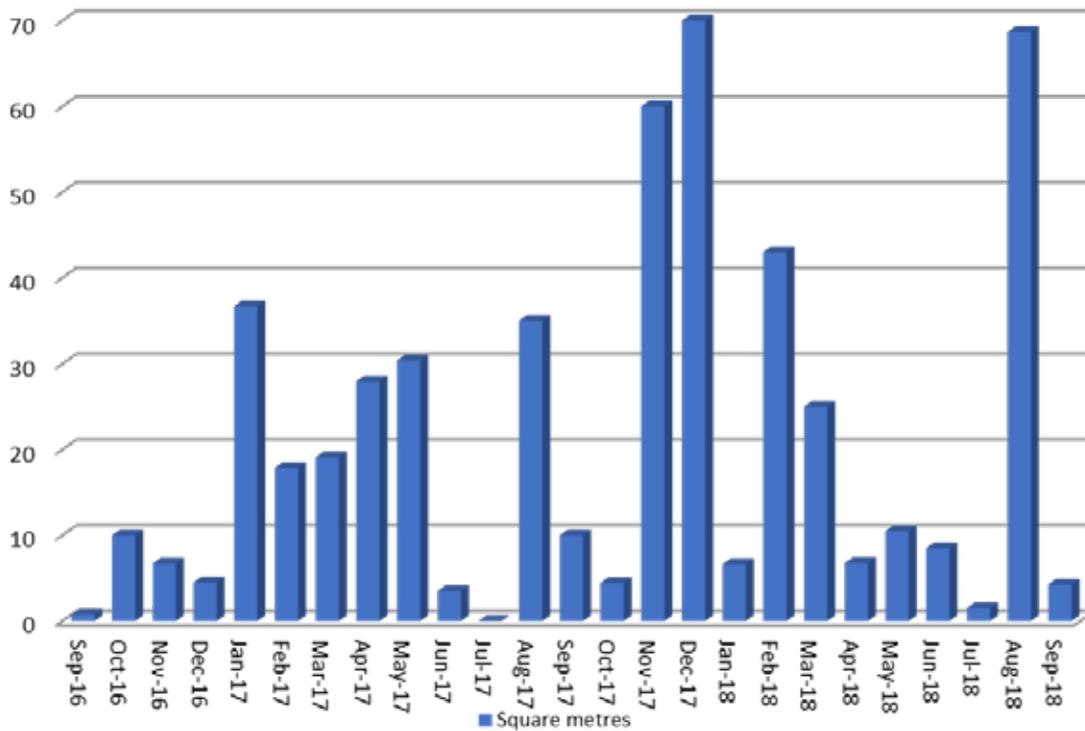
Incidents: 1 September 2016 - 12 September 2018



Labour & Materials: 1 September 2016 - 12 September 2018



Square metres: 1 September 2016 - 12 September 2018



BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018

**AGENDA ITEM 8 - TO RECEIVE TERMS OF REFERENCE FOR THE BEACH
ACCESS TOPIC TEAM AND IF ACCEPTABLE RECOMMEND TO COUNCIL**

REPORT BY THE DEPUTY CLERK

FOR DECISION

Members are invited to receive the Terms of Reference for the Beach Access Topic Team (attached as **Appendix 1**) as considered and recommended by the Community Engagement and Environment Committee at their meeting held 17th September 2018 (Min. 56 refers).

DECISION

Members are invited to receive the Terms of Reference as detailed in **Appendix 1** and **RECOMMEND** to **COUNCIL** that these be adopted.



BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE

BEACH ACCESS

TOPIC TEAM

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: BEACH ACCESS TOPIC TEAM

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

Committee Membership: Cllrs: P. Dillon, S. Goodheart, M. Smith and Mrs J. Warr, Projects Officer, interested stakeholders and members of the public.

Quorum = n/a

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018**

AGENDA ITEM 9 - TO RECEIVE THE NOTES OF THE MEETINGS OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 AND 19th SEPTEMBER 2018 AND OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018 (IF AVAILABLE). TO ALSO INCLUDE AN ADJOURNMENT TO RECEIVE A VERBAL REPORT FROM CLLR. GARDINER ON THE ADALC CONFERENCE HELD 4th OCTOBER 2018

REPORT BY DEPUTY CLERK

FOR INFORMATION

The notes of the meeting of the Arun District Association of Local Councils held on 25th April 2018 are attached as **Appendix 1** for Members' information and noting.

The notes of the AGM on 20th June and the most recent meeting on 19th September 2018 are not yet available.

ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS

Wednesday 25th April 2018 @ 7pm

Angmering Church Hall, Arundel Road, Angmering, West Sussex, BN16 4JS

MINUTES

Present: Chairman: Councillor Tony Gardiner (Bognor Regis Town Council)
Vice-Chairman: Position vacant
Hon. Secretary: Andrew Gardiner (Yapton Parish Council)
Treasurer: Rob Martin (Angmering Parish Council)
Members: Michael Warden (Aldingbourne Parish Council)
Gill Yeates (Bersted Parish Council)
Trevor Ford (Ford Parish Council)
Dawn Smith (Ford Parish Council)
Alan Smith (Pagham Parish Council) - Observer
Derek Ambler (Yapton Parish Council)

SSALC: Trevor Leggo (Chief Executive, SSALC Ltd)

1. Welcome and introductions

The Chairman welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received from the Chairman and Vice Chairman of Rustington Parish Council and Carole Ward (Clerk of Rustington Parish Council) and Geraldine Walker (Kingston Parish Council) and Roger Wetherell (Kingston Parish Council)

3. Issue for Discussion

The Chairman introduced the main business for the evening which consisted of an open forum and discussion on the following issues:

a. Financing of local council projects – to discuss / share issues regarding the current projects which local councils are carrying out or are in the process of setting up, and proposals for financing those projects through grants or locally sourced funds.

b. Future of local councils – to consider any issues arising from current discussions regarding the role and functions of parish and town councils in the future. What services would local councils wish to carry out on behalf of their communities in the future?

c. General Data Protection Regulations – nothing was raised in connection with this matter.

4. Minutes of previous meeting held on the 22nd November 2017

The minutes of the meeting held on the 22nd November 2017 were agreed.

5. Matters arising from minutes of the meeting held on the 22nd November 2017

There were no matters arising from the minutes.

6. Reports from Representatives on Outside Bodies:

- a. **West Sussex Association of Local Councils (WSALC)** – Councillor Tony Gardiner was no longer a member of the WSALC and therefore there was no report.
- b. **Sussex Surrey Association of Local Councils (SSALC)** – Trevor Leggo, the Chief Executive of SSALC was not present at the meeting and therefore no report from SSALC was available.

7. Finance

The Treasurer, Mr Rob Martin, Angmering Parish Council tabled a set of accounts and current membership details as at 25th April 2018. The Treasurer referred to the current balance in hand, and that invoices for subscriptions due from 1st January 2018 had been sent out and 16 local councils had joined the association.

8. Updates from Trevor Leggo, Chief Executive of SSALC Ltd

There was no report from Trevor Leggo.

9. Member's questions, comments and matters for inclusion in future meetings

No questions or issues were raised.

10. Consideration of arrangements for the Annual General Meeting

The AGM is to be held on the 20th June 2018, to include the election of a Chairman, Vice-Chairman, Hon. Secretary and Hon Treasurer of ADALC as none of the existing officers were seeking re-election to their positions for various personal reasons. The Woodlands Centre at Rustington was suggested as a possible venue for the AGM

11. Date of next meetings

The following dates are proposed for the 2018 calendar year:

June (AGM)	20th June at 7 pm
September	19th September at 7 pm
December	12th December at 7 pm

Andrew Gardiner
Hon. Secretary
26th May 2018

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

AGENDA ITEM 10 - REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND THE BID MANAGEMENT BOARD INCLUDING CONSIDERATION OF A CONTRIBUTION BY THE TOWN COUNCIL TO THE BUSINESS WARDEN COSTS

REPORT BY THE PROJECTS OFFICER

**FOR INFORMATION
AND DECISION**

Town Centre Manager Ops

The scheduled Town Centre Manager Ops for the 21st August 2018 was postponed however there are some updates available on some of the items:

Place Branding:

The survey analysis is still being undertaken though there has been some delay and the results previously anticipated for September may now be later than expected.

Master map:

The base map is now available via ADC.

Events:

This will now be the remit of the new BID Company.

Arcade:

The water supply issue is in the process of being addressed.

Shop Audit:

The vacancy rates have dropped again from 8.4% to 6.7%. The national average is currently 12%.

Lamp Post Banners:

The new banners designed by LoveBognor are now in place.

Crime/Shopwatch

This will now be the remit of the new BID Company.

Litter Police:

ADC have extended the contract for another 2 years. This is a self-funding project.

As has been publicised in the local press, the contract for the Town Centre Manager has come to an end and the BID have taken the decision not to retain the services of the TCM, Toyubur Rahman. There will therefore be no further TCM Ops updates with all communication coming through the BID Board.

BID Board

A BID Board Meeting was held on the 23rd August 2018 and the following issues were discussed:

BID Business Warden Update:

The BID has awarded the contract to SWL who will supply a Business Warden from the 3rd September for 40 hours per week for 12-months. An intelligence lead decision will ensure that there is cover in the Town every Friday and Sunday. To make the Warden more approachable to members of the public, the uniform will be labelled as a Community Warden and will have the BID logo. The District Police Commander for Arun and Chichester, who was in attendance, welcomed the decision and is keen to assist with sanitised information. It is anticipated that the Town Council will be invited to contribute towards the costs of this service, although final details are not yet known, and Members are therefore asked to consider the response to any request by the BID Board for such funding or defer this to a future meeting when the information becomes available.

DECISION

How do Members wish to proceed with regard to funding towards the Business Warden initiative?

BID Budget Update:

85% of the BID levy payments have been collected for this year and outstanding payments will be chased.

The BID Directors and ADC will liaise to discuss the original forecast budget for the business plan for clarity.

2-Hour Free Parking:

The Chairman confirmed that following a meeting with the Chief Executive of ADC, it has been agreed that the 2-Hour Free Parking Scheme will continue for 2019 on the same basis as 2018. The BID will be inviting the Town Council to contribute to the scheme.

A BID Car Parking Group will be set up going forward.

BID Staffing and Arrangements:

It is anticipated that, following the water leak at the premises, the office accommodation will be ready by the end of September. However, this is dependent on how quickly the insurance company can progress the works. In the interim period the BID Assistant will work from home.

It has been agreed that the Town Centre Manager will no longer continue to work with the BID and a hand over date is set for the 7th September 2018. The University and the BID will issue press releases in due course.

BID Administration:

The BID Administrator has collated all the relevant data which has been input onto the new BID base system allowing a more managed structure.

Any Other Business:

It was noted that following the handover from the current TCM the BID's Roles and Responsibilities will need to be reviewed.

The "East End" of the Town has suffered considerably with the closure of the Post Office and a member of the Board asked if more could be done to encourage footfall into the area. He would like to see an enhancement of the Christmas lighting for the area and some of the retailers are looking to install their own wall mounted Christmas trees this year.

Grandads Frontroom has been nominated to receive an award in this years Small Business Award – the Board congratulated Grandads on the achievement.

The lamppost banners in the London Road are now displaying the new banners designed by LoveBognor. A Board member asked if the Town Council would consider replacing the old gateway banners in a similar design to give a more uniformed look. The representative from the Town Council was asked to take this request back to the relevant committee.

The Newsletter has now been printed and will be distributed to all retailers and shops.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

AGENDA ITEM 11 - TO CONSIDER AMENDMENTS TO THE STANDING ORDERS AND WORDING OF AGENDAS - COUNCIL MEETING 3rd SEPTEMBER 2018, MIN. 104.1 REFERS

REPORT BY DEPUTY CLERK

FOR DECISION

Members may be aware that at the recent Events, Promotion and Leisure Committee Meeting held on 6th August, the agenda included a Motion, originally proposed by Cllr. Cosgrove at the Council Meeting held on 2nd July, which had been referred to the Committee for debate.

As Members should be aware, the Standing Orders state the following: -

23.1 A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may explain her/his resolution to the committee but shall not vote.

The interpretation in the past has been that the Member should speak under the Public Question Time section of the meeting because, when attending a Committee meeting to which a Member is not appointed, that Member has no more rights than a member of the public and therefore should not be permitted to speak at any time other than under the public participation agenda item.

Unfortunately, Cllr. Cosgrove arrived late to the meeting, after this had been stated and after the Public Question Time session had finished and therefore he was unable to speak regarding his Motion.

Whilst all Members are urged to arrive in good time for meetings, whether serving on the Committee or not, this has thrown up a grey area in the Standing Orders which needs to be considered and appropriate amendments made to ensure that Members may speak when required, without disregarding proper practices which could result in poorly managed meetings.

Following discussions with SALC and Cllr. Cosgrove, it is therefore recommended that 23.1 of the Standing Orders be amended as follows (additions shown in blue):

*A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak **for three minutes at the beginning of the specific agenda item** to explain her/his resolution to the committee but shall **take no further part in the debate and will not vote.***

This amendment results in a clear framework for all Chairmen to adhere to. However, Members are reminded that, as stated above, when attending a Committee Meeting to which not appointed, on the assumption that this recommendation is accepted, unless speaking as the proposer to a Motion referred from Council, Councillors may only speak under the Public agenda item.

Members are also invited to note that for clarity with regards to Declarations of Interests, in future when Members are attending a meeting of a Committee to which they are not appointed, the Minutes will record the names of Councillors seated in the public gallery.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council a revised S.O. 23.1 as noted above?

Following on from these discussions, it has come to the Clerk's attention that the title of the public part of the meeting "Adjournment for Public Question Time" does not encompass all situations. For example, a member of the public may not wish to pose a question but rather make a statement in support of an issue i.e. a planning obligation or make an observation about activities affecting the Town. It is therefore recommended that the agenda item title is changed to "Adjournment for Public Questions and Statements". As a result of this there will need to be some slight amendments to the Standing Orders which currently refer to "Public Questions" as follows: -

*31.7 A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions **or make statements**, provided that if there are insufficient questions/**statements** to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/**statements** in writing in advance. **Speakers** must give their name before stating their question **or making their statement** 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.*

*31.8 A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions **or make statements**, provided that if there are insufficient questions/**statements** to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period.*

DECISIONS

Members are invited to **NOTE** the change to the agenda wording to include statements as well as questions from the public.

Do Members **AGREE** to **RECOMMEND** to Council the amendments to S.O. 31.7 and 31.8 as detailed above?

With regard to the wording of agendas, it has been noted by the Town Clerk that the use of "Matters Arising" is poor practice as the item title may result in debate and decisions that are *ultra vires* and therefore not lawful. The Town Clerk will therefore, in accordance with recommended practices of the National Association

of Local Councils (NALC) and the Society of Local Council Clerks (SLCC), in future be renaming this agenda item "Clerk's Report" and whilst no amendment to the Standing Orders is necessary to facilitate the change, Members are invited to **NOTE** this.

DECISION

Members are invited to **NOTE** the change to the agenda wording to refer to "Clerk's Report" rather than "Matters Arising".

Finally, Members are invited to note that the Town Council does not currently base the Standing Orders on the recommended model document as drafted by the National Association of Local Councils (NALC). By not using this model, the ability to seek advice and the updating of the document to ensure legal compliance is complicated. The Clerk will therefore be looking to present to the new administration in May 2019, revised Standing Orders based on the NALC recommended model but tailored to accommodate Bognor Regis Town Council's own requirements.

DECISION

Do Members **AGREE** to **RECOMMEND** to Council the adoption of the revised Standing Orders (attached as **Appendix 1**), encompassing the amendments to clauses 23.1, 31.7 and 31.8 as noted above?



BOGNOR REGIS TOWN COUNCIL STANDING ORDERS

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

BOGNOR REGIS TOWN COUNCIL

STANDING ORDERS

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.

These Standing orders were originally adopted by Council on 4th February 2015 and replaced all previous versions. This latest version was adopted on 2nd July 2018. They have been updated to reflect good practice, amendments to the Local Government Act 1972 and the Public Bodies (Admission to Meetings) Act 1960, the provisions of the Localism Act 2011 and the Openness of Local Government Bodies Regulations 2014, the General Data Protection regulation (GDPR) and the Data Protection Act 2018.

Any part of the Standing Orders printed in **bold type** may not be suspended by resolution under Standing Order 41.

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1.0 MEETINGS OF THE COUNCIL

1.1 Meetings of the Council shall normally be held in the Council Chamber of the Town Council at 6.30 p.m. on Monday every two months after the Statutory Annual Meeting of the Council or, if this is a Public Holiday, on the Tuesday after (the next day) or the following Monday, as the Town Mayor shall determine in consultation with the Clerk. The 6.30 p.m. start shall normally also apply to Council Committees where possible.

1.2 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 15 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.

1.3 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

1.4 All meetings are subject to the Council's Smoke Free Policy.

1.5 The Statutory Annual Meeting (a) in an election year shall be held on the Monday next following the fourth day after the ordinary day of elections to the Council (unless that is a Public Holiday in which case it shall be held on either the next day (Tuesday) or on the following Monday) and (b) in a year which is not an election year shall be held on the second Monday in May.

1.6 Additional meetings shall be held as required by the Town Council. The Mayor (or Deputy Mayor in the Mayor's absence) may convene an extraordinary meeting at any time. Any two Members may convene an extraordinary meeting, having previously requisitioned the Mayor and received a refusal or where the Mayor has omitted to call such a meeting within seven days of requisition.

1.7 All Members are requested to give consideration to their attire when attending Council meetings including the Annual Town Council Meeting and dress appropriately.

2.0 MAYOR OR CHAIRMAN OF MEETING

2.1 The Mayor will preside at the Council meeting if present. In the Mayor's absence, the Deputy Mayor will preside. If both the Mayor and deputy Mayor are absent, the Council will elect a chairman from amongst the Councillors present.

2.2 In the event of the Mayor or Deputy Mayor, as the case may be, arriving after the commencement of the meeting, the Deputy Mayor or other Chairman appointed pro tem shall vacate the chair and the Mayor or Deputy Mayor, as the case may be, shall thereupon preside.

2.3 The Mayor, unless he has resigned or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next meeting of the Council. The Deputy Mayor, unless (s)he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next annual meeting of the Council. (See also Standing Order 8.2)

2.4 In an election year, if the current Mayor has not been re-elected as a member of the Council, (s)he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.

2.5 In an election year, if the current Mayor has been re-elected as a member of the Council, (s)he shall preside at the meeting until a successor Mayor has been elected. (S)he may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.

2.6 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 the Mayoralty Selection Committee as Mayor for the following year.

The Mayoralty Selection Committee will also recommend a councillor to become the new Deputy Mayor for the following year.

2.7 In these Standing Orders the expression "Mayor" means the Chairman of the Council. The person presiding at a meeting may exercise all the powers and duties of the Mayor (Chairman) in relation to the conduct of the Meeting.

3.0 PROPER OFFICER

3.1 The Council's Proper Officer shall be the Town Clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Town Clerk's absence. The Town Clerk and the employee appointed to act as such during the Proper Officer's absence shall fulfil the following (mandatory) duties assigned to the Proper Officer in standing orders.

3.2 Sign and serve on councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, (provided the councillor has consented to service by email) a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.

The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

3.3 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee, provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them.

The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.

3.4 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office.

3.5 Receive and retain copies of byelaws made by other local authorities.

3.6 To certify copies of bylaws made by the Town Council.

3.7 To receive and retain declarations of acceptance of office from councillors.

3.8 To forward a copy of each Member's Declaration of Interests and any changes to it, to the Monitoring Officer. To retain a copy and any changes to it and to keep available for inspection **and displayed on the Council's Website.**

3.9 To record declarations of Ordinary interests and Disclosable Pecuniary interests, declared at the meeting, in accordance with the Councillors' Code of Conduct.

3.10 To receive and retain plans, documents, notices & general correspondence on behalf of the Council.

3.11 To send general correspondence and notices, on behalf of the Council except where there is a regulation to the contrary. **To sign notices or other documents on behalf of the Council.** To retain custody of the seal of the council (if any), which shall not be used without a resolution to that effect. (see Standing Order 19.2)

3.12 To keep proper records for all Council meetings and make available for inspection. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting. (See also Standing Orders 6 & 7)

3.13 Subject to standing order 9 below, include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming his withdrawal of it;

3.14 To process any communications or requests under the Freedom of Information Act 2000 and Data Protection Act 1998. (see Standing Order 39)

3.15 To manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form.

3.16 To action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

3.17 The Clerk shall also have the authority and duties given to him/her under any Scheme of Delegation.

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.

4.0 RESPONSIBLE FINANCIAL OFFICER

4.1. The Responsible Financial Officer (R.F.O.) of the Council shall usually be the Town Clerk but can be another permanent or temporary officer of the Council upon a resolution of Council and stated in the Financial Regulations. The Town Clerk and other officers of the Council shall have the authority and duties given to them under the Council's Scheme of Delegation.

4.2 The duties of the R.F.O. shall be set out in the Financial Regulations.

5.0 QUORUM

5.1 No business of the Council shall be transacted unless at least six Members of the Council are present.

5.2 If, at the expiration of fifteen minutes after the time at which any meeting of the Council is appointed to be held, the Town Clerk after counting the number of Members present, announces that a quorum is not present then no meeting shall take place.

5.3 If during a meeting the number of councillors present (not counting those debarred by reason of a declared Disclosable Pecuniary interest) falls below the required quorum, the Mayor shall adjourn the meeting of the Council and the names of those who are present and those who are absent shall be recorded by the Town Clerk in the Minutes of the Council. Consideration of any business not transacted shall be given at the next ordinary meeting of the Council or on such other day as the Chairman may fix.

6.0 VOTING AT COUNCIL

6.1 Subject to a meeting being quorate, all matters at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.

6.2 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 right to participate and vote on that matter (see Standing Order 25).

6.3 Members shall vote by show of hands, or, if at least two members so request by signed ballot.

6.4 If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.

6.5 (i) Subject to (ii) and (iii) below, the Town Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though (s)he gave no original vote.

(ii) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Town Mayor and Deputy Town Mayor until the end of their term of office (s)he may not give an original vote in an election for Town Mayor.

(iii) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.

7.0 RECORDING OF MEETINGS

7.1. The minutes of a meeting shall include an accurate record of the following:
i. the time and place of the meeting;
ii. the names of councillors present and absent and the reason for absence if

- given by the councillor in advance;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session;
- vi. the resolutions made and numbered consecutively; and
- vii. When decisions are made to incur expenditure, the power under which the action is to be taken. If the Council adopts the General Power of Competence, this need not be stated. (see also SO 39, General Power as first resort)

7.2. Decisions made by officers under delegated authority, which would otherwise be taken by Council, committee or sub-committee must be recorded in writing and reported to the next Council meeting.

Records of such decisions and any background papers are to be available for public inspection for a period of 6 years unless information is exempt for reasons of confidentiality.

7.3. The written record must include:

- date of the decision
- details of the decision and reasons for it
- if the authority was delegated under a specific express authority, the names of any councillor who declared a conflict of interest.

8.0 ORDER OF BUSINESS

8.1 In an election year, councillors should execute Declarations of Acceptance of Office in the presence of a Proper Officer (or Mayor in the absence of the Proper Officer) previously authorised by the Council to take such declaration, before the annual meeting commences.

8.2 At each Annual Meeting the first business shall be (where appropriate)

- (i) To elect a Town Mayor.**
- (ii) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
- (iii) To elect a Deputy Town Mayor.
- (iv) To receive the Deputy Mayor's declaration of acceptance of Office or, if not then received, to decide when it shall be received.
- (v) To receive apologies for absence and reasons for absence
- (vi) To read and consider the Minutes of the last meeting of Council and 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.
- (vii) After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- (viii) To receive any declarations of interest or dispensations
- (ix) In the ordinary year of election of the Council, to decide how to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
- (x) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- (xi) To consider continued eligibility to exercise the General Power of Competence (if appropriate)**

8.3 After the first business has been completed, the order of business at the annual meeting of Council, unless the Council otherwise decides on the grounds of urgency or expediency, shall be as set out below (if appropriate).

- (i) To receive such communications as the Mayor may wish to bring before the Council.
- (ii) To deal with business expressly required by statute to be done.**
- (iii) To dispose of business, if any, remaining from the last meeting.**
- (iv) To review terms of reference and any delegation arrangement to committees and sub-committees.
- (v) To appoint statutory or standing committees as may be required by the Town Council, make nominations to them and to appoint Chairmen and Vice Chairmen.
- (vi) To appoint representatives to outside bodies.
- (vii) To review any governance documents, policies, procedures and insurances as necessary.
- (viii) To agree the annual calendar of standing Council & committee meetings.
- (ix) Public participation (see Standing Order 31.7)
- (x) To answer questions from Councillors.
- (vii) To receive and consider reports and minutes of committees and determine any recommendations.**
- (viii) To receive and consider reports from officers of the Council.
- (ix) To authorise the sealing of documents.
- (x) To authorise the signing of orders of payment where this is not delegated to the Policy and Resources Committee.
- (xi) To consider the payment of any subscriptions falling to be paid annually.
- (xii) To inspect any deeds and trust instruments in the custody of the council.
- (xiii) To consider motions or recommendations in the order in which they have been notified.
- (xiv) Any other business specified in the summons.
- (xiii) Any other urgent business that the Town Mayor has agreed, prior to the meeting commencing, can be raised although such item will not be included in the summons to the meeting. No items falling within the purview of Standing Order 27.1 will be permitted. (See also Standing Orders 36.2 & 36.3)

8.4 At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor are absent and to receive such declarations of acceptance of office outstanding from the Annual Meeting. The business will where applicable, generally follow a similar order to the Annual Meeting. The Town Clerk may amend the order as necessary to facilitate the smooth transaction of business.

8.5 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.

8.6 A motion to vary the order of business on the ground of urgency may be proposed by the Town Mayor or by any member and, if proposed by the Town Mayor, may be put to the vote without being seconded, and shall be put to the vote without discussion.

9.0 RESOLUTIONS MOVED ON NOTICE

9.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or

the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least six clear days not later than the Monday in the week before the next meeting of the Council.

9.2 The Clerk shall date every notice of resolution or recommendation when received by her/him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

9.3 The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that (s)he intends to move at some later meeting or that (s)he withdraws it.

9.4 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

9.5 If the subject matter of a resolution 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 (s)he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

9.6 Every resolution or recommendation shall be relevant to some subject over which the Council has power or which affects its area. If notice be given of any motion which in the opinion of the Town Clerk is out of order, illegal, irregular or improper, he/she shall forthwith submit such notice to the Mayor and shall not place it on the agenda without the approval of the Mayor. If the motion is not accepted the Town Clerk shall forthwith inform the Member or Members giving notice of it.

10.0 RESOLUTIONS MOVED WITHOUT NOTICE

10.1 Resolutions dealing with the following matters may be moved without notice: -

- (i) To appoint a Chairman of the meeting.
- (ii) To correct the Minutes.
- (iii) To approve the Minutes.
- (iv) To alter the order of business.
- (v) To proceed to the next business.
- (vi) To close or adjourn the debate.
- (vii) To refer a matter to a committee.
- (viii) To appoint a committee or any members thereof.
- (ix) To adopt a report.
- (x) To authorise the sealing of documents.
- (xi) To amend a motion.
- (xii) To give leave to withdraw a resolution or an amendment.
- (xiii) To extend the time limit for speeches.
- (xiv) To exclude the public.
- (xv) To silence or eject from the meeting a member named for misconduct.
- (xvi) To give consent of the Council where such consent is required by these Standing Orders.
- (xvii) To suspend Standing Orders, except for those Standing Orders shown in emboldened type
- (xviii) To adjourn the meeting.

11.0 QUESTIONS

11.1 A member may ask the Town Mayor or a nominated Committee Chairman 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.

11.2 No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

11.3 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 person to whom it has been put without discussion.

11.4 A person to whom a question has been put may decline to answer or may indicate that they will reply in writing subsequent to the meeting.

12.0 RULES OF DEBATE

12.1 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.

12.2 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 Town Mayor.

12.3 A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

12.4 A member when seconding a resolution or amendment may, if (s)he then declares his intention to do so, reserve her/his speech until a later period of the debate.

12.5 A member shall direct her/his speech to the question under discussion or to a personal explanation or to a point of order.

12.6 No speech by a mover or seconder of a resolution shall exceed three minutes, and no other speech shall exceed two minutes except by consent of the Council.

12.7 An amendment shall be either: -

- (i) To leave out words.
- (ii) To leave out words and insert or add others.
- (iii) To insert or add words.

An amendment shall not have the effect of negating the resolution before the Council.

12.8 If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further

amendment may be moved. If an amendment is rejected other amendments may be moved on the original resolution.

12.9 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

12.10 The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.

12.11 A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

12.12 A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech given by her/him that may have been misunderstood. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

12.13 A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

12.14 When a resolution is under debate no other resolution shall be moved except the following: -

- (i) To amend a resolution.
- (ii) To proceed to the next business.
- (iii) To adjourn the debate.
- (iv) That the question be now put.
- (v) That a member named be not further heard.
- (vi) That a member named do leave the meeting.
- (vii) That the resolution be referred to a committee.
- (viii) To exclude the public and press.
- (ix) To adjourn the meeting.
- (x) To suspend any Standing Order except those which are mandatory by law.

12.15 A member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.

12.16 The ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.

12.17 Members shall address the Town Mayor.

12.18 If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.

12.19 Whenever the Town Mayor rises during a debate all other members shall be seated and silent.

12.20 At the end of any speech a member may, without any additional comment, move "that the question be now put", "that the debate be now adjourned" or "that the

Council do now adjourn". If such motion is seconded the Town Mayor shall put the motion but, in the case of a motion "to put the question", only if (s)he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, the Town Mayor shall call upon the mover to exercise or waive her/his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption. Where a meeting is adjourned the subsequent proceedings are part of the original meeting and no new notices or agendas need to be issued except a notification to members not present of the date of the continuation of the meeting.

13.0 DISORDERLY CONDUCT

13.1 No member shall at a meeting persistently disregard the ruling of the Town Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to breach the Council's Code of Conduct or bring the Council in to disrepute.

13.2 If, in the opinion of the Town Mayor, a member has broken the provisions of Standing Order 13.1, the Town Mayor shall express that opinion to the Council and thereafter any member may move that the member named no longer be heard or that the member named do leave the meeting, and the motion, if seconded shall be put forthwith and without discussion.

13.3 If either of the motions in Standing Order 13.2 is disobeyed, the Town Mayor may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

14.0 RIGHT OF REPLY

14.1 The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

15.0 ALTERATION OF RESOLUTION

15.1 A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

16.0 RESCISSION OF PREVIOUS RESOLUTION

16.1 A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least FOUR members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

16.2 When a special resolution or any other resolution moved under the provision of Standing Order 16.1 has been disposed of, no similar resolution may be moved within a further six months.

17.0 VOTING ON APPOINTMENTS

17.1 Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on 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.

18.0 DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

18.1 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.

19.0 SEALING OF DOCUMENTS

19.1 Custody of Seal

The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk.

19.2 Sealing of Documents

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council. **The seal shall alone be used for sealing a deed required by law. It shall be applied by the Town Clerk in the presence of two members of the Council who shall sign the deed as witnesses.** An entry of every sealing of a document shall be made and consecutively numbered in a book to be provided for the purpose and shall be signed by the Town Clerk.

20.0 COMMITTEES AND SUB-COMMITTEES

20.1 The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- (i) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting,
- (ii) may at any time dissolve or alter the membership of a committee; and
- (iii) 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.

20.2 The Town Mayor and Deputy Town Mayor ex officio shall be members of the Policy & Resources.

20.3 The Council may appoint non-councillors as Members of any standing committee except Policy & Resources Committee but those members will not have voting rights.

20.4 Committee Chairmen and Vice-Chairmen shall be appointed at the Annual Meeting and they shall hold office until the next Annual Meeting of the Council and shall settle its programme of meetings for the year.

20.5 Each standing Committee shall operate according to the Terms of Reference set out for that Committee and these Terms of Reference shall not be altered except in accordance with procedures as set out in the Terms of Reference of the Policy and Resources Committee. The Policy and Resources Committee (or any Committee delegated to deal with the financial affairs of the Council) shall always be a standing committee. Otherwise, the Council shall always decide whether a Committee is a standing committee or otherwise at the point of a Committee's inception and may change its designation from time to time by a resolution of the Council. A committee that is not a standing committee may have its Terms of Reference agreed or varied by a Resolution of the Council agreed by a simple majority of members present and voting.

20.6 The Chairman of a committee may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

20.7 Every committee may appoint sub-committees for purposes to be specified by the committee and which shall be recorded in the minutes of the committee as the sub-committee's terms of reference. Every committee may also appoint working parties whose terms of reference shall be recorded in the minutes of the committee.

20.8 The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

20.9 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be not less than three members.

20.10 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.

21.0 ADVISORY COMMITTEES

21.1 The Council may appoint from time to time advisory committees, whose name, and number of members, and the bodies to be invited to nominate members shall be as resolved by the Council.

21.2 The Clerk shall inform the members of each advisory committee of the terms of reference of the advisory committee as resolved by the Council.

21.3 An advisory committee may make recommendations to the Council or to one of its Committees and give notice thereof to the Council or Committees.

21.4 An advisory committee may consist wholly of persons who are not members of the Council.

22.0 VOTING IN COMMITTEES

22.1 All questions in Standing Committees, Standing Sub-Committees and Working Parties shall be determined by show of hands by a majority of the Members present and **at the request of a Member, the Town Clerk shall record in the report of such Committees, Sub-Committees or Working Parties whether or not he/she voted for or against or abstained from voting on any particular motion.**

22.2 In the case of an equality of votes at any meeting of a Standing Committee, Standing Sub-Committee and Working Party the presiding Chairman whether or not he/she voted in the first instance may give a casting vote.

22.3 Non-Councillors are not empowered to vote when appointed to Standing Committees and Standing Sub-Committees unless such Standing Committees and Standing Sub-Committees have been formally resolved as being Advisory within the terms of the Local Government and Housing Act 1989.

23.0 PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

23.1 A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak **for three minutes at the beginning of the specific agenda item** to explain her/his resolution to the committee but shall **take no further part in the debate and will** not vote

24.0 FINANCIAL PROCEDURES AND REGULATIONS

24.1 The Council shall consider and approve financial regulations drawn up by Policy & 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. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.

24.2 Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

24.3 Orders for the payment of money shall be authorised by resolution of the Council and signed by two members, from a minimum of four Members nominated by Council at the start of the four-year cycle but reviewed annually.

25.0 INTERESTS & CODE OF CONDUCT

25.1 **All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.** All councillors shall undertake training in the code of conduct within 6 months of the delivery of their acceptance of office.

25.2 If a member has a Disclosable Pecuniary interest, or Ordinary Interest as defined by the Code of Conduct currently adopted by the Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing

the nature and extent of that interest as required. All interests declared at a meeting must be recorded in the Minutes.

25.3 If a member has declared a Disclosable Pecuniary interest, he/she must withdraw from the meeting during consideration of the item to which the interest relates. If the member has been granted a dispensation by the Council, he/she must still declare the interest but may take part in the discussion and vote.

25.4 Councillors must, in accordance with the Code of Conduct currently adopted by the Council, register in Arun District Council's Register of Councillors' Interests details of their Disclosable Pecuniary Interests by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer.

25.5 Councillors must keep their registered interests up to date by completing the appropriate form and delivering this to the Town Clerk, who will forward it to the Monitoring Officer. The Town Clerk will additionally send out forms prior to the Annual Town Council meeting each year, to give members the opportunity to update their interests in the Register.

25.6 The Town Clerk shall hold a copy of the Register of Member's Disclosable Pecuniary Interests in accordance with the Councillors' Code of Conduct and ensure it is displayed on the Town Council's Website (or have a direct link to Arun District Council's Website).

25.7 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.

25.8 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.

25.9 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.**

25.10 A dispensation may be granted in accordance with standing order 25.8 above if having regard to all relevant circumstances the following applies:

- 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 or**
- 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.**

25.11 The Town Clerk shall also keep a copy of all dispensations granted by the Council.

25.12 Upon notification by the Arun District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Town Council's code of conduct, the Proper Officer shall report this to the Council.

25.13 Where the notification in standing order 25.12 above 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 25.15 below.

25.14 The Council may:

- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

25.15 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.

26.0 CANDIDATES

26.1 If a candidate for any appointment under the Council is to her/his knowledge related to any member of or the holder of any office under the Council, (s)he and person to whom (s)he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure.

26.2 The Clerk shall make known the purport of Standing Order 26.1 to every candidate.

27.0 RESOLUTIONS ON EXPENDITURE AND DELEGATION

27.1 Any resolution which is moved otherwise than in pursuance of a recommendation of the Policy and Resources Committee or of another committee after recommendation by the Policy and Resources Committee and which, if carried, would, in the opinion of the Chairman of the Policy and Resources Committee, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, except when this impact is already accommodated in an approved budget shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon and the Policy and Resources Committee shall report and make any appropriate recommendation on the financial aspect of the matter.

28.0 CANVASSING OF AND RECOMMENDATION BY MEMBERS

28.1 Canvassing of members of the Council or of any committee, directly or indirectly, for any remunerated appointment under the Council shall disqualify the

candidate for such appointment. The Clerk shall make known the purport of this Standing Order to every candidate.

28.2 A member of the Council or of any committee shall not solicit for any person any remunerated appointment under the Council or recommend any person for such appointment or promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment, providing they are not part of the selection process.

By way of clarification, 28.1 and 28.2 above refer to appointments to the Council for employment or as councillors or members of committees and sub-committees, but do not apply to any person who is already a councillor, seeking internal or external appointments.

28.3 Standing Orders 26 & 28 shall apply to tenders as if the person making the tender were a candidate for an appointment.

29.0 INSPECTION OF DOCUMENTS

29.1 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, and if copies are available shall on request be supplied for the like purposes with a copy of such document. 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 is professionally interested or in which he 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.

29.2 All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

30.0 UNAUTHORISED ACTIVITIES

30.1 No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council inspect any lands or premises that the council has a right or duty to inspect; or issue orders, instructions or directions unless authorised to do so by the Council or the relevant committee or sub-committee. Neither shall any member (unless specifically authorised by Council) respond to official correspondence on behalf of the Council. All such correspondence must, at all times, be sent out by the executive officers of the Council.

30.2 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.

30.3 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.

31.0 ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

31.1 The public shall be admitted to all meetings of the Council and its committees and sub-committees (but not working parties), that may, however, temporarily exclude the public by means of the following resolution: "That the Council/Committee resolve to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, from the matters set out below on the grounds that it could involve the likely disclosure of private and confidential information or staff matters".

31.2 In all cases where this resolution is used the special reasons should be stated. If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

31.3 The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

31.4. A person who attends a meeting may not orally report or comment about a meeting as it takes place without permission if present at a meeting of the Council or committee or sub-committee, but otherwise may, whilst the meeting is open to the public:

- a. film, photograph or make an audio recording of the meeting;**
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
- c. 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.**

31.5. The Council will where possible facilitate such recording unless it is being disruptive. It 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.

31.6 If a member of the public interrupts the proceedings at any meeting, the Town Mayor may, after warning, order that that person be removed from the Council Chamber.

31.7 A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions **or make statements**, provided that if there are insufficient questions/**statements** to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/**statements** in writing in advance. **Speakers** must give their name before stating their question **or making their statement** 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. Similar arrangements will apply at Committees except the Community Engagement and Environment Committee.

31.8 A period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions **or make statements**, provided that if there are insufficient questions/**statements** to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period.

31.9 Questions from the public to be answered only by the Chairman or relevant Councillor or Officer at the invitation of the Chairman with no input from the Members.

32.0 CONFIDENTIAL BUSINESS

32.1 No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be either verbally, electronically or by passing on any confidential document.

32.2 Any member in breach of Standing Order 32.1 may be removed from any committee or sub-committee of the Council by the Council for a period of time to be determined by the Council, and shall be excluded from the confidential part of any meeting of the Council and may also be in breach of the Members Code of Conduct.

32.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.

33.0 LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

33.1 A notice of meetings shall be sent together with an invitation to attend the Council to the county councillor for the county divisions and to the district councillor or councillors for the district wards covered by the Town area.

33.2 Unless the Council determines otherwise, a copy of each letter sent to the District or County Council shall be sent to the ward councillor(s) representing the area of the council.

34.0 COMPLAINTS PROCEDURE

34.1 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.

35.0 INTERESTS OF OFFICERS IN CONTRACTS

35.1 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 pecuniary interest in a contract and the book shall be open during office hours to the inspection of any Member of the Council.

35.2 The recording of a pecuniary interest shall also apply in respect of the spouse of the officer.

36.0 URGENT MATTERS AND ANY OTHER BUSINESS

36.1 A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded and in any case shall be put to the vote without discussion.

36.2 If a matter of genuine unexpected urgency arises, it may at the discretion of the Chairman be treated as a matter of any other business. Any action necessary

may be taken by the Clerk in conjunction with the Chairman and one other Councillor (see Standing Order 3 above).

36.3 It is not good practice to regularly have “any other business” as an agenda item, but if members’ choose to do so, this item can be used to impart or exchange urgent information which has arisen since the agenda was sent to members. No decision may be made on an item of business raised in this way.

36.4 The Town Clerk, in consultation with the Chairmen and Vice Chairmen of appropriate committees, shall take action deemed desirable on any matters for which the committee concerned have delegated powers but which require urgent action.

37.0 EXPENDITURE

37.1 Any expenditure incurred by the Council shall be in accordance with the Council’s Financial Regulations. **The Council’s financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council’s functions to be delegated to a committee, sub-committee or to an employee.**

38.0 GENERAL POWER OF COMPETENCE

38.1 The General Power of Competence permits principal councils and eligible local councils to do anything that individuals generally may do. The Council will adopt this power when it becomes eligible.

38.2 Before exercising the General Power of Competence, the full Council must have passed a resolution at an ordinary meeting, that they meet the relevant eligibility criteria: a Clerk who holds a recognised qualification and the number of councillors elected at the last ordinary election or subsequent by-elections is equal to or exceeds two thirds of the total number of councillors. If adopted, the General Power becomes the power of first resort.

38.3 Local councils are also required by regulation to pass a resolution at each subsequent relevant annual meeting that it meets the conditions of eligibility. The relevant annual meeting is one following an ordinary election.

39.0 FREEDOM OF INFORMATION ACT

39.1 All requests for information held by the Council shall be processed in accordance with the Council’s Publication Scheme and associated Information Guide in accordance with the Freedom of Information Act 2000.

40.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

40.1 Any or every part of the Standing Order except those printed in bold type may be suspended by resolution in relation to any specific item of business.

40.2 A motion permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, unless a written draft of the changes has been circulated by the Town Clerk with the Agenda. No standing Order may be changed unless so resolved by at least two thirds of the members of the Council present at the meeting.

40.3 Standing Orders shall be reviewed regularly and in any case at least every 4 years, in the Council year following an ordinary election.

41.0 STANDING ORDERS TO BE GIVEN TO MEMBERS

41.1 A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office or following any amendment or revision of them.

42.0 MOBILE PHONES

42.1 Mobile phones must be switched off or on to "silent" mode at all times during meetings of Council, Committees, Sub-Committees and Working Parties. 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.

43.0 TRAINING AND DEVELOPMENT

43.1 The Council will determine and execute an annual training plan for its Members.

44.0 TOWN MEETING

44.1 The Council will facilitate the annual Town Meeting, to be held between the 1st March and 1st June (both inclusive), each year.

44.2 The Council will fix the day and time of the Town Meeting but it must not commence earlier than 6pm.

44.3 At least 7 days public notice must be given of the meeting, specifying the time and place thereof and the business to be transacted.

44.4 The press and public have the same rights of admission as they have to a meeting of the Town Council.

44.5 The Council Chairman, if present presides at the Town meeting 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.

45.0 PRAYERS AT COUNCIL MEETINGS

45.1 If the Council has adopted the General Power of Competence, prayers may be included as part of the meeting if the Council wishes.

45.2 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.

46. MANAGEMENT OF INFORMATION

46.1 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.

46.2 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).

46.3 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

46.4 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

47. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

47.1 The Council shall appoint a Data Protection Officer.

47.2 The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

47.3 The Council shall have a written policy in place for responding to and managing a personal data breach.

47.4 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.

47.5 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.

47.6 The Council shall maintain a written record of its processing activities.

48. RESPONSIBILITIES TO PROVIDE INFORMATION

48.1 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.

48.2 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

BOGNOR REGIS TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018

AGENDA ITEM 12 - DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 121 OF COUNCIL MEETING 3rd SEPTEMBER 2018 REFERS

REPORT BY TOWN CLERK

FOR DECISION

This issue was raised at the last Council Meeting held on 3rd September 2018, with the procedure of not issuing confidential papers in advance of the meeting questioned by Members.

As Members will be aware, during the last 18 months there have been several occasions where confidential details, that were only made available in the Council Chamber, have been circulated in the public domain.

Therefore, in order to protect the Council from any action, the Town Clerk took the decision to only distribute the confidential reports at the meeting and for copies to be collected in at the end. Whilst it is acknowledged that this cannot prevent a Councillor revealing information to third parties outside of the Town Council, it is the most that a Clerk as Proper Officer can do to try and prevent confidential details being passed to non-Council Members.

Whilst it is ultimately Council's decision, it would go against the Town Clerk's advice to revert back to the issue of confidential papers in advance of a meeting. Furthermore, if Council is minded to take this course of action, it must be noted that the Town Clerk cannot be held responsible should any breach occur in the future.

However, it is acknowledged that the reading of the reports at the meeting, especially when lengthy, is not an ideal way for Members to be informed.

It is therefore suggested as an alternative and as proposed by Members at the last Council Meeting, that the confidential reports are made available in the Council Chamber from 6pm on the evening of the meeting for Councillor's perusal. Furthermore, that the confidential reports are displayed on the screen, after the public and press have left the Council Chamber.

DECISION

How do Members wish to proceed with regard to the distribution of confidential papers?

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

**AGENDA ITEM 13 - TO RECEIVE AN UPDATED ACTION PLAN FOR THE
CORPORATE STRATEGY - MIN. 187 OF POLICY AND RESOURCES
COMMITTEE MEETING HELD 9th APRIL 2018 REFERS**

REPORT BY DEPUTY CLERK

FOR INFORMATION

Members will recall that at the Committee meeting held on 9th April 2018, Members considered an amended Corporate Strategy following the review meeting held on 27th February 2018 (Min. 187 refers). The revised document was subsequently received and adopted by Council at the Annual Town Council Meeting held on 14th May 2018 (Min. 19.3 refers).

Members are now invited to receive an updated Action Plan from this new Corporate Strategy showing actions taken where applicable attached as **Appendix 1**.

DECISION

Members are invited to **NOTE** the updated Corporate Strategy Action Plan.

Bognor Regis Town Council

Action Plan Corporate Strategy 2018 - 2020

PRIORITY 1.

Promoting the Bognor Regis Brand and Town Area

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

Project 1. Promoting the Bognor Regis Brand and Town Area.

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

	Update
The Council will promote Bognor Regis and the Town area by enhancing the locality and facilities for residents and visitors.	Sponsored planting continues to expand with a new roundabout site added plus 8 new planter sites in the Queensway now being publicised but to date none of the 8 have been let.
The Council will continue to use the well-recognised "Sunniest Logo".	Ongoing
The Council will continue to promote and utilise the Town Crier both within and outside of the Town.	Activities of Town Crier continue to grow. New and repeat business bookings of the Town Crier have seen a steady increase. The Town Crier has appeared at numerous wedding fairs, distributing flyers, to raise awareness of the role and services offered. The role has been further promoted by participation in Town Crier competitions with photos of the Bognor Regis Town Crier published in newspapers such as the Windsor Express, York Press and The National Scot. A day was also spent in London with the Town Crier handing out Town Council Events pamphlets encouraging visitors to travel down and spend a day in Sunniest Bognor Regis whilst enjoying some free events.

<p>The Council will support the provider of a Wifi network for the beach to encourage a new kind of tourism.</p>	<p>No contact from the previous Wifi provider as to future plans for replacement modules following the demolition of the Foreshore Office.</p>
<p>The Council will continue to deliver a programme of events throughout the year for residents and visitors to enhance their experience of the Town and its environment including:</p> <ul style="list-style-type: none"> • Drive Thru Time • Christmas Lights • Park Day • Proms in the Park 	<p>Another year of very successful events. Events still to come during 2018/19 municipal year are:</p> <p>WW1 Centenary commemorations on 11th November 2018 Christmas Switch on in the Town Centre on 24th November 2018 February 2019 Half Term Event - tbc</p> <p>Funds will also be available for an additional event following the decision to cease the activities funded by the Bognor Regis Brand Budget.</p>
<p>The Council will continue to prepare and distribute a guide for all Town Council events.</p>	<p>Change to a DL size pamphlet rather than leaflet appears to have been successful.</p>
<p>The Council will capitalise on the Meteorological site/Information and publicity relating to the record breaking sunshine hours in Bognor Regis. This will be included within the branding strategy.</p> <p>Active monitoring and reporting.</p>	<p>Ongoing</p>
<p>The Council will continue to make additions to the photo library and circulation of existing stock.</p>	<p>Ongoing</p>

Project 2. Neighbourhood Planning.

Neighbourhood planning will allow the Town Council to both shape and give the community more of a say in its development (within certain limits and parameters). The plan will be used to help decide the future and protect the sense of place of Bognor Regis and will give local choice around where new houses, shops and offices are to be built, give influence over what buildings should look like and enable the granting of planning permission for the new buildings that the Town Council want to see go ahead.

The Bognor Regis Neighbourhood Plan has now been formally “made” by Arun District Council and should be referred to when they consider planning applications for the Town.

Bognor Regis Town Council, to effectively use the Neighbourhood Plan to influence development in the Town, identifies that Development Control knowledge is important for both Members and Officers.

The Council will maintain a watching brief of the NP and review if necessary.	No developments
The Council will continue to alert and encourage Members to attend training and refresher courses when available.	Ongoing
Development Control: The Council’s Planning and Licensing Committee, as Statutory Consultee, will comment on all Planning and Licencing Applications.	Ongoing

Project 3. Improving the Environment We Live In.

Bognor Regis Town Council recognises that the state of its local environment reflects the quality of the Town and has identified actions to supplement the Neighbourhood Plan to improve the local environment for all ages particularly the old and vulnerable. Also, to provide facilities and services for younger people.

The Council will investigate the feasibility of introducing a Play Street Scheme.	Initial work undertaken and publicity and promotion but no take up of the offer of support from within the 6 Wards. The recommendation to the CE&E Committee for their September meeting was that the initiative close and no further action to be taken and this was agreed with the provision to re-engage should a future need arise (Min. 55 refers).
The Council will continue and expand the Community Engagement opportunities.	Surgeries and Drop-in sessions are ongoing well with new locations always being sought to ensure all parts of the population have access to the Town Council.
The Council will investigate the potential for the Town Council to take responsibility for planting and maintenance of Steyne Gardens.	No Action to date.

<p>The Council will continue the Children's Summer Activity programme including possible extension into other school holiday periods.</p>	<p>Funshine days were reduced to only a three day a week programme for part of the summer holidays but this has released funds for a February Half Term activity.</p> <p>In addition, several Wards have combined their Ward allocations together with the Councillor Allowances for 2 Members, to fund a series of play sessions at Hampshire Avenue.</p>
<p>The Council will continue with the Youth Worker Steering Group, working with the appointed Youth Worker, to further investigate enabling and improving the environment for young people.</p>	<p>CREATE has been formed to move forward with Youth Working in the Town. Committee set up to oversee CREATE and to work with Youth Worker.</p> <p>Limited support from neighbouring parishes but work continues in this area and is growing.</p> <p>Various grants have or will shortly be applied for to fund the future hours of the Youth Worker.</p>
<p>The Council will continue with the Town Force Activities including graffiti removal, sponsored planting, assistance at events, monitoring, maintenance and repairs of Town Council assets and outsourced paid work for other bodies such as neighbouring parishes.</p>	<p>Work is ongoing and regular reports of the activities undertaken are made to the Policy and Resources Committee.</p> <p>There has been a spike in graffiti incidents, possibly due to school holidays. Reports of racist graffiti are sent to the Police for awareness and monitoring of community tensions. As agreed a new van has been purchased outright and is now in use</p>
<p>The Council will continue with the provision and maintenance of 100 + allotment plots.</p>	<p>Ongoing with 2018 renewals underway. As with last year, priority continues to be given to those living within the 6 Wards.</p>
<p>The Council will continue to support the Bognor Regis in Bloom initiative</p>	<p>Ongoing - The Bognor Regis In Bloom competition, with judging of local gardens, takes place annually. In addition, the In Bloom Working Group also organises activities with local Guide and Rainbow groups and runs a competition involving local schools and nursery schools. Liaison with the Bognor Community Gardeners and the Green Bognor Network also takes place on an on-going basis. Environmental projects undertaken include the new planters at the local Health Centre, and the promotion of litter and beach clean events.'</p>
<p>The Council will continue with maintenance of Town Assets i.e. lampposts, clocks, blacksmiths art.</p>	<p>Ongoing.</p> <p>Repairs to Olby's Clock completed and Council to consider a legal agreement with the owner of the building on which the clock is mounted to ensure future maintenance and power supply.</p>

PRIORITY 2.
Partnership Working

Bognor Regis Town Council realise that they can't deliver the vision in isolation and better results will be obtained through partnership working.

Project 1. Developing Partnership Working.

Working with our partners to manage and improve local services. Develop the ethos of partnership working amongst all Town Councillors and staff aligning all activities with the Corporate Strategy.

The Council will continue with the requirement for Members to provide a brief report in writing following attendance at each external meeting.

Ongoing

The Council will continue to arrange regular liaison meeting with Arun District Council and West Sussex County Council.

BRTC/ADC Liaison meetings are three times a year with copies of notes and Action Plans circulated to all Members.

No regular meetings with WSCC outside of JWAAC.

The Council will continue to prioritise Community Grants giving greater weighting to those applications which support the Corporate Strategy.

Ongoing

The Council will continue to provide Ward Allocations.

Ongoing

The Council will continue to work in partnership with the Bognor Regis Heritage Partnership Board to preserve and enhance the heritage of the Town.

Ongoing

Blue Plaque Scheme is up and running and work continues on a heritage trail. Copies of meeting notes circulated to Council through Policy and Resources Committee.

The Council will continue with Membership of Bognor Regeneration Board to work at a strategic level towards improvements for the area.

Ongoing with attendance by an Officer and Member at the quarterly meetings.

The Council will strive to work in partnership with ADC on improvements to the seafront and promenade.

Following improvements undertaken by ADC such as the new Play Area, a Topic Team has been set up to consider improvements to beach access for all. First meeting has been held with a report back to the Community Engagement & Environment Committee in due course.

PRIORITY 3.

Acquiring and Creating more Community Assets

The Council will strive to acquire and develop more community assets.

Project 1.

The Acquisition of more Community Assets is desirable to not only ensure future provision of facilities and services but to also provide a new source of income for future years so as to reduce the reliance on the Precept.

The Council will at the appropriate time seek to purchase or lease suitable property to provide for its office, reception and meeting accommodation.	Ongoing Decision taken by Council to progress this.
The Council will seek to provide suitable community space.	Ongoing
The Council will continue discussions regarding the acquisition of the Town Hall by the Town Council.	Decision taken at Extraordinary Council Meeting 30 th April 2018 to make no offer at the current time for the Town Hall. However, investigations into alternative uses of the building to continue and liaison with AHF is continuing with regard to their input and grant support.
The Council will investigate the acquisition of Town assets of historical value.	Consideration given to purchase of Royal Hotel but no final decision taken.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

AGENDA ITEM 14 - TO RECEIVE DETAILS OF A THREE-YEAR CONTRACT FOR CHRISTMAS LIGHTING IN THE TOWN, INCLUDING EXPECTED COSTS (EVENTS, PROMOTION AND LEISURE COMMITTEE EXTRAORDINARY MEETING 19th JULY 2018 - MIN. 26 REFERS), AND TO DISCUSS AND MAKE RECOMMENDATIONS REGARDING ANY NECESSARY BUDGETARY REQUIREMENTS FOR 2019/20 TO ENABLE FUNDING OF THIS EXERCISE

REPORT BY THE DEPUTY CLERK

FOR DECISION

The Events, Promotion and Leisure Committee, at their Extraordinary Meeting held on 19th July 2018, recommended that The Festive Lighting Company be awarded the contract to supply the Christmas lighting display for the Town, from Christmas 2019, for a three-year contract.

The current contractor, who has historically supplied the lights at a significantly low cost, chose not to tender for the contract this time. This means that the required budget for the Christmas displays has noticeably increased.

The brief was to supply costs for a core display and an enhanced display. The Festive Lighting Company supplied three quotations which are summarised below. A more detailed report is attached as Appendix 1a-c, and visuals will be available at the meeting.

	Year 1 Costs 2019/2020	Year 2 Costs 2020/2021	Year 3 Costs 2021/2022
Option One:			
Display Costs	£ 20,807.68	£ 17,106.92	£ 17,106.92
Infrastructure Costs	£ 4,433.00	£ 825.00	£ 4,433.00
Total:	£ 25,240.68	£ 17,931.92	£ 21,539.92
Option Two:			
Display Costs	£ 25,085.31	£ 21,384.55	£ 21,384.55
Infrastructure Costs	£ 4,433.00	£ 825.00	£ 4,433.00
Total:	£ 29,518.31	£ 22,209.55	£ 25,817.55
Option Three:			
Display Costs	£ 29,611.73	£ 25,735.83	£ 25,735.83
Infrastructure Costs	£ 7,023.00	£ 3,415.00	£ 7,023.00
Total:	£ 36,634.73	£ 29,150.83	£ 32,758.83

However, these costs cannot be guaranteed as no calculation may be undertaken at this time as to the cost of extraordinary visits such as following poor weather etc. It would therefore be prudent to factor in a contingency amount to cover any additional hours. It is suggested that the budget be set at the costs quoted, plus a contingency of £2,000 per annum, rounded up or down to the nearest £500, with agreement that any unused funds are Earmarked for use in future years if required and any unused balance at the end of the three-year contract, returned to General Reserves.

If Members agree with this proposal, the budget to be funded for each of the options is as follows:

	Year 1 Budget 2019/2020	Year 2 Budget 2020/2021	Year 3 Budget 2021/2022
Option 1	£27,000	£20,000	£23,500
Option 2	£31,500	£24,000	£28,000
Option 3	£38,500	£31,000	£35,000

DECISION

Which of the three options, with the associated expenditure for inclusion in the 2019/20, 2020/21 and 2021/22 budgets, do Members **RECOMMEND** to Council?

Do Members **AGREE** to **RECOMMEND** that any unused funds be Earmarked for use in future years?

Future Funding

The costs for the annual contract at the current time are £15,000 for provision, maintenance and installation, which as noted previously, are substantially lower than those quoted above.

As can be seen the costs vary year on year as certain elements relating to purchase of equipment are one off payments and also the maintenance programme varies between years.

Therefore, whilst Members will be agreeing at this meeting to enter into a three-year contract, with regard to budgets, the decision will be to identify funding for the Year 1 costs only. The budgets for Years 2 and 3 will be reviewed at the appropriate times in 2019 and 2020.

Having determined which of the three options Members wish to proceed with, Members are subsequently invited to consider how the shortfall for Year 1, when compared to the existing budget of £15,000, should be met:

	Year 1 Budget 2019/2020	Existing Budget	Additional Budget to be identified
Option 1	£27,000	£15,000	£12,000
Option 2	£31,500	£15,000	£16,500
Option 3	£38,500	£15,000	£23,500

For Members information, areas to be considered (but not exhaustive) are:

- i) Reallocation of the £10,000 partnership funding for Arun Arts Ltd which ceases this year. The Events, Promotion and Leisure Committee considered a proposal by Cllr. Cosgrove that these funds should be redirected to support a three-year funding arrangement with ROX. At the Committee meeting held on 6th August (Min. 40 refers), the Committee agreed in principle to the proposal and were in favour of £ for £ match funding. However, Officers were asked to meet with the ROX organisation for some discussion on how the partnership could work and to initiate the terms of a service level agreement prior to re-consideration by the EP&L Committee before any recommendation to this Committee is made. The earliest that this may be considered by the EP&L Committee is on 8th October 2018 and Members need to be mindful of any decision taken now regarding the Christmas Lights that could impact on any future ROX funding agreement.
- ii) Reduction in the Grant Aid budget
If Members are minded to adjust the Grant Aid budget to fund all or part of the required additional expenditure, it should be noted that this revised budget, once approved by Council on 5th November, will be the budget allocated for the 2019 Grant Aid applications, which are due to be considered by this Committee on 19th November 2018.
- iii) Reallocation of the budget previously used for the Town Centre Manager Role of £4,500 during 2018/19.
- iv) Increase in precept and per household charge.

DECISION

What changes to the budget do Members wish to **RECOMMEND** to Council to fund the required additional expenditure for Christmas Lighting costs in 2019/20?

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations 2019

QUOTATION ONE

Specification of work to be done	Costs	Additional Information
DISPLAYS		
To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas: London Road 7 double string catenary wires High Street 8 double string catenary wires York Road 1 double string catenary wire Station Road and London Road 9 single string catenary wires	£10,818.95 p/a	Supporting Documents Enclosed
To Supply, install, maintain and de-install and store Christmas Light Canopy with Centrepiece in precinct -where London Road meets High Street. (This may mean losing 3 of the double string catenary wires depending on displays)	£3,107.51 (Year 1) £2,249.51(Years 2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street}
To test, install, maintain and de-install and store: Aldwick Road 9 x Lamp column motifs (owned by Town Council)	£1,089.00 p/a	
To supply, install and maintain (lighting in situ all year) Queensway Pathlights with additional features for the festive season	£3,502.76 (Year 1) £660.00 (Years 2&3)	Includes 2 x maintenance runs to replace defective lamps
To test, install, maintain and de-install and store: Town Hall Balcony 2 motifs (owned by Town Council)	£242.00 p/a	
To maintain only Norfolk Street and Little High Street Single strings with centre motifs (in situ all year)	£110.00 p/a	Replacement products will be charged separately upon assessment of repair required
To supply, install, maintain and de-install and store Christmas tree lights in 2 locations: Station Road: The Railway Station High Street: The William Hardwicke Public House (2 x 25ft Trees supplied and installed by Town Council)	£1,937.46 p/a	
TOTAL (a)	£20,807.68*	

INFRASTRUCTURE		
Non-Electrical Annual Infrastructure testing: Annually Catenary Wires Visual inspection Angle of wire sag to the anchorage to be checked and recorded 16 sites with 2 strings 9 sites with 1 string Anchorage Points (wall plates and fixings) Visual inspection including photo of each anchor point Minimum of every 2 years Hilti test (load testing) – timescale to be agreed between contractor and Council	£3,113.00 Years 1&3	Visual inspection in Year 2
Infrastructure Testing – Electrical Annually (Individual certificates required) Electrical wall mounted boxes Time Clocks (if required) 9 sockets and time clocks on lamp posts in Aldwick Road	£495.00 Years 1&3	Visual inspection in Year 2
Light Switch-on TOWN CENTRE – attendance required Via remote units – wi-fi	£550.00 p/a	
Light Switch-on QUEENSWAY On or around the time of switch-on event Pathlight Strings to be switched on by access box in Queensway	Free of Charge	
Light Switch-on ALDWICK ROAD After switch on event Aldwick Road post mounted lights to be switched on via a box on each lamp post	£275.00 p/a	
TOTAL (b)	£4,433.00*	
Hourly charge for any additional work undertaken	£45.00 Per hour*	2 Men and access machine
Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)	£275.00 for 1 st hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
Weekly Inspection post switch-on		
Additional Inspections If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

Total a + total b = £ 25,240.68

**for Year 1 only*

**these costs cannot be guaranteed so may be worth factoring a small contingency*

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations 2019

QUOTATION TWO

Specification of work to be done	Costs	Additional Information
DISPLAYS		
To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas: London Road 7 double string catenary wires High Street 8 double string catenary wires York Road 1 double string catenary wire Station Road and London Road 9 single string catenary wires	£15,096.58 p/a	Supporting Documents Enclosed
To Supply, install, maintain and de-install and store Christmas Light Canopy with Centrepiece in precinct -where London Road meets High Street. (This may mean losing 3 of the double string catenary wires depending on displays)	£3,107.51 (Year 1) £2,249.51(Years 2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street}
To test, install, maintain and de-install and store: Aldwick Road 9 x Lamp column motifs (owned by Town Council)	£1,089.00 p/a	
To supply, install and maintain (lighting in situ all year) Queensway Pathlights with additional features for the festive season	£3,502.76 (Year 1) £660.00 (Years 2&3)	Includes 2 x maintenance runs to replace defective lamps
To test, install, maintain and de-install and store: Town Hall Balcony 2 motifs (owned by Town Council)	£242.00 p/a	
To maintain only Norfolk Street and Little High Street Single strings with centre motifs (in situ all year)	£110.00 p/a	Replacement products will be charged separately upon assessment of repair required
To supply, install, maintain and de-install and store Christmas tree lights in 2 locations: Station Road: The Railway Station High Street: The William Hardwicke Public House (2 x 25ft Trees supplied and installed by Town Council)	£1,937.46 p/a	
TOTAL (a)	£25,085.31*	

INFRASTRUCTURE		
Non-Electrical Annual Infrastructure testing: Annually Catenary Wires Visual inspection Angle of wire sag to the anchorage to be checked and recorded 16 sites with 2 strings 9 sites with 1 string Anchorage Points (wall plates and fixings) Visual inspection including photo of each anchor point Minimum of every 2 years Hilti test (load testing) – timescale to be agreed between contractor and Council	£3,113.00 Years 1&3	Visual inspection in Year 2
Infrastructure Testing – Electrical Annually (Individual certificates required) Electrical wall mounted boxes Time Clocks (if required) 9 sockets and time clocks on lamp posts in Aldwick Road	£495.00 Years 1&3	Visual inspection in Year 2
Light Switch-on TOWN CENTRE – attendance required Via remote units – wi-fi	£550.00 p/a	
Light Switch-on QUEENSWAY On or around the time of switch-on event Pathlight Strings to be switched on by access box in Queensway	Free of Charge	
Light Switch-on ALDWICK ROAD After switch on event Aldwick Road post mounted lights to be switched on via a box on each lamp post	£275.00 p/a	
TOTAL (b)	£4,433.00*	
Hourly charge for any additional work undertaken	£45.00 Per hour*	2 Men and access machine
Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)	£275.00 for 1 st hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
Weekly Inspection post switch-on		
Additional Inspections If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

Total a + total b = £ 29,518.31

**for Year 1 only*

**these costs cannot be guaranteed so may be worth factoring a small contingency*

Contractors Specifications – Bognor Regis Town Council Christmas Illuminations 2019

QUOTATION THREE

Specification of work to be done	Costs	Additional Information
DISPLAYS		
To supply, install, maintain and de-install and store Christmas Lighting Display for the following areas: London Road 7 double string catenary wires High Street 8 double string catenary wires York Road 1 double string catenary wire Station Road and London Road 9 single string catenary wires	£17,949.20 p/a	Supporting Documents Enclosed
To Supply, install, maintain and de-install and store Christmas Light Canopy with Centrepiece in precinct -where London Road meets High Street. (This may mean losing 3 of the double string catenary wires depending on displays)	£4,444.53 (Year 1) £3,586.53(Years 2&3)	Price included for 2 new catenary wires to be installed without losing the double 3 cross street)
To test, install, maintain and de-install and store: Aldwick Road 9 x Lamp column motifs (owned by Town Council)	£1,089.00 p/a	
To supply, install and maintain (lighting in situ all year) Queensway Pathlights with additional features for the festive season	£3,677.90 (Year 1) £660.00 (Years 2&3)	Includes 2 x maintenance runs to replace defective lamps
To test, install, maintain and de-install and store: Town Hall Balcony 2 motifs (owned by Town Council)	£242.00 p/a	
To maintain only Norfolk Street and Little High Street Single strings with centre motifs (in situ all year)	£110.00 p/a	Replacement products will be charged separately upon assessment of repair required
To supply, install, maintain and de-install and store Christmas tree lights in 2 locations: Station Road: The Railway Station High Street: The William Hardwicke Public House (2 x 25ft Trees supplied and installed by Town Council)	£2,099.10 p/a	
TOTAL (a)	£29,611.73*	
INFRASTRUCTURE		

Non-Electrical Annual Infrastructure testing: Annually Catenary Wires Visual inspection Angle of wire sag to the anchorage to be checked and recorded 16 sites with 2 strings 9 sites with 1 string Anchorage Points (wall plates and fixings) Visual inspection including photo of each anchor point Minimum of every 2 years Hilti test (load testing) – timescale to be agreed between contractor and Council	£3,113.00 Years 1&3	Visual inspection in Year 2
Infrastructure Testing – Electrical Annually (Individual certificates required) Electrical wall mounted boxes Time Clocks (if required) 9 sockets and time clocks on lamp posts in Aldwick Road	£495.00 Years 1&3	Visual inspection in Year 2
Light Switch-on TOWN CENTRE – attendance required Via remote units – wi-fi	£550.00 p/a	
Light Switch-on QUEENSWAY On or around the time of switch-on event Pathlight Strings to be switched on by access box in Queensway	Free of Charge	
Light Switch-on ALDWICK ROAD After switch on event Aldwick Road post mounted lights to be switched on via a box on each lamp post	£275.00 p/a	
Stand Alone Feature	£2,590.00 p/a	
TOTAL (b)	£7,023.00*	
Hourly charge for any additional work undertaken	£45.00 Per hour*	2 Men and access machine
Hourly charge for emergency call-out (Please indicate Guaranteed Response Times)	£275.00 for 1 st hour then £100 per hour after*	4 Hour emergency response time guaranteed 2 Men and access machine
Weekly Inspection post switch-on		
Additional Inspections If considered necessary by Town Council e.g. after high winds	£275.00 Per hour*	

Total a + total b = £ 36,634.73

** for Year 1 only*

**these costs cannot be guaranteed so may be worth factoring a small contingency*

AGENDA ITEM 15

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018**

AGENDA ITEM 15 - TO NOTE THE TIME AND DATE OF 2.00PM ON MONDAY 19th NOVEMBER 2018 FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH APPLICATIONS FOR GRANT AID 2019 WILL BE CONSIDERED

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Members are invited to note that a meeting will be held in the Council Chamber on Monday 19th November at 2.00pm to discuss the 2019 Grant Aid allocation. Members are asked to advise the Civic & Office Manager as soon as possible if they are unable to attend.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018**

**AGENDA ITEM 16 - CONSIDERATION OF INPUT FROM THE COMMITTEE
FOR THE CONTENT OF THE 2019 TOWN NEWSLETTER**

REPORT BY THE CIVIC & OFFICE MANAGER FOR INFORMATION

As Members know, the Annual Town Council Newsletter will be produced in early 2019 for distribution to every home in the six Wards by mid-March. With the elections in May, the Town Council must observe the rules of purdah in ensuring that our published newsletter is distributed before the deadline.

Editorial in the 2018 edition included the following: -

- Message from the Mayor, including a focus on the Mayor's Charities
- Report from Chairman of the P&R Committee
- Illustrated breakdown of Budget for coming year
- 'What Your Council Does for You' - an explanation of Town/District/County, including contact details for each
- Community Engagement - update and plans for the future
- Reports from Allotments, In Bloom, Town Crier and Town Force
- 'Your Councillors' - by Ward, including contact details, with Ward map
- 'Make a Stand' - Local Town Council Elections 2019
- Parking Disc Scheme
- Events diary
- Twinning Association article

Whilst the 'Your Councillors' article was well received last year, it will not be included in the 2019 Town Newsletter as, by the time the Newsletter has been distributed, current Councillors will have little more than six weeks left in office.

Officer suggestions for articles in the 2019 Town Newsletter, in addition to the usual content (i.e. Mayor's Message, Budget Report), include the following: -

- Picturedrome Cinema - fourth screen opening; 100 years since the cinema opened in what had formerly been the Assembly Rooms
- Town Council Elections - with a focus on diversity amongst nominees, including reference to the 100th anniversary of Nancy Astor becoming Britain's first female MP, and the 40th anniversary since Margaret Thatcher became Britain's first female PM
- Brexit - with the UK's membership in the EU ceasing March 29th, what changes might be seen at a local level
- Bognor Regis War Memorial Hospital - 100 years since it first opened, a look back at its history; Friends of Bognor Hospital; services available
- Putting the 'Regis' in Bognor - 90 years on from King George V bestowing the title upon the Town
- Bognor Regis Royal Mail Delivery Office - taking a look inside the Delivery Office that serves our community, 60 years since postcodes were introduced
- Weather - 70 years since the first regular TV weather forecasts; significant weather events in Bognor Regis (including storm damage to the pier in October 1999); Town Council Weather Observations

AGENDA ITEM 16

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

It would assist Officers if guidance on the content of the 2019 Town Newsletter could be provided at the Policy and Resources Committee Meeting to be held on 26th November 2018 to ensure time for the Committee to review proposals before going to print.

Members are invited to offer their suggestions on the content, including provision of any examples from other publications, and layout/style for the 2019 Town Newsletter.

In addition to consideration of content and design, it has also been suggested that a photography competition is organised, with the winning image being featured on the front cover of the Town Newsletter. It is proposed that the competition be open to members of the public, perhaps limited to one entry per person, with the criteria being that the image must be a landscape of, or recognisable landmark, within the six Wards of Bognor Regis. With a date set for a deadline, after this time all entries will be shared to the Town Council's corporate Facebook page, with each photo identifiable by title and author. Within an agreed timeframe, the photo that receives the greatest number of 'Likes' will be determined as the winner and the photo used on the front cover, with credit given to the author. Subject to the number of entries received, and the space available within the Newsletter, it may be possible to feature thumbnail images of all other entries within the publication.

DECISION

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

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018**

**AGENDA ITEM 17 - TO RECEIVE AN UPDATE ON 2 HOUR FREE
PARKING FOR 2019 AND REAFFIRM THE COUNCIL'S SUPPORT FOR
THE SCHEME**

REPORT BY THE DEPUTY CLERK

FOR DECISION

At the recent BRTC/ADC Liaison Meeting, the issue of the future of the 2 Hour Free Parking Scheme was raised.

Confirmation was provided by ADC that the renewal of the Scheme would now be undertaken annually as a longer commitment was not possible due to the possibility of changes within the Town.

ADC confirmed that the Scheme will be in place once again for 2019 and furthermore, that the previous contribution regime will continue.

DECISION

Members are invited to **AGREE** to reaffirm the Town Council's support for the 2 Hour Free Parking Scheme and to **NOTE** that Town Council contributions to the Scheme will continue as before.

AGENDA ITEM 18

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

**AGENDA ITEM 18 - TO CONSIDER INTERNAL AUDIT REPORT 2018
- 2019 (INTERIM UPDATE) - IF AVAILABLE**

REPORT BY DEPUTY CLERK

FOR INFORMATION

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

The Town Clerk is pleased to be able to report that no significant issues have been identified by the Internal Auditor during his recent visit.

FOR INFORMATION ONLY

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

Bognor Regis Town Council

Internal Audit 2017-18

Summary of Work Undertaken at First Interim Visit on 3rd October 2018

Accounting Records and Bank Reconciliations

- Ø The Council remains a full Omega software user, with one combined cashbook for the Current & Reserve bank accounts operated at the Co-Op. In addition, there are supplementary holdings in the CCLA Deposit Fund and, as before, regular bookkeeping services continue to be provided by third party contractors (DCK Accounting);
- Ø We have again verified that an appropriate cost centre and nominal ledger structure remains in place for 2018-19;
- Ø We have checked the opening Trial Balance in the accounting software for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all the detailed balances have been properly rolled forward: there were no matters arising;
- Ø We have checked and agreed a sample month's receipts and payments transactions (August 2018) from both bank accounts, including the daily "sweep" transfers, to the Omega cashbook; and
- Ø Finally in this area, we have checked and agreed the closing bank reconciliations as at 31st August 2018, with no long-standing or other anomalous entries arising.

Review of Corporate Governance

- Ø We have commenced our examination of the minutes of Full Council and its extant Committee meetings (with the exception of Planning & Licensing) to early September 2018; and
- Ø We have previously noted during 2017-18 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption (in November 2017 and May 2017 respectively) and no further work was considered necessary in this area at present.

Review of Payments

- Ø We are pleased to note that there continues to be sound control over the authorisation of, and payments for, supplier invoices and other similar expenditures (still primarily by cheques);

- Ø We have commenced our testing of payments at this first interim stage, examining a sample of all those items individually in excess of £3,500 together with a more random sample of every 35th cashbook transaction (irrespective of value) to 31st August 2018. This sample comprised approximately 40 items in all, totalling £718,000 and representing 882% of all non-pay related costs in the period to that date;
- Ø We identified that each payment was supported by a relevant invoice, that an official order had been placed for all goods and services where appropriate (a number of utilities and other services are already contractually provided), that VAT had been properly separated and accounted for via the standard nominal ledger control account and that the items had been correctly analysed to the correct expenditure code; and
- Ø Other than noting that VAT returns continue to be submitted on a regular quarterly basis, utilising the HMRC on-line facility as required under extant legislation, no further testing was considered necessary at present with just one quarter having elapsed since our previous detailed consideration of the 31st March 2018 Statement of Accounts.

Assessment and Management of Risk

- Ø We note that the Council's insurance cover continues to be provided by Aviva (under a reasonably standard longer term agreement) and have examined a copy of the current policy schedule for the year ending 10th August 2019. We note that both Employer's and Public Liability cover stand at £10 million, that Fidelity Guarantee stands at £50,000 (as re-affirmed by members in July 2018) and Loss of Revenue is £100,000; and
- Ø We have previously noted in our reports for 2017-18 that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Register (most recently re-adopted in February 2018) and no further work was considered necessary in this area at present.

Precept Determination and Budgetary Control

- Ø Other than noting from examination of current Council and Committee minutes that periodic budget monitoring reports continue to be considered by members (generally quarterly) no further work was undertaken in this area, the first visit being too early for any meaningful variances to be identified or for any considerations of the Precept for 2019-20.

Review of Income

- Ø Other than noting that members had approved various scales of fees and charges for 2018-19 in the previous municipal year and sample testing a month's cashbook receipts to relevant bank statements as noted earlier in this resume, no further work was undertaken in this area at present.

Petty Cash

The Council operates a limited petty cash scheme, with a maximum Imprest holding of £300 which is “topped up” as and when required. A small Excel control sheet is maintained and acts as both the Omega nominal ledger posting document and the approval for re-imbusement “invoice”. We have checked and agreed the expenditure incurred and re-imbursed in August 2018 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT was separately identifiable for periodic recovery (albeit completely immaterial).

Additionally, the Clerk holds a debit card for the current account should the need arise for electronic payments, such as emergency expenditure or statutory requirements such as Land Registry applications. In a similar manner to the petty cash, this is very limited in use and we have checked and agreed a minor sample as part of the supplier payments testing noted earlier in this resume.

Salaries and Wages

We have examined the payroll procedures in place and the physical payments made to staff to date in 2018-19 by reference to the August 2018 documentation, the underlying detail of which continues to be produced externally by West Sussex County Council’s payroll bureau service.

- Ø The Council has duly implemented the previously agreed national pay awards for 2018-19 and we have agreed the salary rates of each employee to the published scales;
- Ø PAYE Tax Codes have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowances with effect from April 2018;
- Ø National Insurance Table deduction rates have been checked to ensure that computations are made accurately;
- Ø Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (virtually unchanged this year compared with 2016-17 and 2017-18); and
- Ø We have checked and agreed the individual’s deductions and net pay values from individual payslips to the payroll summaries provided by the bureau.

Investments and Loans

- Ø We note that the Council has previously adopted a formal Investment Policy (in January 2017) and no revisions have been considered necessary at present; and
- Ø We have noted that formal PWLB loan approval was granted for a further tranche of £100,000 in April 2018 and that this was subsequently drawn down in May 2018.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE - 15th OCTOBER 2018**

AGENDA ITEM 19 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

- **TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF AUGUST 2018 - PREVIOUSLY COPIED TO COUNCILLORS**

The financial reports for the month of August 2018 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS WITH THE TOWN COUNCIL'S CURRENT ACCOUNT, PUBLIC SECTOR RESERVE ACCOUNT AND MAYOR'S CHARITY ACCOUNT FOR THE MONTHS OF JULY AND AUGUST 2018, UNDERTAKEN BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of July and August 2018.

DECISION

To **NOTE** receipt of the financial reports for the month of August 2018.

To **NOTE** verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of July and August 2018, 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 - 15th OCTOBER 2018**

AGENDA ITEM 20 - CORRESPONDENCE

FOR INFORMATION

- 1. SSALC - Email regarding recent report in the papers regarding Sussex Police to have the lowest number of response officers per 100,000 population of any police force in the Country. Closer examination of the figures showed them to be incorrect; Sussex is in fact 28th out of the 43 police forces and not at the bottom of the league. - Copied to Councillors**
- 2. Arun District Council Baby Loss Awareness Week 9 - 15 October - Turning the Town Hall lights pink and blue as agreed with Town clerk**
3. Email correspondence between the Town Clerk and a Councillor regarding his Motion to the Council
4. The letter attached from Katy Bourne explains the position and Katy has asked that this be shared with local councils in Sussex.
5. Sussex Neighbourhood Watch - Freshers Week Advice to Students. Shared to Facebook
6. DCK Accounting Solutions - Budget Setting for Financial Year 2019-20
7. VAAC - Weekly updates, 6th September 2018. Circulated to Councillors
8. WSCC - E-Newsletter, September 2018. Circulated to Councillors
9. Sussex Police - Weekly Bulletin: Arun District, 27th-2nd September 2018. Circulated to Councillors and shared to Facebook
10. NALC - Newsletter, 5th September 2018
11. Local Councils Update - LCU magazine, September 2018: Issue 221
12. Bognor Regis Town Centre Management - Town Centre Manager Contract to end. Circulated to Councillors
13. Sussex Police and Crime Commissioner newsletter "New police officers are joining Sussex Police" forwarded to Councillors
14. Travellers Update ADC - London Road Car Park - forwarded to Councillors
15. NALC - Chief Executive's bulletin - forwarded to Councillors
16. WSCC - reminder that the Community Initiative Fund has 4 weeks left to apply, forwarded to Councillors and on Social Media
17. In the Know - Rewind Stop and Search Campaign Launched Today - Forwarded to Councillors and on Social Media
18. SSALC - WSALC AGM Agenda 2018 Programme Autumn Conference 4th October
19. Mental Health 2018 - Delivering the Five year Forward View - last chance to register
20. Rag Solutions Int - request to place a clothes bank on Council Grounds
21. VAAC Training and Events survey - forwarded to Councillors
22. Auditing Solutions GDPR - Non Disclosure Agreement
23. Arun District Council - Overview Select Committee Agenda - Forwarded to Councillors
24. VAAC - Arun and Chichester Funding Fair 2018

AGENDA ITEM 20

- 25.** SSALC - Meeting of the Sussex Police and Crime Panel - Have you got a Question for the Police and Crime Commissioner? - circulated to Councillors and on Social Media
- 26.** SSALC - Legal and Finance Day Programme
- 27.** ADALC - Minutes of meeting held on 25 April 2018 - circulated to Councillors
- 28.** VAAC - E BULLETIN Updates - forwarded to Councillors and on Social Media
- 29.** Ordnance Survey - Getting ready for OS VectorMap product enhancements
- 30.** NALC - Newsletter - forwarded to Councillors
- 31.** Neighbourhood Alert - Scam Alert - Fake Netflix emails forwarded to Councillors and on Social Media
- 32.** Invitation to JWAAC Highways & Transport Sub Group - 25 September forwarded to BRTC representative
- 33.** NALC - Chief Executive's bulletin - forwarded to Councillors
- 34.** ADC - Weekly Information Service
- 35.** Sussex PCC - Supporting victims of crime - a key priority - forwarded to Councillors
- 36.** Arun District Council - Travellers in Rustington - forwarded to Councillors
- 37.** Arun District Council - BBC2 Series Filming in Bognor Regis - forwarded to Councillors
- 38.** SSALC - Legal & Finance Day 2018
- 39.** Neighbourhood alert Monday 10-16 September 2018 forwarded to Councillors and on Social Media
- 40.** VAAC Weekly E Bulletin Updates forwarded to Councillors and on Social Media
- 41.** NALC - Newsletter forwarded to Councillors
- 42.** WSCC - Notification of cancellation of Velo South - forwarded to Councillors and on Social Media
- 43.** JWAAC - Final Agenda and papers JWAAC Highways and Transport Sub Group - Tuesday 25 September - shared with BRTC's JWAAC H&T Representative (Cllr. Goodheart)
- 44.** WSCC - Employability Fair Evaluation from the Skills and Job Fair Sept 2018
- 45.** SSALC - Notification of change of staff
- 46.** SSALC - WSALC AGM & Conference Urgent Reminder for representatives - forwarded to Councillors
- 47.** Neighbourhood Alert - Phishing Alert, Fake TV Licensing emails - forwarded to Councillors and on Social Media
- 48.** Office of Sussex PCC - Tackling Fraudsters in West Sussex - Forwarded to Councillors
- 49.** SSALC - Ledbury Update with attached document regarding the Ledbury Judgement and the action NALC are taking. Circulated to Councillors
- 50.** WSCC - Pension Auto Enrolment
- 51.** Parish Online - News & Updates
- 52.** VAAC - Training and Events Survey
- 53.** Neighbourhood Alert Weekly Bulletin - forwarded to Councillors and on Social Media
- 54.** Sussex Sports Awards Needs your Nominations - forwarded to Councillors and on Website and Social media
- 55.** NALC Newsletter

AGENDA ITEM 20

- 56.** Arun District Council - Information Update: New public toilets on Bognor Regis seafront - shared on Social Media and website
- 57.** WSCC Press release on School Admissions Sept 2019 - forwarded to Councillors and on Social media/website
- 58.** Town Green Application; Sunken Gardens/Hothampton and associated paperwork
- 59.** VAAC Funding Focus October 2018 forwarded to Councillors and on Social Media
- 60.** Sussex PCC - Speak Out, Stay Safe - copied to Councillors
- 61.** Clerks and Councils Direct September 2018 Issue 119
- 62.** VAAC - Arun and Chichester Funding Fair 2018 - forwarded to Councillors
- 63.** MIND - Coastal West Sussex - our impact 2018
- 64.** Neighbourhood Alert - 1/10/18 - Police no longer recording reports of lost property - forwarded to Councillors and on Social Media
- 65.** SSALC - Update on this year's audit regime and AGAR forms
- 66.** Gates Green Solutions Ltd - Introduction and invitation to a sustainable business event
- 67.** VAAC weekly update 4th October 2018 - forwarded to Councillors and on Social Media
- 68.** SSALC - Three Counties Training Programme 2019/20
- 69.** Arun & Chichester CAB - Walk the Thames Legal Walk 2018 - forwarded to Councillors
- 70.** WSCC Skills and Job Fair Bognor 2018 - poster for event in November 2018 and information about the possibility of further events to come
- 71.** HCLG - High Streets and town centres in 2030 inquiry Tuesday 9 October 4.pm Westminster
- 72.** SSALC - Information on a 1-day Lantra Awards Basic Tree Survey & Inspection Course

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING - 15th OCTOBER 2018**

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

1. NALC - Book your place at NALCs new Spring Conference 2019
2. VAAC - Trustee Training - Forwarded to Councillors
3. NALC - Chief Executives Bulletin
4. Arun District Council - Information Service - ref agendas
5. Office of the Police and Crime Commissioner - Engaging with the Community - forwarded to Councillors
6. Arun District Council - Group Head of Policy - Parish elections – six-month rule
7. West Sussex County Council - Bus User Survey - forwarded to Councillors and on Social Media
8. ADC - Public WC refurbishment contract - Phase 2. Shared with staff and Members
9. Local Council Update October 2018 - issue 222
10. SSALC - External Audit Issues
11. West Sussex PFI - Notifications of repair of streetlighting previously reported
12. Sussex PCC - 21st Century challenges to tackling domestic abuse - forwarded to Councillors
13. Neighbourhood Alert - Update on significant Planned Road Works and Emergencies - forwarded to Councillors and on Social Media
14. The Regis School Newsletter - forwarded to Councillors
15. VAAC Update - forwarded to Councillors and on Social Media
16. Arun District Council - Keeping you updated: Place St Maur, Bognor Regis - previously forwarded to Councillors
17. NALC - Chief Executives Bulletin - Forwarded to Councillors
18. NALC - Last chance to vote in Committee Elections
19. Stonepillow Autumn Newsletter - forwarded to Councillors

AGENDA ITEM 21

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE – 15th OCTOBER 2018

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

Leak in Screen 3 of the Cinema - Members were advised at the last Town Council Meeting that a leak had occurred in the ceiling of Screen 3. It was also reported that following the initial investigation by a local contractor, the Managing Agents had arranged for a surveyor to carry out an assessment of the area and produce a report with recommendations on the cause of the water ingress and how to remedy the problem. This has now been completed and we have been advised by the Agents that the surveyor's initial findings all lead to the windows. The cost to undertake this assessment was £360 and this has been paid by BPCL.

The surveyors "Specific Defect Report" has now been received, which outlines the exact problem and provides some options towards a solution. The soft wood, glazed frames in the turret have suffered from their exposed position. The south facing frames have split and the filler is not waterproof. The external decoration of the frames has broken down and is now an inadequate rainscreen. The frames have not been decorated for at least 7 years and with the southern aspect and the exposed location, the frames are in a poor condition and they have therefore shrunk and split which is allowing water to track through the frame and then into the lower tower ceiling areas. It is recommended that as part of the repair work, the lead flashings, which were left in place when the roof covering was renewed in 2011 are also inspected and a report is to be made back to the client on their condition. It is also suggested that as part of the repair works the internal frames are prepared and treated in the same way as the external frames and stained to match the existing.

Having now liaised further with the Managing Agents, it is recommended that costs be obtained from the surveyor whom undertook the assessment to prepare a specification for the works required, put it out to tender and then oversee the works. The charge to undertake these works has therefore been requested and is awaited.

Following liaison with the Cinema Manager to establish the level of damage caused by the leak, the following response was received: -

"The only damage that I am aware of is to the boarding that you can see which is the top level of the tower, and to the lower ceiling that is just inside the hatch, the water dripped through the ceiling to the screen below, water damage was sustained to the seats but we have cleaned these up. As the hatch is so high up the cinema staff are not allowed to climb a ladder that high, so we are unable to fully investigate the damage."

The surveyor when carrying out his assessment did not report any further damage in the lower part of the tower internally so hopefully the ceiling in Screen 3 will only require redecoration and this will therefore be included in the specification of works.

Cinema Theatre Association - a copy of the Bulletin Magazine Vol. 52, No. 5 for September/October 2018 has been received which is available for Members to view if required.

Insurance Reinstatement Cost Assessment - as reported to the Town Council Meeting held on 3rd September 2018, the report had been received and had been sent to the Insurance Brokers to establish whether there needed to be any change in the sum insured. Confirmation has now been received back from the Insurance Company to advise that the current insured value is adequate and in line with the assessment undertaken.

Kiosk 1a Linden Road, leak through ceiling – as previously advised a response was awaited from the Insurers following the claim that had been submitted. This has now been approved and the relevant contractors are now undertaking the various works required to repair the damage.

Further information in relation to the above premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.

Lightning Conductor retesting – the annual testing of the Lightning Conductor on the Cinema is due to be undertaken shortly. Quotations are currently being sought to enable this to be undertaken.

Regis Burger 1b Linden Road - further information in relation to the premises will be given at the meeting however as this is a contractual matter it will need to be done under confidential business.