



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 TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that an Online Meeting of the Town Council of Bognor Regis will be held at **6.30pm on MONDAY 10th AUGUST 2020** in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted, as set out hereunder.

The public will not be permitted to speak during the Meeting. However, an opportunity will be afforded to **Members of the Public** to have **Questions** put, or make **Statements**, to the Council during an adjournment shortly after the meeting has commenced.

NB: All Questions and Statements MUST be submitted in writing (preferably by email) and MUST be received by the Town Clerk before 9am on Monday 10th August 2020.

Online access to the Meeting will be via ZOOM. Please email the Town Clerk using the email address given above to receive the access code and link for the meeting.

DATED this 3rd day of AUGUST 2020

CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. Chairman's Announcements 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 Online Meeting of Bognor Regis Town Council held on 29th June 2020
 4. Reports from WSCC and ADC Councillors
 5. Written Questions from Councillors
 6. Adjournment for the Mayor to read public questions and statements submitted in accordance with the requirements noted above
 7. To consider Internal Audit reports 2019 - 2020 (Interim and Final updates)
 8. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2020 including: -
 - 8.1 To approve the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2019/2020 (Page 3 of the AGAR)
 - 8.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2019/2020 (Section 1 of the AGAR)
 - 8.3 To approve the Annual Governance Statement for 2019/2020 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of this meeting and by the Town Clerk
 - 8.4 To approve the Financial Statements for year ended 31st March 2020 and agree that these be signed by the Chairman of this meeting and by the Town Clerk
 - 8.5 To consider and approve the Accounting Statements for 2019/2020 (Section 2 of the AGAR)
 - 8.6 To approve the Accounting Statements for 2019/2020 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of this meeting approving and noting that these were previously signed by the RFO prior to presentation
 9. To ratify decisions taken by the Town Clerk in accordance with the delegated authority and process
 10. To Receive and Consider Reports, Minutes and Recommendations of Committees (other than any specific items on this Agenda)
 - 10.1 **Policy and Resources Committee Online Meeting of 6th July 2020** with resolutions, recommendations and reports including: -
 - Recommendation to adopt the Terms of Reference for the Climate Change Topic Team - Min. 151 refers
 - 10.2 **Community Engagement and Environment Committee Online Meeting of 22nd June 2020** with resolutions, recommendations and reports including: -
 - Recommendation that Cllr. Ms. Sharples be the Appointed Representative to the committee of the 39 Club - Min. 98.3 refers
 - 10.3 **Planning and Licensing Committee Meeting of 10th March, and the Online Meetings of the Planning and Licensing Committee of 6th and 26th of May, 16th June, 7th and 28th July 2020** with resolutions, recommendations and reports

11. To formally receive the Minutes, Reports and Recommendations of the Committees, and refer any suggested amendments decided upon during the meeting back to the relevant Committee, and ratify any Committee actions as may be necessary
12. To note the List of Payments and Transfers made in May and June 2020 and to note the balances, bank reconciliations and financial reports (July not yet available). These documents are available on the Town Council website @ <http://www.bognorregis.gov.uk> (follow the link, click on 'Our Council', then 'Strategic Documents', where these documents can be accessed by clicking the appropriate box at the bottom of the page)
13. To consider the continued support and funding of the parking disc scheme together with the terms of any future partnership arrangement
14. To agree if the 2020 Grant Aid for the Kite Festival may be earmarked for payment in 2021, in line with other recipients as agreed at the Online Council Meeting held on 8th June - Min. 227 refers
15. To receive Correspondence and note circulation by email of list up to 3rd August 2020
16. Picturedrome Site update
17. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
18. Picturedrome Site update - Confidential Business

Agenda item **18** will contain confidential items and require a resolution to exclude public & press.

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY



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MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 29th JUNE 2020

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, K. Batley, J. Brooks, J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
2 members of the public (part of meeting)

The Meeting opened at 6.36pm

231. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Town Mayor welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Mayor advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all the previously.

Apologies for absence were received from Cllrs. A. Cunard and Mrs. S. Daniells due to their Disclosable Pecuniary Interest in items 6, 8 & 9 on the Agenda; Cllr. Mrs. I. Erskine due to family commitments; Cllr. Ms. A. Sharples who was unwell and Cllr. Mrs. S. Staniforth due to family commitments.

232. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

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

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interest - 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, 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. Batley declared an Ordinary Interest in Agenda item 8 as a personal acquaintance of the previous tenant of 1b Linden Road and stated that he would leave the Meeting

233. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 8th JUNE 2020

The Minutes of the Online Meeting of Bognor Regis Town Council held on 8th June 2020 were **APPROVED** by the Council as a correct record and were signed by the Town Mayor.

234. ADJOURNMENT FOR THE MAYOR TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

Members **NOTED** that there were no questions or statements from the public.

The Meeting was adjourned at 6.42pm

Questions had been received from Cllrs. Brooks, Goodheart and Stanley and the Chairman therefore adjourned the meeting to read these to Members and provided responses. Furthermore, the Chairman reminded Members that as per Standing Orders there would be no discussion on these points and, if applicable, he would reply directly to the Members concerned.

The Meeting reconvened at 6.48pm

Members noted that the Mayor had attended an event in Chichester in support of the "Save Spirit FM" campaign and therefore would liaise with the Town Clerk regarding an appropriate letter.

235. TO RECEIVE CORRESPONDENCE AND NOTE CIRCULATION BY EMAIL OF LIST UP TO 22nd JUNE 2020

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

236. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING:- TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA

The previously circulated Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.

- 236.1** Members discussed the potential installation of railings and it was noted that ADC do have plans to declutter that area and these plans need to be taken into account before a decision is taken. The Town Clerk referred to the Council's previous decision to obtain quotations for a feasibility study for the installation, and updated Members that despite several enquiries she had only been able to source one quotation. However, further enquiries had been made recently and it was hoped that at least two quotations for the proposed feasibility study would be presented to Members shortly.

236.2 Members **NOTED** the plans for the disabled ramp, as appended to the Agenda, and unanimously **AGREED** that these should now be submitted to the Planning Authority for consideration. Members thanked Cllr. Miss. Needs for championing this addition to the building.

236.3 Members **CONFIRMED** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.

237. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.D) - (CONTRACTUAL)

The Council **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, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 8 & 9(contractual).

238. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: - TO CONSIDER MATTERS OF A CONTRACTUAL NATURE IN RELATION TO THE SITE

238.1 Before the Chairman opened the debate the Town Clerk suggested, and Members **AGREED**, that the report which references the previous tenant of 1b Linden Road be deferred and taken after Agenda item 9. This would allow Cllr. Batley to redeclare his interest and leave the Meeting without having to return as this would then be the last item for consideration.

238.2 The previously circulated confidential Director's Report was **NOTED**, and actions taken as detailed were **RATIFIED**.

238.3 With regard to the Landlord's Consent for alterations to the building as detailed in the confidential report, with no objections having been received to the email consultation, Members **NOTED** and **AGREED** to **RATIFY** granting of Consent.

238.4 Members **NOTED** the report on the additional terrorism cover and **AGREED** that the costs should be apportioned between the tenants.

239. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT

Members received and **NOTED** that the matter had now been concluded as detailed in the confidential report from the Town Clerk, as circulated prior to the meeting, and **RATIFIED** the actions taken.

Cllr. Batley redeclared his Ordinary Interest in the next item and left the Meeting

240. **PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: - TO CONSIDER MATTERS OF A CONTRACTUAL NATURE IN RELATION TO THE SITE**

Members received and **NOTED** the confidential report regarding 1b Linden Road, circulated prior to the Meeting, and **RATIFIED** the actions taken.

The Meeting closed at 7.20pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

**AGENDA ITEM 7 - TO CONSIDER INTERNAL AUDIT REPORTS 2019
- 2020 (INTERIM AND FINAL UPDATES)**

REPORT BY THE TOWN CLERK FOR INFORMATION AND NOTING

A copy of the Internal Audit Reports 2019-2020 (Interim and Final) are attached for Members' consideration - **Appendix 1 and 2**.

I am pleased to be able to report that no significant issues have been identified by the Internal Auditor whilst carrying out his reviews of the Council's accounting records and systems of internal control.

FOR INFORMATION AND NOTING

The Committee is invited to **NOTE** the Internal Audit Reports 2019-2020 (Interim and Final).



Bognor Regis Town Council

Internal Audit Report 2019-20 (Interim Update)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Limited***

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service the Council since the outset of the “Limited Assurance” audit arrangements: this report sets out the work undertaken in relation to the 2019-20 financial year during the course of our two interim visits, which were undertaken on 1st November 2019 and 4th February 2020, and will be subject to further update after the final visit which will follow the year-end closedown in May or June 2020.

Internal Audit Approach

In continuing our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council’s financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the Internal Audit Report in the Council’s Annual Governance and Accountability Return (AGAR in short), which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken to date in 2019-20, the Council continues to maintain adequate and effective internal control arrangements, with no significant issues identified: consequently, it has not been considered necessary to append any Action Plan of formal recommendations this year to date.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been anticipated. Consequently, we have: -

- Ø Noted that the Council remains a full Omega software user, with one sole cashbook for the Current bank account operated at the Co-Op (the previously held Reserve account and daily "sweep" transactions were closed / ceased with effect from May 2019). In addition, there are supplementary holdings in the CCLA Deposit Fund;
- Ø Verified the accurate carry forward of opening balances in the financial ledger for 2019-20 to the detail in the 2018-19 Balance Sheet, Statement of Accounts and Annual Return;
- Ø Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Ø Checked and agreed transactions in the combined cashbook for the Co-Op Current and Reserves accounts to relevant bank statements, including the daily "sweeps" where applicable, for April and September 2019;
- Ø Checked and agreed detail of all transactions (due to the low volumes) on the Mayor's Charity cashbook to bank statements for the financial year to 30th September 2019; and
- Ø Verified the content and accuracy of bank reconciliations as at 30th April and 30th September 2019 on both the principal and mayor's charity cashbooks.

Conclusions

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

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Ø Continued our review of the minutes of Full Council and its extant Standing Committee meetings (except Planning and Licensing) for the municipal year to January 2020 in order to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred. We note from our current review of minutes at this update visit the on-going confidential matters regarding legal processes in relation to the historical asbestos problem and to property leases but do not consider it appropriate to comment further at present;
- Ø Noted that the Council has re-adopted the General Power of Competence at its meeting in May 2019 subsequent to the local elections in accord with current regulations; and

- Ø Previously noted during 2017-18 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption (in November and April 2017 respectively) and, subsequently in 2018-19, we have also noted that Standing Orders were again the subject of further review and were adopted by Full Council in early November 2018. No further reviews have been identified during 2019-20 to date.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

- Ø Council resources are released in accordance with the Council's approved procedures and budgets;
- Ø Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Ø All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Ø An official order has been raised on each occasion that one would be anticipated;
- Ø The correct expense codes have been applied to invoices when processed; and
- Ø VAT has been appropriately identified and coded to the control account for periodic recovery.

We have again examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds and consider that they continue to operate effectively. We have continued our review of this area for the year to 31st December 2019 examining a sample of approximately 55 payments, namely all those individually in excess of £3,500 and a further selection of every 35th cashbook transaction (irrespective of value), which totalled £277,500 and represented 70% by value of all non-pay related expenditure to that date.

We note that VAT returns continue to be submitted on a regular quarterly basis, previously utilising the HMRC on-line facility but now filing via Omega software under the Making Tax Digital regulations, and have checked and agreed the September 2019 submission to the underlying control account balances.

Conclusions

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

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- Ø We have previously noted in our final report for 2018-19 that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Assessment Register (based on the bespoke LCRS software) in place and that this was most recently re-adopted in March 2019; consequently we have not considered any further work in this area to be necessary at present, although we would just remind officers that the review of the assessments must be done on an annual basis; and
- Ø We note that the Council's insurance cover continues to be provided by Aviva (under a reasonably standard long term agreement) and have examined a copy of the current policy schedule for the year ending in August 2020. We note that both Employer's and Public Liability cover stand at £10 million, that Fidelity Guarantee cover stands at £50,000 (as re-affirmed by members in July 2019) and Loss of Revenue is in place at £100,000.

Conclusions

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

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

- Ø We note the satisfactory conclusion of the 2020-21 budget deliberations resulting in the Council approving and adopting a Precept of £948,372 at its meeting in January 2020; and
- Ø We are pleased to note from examination of the year's Council and Committee minutes, that periodic budget monitoring reports continue to be considered by members and have examined the latest available report (November 2019) with no un-identified variances arising to warrant further enquiries or explanations by officers at present.

Conclusions

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

Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span. Consequently, we have:-

- Ø Noted that members had approved various scales of fees, charges and allotment rentals for 2019-20 in the previous municipal year,
- Ø Examined a sample month's customer invoices for Town Force services (October 2019), verifying them to the detailed monthly analysis of the direct workforce's timesheets, ensuring that the agreed levels of charges were levied and that there has been no undue delay in settlements;
- Ø Examined all sales invoices raised in 2019-20 for planter and roundabout sponsorships and are pleased to note the detailed work maintained in recording the periodic (usually quarterly) receipts and the values arising in advance for the following financial year;
- Ø As noted earlier in this report, checked and agreed two sample months' receipts (April and September 2019) in full, from bank statements to cashbooks; and
- Ø Verified that all monthly dividends receivable on the CCLA Public Sector Deposits had been paid and credited to the appropriate income code within the nominal ledgers for April to December 2019.

Conclusions

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

Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

- Ø The Council operates a limited petty cash scheme, with a maximum Imprest holding of £300 which is "topped up" as and when required. A small Excel control sheet is maintained and acts as both the Omega nominal ledger posting document and the approval for reimbursement "invoice". We have checked and agreed the expenditure incurred and repaid for the sample period October and November 2019 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT was separately identifiable for periodic recovery (albeit completely immaterial); and
- Ø The Clerk holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. In a similar manner to the petty cash, this is very limited in use and we have checked and agreed a relatively minor sample as part of the supplier payments testing above.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last updated with effect from 1st April 2019 with regard to employee contribution percentages. We have examined the payroll procedures in place and the physical payments made to staff in 2019-20 by reference to the September 2019 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 2019-20 and we have agreed the salary rates of each employee to the published scales;
- Ø PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowance thresholds with effect from April 2019;
- Ø Individual deductions for both Tax and National Insurance have been checked to ensure that computations have been made accurately; and
- Ø Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (albeit only marginally revised this year compared with 2018-19); and

Conclusions

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

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Ø The Council currently holds just one "investment" in the Public Sector Deposit Fund and we have checked and agreed the balance therein from the Omega balance sheet to the third party statements as at 30th November 2019;
- Ø We are pleased to note that the Council has an appropriate, formal Treasury Management Policy in place, which was most latterly re-adopted in June 2019; and

- Ø We have previously noted in our final report for 2018-19 that the Council now has three outstanding PWLB liabilities and we have checked and agreed the two instalment repayments for the current year (in April and September 2019) from their third party advice notes to cashbook transactions as part of the higher value supplier payment testing work noted earlier in this report.

Conclusions

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



Bognor Regis Town Council

Internal Audit Report 2019-20 (Final)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Limited***

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service the Council since the outset of the “Limited Assurance” audit arrangements. This report sets out the work undertaken in relation to the 2019-20 financial year during the course of this final review, undertaken remotely in our offices in early July 2020 due to the Covid-19 pandemic, and the two interim visits which took place on 1st November 2019 and 4th February 2020. We would like to thank officers in assisting with this process, providing all necessary additional (to that examined previously) documentation electronically to facilitate our completion for the year and enabling us to sign off the Internal Audit Certificate whilst still ensuring that governance and financial controls remain effective

Internal Audit Approach

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return. Our programme of cover has been designed to afford appropriate assurance that the Council’s financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council’s own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the Internal Audit Report in the Council’s Annual Governance and Accountability Return (AGAR in short), which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to report that, on the basis of the work undertaken for 2019-20, the Council continues to maintain adequate and effective internal control arrangements, with no significant issues identified: consequently, it has not been considered necessary to append any Action Plan of formal recommendations this year and we have duly signed off the Internal Audit Report at Page 3 of the AGAR assigning positive responses in all categories.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the Council's accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. DCK Accounting Solutions Ltd continue to provide the basic accounting function to the Council, which affords a higher level of security and results in greater segregation of duties than may otherwise have been anticipated. Consequently, we have: -

- Ø Noted that the Council remains a full Omega software user, with one sole cashbook for the Current bank account operated at the Co-Op (the previously held Reserve account and daily "sweep" transactions were closed / ceased with effect from May 2019). In addition, there are supplementary holdings in the CCLA Deposit Fund;
- Ø Verified the accurate carry forward of opening balances in the financial ledger for 2019-20 to the detail in the 2018-19 Balance Sheet, Statement of Accounts and Annual Return;
- Ø Ensured that a comprehensive, meaningful and appropriate nominal coding schedule, together with cost centres, remains in place;
- Ø Checked and agreed transactions in the combined cashbook for the Co-Op Current and Reserves accounts to relevant bank statements, including the daily "sweeps" where applicable, for April & September 2019 and also March 2020;
- Ø Checked and agreed detail of all transactions (due to the low volumes) on the Mayor's Charity cashbook to bank statements for the financial year to 30th September 2019 and also March 2020; and
- Ø Verified the content and accuracy of bank reconciliations as at 30th April & 30th September 2019 and also at 31st March 2020 on both the principal and mayor's charity cashbooks.

Conclusions

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

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. To meet that objective, we have:

- Ø Concluded our review of the minutes of Full Council and its extant Standing Committee meetings (except Planning and Licensing) for the municipal year to March 2020 in order to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are apparent whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred. We noted from our current review of minutes at the previous interim visit the on-going confidential matters regarding legal processes in relation to the historical asbestos

problem and to property leases but do not consider it appropriate to comment further at present;

- Ø Noted that the Council has re-adopted the General Power of Competence at its meeting in May 2019 subsequent to the local elections in accord with current regulations; and
- Ø Previously noted during 2019-19 that the Council's Standing Orders and Financial Regulations had been the subject of periodic review and re-adoption (in November 2018) and, subsequently in 2019-20, we have also noted that both extant documents were again the subject of further review and were adopted by Full Council in early March 2020.

Conclusions

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

Review of Expenditure

Our aim here is to ensure that: -

- Ø Council resources are released in accordance with the Council's approved procedures and budgets;
- Ø Payments are supported by suitable documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Ø All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- Ø An official order has been raised on each occasion that one would be anticipated;
- Ø The correct expense codes have been applied to invoices when processed; and
- Ø VAT has been appropriately identified and coded to the control account for periodic recovery.

We have again examined the procedural controls in place over the receipt and verification of invoiced expenditure, together with the release of funds and consider that they continue to operate effectively. We have continued our review of this area for the year to 31st March 2020, examining a sample of approximately 65 payments, namely all those individually in excess of £3,500 and a further selection of every 35th cashbook transaction (irrespective of value) to December 2019 and a further smaller selection of all those in excess of £5,000 remotely for January to March 2020. The overall value examined totalled more than £454,000 and represented 80% of all non-pay related expenditure for the year.

We note that VAT returns continue to be submitted on a regular quarterly basis, previously utilising the HMRC on-line facility but now filing via Omega software under the Making Tax Digital regulations, and have checked and agreed the September 2019 submission to the underlying control account balances. We have also subsequently verified the March 2020 debtor disclosed in the Statement of Accounts to control balances.

Conclusions

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

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- Ø We have previously noted in our final report for 2018-19 that the Council has a formal Risk Management Strategy and a supplementary detailed Risk Assessment Register (based on the bespoke LCRS software) in place and that this was re-adopted in March 2019. Subsequently we note from minutes and other documentation provided remotely that these were re-adopted in March 2020 with no further comment necessary' and
- Ø We note that the Council's insurance cover continues to be provided by Aviva (under a reasonably standard long term agreement) and have examined a copy of the current policy schedule for the year ending in August 2020. We note that both Employer's and Public Liability cover stand at £10 million, that Fidelity Guarantee cover stands at £50,000 (as re-affirmed by members in July 2019 although we note from subsequent minutes that this will be increased to £150,000) and Loss of Revenue is in place at £100,000.

Conclusions

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

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the annual precept; that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

- Ø We note the satisfactory conclusion of the 2020-21 budget deliberations resulting in the Council approving and adopting a Precept of £948,372 at its meeting in January 2020;
- Ø We are pleased to note from examination of the year's Council and Committee minutes, that periodic budget monitoring reports continue to be considered by members and have examined the latest available report (November 2019) with no un-identified variances arising to warrant further enquiries or explanations by officers at present; and
- Ø We note that, as at 31st March 2020, Total Usable Reserves stood at £807,000, which comprised of specific Earmarked items of £489,000 and the residual General Fund of £318,000: the latter represents four months gross expenditure at current levels (excluding capital costs).

Conclusions

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

Review of Income

In considering the Council's sources of income, we aim to establish that robust procedures are in place to ensure that all income due to the Council is identified and invoiced accordingly, that arrangements for the secure handling of any cash income are in place and that income due to the Council is recovered within a reasonable time span. Consequently, we have:-

- Ø Noted that members had approved various scales of fees, charges and allotment rentals for 2019-20 in the previous municipal year,
- Ø Examined a sample month's customer invoices for Town Force services (October 2019), verifying them to the detailed monthly analysis of the direct workforce's timesheets, ensuring that the agreed levels of charges were levied and that there has been no undue delay in settlements;
- Ø Examined all sales invoices raised in 2019-20 for planter and roundabout sponsorships and are pleased to note the detailed work maintained in recording the periodic (usually quarterly) receipts and the values arising in advance for the following financial year;
- Ø As noted earlier in this report, checked and agreed three sample months' receipts (April & September 2019 and March 2020) in full, from bank statements to cashbooks; and
- Ø Verified that all monthly dividends receivable on the CCLA Public Sector Deposits had been paid and credited to the appropriate income code within the nominal ledgers for April to December 2019.

Conclusions

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

Petty Cash Account

Whilst the amount spent through the Council's petty cash account is relatively low, we are required, as part of the annual Internal Audit Report process, to assess and sign-off on the soundness of controls in this area of the Council's financial activities.

- Ø The Council operates a limited petty cash scheme, with a maximum Imprest holding of £300 which is "topped up" as and when required. A small Excel control sheet is maintained and acts as both the Omega nominal ledger posting document and the approval for reimbursement "invoice". We have checked and agreed the expenditure incurred and repaid for the sample period October and November 2019 to ensure that each transaction was supported by an appropriate till receipt and that any applicable VAT was separately identifiable for periodic recovery (albeit completely immaterial); and
- Ø The Clerk holds a debit card for the current account should the need arise for electronic expenditure, including emergency payments or statutory requirements such as Land Registry applications. In a similar manner to the petty cash, this is very limited in use and

we have checked and agreed a relatively minor sample as part of the supplier payments testing above.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation was being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenues and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as last updated with effect from 1st April 2019 with regard to employee contribution percentages. We have examined the payroll procedures in place and the physical payments made to staff in 2019-20 by reference to the September 2019 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 2019-20 and we have agreed the salary rates of each employee to the published scales;
- Ø PAYE Tax Codes and National Insurance Tables have been checked to ensure that appropriate allowances are being applied for the year following the annual budgetary increases in personal allowance thresholds with effect from April 2019;
- Ø Individual deductions for both Tax and National Insurance have been checked to ensure that computations have been made accurately; and
- Ø Local Government Pension Scheme deduction rates have been checked to ensure they are in accord with the current bandings (albeit only marginally revised this year compared with 2018-19); and

Conclusions

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

Asset Registers

The Governance and Accountability Manual – "The Practitioner's Guide" requires all Councils to maintain an inventory/Register of Assets. As in previous years, the contract accountants have maintained a detailed spread sheet record of the Council's asset stock identifying detail of the asset values (and depreciation applied), which forms the basis of detail in the Statement of Accounts.

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

Conclusions

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

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

- Ø The Council currently holds just one “investment” in the Public Sector Deposit Fund and we have checked and agreed the balance therein from the Omega balance sheet to the third party statements and DCK’s Accounts as at 31st March 2020;
- Ø We are pleased to note that the Council has an appropriate, formal Treasury Management Policy in place, which was most latterly re-adopted in June 2019; and
- Ø We have previously noted in our final report for 2018-19 that the Council now has three outstanding PWLB liabilities and we have checked and agreed all the instalment repayments for the current year from their third party advice notes to cashbook transactions as part of the higher value supplier payment testing work noted earlier in this report. Also we have subsequently verified the 31st March 2020 disclosure in the Statement of Accounts to the independent PWLB balances published on their website.

Conclusions

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

Statement of Accounts and Annual Return

As documented above, the revised Annual Governance and Accountability Return now forms the statutory Accounts of the Council subject to external audit review and certification and in order to assist the Council in ensuring the accuracy of the detail submitted for certification, we have reviewed the content of the detailed Statement of Accounts prepared by DCK Accounting Solutions by reference to the underlying financial and, where applicable, other records.

These Accounts form the basis of data reported at Page 5 of the revised AGAR, detail of which we have also reviewed and verified.

Conclusions

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

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

**AGENDA ITEM 8 - ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2020**

REPORT BY TOWN CLERK

FOR DECISION

BACKGROUND

The Town Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Part 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The term 'smaller authority' includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board (full details of the definitions available in Schedule 2 of the Local Audit and Accountability Act 2014). The AGAR is made up of three parts, pages 3 to 6, The Town Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2020 no later than 31st August 2020 (deadline extended due to the COVID 19 pandemic) - **copy attached Appendix 1.**

AGAR - Annual Internal Audit Report 2019/20 (Page 3)

This has been completed and signed by Mr. N. Archer from Auditing Solutions Ltd. following the completion of his final inspection for 2019/2020 undertaken and completed remotely on 6th July 2020 (this is also attached).

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

Section 1 - Annual Governance Statement 2019/20 (Page 4)

Section 2 - Accounting Statements for 2019/20 (Page 5)

Section 3 - External Auditor's Report & Certificate 2019/20 (Page 6)

The audit will be undertaken by Moore Stephens.

8.1 To approve the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2019/2020 (Page 3 of the AGAR)

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

The internal control arrangements therefore need to be reviewed on an annual basis to satisfy this requirement and the Council therefore reviewed its internal control procedures and practices, at its meeting on 9th March 2020, Council Min. 203 refers. The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders.

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

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

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

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

- The Council's Annual Assessment/Review of Risks for 2019/2020 was considered by the Policy and Resources Committee at its meeting on 3rd February 2020 (Min. 128 refers) and was recommended to Council for approval. Copies of the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2019/2020 considered at the meeting are attached at **Appendix 3**
- The Policy and Resources Committee considered the Internal Audit Plan for 2019/2020 at its meeting on 4th February 2019 (Min. 137.2 refers). A copy of the report considered at the meeting is attached at **Appendix 4**
- The Policy and Resources Committee considered the re-appointment of the Council's Internal Auditor for 2019/2020 at its meeting on 4th February 2019 (Min. 137.1 refers) - also part of the above report
- The Policy and Resources Committee considered the first Interim Internal Audit Report at its meeting on 25th November 2019 (Min. 101 refers) with no issues identified by the Internal Auditor during his first visit
- The second Interim and Final Internal Audit Reports are to be received earlier in this meeting under Agenda item 7 and once again no issues were identified by the Internal Auditor.

DECISIONS

Members are invited to formally **NOTE** the Annual Internal Audit Report for 2019/2020 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

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

8.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2019/2020 (Section 1 of the AGAR)

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Town Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. Also, to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2020, that:

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

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

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

DECISION

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

- 8.3 To approve the Annual Governance Statement for 2019/2020 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of this meeting and by the Town Clerk**

DECISION

Members are invited to **APPROVE** the Annual Governance Statement for 2019/2020 and that Section 1 is signed by the Chairman of this meeting and by the Town Clerk.

- 8.4 To approve the Financial Statements for year ended 31st March 2020 and agree that these be signed by the Chairman of this meeting and by the Town Clerk**

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

DECISION

Members are invited to **APPROVE** the Financial Statements for year ended 31st March 2020 and agree that these be signed by the Chairman of this meeting and by the Town Clerk.

- 8.5 To consider and approve the Accounting Statements for 2019/2020 (Section 2 of the AGAR)**

Section 2 - Summarises the Accounting Statements for 2019/2020 and is signed by the RFO, prior to presentation for Members consideration and approval, and then by the Chairman of this meeting.

DECISION

Members are invited to consider and **APPROVE** the Accounting Statements for 2019/2020 as detailed on Section 2 of the AGAR.

- 8.6 To approve the Accounting Statements for 2019/2020 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of this meeting and noting that these were previously signed by the RFO prior to presentation

DECISIONS

Members are invited to **APPROVE** the Accounting Statements for 2019/2020 and agree that Section 2 is signed by the Chairman.

Members are invited to **NOTE** that the Accounting Statements for 2019/2020 were previously signed by the Responsible Financial Officer prior to their presentation to this meeting.

Annual Governance and Accountability Return 2019/20 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

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

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

Publication Requirements

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

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2019/20

BOGNOR REGIS TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/11/19, 04/02/20 01/07/20

Nigel Archer for Auditing Solutions Ltd

Signature of person who carried out the internal audit

N. J. Archer

Date

06/07/20

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

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

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BOGNOR REGIS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

www.bognorregis.gov.uk

Section 2 – Accounting Statements 2019/20 for

BOGNOR REGIS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	895,992	764,923	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	878,655	916,001	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	195,490	116,871	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	- 476,114	- 506,298	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	- 86,621	- 115,207	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	- 642,479	- 369,152	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	764,923	807,138	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	867,989	850,611	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,931,184	1,941,816	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,206,111	1,126,332	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

28/07/2020

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

BOGNOR REGIS TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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

Bognor Regis Town Council

Statement of Internal Control

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

These procedures include (inter alia):

Expenditure Controls

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

Income Controls

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

Further Controls

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

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

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2019 To 2020

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



LCRS 6. Overall Summary

Bognor Regis Town Council Assessment for year 2019 To 2020

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

Completed by:

Date:

Position:

How to complete:

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



Bognor Regis Town Council
Assessment for year 2019 To 2020

LCRS 7b - All Action Plans

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



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

How to complete (individual risk section):

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

AGENDA ITEM 17

BOGNOR REGIS TOWN COUNCIL POLICY AND RESOURCES COMMITTEE MEETING - 4th FEBRUARY 2019

AGENDA ITEM 17 - INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20; TO REVIEW THE 2019/20 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

REPORT BY DEPUTY CLERK

FOR DECISION

To review letter of engagement and reconfirm appointment of Internal Auditor for 2019/20

Bognor Regis Town Council employs the services of Auditing Solutions Ltd. who carry out the Town Council's Internal Audit and visit three times a year to undertake this work. Following each visit, a written report is submitted to Members to highlight any areas of concern or raise any issues. As Members may recall, in line with good practice, this appointment was reviewed for the 2017/18 financial year and following a tender process, Auditing Solutions Ltd. were reappointed as the Town Council's Internal Auditor.

A copy of the 'Letter of Engagement' will be available at the meeting.

It should be considered as good practice to review the provision of the Internal Audit function every three years and therefore a retender process will take place in time to enable the appointment of the Internal Auditor for the 2020/21 financial year, with the appropriate report to this Committee in February 2020.

DECISION

The Committee is invited to review the letter of engagement and reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal Auditor for 2019/2020.

To review the 2019/2020 Annual Audit Plan and to consider any additional items for inclusion

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

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

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

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

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

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

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

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

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

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

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

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

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

ANNUAL AUDIT PLAN FOR 2019/2020

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

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

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

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

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

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

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

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

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

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

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

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

DECISION

The Committee is invited to review the key control tests above and consider any additional items for inclusion prior to **RECOMMENDING APPROVAL** of the Audit Plan for 2019/2020 to the Town Council.

Bognor Regis Town Council

Unaudited Financial Statements

For the year ended 31 March 2020

Bognor Regis Town Council

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31 March 2020

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Bognor Regis Town Council

Council Information

31 March 2020

(Information current at 8th June 2020)

Mayor

Cllr P. J. Woodall

Councillors

Cllr S. Goodheart (Deputy Mayor)

Cllr J. Barrett

Cllr K. Batley

Cllr J. Brooks

Cllr A. W. W. Cunard

Cllr Mrs S. E. Daniells

Cllr Mrs I. Erskine

Cllr J. Erskine

Cllr H. Jones

Cllr Miss C. Needs

Cllr Ms A. Sharples

Cllr W. Smith

Cllr Mrs S. Staniforth

Cllr M. Stanley

Cllr J. L. Warr

Town Clerk

Mrs G. Frost CiLCA

Auditors

Moore Stephens (East Midlands)

Rutland House

Minerva Business Park

Lynch Wood

Peterborough

PE2 6PZ

Internal Auditors

Auditing Solutions Limited

Clackerbrook Farm

46 The Common

Bromham

Chippenham

Wiltshire

SN15 2JJ

Bognor Regis Town Council

Statement of Responsibilities

31 March 2020

The Council's Responsibilities

The council is required:

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

The Responsible Financial Officer's Responsibilities

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

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

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

The R.F.O. has also:

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

Responsible Financial Officer's Certificate

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Bognor Regis Town Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed:

Mrs G. Frost CiLCA- Town Clerk

Date:

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2020

Auditors

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

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

Accounting Convention

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

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

The accounts have been prepared under the historical cost convention.

Fixed Assets

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

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

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

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

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

Depreciation Policy

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

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

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

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

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

The investment in Screen 4 of the Picturedrome Cinema is being depreciated over the life of the loan finance (20 years).

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2020

Grants or Contributions from Government or Related Bodies

Capital Grants

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

Revenue Grants

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

Debtors and Creditors

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

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

Value Added Tax

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

External Loan Repayments

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

Leases

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

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 19 to 20.

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

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

Interest Income

All interest receipts are credited initially to general funds.

Cost of Support Services

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

Bognor Regis Town Council
Statement of Accounting Policies
31 March 2020

Pensions

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

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

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

Bognor Regis Town Council
Income and Expenditure Account
31 March 2020

	Notes	2020 £	2019 £
Income			
Precept on Principal Authority		916,001	878,655
Grants Receivable		3,005	6,000
Rents Receivable, Interest & Investment Income		7,110	6,096
Charges made for Services		51,953	51,913
Other Income		54,803	31,481
Total Income		1,032,872	974,145
Expenditure			
Direct Service Costs:			
Salaries & Wages		(317,647)	(296,455)
Grant-aid Expenditure		(50,902)	(47,202)
Other Costs	1	(179,938)	(181,738)
Democratic, Management & Civic Costs:			
Salaries & Wages		(188,651)	(179,659)
Other Costs	1	(163,109)	(143,165)
Total Expenditure		(900,247)	(848,219)
Excess of Income over Expenditure for the year.		132,625	125,926
Net Operating Surplus for Year		132,625	125,926
STATUTORY CHARGES & REVERSALS			
Statutory Charge for Capital (i.e. Loan Capital Repaid)		(79,778)	(49,840)
Revenue Expenditure funded from Capital		-	243,300
Capital Expenditure charged to revenue	12	(10,632)	(307,157)
Transfer (to) Earmarked Reserves	20	(10,669)	(16,164)
Surplus/(Deficit) for the Year to/(from) General Fund		31,546	(3,935)
Net Surplus/(Deficit) for the Year		42,215	12,229
The above Surplus/(Deficit) for the Year has been applied/(funded) for the Year to/(from) as follows:			
Transfer (to) Earmarked Reserves	20	10,669	16,164
Surplus/(Deficit) for the Year to/(from) General Fund		31,546	(3,935)
		42,215	12,229

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

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

Bognor Regis Town Council
Statement of Movement in Reserves
31 March 2020

Reserve	Purpose of Reserve	Notes	2020 £	Net Movement in Year £	2019 £
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	19	306,873	24,066	282,807
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	20	489,028	10,669	478,359
General Fund	Resources available to meet future running costs		318,110	31,546	286,564
Total			1,114,011	66,281	1,047,730

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

Bognor Regis Town Council

Balance Sheet

31 March 2020

	Notes	2020 £	2020 £	2019 £
Fixed Assets				
Tangible Fixed Assets	11		1,464,621	1,521,479
Current Assets				
Debtors and prepayments	14	45,729		30,032
Cash at bank and in hand		850,611		867,989
		896,340		898,021
Current Liabilities				
Current Portion of Long Term Borrowings		(55,219)		(79,779)
Creditors and income in advance	15	(89,202)		(133,097)
Net Current Assets			751,919	685,145
Total Assets Less Current Liabilities			2,216,540	2,206,624
Long Term Liabilities				
Long-term borrowing	17		(1,071,113)	(1,126,332)
Deferred Grants	18		(31,416)	(32,562)
Total Assets Less Liabilities			1,114,011	1,047,730
Capital and Reserves				
Capital Financing Reserve	19		306,873	282,807
Earmarked Reserves	20		489,028	478,359
General Reserve			318,110	286,564
			1,114,011	1,047,730

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 8th June 2020 .

Signed:

Cllr P. J. Woodall
Mayor

.....
Mrs G. Frost CiLCA
Responsible Financial Officer

Date:

.....

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

Bognor Regis Town Council**Cash Flow Statement****31 March 2020**

	Notes	2020 £	2020 £	2019 £
REVENUE ACTIVITIES				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(506,297)		(476,113)
Other operating payments		(358,121)		(278,052)
			(864,418)	(754,165)
Precept on Principal Authority		916,001		878,655
Cash received for services		88,362		85,471
Revenue grants received		3,005		6,000
			1,007,368	970,126
Net cash inflow from Revenue Activities	23		142,950	215,961
<i>Cash outflows</i>				
Interest paid		(53,741)		(36,165)
<i>Cash inflows</i>				
Interest received		7,193		5,975
			(46,548)	(30,190)
Net cash (outflow) from Servicing of Finance				
Purchase of fixed assets		(34,001)		(484,570)
			(34,001)	(484,570)
Net cash (outflow) from Capital Activities				
Net cash inflow/(outflow) before Financing			62,401	(298,799)
<i>Cash outflows</i>				
Loan repayments made			(79,779)	(49,839)
<i>Cash inflows</i>				
New loans raised			-	100,000
			(79,779)	50,161
Net cash (outflow)/inflow from financing and liquid resources				
(Decrease) in cash	24		(17,378)	(248,638)

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

1 Other Costs Analysis

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

Direct Service Costs

	2020	2019
	£	£
Arts Development & Support	-	10,000
Theatres & Public Entertainment	46,187	39,142
Allotments	4,073	3,702
Tourism Policy, Marketing & Development	581	881
Visitor Information	1,173	831
Community Safety (Crime Reduction)	2,000	2,000
Promotion & Marketing of the Area	128,860	150,417
Community Development	64,561	50,745
Street Lighting	5,485	5,047
Off-street Parking	21,006	21,286
Other Services to the Public	(47,106)	(60,512)
Grants - Bognor Pier Company Ltd	4,020	5,401
Less: Grant-aid Expenditure	(50,902)	(47,202)
Total	179,938	181,738

Democratic, Management & Civic Costs

	2020	2019
	£	£
Corporate Management	77,627	80,413
Democratic Representation & Management	34,430	9,167
Civic Expenses	4,724	6,726
Mayors Allowance	3,000	3,000
Members' Allowances	7,899	7,078
Interest Payable	35,429	36,781
Total	163,109	143,165

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

2 Interest and Investment Income

	2020	2019
	£	£
Interest Income - General Funds	7,110	6,096
	7,110	6,096

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

3 Agency Work

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

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

4 Related Party Transactions

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

5 General Power of Competence

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

6 Audit Fees

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

These may be summarised as follows:

	2020 £	2019 £
Fees for statutory audit services	2,000	2,000
Total fees	2,000	2,000

7 Publicity

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

	2020 £	2019 £
Publicity	71	212
Newsletter	2,580	2,562
	2,651	2,774

8 Members' Allowances

	2020 £	2019 £
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	3,000	3,000
Councillors' Expenses & Allowances	7,899	7,078
	10,899	10,078

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

9 Employees

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

	2020	2019
	Number	Number
Full-time	12	12
Part-time	4	4
Temporary	-	-
	16	16

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

10 Pension Costs

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

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

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

The cost to the council for the year ended 31 March 2020 was £71,024 (31 March 2019 - £57,807).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.70% of employees' pay with effect from 1st April 2020 (year ended 31 March 2020 – 21.70%).

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

11 Tangible Fixed Assets

	Vehicles and Equipment	Infrastructure Assets	Community Assets	Other	Total
Cost	£	£	£	£	£
At 31 March 2019	226,549	230,079	69,774	1,404,782	1,931,184
Additions	2,125	7,682	-	825	10,632
At 31 March 2020	228,674	237,761	69,774	1,405,607	1,941,816
Depreciation					
At 31 March 2019	(191,101)	(214,379)	(4,225)	-	(409,705)
Charged for the year	(15,347)	(3,852)	(413)	(47,878)	(67,490)
At 31 March 2020	(206,448)	(218,231)	(4,638)	(47,878)	(477,195)
Net Book Value					
At 31 March 2020	22,226	19,530	65,136	1,357,729	1,464,621
At 31 March 2019	35,448	15,700	65,549	1,404,782	1,521,479

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

Fixed Asset Valuation

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

Assets Held under Finance Agreements

The council holds no such assets

12 Financing of Capital Expenditure

	2020 £	2019 £
The following capital expenditure during the year:		
Fixed Assets Purchased	10,632	307,157
	10,632	307,157
was financed by:		
Loan Proceeds	-	243,300
Revenue:		
Equipment Replacement Reserve	10,632	35,680
Precept and Revenue Income	-	28,177
	10,632	307,157

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

13 Information on Assets Held

Fixed assets owned by the council include the following:

Vehicles and Equipment

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

Infrastructure Assets

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

Community Assets

Millennium Clock
Victorian Bathing Machine
Sun Sculpture
Allotments
Council Regalia

Other Assets

Shares in Bognor Pier Co Ltd
Investment in Picturedrome Screen 4
Shares in Bognor Regis Ltd

14 Debtors

	2020	2019
	£	£
Trade Debtors	12,986	13,559
VAT Recoverable	7,785	3,765
Other Debtors	(13)	-
Prepayments	10,490	12,180
Accrued Income	14,036	-
Accrued Interest Income	445	528
	45,729	30,032

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

15 Creditors and Accrued Expenses

	2020	2019
	£	£
Trade Creditors	5,811	9,835
Other Creditors	43,917	40,677
Accruals	23,807	20,293
Accrued Interest Payable	-	18,312
Income in Advance	15,667	20,611
Capital Creditors	-	23,369
	89,202	133,097

16 Financial Commitments under Operating Leases

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

	2020	2019
	£	£
Obligations expiring within one year	-	-
Obligations expiring between two and five years	1,460	1,460
Obligations expiring after five years	-	-
	1,460	1,460

17 Long Term Liabilities

	2020	2019
	£	£
Public Works Loan Board	1,126,332	1,206,111
	1,126,332	1,206,111

	2020	2019
	£	£
The above loans are repayable as follows:		
Within one year	55,219	79,779
From one to two years	56,907	55,219
From two to five years	181,404	176,004
From five to ten years	341,583	331,346
Over ten years	491,219	563,763
Total Loan Commitment	1,126,332	1,206,111
Less: Repayable within one year	(55,219)	(79,779)
Repayable after one year	1,071,113	1,126,332

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

18 Deferred Grants

	2020 £	2019 £
Capital Grants Applied		
At 01 April	32,562	34,151
Released to offset depreciation	(1,146)	(1,589)
At 31 March	31,416	32,562
Total Deferred Grants		
At 31 March	31,416	32,562
At 01 April	32,562	34,151

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

19 Capital Financing Account

	2020 £	2019 £
Balance at 01 April	282,807	188,792
Financing capital expenditure in the year		
Additions - using revenue balances	10,632	63,857
Loan repayments	79,778	49,840
Reversal of depreciation	(67,490)	(21,271)
Deferred grants released	1,146	1,589
Balance at 31 March	306,873	282,807

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

20 Earmarked Reserves

	Balance at 01/04/2019 £	Contribution to reserve £	Contribution from reserve £	Balance at 31/03/2020 £
Capital Projects Reserves	298,000	-	-	298,000
Asset Renewal Reserves	34,159	60,000	(14,019)	80,140
Other Earmarked Reserves	146,200	31,848	(67,160)	110,888
Total Earmarked Reserves	478,359	91,848	(81,179)	489,028

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

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

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

21 Capital Commitments

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

22 Contingent Liabilities

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

23 Reconciliation of Revenue Cash Flow

	2020	2019
	£	£
Net Operating Surplus for the year	132,625	125,926
Add/(Deduct)		
Interest Payable	35,429	36,781
Interest and Investment Income	(7,193)	(5,975)
(Increase)/Decrease in debtors	(15,697)	79,279
(Decrease) in creditors	(2,214)	(20,050)
Revenue activities net cash inflow	142,950	215,961

24 Movement in Cash

	2020	2019
	£	£
Balances at 01 April		
Cash with accounting officers	332	330
Cash at bank	867,657	1,116,297
	867,989	1,116,627
Balances at 31 March		
Cash with accounting officers	332	332
Cash at bank	850,279	867,657
	850,611	867,989
Net cash (outflow)	(17,378)	(248,638)

Bognor Regis Town Council

Notes to the Accounts

31 March 2020

25 Reconciliation of Net Funds/Debt

	2020	2019
	£	£
(Decrease) in cash in the year	(17,378)	(248,638)
Cash inflow from new borrowings	-	(100,000)
Cash outflow from repayment of debt	79,779	49,839
Net cash flow arising from changes in debt	79,779	(50,161)
Movement in net funds/debt in the year	62,401	(298,799)
Cash at bank and in hand	867,989	1,116,627
Total borrowings	(1,206,111)	(1,155,950)
Net (debt) at 01 April	(338,122)	(39,323)
Cash at bank and in hand	850,611	867,989
Total borrowings	(1,126,332)	(1,206,111)
Net (debt) at 31 March	(275,721)	(338,122)

26 Post Balance Sheet Events

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 8th June 2020), which would have a material impact on the amounts and results reported herein.

Bognor Regis Town Council

Appendices

31 March 2020

Appendix A

Schedule of Other Earmarked Reserves

	<u>Balance at</u> <u>01/04/2019</u> £	<u>Contribution</u> <u>to reserve</u> £	<u>Contribution</u> <u>from reserve</u> £	<u>Balance at</u> <u>31/03/2020</u> £
<u>Capital Projects Reserves</u>				
Economic Development	298,000			298,000
	<u>298,000</u>	<u>0</u>	<u>0</u>	<u>298,000</u>
<u>Asset Replacement Reserves</u>				
Rolling Capital Programme	34,159	60,000	(14,019)	80,140
	<u>34,159</u>	<u>60,000</u>	<u>(14,019)</u>	<u>80,140</u>
<u>Other Earmarked Reserves</u>				
Civic Fund	5,017	390		5,407
Election Fund	20,747	5,000	(22,560)	3,187
Millenium Fund	655			655
Allotments		576		576
Promotions/Publicity	6,029	800	(25)	6,804
P & R Projects	500			500
E & L Projects	2,969	5,592		8,561
Grant Aid	1,360	7,500		8,860
Tourism & Events Support	1,328			1,328
Parking Scheme (Traders Contribution)	12,161			12,161
S East in Bloom	3,854	249	(729)	3,374
Events Sponsorship	1,922			1,922
BRTC Funding of SRB Projects	965			965
WSCC SRB Contribution	500			500
Street Scene Enhancement	33,757			33,757
Decking Areas	4,378			4,378
Unspecified New Event	0	8,329	(8,329)	0
Ward Allocation - Orchard Ward	0	500		500
Ward Allocation - Marine Ward	125		(76)	49
Ward Allocation - Hotham Ward	0	85		85
Ward Allocation - Pevensy Ward	0	500		500
Website	838	638		1,476
Councillor Training	2,145			2,145
Heritage Vision Board	13,452		(9,246)	4,206
Our Place	1,729			1,729
WWI Project	0			0
Youth Strategy	0			0
Staff Training	3,941			3,941
Town Crier	1,633	1,689		3,322
Loan Repayment not taken	26,195		(26,195)	0
	<u>146,200</u>	<u>31,848</u>	<u>(67,160)</u>	<u>110,888</u>
TOTAL EARMARKED RESERVES	<u>478,359</u>	<u>91,848</u>	<u>(81,179)</u>	<u>489,028</u>

Bognor Regis Town Council

31 March 2020

Annual Report Tables

Table. 1 – Budget & Actual Comparison

	Budget £	Actual £
Net Expenditure		
Cultural & Heritage	42,151	44,274
Open Spaces	3,852	1,907
Tourism	11,252	10,401
Community Safety (Crime Reduction)	2,000	2,000
Planning & Development Services (including Markets)	405,914	367,183
Street Lighting	3,639	5,485
Parking Services	21,149	21,006
Other Services to the Public	44,568	37,253
Investment Properties	-	4,020
Net Direct Services Costs	534,525	493,529
Corporate Management	220,599	213,278
Democratic & Civic	33,193	48,250
Net Democratic, Management and Civic Costs	253,792	261,528
Interest & Investment Income	(3,500)	(7,110)
Loan Charges	89,013	115,207
Capital Expenditure	-	10,632
Transfers to/(from) other reserves	42,171	10,669
(Deficit from)/Surplus to General Reserve	-	31,546
Precept on Principal Authority	916,001	916,001

Bognor Regis Town Council

31 March 2020

Annual Report Tables

Table. 2 – Service Income & Expenditure

Notes	2020 £	2020 £	2020 £	2019 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
CULTURAL & RELATED SERVICES				
Cultural & Heritage}	47,006	(2,732)	44,274	42,866
Open Spaces	4,073	(2,166)	1,907	1,225
Tourism	10,401	-	10,401	10,043
ENVIRONMENTAL SERVICES				
Community Safety (Crime Reduction)	2,000	-	2,000	2,000
PLANNING & DEVELOPMENT SERVICES				
Economic Development (including markets)	329,004	(26,382)	302,622	307,285
Community Development	64,561	-	64,561	50,745
HIGHWAYS, ROADS & TRANSPORT SERVICES				
Street Lighting	5,485	-	5,485	5,047
Parking Services	21,006	-	21,006	21,286
OTHER SERVICES				
Other Services to the Public	60,931	(23,678)	37,253	21,584
Investment Properties	4,020	-	4,020	5,401
CENTRAL SERVICES				
Corporate Management	266,278	(53,000)	213,278	230,822
Democratic & Civic	34,430	-	34,430	9,167
Civic Expenses	15,623	(1,803)	13,820	14,573
Net Cost of Services	864,818	(109,761)	755,057	722,044

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

**AGENDA ITEM 9 - TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK
IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

REPORT BY TOWN CLERK

FOR DECISION

As reported previously, since the beginning of the pandemic it has been necessary for decisions to be taken by myself, in liaison with the Mayor, Chairman of the Policy and Resources Committee and Chairman of any other related Committee, in line with the Delegated Authority process.

Since the report made at the Online Council Meeting held 8th June 2020 (Min. 223 refers) the subsequent decisions have been taken: -

- Cancellation of all previously scheduled Meetings July to December 2020
- Replacement Online Meetings until the end of December as follows:

Ø	Tuesday 16 th June	2.30pm	P&L Committee
Ø	Monday 22 nd June	6.30pm	CE&E Committee
Ø	Monday 29 th June	6.30pm	Full Council
Ø	Monday 6 th July	6.30pm	P&R Committee
Ø	Tuesday 7 th July	6.30pm	P&L Committee
Ø	Tuesday 28 th July	6.30pm	P&L Committee
Ø	Monday 10 th August	6.30pm	Full Council
Ø	Tuesday 18 th August	6.30pm	P&L Committee
Ø	Monday 7 th September	6.30pm	Full Council
Ø	Tuesday 8 th September	6.30pm	P&L Committee
Ø	Monday 14 th September	6.30pm	EP&L Committee
Ø	Tuesday 29 th September	6.30pm	P&L Committee
Ø	Monday 12 th October	6.30pm	CE&E Committee
Ø	Tuesday 20 th October	6.30pm	P&L Committee
Ø	Monday 2 nd November	6.30pm	Full Council
Ø	Tuesday 10 th November	6.30pm	P&L Committee
Ø	Monday 16 th November	2.30pm	P&R Committee (Grant Aid)
Ø	Monday 16 th November	6.30pm	EP&L Committee
Ø	Monday 30 th November	6.30pm	P&R (Budget)
Ø	Tuesday 1 st December	6.30pm	P&L Committee
Ø	Monday 7 th December	6.30pm	CE&E Committee
Ø	Tuesday 22 nd December	6.30pm	P&L Committee
- A schedule of all meetings (Online until COVID restrictions allow) for 2021 will be considered by Full Council at the September meeting
- Planning around COVID safe working practices for all staff including expenditure for supplies to meet requirements
- Flexible Community Fund Grant to My Sister's House for £350 to assist with increasing the availability of their drop-in service

- A series of virtual activities and entertainment for children in August, via the Facebook page, to be funded by the Funshine Days budget

DECISIONS

Members are invited to **RATIFY** the decisions, as listed above, taken in liaison with the Mayor, Chairman of the Policy and Resources Committee and Chairman of any other related Committee, in line with the Delegated Authority process.



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

MINUTES OF THE ONLINE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 6th JULY 2020

PRESENT ONLINE:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (part of meeting), H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall (from Min. 140)

IN ATTENDANCE ONLINE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager and Meeting Host)
1 member of the public (Online for part of the meeting)

The Meeting opened at 6.30pm

139. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

There were no apologies for absence from Cllr. Woodall.

140. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should declare an Interest by stating: -

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

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

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

Cllr. Cunard declared an Ordinary Interest in Agenda item 8 as the owner of Post Newspapers, a previous sponsor of a roundabout

Cllr. Goodheart declared an Ordinary Interest in Agenda item 13 due to his involvement with Rox

Cllr. Woodall joined the Meeting and apologised for being late

141. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd FEBRUARY 2020

Members noted that Cllr. Mrs. Warr abstained from the vote as she was not present at the previous meeting.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd February 2020 and these were signed by the Chairman.

142. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

However, it was noted that questions had been received from a Councillor not on this Committee and the Chairman stated that, as he had notified to all Members previously, he would be responding to the Member by email, copied to all.

For transparency, the questions received were as follows: -

Does the Chairman agree that many of the items on this evening's Agenda, particularly Item 7 - BID proposals, should first be discussed by our E,P&L Committee which has responsibility under its Terms of Reference which include: -

Promotion and protection of the Brand image including advertising campaigns

Working in partnership with others to promote the Bognor Regis Brand
Determining the Town Council's Events Strategy

and that a meeting of E,P&L should be arranged quickly so that items which fall under the E,P&L Committee's Terms of Reference can be properly discussed by Members and recommendations made?

Also, is the Chairman aware that there is a Town Council policy in place for the colour of all our street furniture and which, following successful negotiation, was also adopted by WSCC for all its lampposts throughout our Wards and beyond. If changes are to be made to the colour of planters or other items of street furniture owned by us, then shouldn't this policy first be reviewed?

Regarding Agenda Item 5.

Is the Chairman aware that the previous Council agreed that all our roundabout, verge and planter signs, whilst unsponsored, would carry signage promoting our 2 Hour Free Parking Scheme and will he now look at why this has not happened, and how we can make it happen, given the importance of promoting businesses in our Town at this time?

Regarding Item 7.

Is the Chairman aware that an enormous amount of work was done on the actual cost to Arun of the 2 Hour Free Parking Scheme. This included installing meters in two car parks which are still operational. With the data collected we showed that Arun Council had grossly overestimated its costs in lost ticket sales which in turn saved our Town Council around £90,000 over 5 years before BID took over responsibility for the scheme.

Given it is a BID priority to extend free parking and it has recently been awarded £57,000 of extra Government funding to boost business during Covid19, is the Chairman satisfied that a contribution of £3,250 from Town Council funds is both justified, and based on actual likely parking ticket losses, properly negotiated with Arun Council?

143. The Chairman proposed, and Members **AGREED**, in accordance with Standing Order 10(a)(vi), to change the order of business for this Meeting and take Agenda item 7 next, to enable the planters situation to be resolved prior to discussing West Street as referred to in the Town Force report.

144. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD AND RATIFICATION OF CONTRIBUTION TO EXTENSION OF CAR PARKING DISC SCHEME

The Projects Officer's report was **NOTED**.

Prior to moving to the numerous decisions detailed in the report, the Chairman invited Members to speak on the proposals within the scoping report from the BID, with the following comments made:

- What other locations for the grey planters had been considered and, if the Community Gardeners had not already been approached, could these be used by them at the Sunken Gardens?
- The colour scheme of the planters is out of keeping with the rest of the Town and does not align with the Victorian or green themes;
- It was confirmed that it was the BID's proposal to change the planters and the cost would not fall to the Town Council;
- The use of banners in Queensway should be seen as a way of promoting opportunities and events;
- Members questioned the number of hanging baskets in Queensway that would be replaced by banners, as the report referred to "some". Furthermore, it was suggested that 50% would be an appropriate amount.

144.1 Members **AGREED** the proposal that the BID replace the existing BRTC owned grey plastic planters in the Queensway.

144.2 Having agreed to the replacement of the planters Members further **AGREED** that the new planters are "gifted" to the Town Council to replace the existing ones with the BID covering the full cost of purchase, delivery and installation of the new planters and for BRTC to continue to plant and maintain as per the existing Baseline Service Agreement.

- 144.3** With regard to the future of the grey planters Members **AGREED** that these should be relocated within the Town with re-siting costs covered by the BID.
- 144.4** Members unanimously **AGREED** the proposal to work with the BID to produce banners on a seasonal rotation throughout the Town.
- 144.5** Having agreed to work with the BID to produce banners on rotation, Members further **AGREED** to fund the Gateway Banner sites at a projected cost of £1,210 plus VAT. It was further **AGREED** that this should be funded through the use of the Promotions Earmarked Reserves.
- 144.6** Members **AGREED** the proposal to replace up to 50% of the hanging baskets in the Queensway with Banners and furthermore, **AGREED** that this should be executed by the BID under the Town Council's current Third-Party Agreement with SSE.
- 144.7** Members unanimously **AGREED** that Officers should liaise with the BID regarding a contract with them to reflect these decisions.
- 144.8** With regard to the ratification of the contribution to extend the Parking Scheme from 2 to 3 hours, the Town Clerk updated Members that just before the meeting, an email had been received from the BID Administrator to notify that ADC had rejected the proposal to extend the scheme. However, as the decision had already been taken via email, the ratification would proceed so that, in the event that circumstances change, any decision could still be implemented.

A Member also queried how this would be funded and, after a brief debate, it was confirmed that, as stated in the original email to Committee Members and also in the report, it was intended to fund this through the unused Events 2020 budgets.

Members **RATIFIED** the contribution of £3,250 from the Town Council for the extension of the Parking Scheme, with the decision having been taken via email due to the urgency of the decision.

145. TO RECEIVE THE TOWN FORCE REPORT

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- With regard to a discount to sponsors, this could assist local businesses and promote loyalty to the Council;
- Graffiti is a big issue that needs addressing;

- The Town Council's Corporate Strategy includes a desire to improve civic pride and graffiti has an impact on this;
- The planters in West Street could brighten the area, gain sponsorship income and assist local residents with the issue of parking on pavements.

145.1 Following discussion Members unanimously **AGREED** to revisit, and therefore reinstate, the "Clear All" approach for graffiti.

145.2 Members **AGREED** the consideration of a discount for planting sponsors in light of the COVID pandemic and furthermore, **AGREED** that this should equate to one quarter or three months charges.

145.3 With regard to the possibility of planters located in West Street, Members unanimously **AGREED** that WSCC should be approached regarding permission and furthermore, Members **AGREED** that the planters should be filled with shrubs with the Accountant asked to identify funding to meet any additional costs.

146. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 5th FEBRUARY 2020 AND A REPORT FROM THE ONLINE MEETING HELD ON 10th JUNE 2020

The Deputy Clerk's report, which included the notes and recommendations from the Heritage Partnership Board Meeting held 5th February 2020 and the report from the Online Meeting held on 10th June, was **NOTED**.

146.1 Members unanimously **AGREED** that the Town Council should initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running.

146.2 Members unanimously **AGREED** that a decision regarding an Ambassador Scheme be deferred due to the ongoing COVID restrictions.

147. TO RECEIVE A REPORT ON CHANGES TO THE SPONSORSHIP OF THE ROUNDABOUTS AND AGREE HOW TO PROCEED

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The loss of the roundabout sponsorship is a major blow for the Town and may have serious impacts on the budgets;
- That sponsorship is increasingly difficult to secure and the impact of COVID-19 may make this more problematic;

- That an alternative for costly planting could be for only undertaking required grass cutting to ensure the roundabouts are safe with wildflower seeds sown;
- With regard to the Billy Bulb mascot, caution was urged about how much should be spent on this;
- The mascot is very popular with locals and visitors;
- An alternative home may be difficult to find and what would happen until another location is secured as he has to be kept under cover.

147.1 Members fully debated the issue of the changes to the roundabout sponsorship arrangement with WSCC and subsequently **AGREED** to Option 1: namely to continue maintaining the same, high standard of the roundabouts without changing Town Force practices (fortnightly grass cutting in the growing season, less frequent cuts for the rest of the year, grass collected and disposed of as green waste) with the Town Council funding any shortfall.

147.2 With regard to the storage of Billy Bulb, Members **REJECTED** the proposal for the continuation of storage at the current location at a cost of £1,036 plus VAT. It was noted that the matter would now be referred to the Events, Promotion and Leisure Committee at the next meeting for a decision to be taken as to the future storage of the mascot.

148. TO APPROVE THE SIGNING OF THE HEALTH & SAFETY POLICY STATEMENT FOLLOWING THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM. THE ACTION PLANS FROM WHICH WERE RECEIVED BY THIS COMMITTEE AT THE MEETING HELD ON 25th NOVEMBER 2019 - MIN. 104 REFERS

The Deputy Clerk's report, including the Policy Statement, was **NOTED** and Members subsequently **NOTED** that this would be signed by the Chairman of the Policy and Resources Committee.

149. TO RATIFY RELEASE OF 2020-2021 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), BUSINESS WARDENS, SCYP GRANT 1st QUARTER AND TO CONSIDER REQUEST FROM BOGNOR REGIS SEAFRONT LIGHTS TO CONTINUE THE PARTNERSHIP FUNDING FOR A FURTHER 3 YEARS

Cllr. Mrs. Warr declared an Ordinary Interest as a member of the Bognor Regis Seafront Lights Committee (BRSFL)

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The current arrangement with BRSFL had worked well but should the Committee consider increasing the annual grant to keep pace with inflation. The organisers are providing a service to the Town and that without them the burden would likely fall to the Town Council;
- Other community organisations have not benefitted from a longer-term agreement and maybe the Committee should consider these groups before offering a new agreement to BRSFL;
- A Member stated the importance of seafront lights and how they demonstrated that the Town is "open for business". It was therefore suggested that, as had been mentioned at previous meetings, BRSFL organisers be asked once again to consider leaving the lights on for longer during the winter. However, caution was urged by a Member on continuing to push this point as they have, on numerous occasions, rejected the proposal;
- A suggestion was made that a one-off additional grant of £5,000 be made to the BRSFL;
- It was confirmed by the Town Clerk that the request from BRSFL stated that they were looking for " ...exactly the same terms, and conditions for the same amount".

149.1 Members **RATIFIED** the contribution of £2,000 for CCTV.

149.2 Members **RATIFIED** the contribution of £9,000 to Bognor Regis Seafront Lights (BRSFL), noting that this was the final payment of the 3-year agreement.

149.3 Members **RATIFIED** the contribution of £10,000 for Business Wardens.

149.4 Members **RATIFIED** the contribution of £2,500 as the first quarter payment to Sussex Clubs for Young People towards CREATE activities.

149.5 Having noted that the payment made to BRSFL was the final of a 3-year agreement, Members **AGREED** to the request from BRSFL for the continuance of their previous agreement for a further 3 years on the same terms and conditions, with Cllr. Mrs. Warr abstaining from the vote due to her previously declared Interest.

150. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £1,580 PLUS VAT FOR 3 LAPTOPS AND A MONITOR AND £1,856.23 PLUS VAT FOR A MOBILE TOWER UNIT

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

150.1 Members unanimously **AGREED** to **RATIFY** expenditure of £1,580 plus VAT for 3 laptops and a monitor.

150.2 Members unanimously **AGREED** to **RATIFY** expenditure of £1,856.23 plus VAT for a Mobile Tower Unit, the purchase of which was agreed at the Committee Meeting held on 3rd February 2020 (Min. 121.2 refers).

151. TERMS OF REFERENCE CLIMATE CHANGE TOPIC TEAM RECOMMENDATION FROM CE&E MEETING 22nd JUNE 2020, MIN 97.2.1 REFERS

The Town Clerk's report, which included the circulated Terms of Reference for the Climate Change Topic Team, was **NOTED** and Members subsequently unanimously **AGREED** to **RECOMMEND** the Terms of Reference to Council.

Cllr. Goodheart having previously declared an Ordinary Interest in the following item, restated his Interest and left the Meeting for the following item

152. ROX GRANT - REQUEST FOR CHANGE OF USE OF FUNDS AWARDED THROUGH GRANT AID

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

Having discussed the issue, Members **REJECTED** the request from ROX to retain their Grant Aid 2020 funding. However, it was **AGREED** that terms be offered to ROX such as those afforded to other recipients and as agreed at the Town Council Meeting held on 6th June 2020 (Min. 227 refers) namely:

- i) That the funds may be earmarked for release in 2021, without the need for resubmission of a full application but would instead be subject to receipt of written confirmation that the event/project would be going ahead in 2021, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time;
- ii) If they were able to schedule an event/project before April 2021, they would be able to access their funding upon request to the Town Clerk.

Note: Subsequent to the Meeting it was noted that the cheque sent to ROX for their Grant Aid 2020 award had not been received and the re-issue of a replacement was being held until the above decision had been made, with the ROX organisers aware of the situation.

Cllr. Goodheart rejoined the Meeting

153. FINANCIAL REPORTS INCLUDING:-

153.1 To note Committee I&E Reports for the month of May 2020 - previously copied to Councillors

The Town Clerk's report, including the highlighting of where details of the unused Events Budget for 2020/21 could be found, was **NOTED**.

Members **NOTED** receipt of the financial reports for the month of May 2020.

- 153.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January, February, March, April and May 2020, 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**.

154. CORRESPONDENCE

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

155. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (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 with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda item 17 (contractual).

156. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and the update as provided by the Town Clerk.

The Meeting closed at 8.21pm



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE ONLINE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 22nd JUNE 2020

PRESENT ONLINE:

Cllr. W. Smith (Chairman); Cllrs. J. Barrett,
J. Brooks, Mrs. I. Erskine, Miss. C. Needs,
Ms. A. Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. S. Hodgson (Projects Officer)
Mrs. J. Davis (Hosting the Meeting)
2 members of the public
2 Councillors: Cllr. Mrs. S. Daniells and S.
Goodheart

The Meeting opened at 6.30pm

89. CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

No apologies for absence had been received from Cllrs. Cunard or Jones.

90. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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. Brooks declared an Ordinary Interest in Agenda item 11 as his company on occasion tenders to ROX

91. TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th JANUARY 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 20th January 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 20th January 2020 as an accurate record of the proceedings and the Chairman duly signed them.

92. CONSIDERATION OF PROPOSAL TO HOLD AN ONLINE OPEN FORUM FOR MEMBERS OF THE PUBLIC IN PLACE OF THE USUAL EXTENDED 60-MINUTE PUBLIC QUESTIONS AND STATEMENT TIME

The Projects Officer's report was **NOTED**.

Members considered whether to hold an online forum for Members of the Public in place of the usual extended Public Question and Statements Time.

Members unanimously **AGREED** to hold an online open forum and Officers will make the necessary arrangements in liaison with Committee Members.

93. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

The Chairman adjourned the meeting at 6.41pm to read out correspondence received from members of the public

Q.1 What representation has been made to the District Council with regard to putting into place measures to tackle the climate emergency and biodiversity loss ?

Q.2 What has been said to the County Council regarding the allocation of funds for the street widening / cycle lanes initiative in Bognor?

Q.3 With regard to biodiversity loss, what has been done with regard to the spraying of verges with herbicides, and leaving verges and roundabouts to be left unmown for a certain period (see the National Trust No Mow May initiative)?

The Chairman advised that these questions will be referred to the Climate Change Topic Team for consideration.

The Chairman re-convened the meeting at 6.46pm

94. CLERK'S REPORT FROM PREVIOUS MINUTES

94.1 20th May 2019 - Update on Old Town Area - Min. 8.1 refers
There was no update.

94.2 20th January 2020 - Update on installation of signage from the Promenade to Town Centre by the BID - Min. 74.3 refers
At the last meeting, a Member asked for a request to be made to the BID to see if any additional signage for the "East End" shops could be erected.

The Projects Officer has spoken with the BID Co-ordinator who advised that as part of the BID proposals for 2020, the BID area has been split into zones and each zone will have a budget to spend on any improvements that the businesses there would like to see implemented which may well include signage.

94.3 20th January 2020 - Update on Councillor Training for the use of Defibrillators - Min. 74.6 refers
The Chairman, as an accredited First Aider, will give a presentation on this at a future meeting.

94.4 20th January 2020 - Update on consideration to erect notices discouraging the feeding of birds on the Promenade - Min. 74.7 refers

There is no further update at this stage however, Officers will continue to liaise.

94.5 20th January 2020 - Update on consideration of receiving a presentation from AccessAble - Min. 74.8 refers

As it is currently not possible to proceed with a presentation, this item will be deferred for further consideration at a later date.

94.6 20th January 2020 - Councillor Surgeries - Min. 78.3 refers

Members are asked to note that Councillor Drop-in Surgeries will be postponed while social distancing restrictions remain in force.

95. CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION TIME AND STATEMENTS OF THE MEETING HELD ON THE 20th JANUARY 2020 - MIN. 73 REFERS

The Projects Officer's report was **NOTED** including the notes from Public Questions and Statements Time from the meeting 20th January 2020.

There were no requests by Members for any further items from the Public Question and Statements Time held at the meeting on the 20th January 2020 to be added to a future Agenda.

96. UPDATE ON THE ACTION POINTS FROM THE NOTES OF THE SEPTEMBER PUBLIC QUESTION TIME AND STATEMENTS REGARDING CAR IDLING - MIN. 74.4 REFERS

Members were disappointed by the response from the ADC Parking Services Manager and felt more should be done by ADC to help tackle car idling.

Members **NOTED** the response with the exception of Cllr. Mrs. I. Erskine who lost internet connection for this item and was therefore not part of the discussion.

97. TO RECEIVE THE NOTES FROM THE CLIMATE CHANGE TOPIC TEAM MEETINGS HELD ON THE 29th JANUARY 2020 AND THE 26th FEBRUARY 2020 INCLUDING: CONSIDERATION OF ANY RECOMMENDATIONS FROM THE TOPIC TEAM; TO RATIFY THE APPOINTMENT OF CLLR. MRS. J. WARR AS AN APPOINTED REPRESENTATIVE TO THE CLIMATE CHANGE TOPIC TEAM

The Projects Officer's report was **NOTED**.

97.1 To receive the notes from the Climate Change Topic Team Meetings held on the 29th January 2020 and the 26th February 2020

Members received and **NOTED** the notes from the meetings held in January and February.

97.2 Consideration of any recommendations from the Topic Team

97.2.1

To Agree the proposed Draft Terms of Reference:

Members unanimously **AGREED** to **RECOMMEND** to the Policy and Resources Committee the draft Terms of Reference as proposed for the Climate Change Topic Team.

97.2.2

To set up a separate Facebook group for the Climate Change Topic Team:

Members unanimously **NOTED** that this item had already been actioned by a member of the Climate Change Topic Team and therefore no further action was required.

97.2.3

To consider setting up an Award for Businesses who can demonstrate good practice with regard to recycling and green issues:

A Member felt that the urgency to continue tackling climate change was just as important now as ever and would not like to delay moving forward with any new ideas or projects that could have a positive effect and would be in favour of continuing with this project.

Other Members agreed but felt that the current demands on businesses whilst trying to re-open would make it difficult to get their support. It was therefore **AGREED** that this item will be deferred to a future Agenda.

97.2.4

To consider producing a leaflet with 20 Top Tips of things to do to help combat climate change:

In view of the current situation, which does not currently allow for leaflets to be distributed, Members were asked if they wished to defer this item to a future Agenda.

Following comments, Members voted unanimously to **DISAGREE** with the recommendation to defer and further **AGREED** for the item to be placed on the next Agenda for further discussion regarding production, identifying any associated budget and distribution.

Members were further asked to consider if they wished to promote, on the Town Council's social media platforms, a downloadable PDF version that a member of the Climate Change Topic Team had produced. This was unanimously **AGREED**.

97.2.5

To consider the installation of living roofs on bus shelters, including costs, installation, permissions, and ongoing maintenance:

In preparation for the meeting some initial research had been undertaken regarding permissions from ADC. The response from the ADC Property, Estates & Facilities Manager was that the bus shelters in the Town Centre were not of a suitable specification to enable this sort of project. Members **NOTED** the response.

97.2.6

To consider investigating the condition of the existing water fountains in the Town to establish if they are suitable for use and to further consider the installation of new fountains:

In view of the current situation regarding Covid-19 communal drinking places are considered a transmission risk. Therefore, the recommendation was to defer this item to a future Agenda.

Following comments Members **AGREED** that this item will be deferred to a future Agenda.

97.3 To Ratify the Appointment of Cllr. Mrs. J. Warr as an Appointed Representative to the Climate Change Topic Team:

Members **AGREED** unanimously to the appointment of Cllr. Mrs. J. Warr as an appointed representative to the Climate Change Topic Team.

97.4 Consideration to hold an online Climate Change Topic Team Meeting and whether to limit attendance to the current Topic Team members for at least the first meeting

Some of the members of the Climate Change Topic Team have requested that the group continue to meet via an online meeting. Members of this Committee are therefore asked to consider this request. Members are further asked to consider a recommendation for the first meeting to be limited to the current Topic Team Members to allow the opportunity to monitor how best to manage online open meetings going forward.

Following comments Members unanimously **AGREED** to hold an online meeting of the Climate Change Topic Team. Officers will now make the necessary arrangements.

Members further voted and **DISAGREED** to limit attendance to current Topic Team members. Therefore, the meeting will be open to all members of the public.

98. TO RECEIVE THE NOTES OF THE YOUTH PROVISION STEERING GROUP MEETING HELD ON THE 22nd JANUARY 2020 INCLUDING: UPDATE ON CREATE AND TO NOTE THE RE-ALLOCATION OF BRTC FUNDING FOR 2019/20; CONSIDER A REQUEST FROM 39 CLUB FOR A TOWN COUNCIL REPRESENTATIVE TO SIT ON THEIR COMMITTEE AND MAKE RECOMMENDATION TO COUNCIL

The Projects Officer's report was **NOTED**.

98.1 To receive the Notes from the Youth Provision Steering Group Meeting held on the 22nd January 2020:

Members received the Notes from the meeting held in January.

98.2 Update on CREATE and to Note the re-allocation of BRTC Funding for 2019/20:

Members **NOTED** the re-allocation of BRTC Funding for 2019/20 as per the Projects Officer's report.

98.3 To consider a request from 39 Club for a Town Council Representative to sit on their committee and make recommendation to Council:

Cllrs. Ms. A. Sharples and Cllr. Mrs. J. Warr both offered to represent the Town Council on the 39 Club Committee. However, as only one representative is required, Cllr. Mrs. Warr stepped aside in favour of Cllr. Ms. Sharples.

Members **AGREED** unanimously to make recommendation to Council to appoint a representative to the committee of the 39 Club.

Members further **AGREED** to **RECOMMEND** to Council for Cllr. Ms. Sharples to be considered as the Appointed Representative.

99. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO CONSIDER THE UTILISATION OF ANY REMAINING BALANCE OF THE 2019/20 BUDGET

The Projects Officer confirmed there were no changes to the report as circulated and no further applications had been received.

A Member suggested that when considering a budget for the production of a leaflet as referred to previously under Minute 97.2.4, Members may like to consider utilising the Flexible Community Fund.

99.1 Following comment, Members unanimously **AGREED to **RATIFY** the grant to EcoSwap for £699, which was approved under the Delegated process following consultation with Members via Email.**

99.2 Members further **NOTED** the breakdown of balances for the 2019/20 and 2020/21 Flexible Community Fund.

99.3 Members were asked to note that at the meeting of 23rd September 2019, (Min. 46.1 refers), Members **AGREED** to donate any residual funds at the end of the 2019/20 financial year to ROX.

Following comments, Members were asked to vote as to whether they would like to donate the remaining funds from the 2019/20 Flexible Community Fund of £490 to ROX or to carry the amount forward.

Members **AGREED** the remaining balance of £490 would be donated to ROX.

100. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET v INCLUDING RATIFICATION OF ANY SPEND

The Projects Officer confirmed there were no changes to the report as circulated.

A Member asked if the Playranger Event was not going to proceed due to the current restrictions, was it possible to investigate whether the event provider was able to provide an alternative type of entertainment, which adheres to the current guidelines, as it is a much needed resource for the residents of Pevensey Ward. The Projects Officer will undertake some research and report back and confirmed that the previously allocated funds would be available.

Members **NOTED** the breakdown of balances for the Ward Allocation budgets 2019/20 and 2020/21.

101. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS, RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 16th JANUARY 2020

It was proposed that when taking the vote to ratify the expenditure, that all four decisions be taken en bloc. The Chairman asked if there were any objections, that Members make this known during the debate.

A Member asked for it to be noted that he was happy to take the decision en bloc but would like to comment that he was disappointed to see more space was being taken up by planters at the station as detailed within the Bognor Regis in Bloom report.

Members unanimously **AGREED** to **RATIFY** the expenditure as detailed in the report.

102. CORRESPONDENCE

The Projects Officer confirmed there were no changes to the report as circulated and if Members required a copy of any of the listed items to email her.

The Meeting closed at 7.37pm



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON TUESDAY 10th MARCH 2020

PRESENT:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett, Mrs. S. Daniells, J. Erskine (during Min. 216), and Ms. A. Sharples

IN ATTENDANCE:

Mrs. J. Davis (Civic & Office Manager)

The Meeting opened at 6.33pm

211. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed those present and went through the evacuation procedure in the event of a fire. Apologies for absence had been received from Cllr. Smith who had another engagement, and Cllr. Mrs. Warr who was unwell.

212. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members and Officers should 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

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.

There were no declarations of Interest

213. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 18th FEBRUARY 2020

The Committee **RESOLVED** to **AGREE** and approve the Minutes of the Meeting held on 18th February 2020 as an accurate record of the proceedings and the Chairman signed them.

214. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present at the meeting.

215. CLERK'S REPORT FROM PREVIOUS MINUTES

There was nothing to report.

216. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 14th, 21st AND 28th FEBRUARY 2020

216.1 The Committee noted that there were no views from other Town Councillors to report.

216.2 The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

216.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

217. TO CONSIDER COMMENTING ON ANY SIGNIFICANT PLANNING APPLICATIONS OUTSIDE THE WARDS OF BOGNOR REGIS, THAT MAY IMPACT ON THE INFRASTRUCTURE OF BOGNOR REGIS ON LISTS DATED 14th, 21st AND 28th FEBRUARY 2020

There were no applications outside the Wards of Bognor Regis to be considered.

218. NOTIFICATION OF ANY APPLICATIONS TO BE CONSIDERED AT THE NEXT ADC DEVELOPMENT CONTROL COMMITTEE MEETING

No notifications of any applications to considered at the next ADC Development Control Committee Meeting had been received.

219. TO CONSIDER PREMISES LICENCE APPLICATIONS INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS. ALSO, PREMISES LICENCE 113485: BEST MINI MARKET LTD, 25 STATION ROAD, BOGNOR REGIS, PO21 1QD

Licensing Act 2003

Premises: Best Mini Market Ltd, 25 Station Road, Bognor Regis, PO21 1QD

Licence Number: 113485

The Committee noted the Licence application received for a Premises Licence for the supply of alcohol between the hours of 09:00 and 23:00 Monday to Saturday, and from 10:00 to 23:00 on Sundays. For consumption off the premises only.

Members **RESOLVED** to raise **NO OBJECTION** to the Premises Licence being granted, subject to the satisfaction of the Licensing Authorities.

220. TO DISCUSS THE FUTURE OF WSCC'S JWAAC HIGHWAYS & TRANSPORT SUB-GROUP

The Civic & Office Manager's report was **NOTED**.

Following the announcement from West Sussex County Council that the Democratic Services team will no longer be able to support the Joint Western Arun Area Committee (JWAAC) Highways & Transport Sub-Group, Members discussed the perceived benefits of the Sub-Group continuing to meet in the future.

Members **AGREED** that, in liaison with other Town/Parish Councils in the Joint Western Arun Area, ways in which JWAAC Highways & Transport Sub-Group Meetings might continue should be discussed.

Furthermore, Members **AGREED** for the Town Council's appointed representatives to meet with fellow Members of the Arun District Association of Local Councils (ADALC) to share their views and ideas.

221. TO RECEIVE A REPORT REGARDING NON-COUNCILLOR MEMBERSHIP ON THE PLANNING AND LICENSING COMMITTEE

The Civic & Office Manager's report was **NOTED**.

Discussion took place about how non-Councillors being co-opted as non-voting Members of the Planning and Licensing Committee could work.

It was suggested that if one non-Councillor were appointed from each of the five Wards of Bognor Regis, then the relevant person would only be invited to take part in discussions at a Committee Meeting where a planning application from within the Ward that they represent were to be considered.

Members **AGREED** to **DEFER** the matter until after the Annual Town Meeting in May, to allow for new Councillor Committee appointments to be agreed. In the event that, after this time, there continues to be any vacant seats on the Planning and Licensing Committee then Members **AGREED** that this matter be included on the Agenda for a future meeting.

222. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence previously circulated. In addition, the following was brought to Members attention:

Additional correspondence included: -

- 222.1** WSCC - Public Notice: Temporary Closure to all traffic of Victoria Drive, Bognor Regis, from the junctions with Linden Road to Oakwood Gardens with works taking place outside No. 5, 6 and 7. Scheduled to commence on 24th March 2020 for up to 5 days while Southern Water undertake works to repair of the manhole frame and cover in the centre of the carriageway.
- 222.2** WSCC - Public Notice: Temporary Road Closure of High Street, Bognor Regis from junction with London Road to York Road. From 05.03.2020, the restriction will be in place 24hrs to allow Southern Gas Networks to carry out emergency pipe replacement works. It is anticipated the works will be completed by 16.03.2020.

The Meeting closed at 7.38pm

APPENDIX 1**PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th MARCH 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 14th, 21st AND 28th FEBRUARY 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/32/20/HH Blakeney Cottage Sylvan Way Bognor Regis PO21 2RS	Alterations to existing garage elevations.	NO OBJECTION
BR/351/19/PL 65 Upper Bognor Road (Charlotte House 71 & 71A Upper Bognor Road, 67 & 69 Upper Bognor Road) Bognor Regis PO21 1HR	Erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase & replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers & roof joists on first floor; change of use from medical centre/offices to 2 No. flats & workshop. Creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking & storage for bins & cycles. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area.	<p>NO OBJECTION Members of the Town Council's Planning and Licensing Committee welcome the restoration of these buildings. With changes that have been made over time, to areas such as the staircase, it is felt that the proposals will not have any further negative impact. Members are of the opinion that the proposals are tasteful, and sensitive to the architecture, whilst retaining as much as possible.</p> <p>The comments made by other consultees, primarily the Local Highways Agency, Environment Agency and Environment Officer, are both acknowledged and supported by Members.</p> <p>In the interests of public safety, the Town Council would like to see some form of lighting introduced in the area of these sites.</p>

<p>BR/352/19/L 65 Upper Bognor Road (Charlotte House 71 & 71A Upper Bognor Road, 67 & 69 Upper Bognor Road) Bognor Regis PO21 1HR</p>	<p>Listed building consent for the erection of 2 No. live-work units; change of use of existing student accommodation including internal alterations to form 2 No. dwellings, 2 No. new windows, new staircase & replacement of roof on outbuilding; reconfiguration of existing dwellings, replace existing timbers & roof joists on first floor; change of use from medical centre/offices to 2 No. flats & workshop. Creation of new private gardens, separation of this part of the site from the wider University campus, creation of a shared landscaped courtyard, creation of areas for parking & storage for bins & cycles.</p>	<p>NO OBJECTION Members of the Town Council's Planning and Licensing Committee welcome the restoration of these buildings. With changes that have been made over time, to areas such as the staircase, it is felt that the proposals will not have any further negative impact. Members are of the opinion that the proposals are tasteful, and sensitive to the architecture, whilst retaining as much as possible.</p> <p>The comments made by other consultees, primarily the Local Highways Agency, Environment Agency and Environment Officer, are both acknowledged and supported by Members.</p> <p>In the interests of public safety, the Town Council would like to see some form of lighting introduced in the area of these sites.</p>
<p>BR/37/20/PL Blake House Units 1,2 & 3 71 High Street Bognor Regis PO21 1RZ</p>	<p>Change of use of units 1, 2 & 3 from A1 (shops) to 1 No skin care shop, 1 No nail bar & 1 No. tattoo shop (Sui Generis).</p>	<p>NO OBJECTION</p>

BR/36/20/HH 37 Hillsboro Road Bognor Regis PO21 2DX	Single storey rear extension. Alternative design to planning permission BR/183/19/HH.	NO OBJECTION
BR/39/20/HH 6 Falklands Close Bognor Regis PO22 9SR	Two storey granny annex extension at the side and front of the property.	NO OBJECTION
BR/43/20/HH 93 Pevensey Road Bognor Regis PO21 5PB	Single storey rear extension.	NO OBJECTION



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MINUTES OF THE ONLINE PLANNING AND LICENSING COMMITTEE MEETING

HELD ON WEDNESDAY 6th MAY 2020

PRESENT ONLINE:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells, J. Erskine, Ms. A Sharples,
W. Smith and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 Councillor: Cllr. J. Brooks
2 members of the public
1 member of the press

The Meeting opened at 2.30pm

223. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

As all Members were present, there were no apologies for absence.

224. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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. Erskine declared a Disclosable Pecuniary Interest in Agenda item 5, application BR/75/20/HH - 140 London Road as his property neighbours the property under consideration

225. TO APPROVE THE MINUTES OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 10th MARCH 2020

Members were asked if there were any objections to the Minutes of the last Committee Meeting, held on the 10th March 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Meeting held on 10th March 2020 as an accurate record of the proceedings and the Chairman duly signed them.

226. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 2.37pm

Correspondence received from members of the public, ahead of the meeting, were read out by the Chairman as follows:

Emails from 3 residents regarding BR/86/20/PL, 41-45 Nyewood Lane (formerly Aldwick House Care Home).

The comments were duly **NOTED**.

Meeting reconvened at 2.44pm

227. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 10th, 17th AND 24th APRIL 2020 (EXCLUDING APPLICATION BR/282/19/PL REFERRED TO UNDER AGENDA ITEMS 6 & 7)

227.1 The Committee noted that Cllr. Brooks had informed the Chairman that he had submitted a personal representation to Arun District Council in relation to application BR/86/20/PL. There were no views from other Town Councillors to report.

227.2 The Committee noted that representations had been received from members of the public in respect of planning application BR/86/20/PL. There had been no representations received from neighbouring parishes, in respect of these applications.

Cllr. Erskine, having previously made a declaration of a Disclosable Pecuniary Interest regarding application BR/75/20/HH - 140 London Road, left the Meeting whilst this application was discussed

227.3 The Committee, having considered application BR/75/20/HH - 140 London Road, **RESOLVED** that its representation be forwarded to ADC (Appended to these Minutes as part of **Appendix 1**).

Cllr. Erskine rejoined the Meeting

227.4 The Committee, having considered the remaining applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as part of **Appendix 1**).

228. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING RECEIPT OF AMENDED PLANS IN RESPECT OF PLANNING APPLICATION BR/282/19/PL - THE BEACH HOTEL, 2-4 WATERLOO SQUARE, BOGNOR REGIS PO21 1SU (MIN. 190.3 OF 28th JANUARY 2020 REFERS)

The Committee **RESOLVED** to Suspend Standing Orders (S.O. 7a refers) to consider revisiting the previous decision, or making further comment, following receipt of amended plans regarding planning application BR/282/19/PL - The Beach Hotel, 2-4 Waterloo Square, Bognor Regis, PO21 1SU (Min. 190.3 of 28th January 2020 refers).

Members **RESOLVED** to further consider their previous decision and Standing Orders were therefore reinstated.

229. TO RECEIVE REVISED AND ADDITIONAL INFORMATION REGARDING PLANNING APPLICATION BR/282/19/PL - THE BEACH HOTEL, 2-4 WATERLOO SQUARE, BOGNOR REGIS, PO21 1SU (MIN. 190.3 OF 28th JANUARY 2020 REFERS)

Members discussed the amended application and there was acknowledgement of improvements and changes to the plans to address some of the concerns that the Committee had referred to in their previous objection (Min. 190.3 of the Meeting held 28th January 2020 refers).

However, it was felt that the plans were still an over-development of the site and, following a vote, the majority decision was that the Committee's previous decision to object to the application should not be rescinded.

The Meeting closed at 3.27pm

APPENDIX 1
ONLINE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 6th MAY 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 10th, 17th AND 24th APRIL 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/75/20/HH 140 London Road Bognor Regis PO21 1BD	Conversion of roofspace to habitable use to include a rear dormer and terrace, with front and side rooflights.	OBJECTION Members of the Town Council's Planning and Licensing Committee object to planning application BR/75/20/HH on the material planning grounds of overlooking and loss of privacy to neighbouring properties.
BR/80/20/HH Brookland Villa Shripney Road Bognor Regis PO22 9LN	Single storey rear extension. "This is not CIL Liable".	NO OBJECTION
BR/82/20/HH 25 Westingway Bognor Regis PO21 2XX	Single storey rear extension.	NO OBJECTION
BR/86/20/PL Aldwick House Care Home 41-45 Nyewood Lane Bognor Regis PO21 2SJ	Part change of use from a 32-bed nursing home (C2 Residential Institutions) to a 38-bedsit House in Multiple Occupation (sui generis) comprising 24 No single person & 14 No two-person bedsits along with separate shower rooms & wcs, demolition of rear conservatory & store & erection of single storey rear extension & with minor external alterations to side elevations & insertion of 4 No roof lights on rear elevation, This application is not CIL Liable.	OBJECTION Members of the Town Council's Planning and Licensing Committee unanimously object to planning application BR/86/20/PL on the material planning grounds of access and highway safety, including access for emergency vehicles. Members consider that these proposals would contribute to the generation of excessive parking demands and increased traffic movements and are, therefore, in contravention of Policy H SP4 of the Arun Local Plan.

		<p>Furthermore, the proposals appear to make no provision of smoking facilities leading to concerns of noise pollution, nuisance and disturbance, resulting from residents of the bedsit potentially using public open spaces in the surrounding area, and thereby not meeting the requirements as set out in Policy D DM1, in relation to impact, of the Arun Local Plan.</p> <p>Members found it difficult to justify the proposed amount of residential building and consider the proposals to be over-development of the site as a result of the layout and density of the buildings, with concern expressed about the refuse generated from this number of residential units.</p> <p>Members of the Town Council's Planning and Licensing Committee would respectfully encourage those involved with the final decision on this application to attend a site-visit with a view to gaining a personal insight into the already excessive demands on parking in the area.</p>
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BR/84/20/HH 188 Aldwick Road Bognor Regis PO21 2YQ	Two storey front extension, part two storey part single storey side extension, single storey rear extension and conversion of roofspace to habitable use.	NO OBJECTION
BR/85/20/PL Bognor Regis Football Club Nyewood Lane Bognor Regis	Replacement of the Football Club's grandstand.	NO OBJECTION



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 26th MAY 2020

PRESENT ONLINE:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells, Ms. A Sharples, W. Smith and
Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public

The Meeting opened at 2.30pm

230. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

No apologies for absence had been received from Cllr. Erskine.

231. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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.

There were no declarations of Interest

232. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 6th MAY 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 6th May 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 6th May 2020 as an accurate record of the proceedings and the Chairman duly signed them.

233. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

234. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 1st, 8th AND 15th MAY 2020

- 234.1** The Committee noted that Cllr. Stanley had made a representation in relation to application BR/55/20/PL. There were no views from other Town Councillors to report.

234.2 The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

234.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

235. CORRESPONDENCE

Members **NOTED** the correspondence as previously circulated.

The Meeting closed at 3.08pm

APPENDIX 1
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 26th MAY 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 1st, 8th AND 15th MAY 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/55/20/PL Abbots Lawn Sylvan Way Bognor Regis PO21 2RS	Proposed first and second floor extensions	OBJECTION The plans result in an overdevelopment of the site and would have an adverse effect on the area due to the increase in noise, traffic, and pressure on parking.
BR/64/20/PL Newman House Flat 8 21 Sturges Road Bognor Regis PO21 2AH	Proposed living room window	NO OBJECTION
BR/83/20/PL 25 Sudley Road Bognor Regis PO21 1EW	New 2 storey extension on first floor with loft floor and 8 No (4 No front & 4 No rear) dormer windows, first floor rear extension (mansard floor) with 8 No roof windows, alterations to ground floor shopfront & new access to upper floor for 12 No residential units (10 No. 1 bed & 2 No. 2 bed). This application may affect the setting of a Listed Building	NO OBJECTION
BR/86/20/PL Aldwick House Care Home 41-45 Nyewood Lane Bognor Regis PO21 2SJ <i>BR/86/20/PL (cont.)</i>	Part change of use from a 32-bed nursing home (C2 Residential Institutions) to a 38-bedsit House in Multiple Occupation (sui generis) comprising 24 No single person & 14 No two-person bedsits along with separate shower rooms & wcs, demolition of rear conservatory & store & erection of single storey rear extension	Members noted that this application is being re-advertised as amended plans have been submitted to include 4 roof lights and a dormer window. Members had unanimously OBJECTED to the original proposals (excluding the roof lights and dormer) at the meeting held

<i>Aldwick House Care Home</i> 41-45 Nyewood Lane Bognor Regis PO21 2SJ	& with minor external alterations to side elevations & insertion of 4 No roof lights on rear elevation & insertion of dormer window serving Room 38 (as detailed in amended plans dated 30 April 2020)	6 th May and that therefore, the Town Council will not reconsider this application and continue to OBJECT .
BR/88/20/HH 74 Hook Lane Bognor Regis PO22 8AR	Two bedroom detached garden annex	NO OBJECTION
BR/87/20/PL 56 High Street Bognor Regis PO21 1SP	Installation of security shutters to front elevation	NO OBJECTION
BR/99/20/PL 23 Mead Lane Bognor Regis PO22 8AP	Change of use from Student Accommodation to 3 No. dwellings, comprising 1 No. 1 bed apartment, 1 No. 2 bedroom house & 1 No. 3 bedroom house. This application affects the character & appearance of the Upper Bognor Road & Mead Lane Conservation Area & may affect the setting of a Listed Building	NO OBJECTION
BR/106/20/PO Flat 1 Anglesea Court 11 Victoria Road South Bognor Regis PO21 2NA	Application to modify Planning Obligation dated 06/04/87 under Planning Reference BR/517/85 relating to age restriction	NO OBJECTION
BR/105/20/CLE Regal Fish and Chips 231 Chichester Road Bognor Regis PO21 5AQ	Lawful development certificate for an existing use as a Hot Food Takeaway (A5 Use)	NO OBJECTION



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 16th JUNE 2020

PRESENT ONLINE:

Cllr. S. Goodheart (Chairman) (from Min. 238),
Cllrs: J. Barrett, Mrs. S. Daniells, Ms. A. Sharples,
W. Smith and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the public

The Meeting opened at 2.45pm

236. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

At the opening of the Meeting, with the Chairman not in attendance and the Vice-Chairman, Cllr. Mrs. Warr, having technical difficulties and initially unable to join the meeting audibly, Members **AGREED** that Cllr. Ms. Sharples should act as Chair until either the Chairman or Vice-Chairman were available.

On behalf of the Chairman, the Civic & Office Manager read the opening statement, welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council and may also be recorded or filmed by any member of the public.

Members were also advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

No apologies for absence had been received from Cllr. Erskine.

237. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary

and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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.

There were no declarations of Interest

238. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 26th MAY 2020

Meeting adjourned at 2.51pm to allow Cllr. Goodheart to join the Meeting and take over as the Chairman

Meeting reconvened at 2.52pm

The Chairman thanked Cllr. Ms. Sharples for taking the Chair in his absence.

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 26th May 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 26th May 2020 as an accurate record of the proceedings and the Chairman duly signed them.

239. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

240. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 22nd, 29th MAY AND 5th JUNE 2020

240.1 The Committee noted that there were no views from other Town Councillors to report.

240.2 The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

240.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

241. TO RECEIVE CONSULTATION INFORMATION REGARDING A PROPOSED UPGRADE TO THE EXISTING TELECOMMUNICATIONS INSTALLATION LOCATED AT VICTORIA ROAD/CHICHESTER ROAD, BOGNOR REGIS, PO22 9LQ AND TO CONSIDER MAKING COMMENT

The Civic & Office Manager's report was **NOTED**.

Members discussed the issues, and concern was raised about the health implications of 5G and also the impact of the proposed installation on the location, especially due to its size. However, the need for 5G service for businesses etc. was also raised as a consideration.

The Civic & Office Manager highlighted that the matter before Members at this meeting was not a planning application but a consultation by Clarke Telecom Ltd and, if the proposals progress, the usual process would result in an appropriate planning application coming before the Committee in due course, at which time Members would vote whether to object or not.

Having debated the matter fully, Members firstly considered whether any comments should be submitted to Clarke Telecom Ltd on the proposals. Following a vote, a majority **AGREED** that comments should be submitted.

Members subsequently reviewed the comments made during the debate and following a vote, a majority **AGREED** that the letter to Clarke Telecom Ltd should refer to:

- i) Concerns about scientific research and the impact of 5G on public health; and
- ii) The impact of the installation due to its location and size of the mast and whether alternative locations could be considered.

242. CORRESPONDENCE

Members **NOTED** the correspondence as previously circulated.

The Meeting closed at 3.23pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16th JUNE 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 22nd, 29th MAY AND 5th JUNE 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/108/20/PL 74 London Road Bognor Regis PO21 1DD	Construction of 1 No. new second floor 2 bedroom flat over existing two storey building, additional bedroom to first floor flat, division of ground floor retail unit into 2 No units & change of use of ground floor retail space to form new access to second floor flat. This application may affect the setting of a listed building	NO OBJECTION
BR/109/20/PL The William Hardwicke 12 High Street Bognor Regis PO21 1SR	Change of use of part of the existing car park to pub garden, erection of 4 no. semi enclosed covered seating huts, addition of servery to form external bar and reduce height of existing shelter by 0.6m and associated works.	NO OBJECTION
BR/107/20/L The William Hardwicke 12 High Street Bognor Regis PO21 1SR	Listed building consent for the change of use of part of the existing car park to pub garden, erection of 4 no. semi enclosed covered seating huts, addition of servery to form external bar and reduce height of existing shelter by 0.6m and associated works	NO OBJECTION
BR/114/20/PL 13-17 Abbeyfield Richmond Avenue Bognor Regis PO21 2YE	Conversion of existing vacant residential care home into 10no. flats	NO OBJECTION

BR/112/20/PL 14a Canada Grove Bognor Regis PO21 1DN	Single storey rear extension	NO OBJECTION
BR/93/20/PL Mordington Cottage 6 Mead Lane Bognor Regis PO21 1HR	Change of Use from office (B1(a)) to 1 No. dwelling & the provision of new garden boundary wall to the South of property. This application affects the setting of a Listed Building & affects the character & appearance of the Upper Bognor road & Mead Lane Conservation Area	NO OBJECTION
BR/116/20/HH 3 Gordon Avenue West Bognor Regis PO22 9LQ	Erection of single storey extension	NO OBJECTION



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 7th JULY 2020

PRESENT ONLINE:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Ms. A Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)

The Meeting opened at 6.30pm

243. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

Apologies for absence were received from Cllr. Mrs. Daniells who had a prior engagement, Cllr. Smith due to personal reasons and Cllr. Erskine due to work commitments.

244. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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.

There were no declarations of Interest

245. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 16th JUNE 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 16th June 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 16th June 2020 as an accurate record of the proceedings and the Chairman duly signed them.

246. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

247. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 12th, 19th AND 26th JUNE 2020

247.1 The Committee noted that there were no views from other Town Councillors to report.

247.2 The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

247.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

248. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

The Civic & Office Manager's report was **NOTED**.

248.1 Licensing Act 2003

Premises: The William Hardwicke, 12 High Street, Bognor Regis, PO21 1SR

Licence Number: 6543

The Committee noted the Licence application received for Variation of a Premises Licence, with the variations being as set out in the Notice attached to the Civic & Office Manager's report as Appendices 1 and 2.

Members **RESOLVED** to raise **NO OBJECTION** to the Variation of a Premises Licence being granted, subject to the satisfaction of the Licensing Authority with an emphasis that Arun District Council, as the Licensing Authority, should be proactive in monitoring the impact of the changes to ensure that the licensing objective "Prevention of Public Nuisance" is adhered to.

248.2 Licensing Act 2003

Premises: Bognor Pier, The Esplanade, Bognor Regis, PO21 1SY

Licence Number: 9528

The Committee noted the Licence application received for Variation of a Premises Licence, with the variations being as set out in the Notice attached to the Civic & Office Manager's report as Appendices 3 and 4.

Members **RESOLVED** to **OBJECT** to the Variation of a Premises Licence being granted, on the grounds that there were concerns in regard to the Licensing Objective "Prevention of Public Nuisance" whereby to allow for

alcohol to be supplied from the Fish & Chip shop and Ice Cream shop would encourage street drinking.

Concerns were also raised in relation to "Prevention of Crime and Disorder" whereby allowing for the supply of alcohol from these locations could, in turn, create undue pressure on local Police in managing anti-social behaviour that could arise.

Furthermore, Members were concerned with regards to "Protection of Children from Harm" with the potential that young persons may witness the purchasing of alcohol from these vendors and any associated anti-social behaviour that may result.

249. CORRESPONDENCE

Members **NOTED** the correspondence as previously circulated.

The Meeting closed at 7.16pm

APPENDIX 1
ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7th JULY 2020
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 12th, 19th AND 26th JUNE 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/115/20/HH 6 Highcroft Crescent Bognor Regis PO22 8DH	Single storey rear extension	NO OBJECTION
BR/120/20/HH 32 Victoria Road Bognor Regis PO21 2JF	Demolition of existing garage and addition of a proposed granny annex	NO OBJECTION
BR/132/20/T Sabey Court Albert Road Bognor Regis PO21 1LU	Reduce crown of 1 No. Lime (T1) to height 16m and spread 9.5m and crown lift to 4m. Reduce crown of 1 No. Sycamore (T2) to height 16m and spread 8m	NO OBJECTION
BR/126/20/HH 119 Chichester Road Bognor Regis PO21 5AE	Rear extension and rear dormer with roof lights to front (Permitted Development)	NO OBJECTION



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MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE

HELD ON TUESDAY 28th JULY 2020

PRESENT ONLINE:

Cllr. S. Goodheart (Chairman), Cllrs: J. Barrett,
Mrs. S. Daniells (part of meeting), W. Smith,
Ms. A Sharples and Mrs. J. Warr

IN ATTENDANCE ONLINE:

Mrs. J. Davis (Civic & Office Manager)
Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)

The Meeting opened at 6.34pm

250. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

No apologies for absence were received from Cllr. J. Erskine.

251. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda.

Members were informed that should they be required to temporarily leave the Meeting for any Interest, they would be contacted by telephone and invited to re-join the meeting at the appropriate time.

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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must temporarily leave the meeting for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question

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.

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. Smith declared an Ordinary Interest in Agenda item 5, in relation to planning application BR/155/20/PL, due to his involvement with the Freemasons who are users of the Masonic Hall

Cllr. Mrs. Warr stated that, as a Member of Arun District Council's Development Control Committee, she would be voting on the matters before her having regard only to such information as placed before the Town Council. If she should come to consider any matters again at the District Council, and further information may be available, she would consider the information available at that time and may come to a different decision

252. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 7th JULY 2020

Members were asked if there were any objections to the Minutes of the last Online Committee Meeting, held on the 7th July 2020. It was noted that the Minutes had been forwarded to the Chairman and once agreed and duly signed, would be returned to the Town Clerk.

There being no objections, the Committee **APPROVED** the Minutes of the Online Meeting held on 7th July 2020 as an accurate record of the proceedings and the Chairman duly signed them.

253. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTIONS AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS

There were no public questions or statements.

254. TO CONSIDER PLANNING APPLICATIONS ON LISTS DATED 3rd, 10th AND 17th JULY 2020

254.1 The Committee noted that there were no views from other Town Councillors to report.

254.2 The Committee noted that no representations had been received from members of the public, or from neighbouring parishes, in respect of these applications.

During the discussion for the planning applications, Cllr. Mrs. Daniells unexpectedly left the meeting due to technical issues and therefore was not present for the votes on applications BR/138/20/PL and BR/136/20/HH

Cllr. Smith redeclared his Ordinary Interest in application BR/155/20/PL and abstained from voting

254.3 The Committee, having considered the applications, **RESOLVED** that its representations be forwarded to ADC (Appended to these Minutes as **Appendix 1**).

255. TO CONSIDER PREMISES LICENCE APPLICATIONS, INCLUDING ANY VARIATIONS AND ANY OTHER LICENCE APPLICATIONS

Members **NOTED** the application to vary the licence in respect of premises known as Butlin's, Upper Bognor Road, Bognor Regis, PO21 1JJ, details of which were circulated with the Agenda.

Members noted that the application was to permit the provision of regulated entertainment until 31st October 2020 by way of plays, live music and performances of dance on a stage in a car park between 1000hrs and 2200hrs because such entertainment is not permitted indoors at the moment due to the coronavirus pandemic.

Following discussion, Members **AGREED** unanimously to offer **NO OBJECTION** to the variation.

256. TO RECEIVE INFORMATION IN RELATION TO WSCC PLANNING APPLICATION WSCC/036/20 (FORD CIRCULAR TECHNOLOGY PARK, FORD ROAD, FORD, ARUNDEL BN18 0XL) AND TO CONSIDER MAKING ANY COMMENT

Members **NOTED** the Civic & Office Manager's report, which included links to documents regarding this application.

Following discussion, Members **AGREED** that no comment should be submitted on this application to WSCC.

257. CORRESPONDENCE

Members **NOTED** the correspondence as previously circulated and the following additional item was brought to Members attention:

- 257.1** Notification from ADC that BR/55/20/PL, Abbots Lawn, Sylvan Way will be considered by their Development Control Committee on 29th July 2020. It was noted that the Town Council had objected to the application but as the current virtual meetings do not permit public participation, the Town Council will be unable to have a representative to speak in objection. However, the comments previously submitted would be referred to the Committee.

The Meeting closed at 7.39pm

APPENDIX 1**ONLINE MEETING OF THE PLANNING AND LICENSING COMMITTEE HELD ON 28th JULY 2020**
REPRESENTATIONS ON PLANNING APPLICATIONS ON LIST DATED 3rd, 10th AND 17th JULY 2020

The Planning and Licensing Committee of Bognor Regis Town Council **RESOLVED** as follows:

BR/139/20/PL 29 Highcroft Crescent Bognor Regis PO22 8DH	Re-establishment of dwelling to form former pair of semi-detached bungalows	NO OBJECTION
BR/138/20/PL Former Royal Bay Care Home 86 Aldwick Road Bognor Regis PO21 2PE	Temporary change of use from Care Home (C2) to temporary accommodation for seasonal agricultural workers for 12-month period	<p>OBJECTION on the following grounds:</p> <p>Concern that such a large number of persons living in a confined space could encourage the spread of Coronavirus;</p> <p>Whilst it is acknowledged that this is an application for temporary accommodation for a 12-month period, there are concerns that this may turn into a permanent HMO;</p> <p>Intensification of use that would adversely affect the character of the area thereby affecting the public and neighbouring amenities;</p> <p>In support with WSCC Highways report, the Town Council also shared concerns in the result of generation of excessive parking demands which would harm nearby public amenity.</p>

BR/136/20/HH 19 Ivy Crescent Bognor Regis PO22 8AB	Single storey extension to front	NO OBJECTION
BR/141/20/TC Hotham Park House Summer House High Street Bognor Regis PO21 1HW	Fell 1 No. Magnolia tree T1 within Upper Bognor Road & Mead Lane Conservation Area	OBJECTION as without further information from either the Tree or Conservation Officers at ADC, Members were not satisfied of the necessary reasons for this tree to be felled.
BR/151/20/CLE Knighton Chambers, Suite 4 39 Aldwick Road Bognor Regis PO21 2LN	Lawful development certificate for the existing office use as B1(a)	NO OBJECTION
BR/155/20/PL Masonic Hall 9 Canada Grove Bognor Regis PO21 1DW	Increase size of piers & provide new access gate & railings to car park area. This application is in CIL Zone 4 (Zero Rated) as 'other development'	NO OBJECTION
BR/131/20/PL Land between 2b and 4 London Road Bognor Regis (Grid Ref: 493619 99101)	Erection of a commercial unit at ground floor level with residential development of 3 no. bedroom flats above. This application is in CIL Zone 3 (Zero Rated) for flats & shop (Zero Rated)	NO OBJECTION
BR/153/20/TEL Verge outside 124 Victoria Drive Bognor Regis	Prior notification under Schedule 2, Part 16, Class A for the installation of new 19m monopole supporting 6 no. antennas with proposed equipment cabinets & ancillary development	NO OBJECTION

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

AGENDA ITEM 13 - TO CONSIDER THE CONTINUED SUPPORT AND FUNDING OF THE PARKING DISC SCHEME TOGETHER WITH THE TERMS OF ANY FUTURE PARTNERSHIP ARRANGEMENT

REPORT BY TOWN CLERK

FOR DECISION

As Members may recall at the Policy and Resources Committee Meeting held on 29th July 2019, Members agreed to not only continue financial support of the parking disc scheme as part of the 2020/21 budget, but also supported the BID's request to ADC for a longer-term agreement, potentially to the end of the current Administration.

For Members' information, the current annual contribution by the Town Council to the scheme is £21,000.

The BID Administrator has recently been in touch to seek confirmation that the Town Council will contribute to the 2021 disc scheme. As payment for this is done in arrears, Members are being asked to agree now to commit £21,000 within the 2021/22 budget.

Furthermore, in view of Members previous support for a longer-term agreement with ADC, Members may wish to consider committing to the contribution amount of £21,000 per annum until the end of this Administration and including this amount in the budget up to and including that for 2023/24.

DECISIONS

Do Members **AGREE** to commit £21,000 within the 2021/22 budget as the Town Council's contribution to the 2021 parking disc scheme?

Furthermore, do Members **AGREE** to commit to the contribution amount of £21,000 per annum until the end of this Administration and **AGREE** to include this amount in the Town Council's budget up to and including that for 2023/24?

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

AGENDA ITEM 14 - TO AGREE IF THE 2020 GRANT AID FOR THE KITE FESTIVAL MAY BE EARMARKED FOR PAYMENT IN 2021, IN LINE WITH OTHER RECIPIENTS AS AGREED AT THE ONLINE COUNCIL MEETING HELD ON 8th JUNE - MIN. 227 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will recall, at the Online Council Meeting held 8th June 2020 Members agreed that those local organisations that had been forced to cancel their planned events for 2020 due to the COVID-19 pandemic and had made a request to the Town Council, could have their unused award Earmarked for use in 2021 (Min. 227 refers).

Furthermore, Members agreed that these organisations would not have to resubmit a full application to facilitate the release of the funds but would instead be subject to receipt of written confirmation that the event would be going ahead in 2021, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time.

Since that Meeting the organisers of the Bognor Regis Kite Festival have now also had to take the decision to cancel their 2020 event and have returned the funds to the Town Council.

Members are therefore invited to agree that the Bognor Regis Kite Festival Grant Aid 2020 award be treated in the same way as the other organisations.

DECISION

Do Members **AGREE** that the organisers of the Bognor Regis Kite Festival can have their monies Earmarked for their 2021 event with the Earmarked funds released after 1st April 2021 upon receipt of written confirmation that the event will be proceeding in 2021 together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time?

**BOGNOR REGIS ONLINE TOWN COUNCIL MEETING
10th AUGUST 2020**

AGENDA ITEM 15 - CORRESPONDENCE

FOR INFORMATION

1. NALC Supporting local councils to reopen playgrounds safely
2. The Office of the Sussex Police & Crime Commissioner - Business Crime Matters
3. NALC - Chief Executives Bulletin
4. NALC - Supporting local councils to reopen playgrounds safely
5. News from West Sussex County Council: 3 July 2020 - circulated to Councillors
6. News from West Sussex County Council: 3 July 2020 COVID19 Update - circulated to Councillors
7. ERTA - Canal threat to railway track-bed, please object and help keep options open
8. Arun District Council - Posters for Reopening of Play Areas
9. SLC Bulletin
10. West Sussex County Council news release: Partner sought to help make Horsham Enterprise Park vision a reality
11. West Sussex County Council news release: District and Borough refuse vehicles remind residents that there is #NoExcuseForAbuse - circulated to Councillors
12. Clerks and Councils Direct July 2020 Issue 130
13. West Sussex County Council news release: Improvement scheme ahead for busy A24 Robin Hood roundabout in Horsham
14. Arun and Chichester CAB - Fuel Voucher Scheme - thank you for sharing - circulated to Councillors
15. Neighbourhood Alert - You Can Get Scammed on Social Media 08/07/2020 - circulated to Councillors and on social media
16. Twinning Minutes 12 March 2020 and Agenda for cancelled April meeting - online meeting to be arranged soon
17. Arun District Council - Parks reopening - posters
18. Stakeholder update from SGN
19. NALC unveils plans for a series of online events
20. Bognor Regis Town Football Club - Sponsors Draw 2020 / 2021
21. VAAC - Weekly Updates - circulated to Councillors and on Social Media
22. BR BID Coronavirus Update: 7 July 2020
23. Arun District Council - Town & Parish Briefing - 8 July Issue 15 - circulated to Councillors
24. West Sussex County Council - Cabinet - 16 June 2020 - minutes
25. SALC Webinars - online training
26. The Office of the Sussex Police and Crime Commissioner - Home Secretary visits Sussex Police - circulated to Councillors
27. NALC - Chief Executives Bulletin
28. News from West Sussex County Council: 10 July 2020 - circulated to Councillors
29. West Sussex County Council - Cabinet - 21 July 2020 - agenda
30. VAAC - Upcoming Events and Training - circulated to Councillors and on Social Media
31. Sussex by the Sea update 10.07.20: In this update: Reminder - Local Discretionary Business Grants; "Good to Go" COVID-19 industry mark & Know Before You Go campaign and Useful Tips
32. NALC - Job vacancy: St Ives Town Council

33. West Sussex County Council news release: School attendance figures in West Sussex schools well above national average - circulated to Councillors
34. Parish Online Newsletter
35. Vision ICT Summer newsletter
36. Neighbourhood Alert - Social Media Scams - circulated to Councillors and on social media
37. Arun District Council - Face Mask Posters for premises
38. Volunteering support from VAAC
39. Neighbourhood Alert - Arun District Weekly Bulletin 15/07/2020 - circulated to Councillors and on social media
40. NALC - Job Vacancy Saxmundham Town Council
41. West Sussex County Council news release: Preparation work to re-start soon in A259 major improvement scheme - Angmering and Littlehampton
42. Arun District Council - Town & Parish Briefing - 15 July Issue 16 - circulated to Councillors
43. NALC - Coronavirus - information for parish & town councils - circulated to Councillors
44. SALC - Coronavirus - information for parish & town councils
45. WSCC - County Local Committees (CLCs) and re
46. Frontline Designers - marketing information
47. Neighbourhood Alert - Update on Significant Planned Road Works on the M23 17/07/2020
48. NALC - Chief Executive's Bulletin
49. Ordnance Survey - Order Number 4693783 - OS MasterMap® Topography - 5km Download - Update Order
50. Ordnance Survey Webinars information
51. The Office of the Sussex Police and Crime Commissioner - Tackling local crime & supporting victims - circulated to Councillors
52. Neighbourhood Alert - Are You Shopping Online? 17/07/2020 - circulated to Councillors and on social media
53. CPRE - A green and fair recovery for the countryside - are you in?
54. A response to the question to the Mayor by Cllr Stanley from the Council Meeting of 29th June 2020 and the Mayor's agreement to support a letter to be sent Min 234 refers
55. News from West Sussex County Council: Friday 10 July 2020 - circulated to Councillors
56. Email from resident regarding WSCC grass cutting of verges - referred to WSCC
57. WSCC - West Sussex Pension Fund AGM
58. West Sussex County Council news release: Residents urged to "Keep West Sussex Safe" - circulated to Councillors
59. Public Sector Network Newsletter - July 2020
60. Email from resident re funfair on seafront
61. NALC - Coronavirus - information for parish & town councils - circulated to councillors
62. SALC - Coronavirus - information for parish & town councils
63. St Wilfrid's Hospice eNews July 2020
64. West Sussex County Council news release: Getting the West Sussex economy moving - circulated to Councillors
65. West Sussex Mind - NEW on-line Adult Mental Health First Aid
66. The Church/Parish Noticeboard Company - sales information on - New Rail Mounted Options And Automatic Dispensers Added To Our Range

67. West Sussex County Council news release: Construction work starts soon on first temporary cycleway for West Sussex - circulated to Councillors
68. VAAC - Weekly Updates - circulated to Councillors and on social media
69. Sussex by the Sea update 23.07.20: In this update: An important feedback request from Tourism South East
70. West Sussex Pension Fund - Exit Credit Policy Consultation
71. Letter from a member of the public regarding banging gates at the Children's Playground beside Fitzleet House, Queensway, Bognor Regis
72. Letter from a member of the public requesting the name and address of the local MP
73. BR BID Newsletter: July 2020
74. LCR Subscription 2020/21
75. Neighbourhood Alert - Weekly Bulletin 23/07/2020 - circulated to Councillors and on social media
76. NALC - Complete the Latest LCR Magazine Survey - Share your opinions on remote meetings
77. West Sussex County Council news release: Winners announced for West Sussex Pupil Librarian of the Year Award 2020
78. West Sussex County Council news release: Changes to licensing of tables and chairs outside cafes and restaurants - circulated to Councillors
79. Arun District Council - Town & Parish Briefing - 22 July Issue 17 - circulated to Councillors
80. NALC - LCR - Win a £50 Amazon Voucher
81. DIA Systems - marketing information on cough screens
82. The Office of the Sussex Police and Crime Commissioner - Pay rise for Police Officers - circulated to Councillors
83. NALC - Chief Executives bulletin
84. WSCC - Together we can 'Keep West Sussex Safe' - circulated to Councillors
85. The Parish Noticeboard Company marketing information on Protect Your Future - new additions to our range
86. WSCC - Together we can 'Keep West Sussex Safe' - Summer Campaign Newsletter - circulated to Councillors
87. West Sussex County Council news release: Successful start to new highway maintenance contracts
88. VAAC - CEO Forum this Thursday 30th July - places still available
89. Local Councils Update - Issue 242 August 2020
90. Email from a member of the public regarding the fun fair on the seafront and BRTC response
91. SALC - CAGNE new website
92. Neighbourhood Alert - Introducing Our New Safety In Neighbours Burglary Campaign 27/07/2020 - circulated to Councillors and on social media
93. WSCC - Action Fraud warning on PayPal fraud - circulated to Councillors and on social media
94. WSCC - Action Fraud - Important to be aware (please share) New Facebook link - updated as link in previous did not work - circulated to Councillors
95. NALC Announces Details for Six New Online Events
96. Member of the public enquiring if the Councils are working
97. ICO registration certificate
98. Arun District Council - Town & Parish Briefing - 29 July issue 18 & additional information - circulated to Councillors -
99. Member of the public regarding survey
100. VAAC - Weekly Updates - circulated to Councillors and on social media

- 101.** NALC - Coronavirus - information for parish & town councils
- 102.** SALC - Coronavirus - information for parish & town councils
- 103.** Neighbourhood Alert - weekly bulletin Monday 20 July - Sunday 26 July - circulated to Councillors and on social media
- 104.** First Ever National Impact Survey Launched By Neighbourhood Watch 30/07/2020 - circulated to Councillors and on social media
- 105.** Arun District Council email from Group Head of Policy regarding the Town Council e-Bulletin
- 106.** West Sussex County Council news release: Is your BBQ out-out? - circulated to Councillors and on Social Media
- 107.** NALC - Chief Executives Bulletin
- 108.** Neighbourhood Alert – Get Safe Online Safe Student Campaign – shared on Social Media
- 109.** VAAC - Funding Focus, August 2020 Edition
- 110.** WSCC – Coronavirus update, 31st July 2020 – circulated to Councillors
- 111.** Sussex Police & Crime Commissioner – Funding for Safer Streets – circulated to Councillors and shared on Social Media
- 112.** WSCC – Your Town and Parish Council News, August 2020 – circulated to Councillors and shared on Social Media

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 10th AUGUST 2020**

AGENDA ITEM 16 - PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION INCLUDING: -

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No.4 for July/August 2020 has been received, which is available for Members to view if required.

Cinema Theatre Association - owing to the coronavirus pandemic, the members' Annual General Meeting scheduled for 16th May had to be cancelled. Therefore, in lieu of a physical meeting, the Officers' Reports have been received. The minutes of the last year's AGM have also been provided.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 30th June 2020 will be copied to Councillors for information under separate cover.

Town Force Works - weekly checks of 1b Linden Road continue to be carried out by Town Force in line with the insurance policy. This is funded by BPCL.

Buildings Insurance - under the buildings insurance, certain additional Policy-level Clauses are applicable. One of these is a Flat Roof Condition clause which requires any flat felted roof, or part thereof to be inspected at least once every two years by a qualified builder or property surveyor and any defects identified repaired immediately. This Policy also requires that any guttering is checked for blockages or defects by a competent person at six-monthly intervals and any remedial action required is to be implemented immediately, with a record of all inspections made retained by the Insured.

Whilst enquiries are being made to identify a suitable builder or surveyor to carry out the inspection of any flat felted roof at the site, Town Force have carried out an inspection of the gutters at the property and a report on their condition is awaited. Whilst undertaking these works, the Town Force team have also taken photographs of any of the flat roof areas that they could access so that any immediate problems could be identified in the interim period. These works will be funded by BPCL.