



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 **5pm on MONDAY 8th JUNE 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 8th June 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 1st day of JUNE 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 authorise the Town Clerk to make any temporary changes to Standing Orders, as deemed necessary, to reflect Government Legislation on Remote Meetings during the Coronavirus (Covid-19) Pandemic
 4. To APPROVE the Minutes of the Town Council Meeting held on 9th March 2020
 5. Adjournment for the Mayor to read public questions and statements submitted in accordance with the requirements noted above
 6. To ratify decisions taken by the Town Clerk in accordance with the delegated authority and process
 7. Making Theatre Gaining Skills request for support
 8. To note the List of Payments and Transfers made in February, March and April 2020 and to note the balances, bank reconciliations and financial reports (May 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)
 9. To agree the cancellation of the 2020 Annual Town Council Meeting, and resulting postponement of all appointments usually undertaken at that Meeting, until May 2021, as permitted under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
 10. Grant Aid 2020 including
 - To note the return of 2020 grants due to the cancellation of events
 - Agree if these amounts may be Earmarked for payment in 2021
 - Consider whether recipients with Grants Earmarked for payment in 2021 still need to submit any paperwork to the Grant Aid 2021 process
 11. Grant Aid 2021 including: -
 - To review current guidelines/criteria, application form and amend if required
 - Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
 - Review of the Guidelines for the Flexible Community Fund
 12. To receive Correspondence and note circulation by email of list up to 30th April 2020
 13. 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
 14. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)

15. Redevelopment of the Picturedrome Cinema - risk report

Agenda item **13** and **15** may contain confidential items and require a resolution to exclude public & press.

ALL MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND REMOTELY

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

AGENDA ITEM 3 - TO AUTHORISE THE TOWN CLERK TO MAKE ANY TEMPORARY CHANGES TO STANDING ORDERS, AS DEEMED NECESSARY, TO REFLECT GOVERNMENT LEGISLATION ON REMOTE MEETINGS DURING THE CORONAVIRUS (COVID-19) PANDEMIC

REPORT BY THE TOWN CLERK

FOR DECISION

Following the enactment of The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 it is necessary for certain temporary amendments to be made to the Standing Orders to enable Online, remote meetings to take place (Reg. 6 refers).

The changes required are as follows:

- S.O. 3e : Amended to allow Meetings of the Council to be held remotely on dates to be confirmed as required, as per Reg. 4
- S.O. 3h : Amended to reflect that public participation will be via written Question and Statements to be read out by the Mayor/Chairman under the appropriate Agenda item
- S.O. 3j : Amended to require that if a Member is visually in attendance at a remote meeting, they must raise their "virtual" hand and will be invited to speak in order
- Amended to show that for any Member attending using audio only, they will be asked if they have any comment to make on the Agenda item as they are unable to raise a "virtual" hand
- Amended to read that there is no requirement for a Member to stand when speaking
- S.O. 3v : Amended to enable voting, rather than by show of hands, by either:
- § The affirmation of the meeting if there is no dissent (for approval of Minutes only)
- § to be verbal by roll call in order to comply with Reg. 5(3)(c)
- S.O. 5a-c : Removal of requirement to hold an Annual Town Council Meeting with appropriate appointments as per Reg. 4(2)
- S.O. 15bi : Amended to include the website as conspicuous place for the public notice/Agenda as per Reg. 13(a)

DECISION

To **AUTHORISE** the Town Clerk to make changes to the Standing Orders as deemed necessary to reflect The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.



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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 9th MARCH 2020

PRESENT:

Cllrs: J. Barrett, K. Batley (until Min. 213), J. Brooks (until Min. 216), Mrs. S. Daniells, Mrs. I. Erskine, J. Erskine, S. Goodheart (until Min. 216), H. Jones (until Min. 216), Miss. C. Needs, Miss. A. Sharples, W. Smith and M. Stanley (during Min. 193 and until Min. 216)

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
Major Matt Butler (Salvation Army) (part of meeting)
5 members of the public (part of meeting)
1 member of the Press (part of meeting)

Prior to the Meeting, Members received a presentation from the Pier Trust on their past work and hopes in the future for this important asset of the Town

The Mayor's Chaplain, Major Matt Butler of the Salvation Army, then led prayers

The Meeting opened at 6.37pm

187. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE

In the absence of the Mayor, the Deputy Mayor Cllr. Goodheart would Chair the meeting and welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

As the Deputy Mayor was to act as Chair for the meeting, Members **AGREED** that Cllr. Smith should act as Vice-Chairman for this meeting.

The Town Clerk gave apologies for Cllr. Cunard due to an emergency meeting elsewhere, Cllr. Mrs. Staniforth due to another meeting, Cllr. Mrs. Warr who was unwell and Cllr. Woodall, the Town Mayor, for personal reasons. Apologies were also given for Cllr. Stanley who would arrive late to the meeting.

188. 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.

Members sought the opinion of the Town Clerk regarding declarations of Interests for ADC Members in relation to any discussion about the Town Hall – Agenda item 25.

The Town Clerk referred Members to the advice they had all received from the Monitoring Officer at ADC previously which stated that in their opinion, Members could not be part of the debate on this matter at both Councils and therefore Members needed to decide at which Council they wished to participate.

Cllrs. Mrs. Erskine and Miss. Needs declared an Ordinary Interest in Agenda item 25, as they are also Members of Arun District Council, the owner of the Town Hall, but stated that they would continue to participate in the Meeting when this Agenda item was discussed

Cllrs. Batley, Brooks, Goodheart and Jones declared an Ordinary Interest in Agenda item 25, as they are also Members of Arun District Council, the owner of the Town Hall, and stated that they would leave the Meeting when this Agenda item was discussed

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 22 and 23, as an employee of the Picturedrome Cinema, and stated that she would leave the Meeting when these Agenda items were discussed. Cllr. Mrs. Daniells also declared an Ordinary Interest in Agenda item 25, as she is also a Member of Arun District Council, the owner of the Town Hall, but stated that she would continue to participate in the Meeting when this Agenda item was discussed

189. TO ADJOURN THE MEETING AND WELCOME A REPRESENTATIVE FROM SUSSEX POLICE TO PROVIDE A REPORT ON LOCAL POLICING (IF AVAILABLE)

Unfortunately, there was no representative from Sussex Police available to provide a report on local policing.

190. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6th JANUARY 2020 AND THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 3rd FEBRUARY 2020

The Minutes of the Town Council Meeting held on 6th January 2020 and the Extraordinary Town Council Meeting held on 3rd February 2020 were **APPROVED** by the Council as a correct record and were signed by the Deputy Town Mayor.

191. REPORTS FROM WSCC AND ADC COUNCILLORS

Apologies had been received from County Councillor Ashvin Patel, who was unable to attend the meeting, but the Town Clerk gave a verbal update on his behalf.

Cllr. Patel reported that WSCC had recently had a Budget Meeting at which it was agreed that there would be extra funding for Children's Services, West Sussex Fire & Rescue Service, Adult Social Care and Highways (with a new contract for Highways coming into force in April). Grass cutting in the County is reduced from 7 cuts a year to 5, however, weed clearance is reinstated back to previous years.

Members were invited to send any questions to Cllr. Patel, and he would do his best to get them answered.

There were no reports from ADC Councillors.

192. WRITTEN QUESTIONS FROM COUNCILLORS

None were received.

193. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.47pm

With the Chairman's approval, a Councillor asked a question on behalf of a member of the public who had been unable to attend the meeting about how meetings of the Town Council might be affected by coronavirus.

Cllr. Stanley arrived at the Meeting

Members of the public, seated in the public gallery, spoke of ongoing concerns in relation to anti-social behaviour, an increase in graffiti, and the provision of public toilets on the promenade.

Meeting reconvened at 7.10pm

194. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were none.

195. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

196. Policy and Resources Committee Meeting of 3rd February 2020

The Chairman of the Committee, Cllr. Stanley, reported.

196.1 Min. 124.1 - Recommendation to adopt the revised Standing Orders based on the NALC model

Members **RESOLVED** to **APPROVE** the recommendation to adopt the revised Standing Orders as circulated based on the NALC model.

196.2 Min. 124.2 - Recommendation to adopt the updated Financial Regulations and Standing Orders for Contracts

Members **RESOLVED** to **APPROVE** the recommendation to adopt the updated Financial Regulations and Standing Orders for Contracts as circulated.

196.3 Min. 126.1 - Recommendation to approve the Audit Plan for 2020/21

Members **RESOLVED** to **APPROVE** the recommendation to approve the Audit Plan for 2020/21.

196.4 Min. 128 - Recommendation that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 be approved

Members **RESOLVED** to **APPROVE** the recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020. The Action Plan will now be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

197. Community Engagement and Environment Committee Meeting of 20th January 2020

The Chairman of the Committee, Cllr. Smith, reported.

197.1 Min. 77 - Climate Change

A Councillor, having attended two of the Topic Team for Climate Change Meetings, wished to congratulate the Projects Officer for the excellent work being carried out by them. Gratitude was also expressed towards the members of the community that had become involved with the project.

197.2 Min. 77.2 - Topic Team for Climate Change

Members noted the request from "Power for the People" requesting that the Town Council pass a Motion in support of the Local Electricity Bill and following discussion it was **AGREED** that this matter would be an Agenda item for a future Council Meeting.

198. Planning and Licensing Committee Meetings of 7th and 28th of January 2020, and of 18th February 2020

The Chairman of the Committee, Cllr. Goodheart, reported.

198.1 Cllr. Ms. Sharples was commended for having acted as Chairman during the Planning and Licensing Committee Meeting held on 28th January 2020.

199. Events, Promotion and Leisure Committee Meeting of 10th February 2020

The Chairman of the Committee, Cllr. Batley, reported.

A Member expressed their disappointment that several items of business had been deferred from the Agenda due to a lack of time.

199.1 Min. 72 - Letter to WSCC regarding relocation package of recently departed Chief Executive

Members considered the proposal from the Committee that a letter be written, on behalf of taxpayers, to enquire whether the relocation package paid to the recently departed Chief Executive had been paid back and if not, request an explanation as to why not.

A Member highlighted that it had been reported in the press that the payment had not been returned to WSCC but following a brief discussion it was **AGREED** to get clarification of the situation by sending the letter.

200. **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**

The Council **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committees, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

201. **TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2019 AND JANUARY 2020 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in December and January and to note the balances, bank reconciliations and financial reports'.

202. **ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

The Town Clerk's report, including the appended Statement of Internal Control, was **NOTED** and Members subsequently **RESOLVED** that the Town Council's internal control procedures and practices are adequate and operating effectively.

203. **TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2020/21 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2020, AS AGREED AT THE FULL COUNCIL MEETING HELD 2nd SEPTEMBER 2019 - MIN. 98 REFERS**

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

A proposal was made and seconded that Cllr. John Barrett be nominated as Deputy Mayor for 2020/21.

With their being no other nominations, the Mayor moved to the vote and Members unanimously **AGREED** to **RECOMMEND** that Cllr. John Barrett be nominated for this appointment with the recommendation put before Full Council at the Annual Town Council Meeting.

204. TO NOTE THAT CLLR. MRS. STANIFORTH NO LONGER WISHES TO BE THE APPOINTED COUNCIL REPRESENTATIVE TO THE BOGNOR & BERSTED UNITED CHARITIES, AND TO CONSIDER THE APPOINTMENT OF A REPLACEMENT REPRESENTATIVE

The Town Clerk's report, including notification that Cllr. Mrs. Staniforth no longer wished to be the appointed representative for Bognor & Bersted United Charities, was **NOTED**.

With regard to a replacement, following a brief debate, Members **RESOLVED** that Cllr. Batley should be the replacement Councillor representative to Bognor & Bersted United Charities and **NOTED** that he would serve until the end of the current Administration.

205. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 13th FEBRUARY 2020

The Town Clerk's report, including the appended Notes of the Meeting held on 13th February 2020, was **NOTED**. Members also noted receipt of the presentation given by Kevin Owen from ADC at that meeting and a "tick list" circulated to ADALC Members.

206. TO RECEIVE AN UPDATE FOLLOWING CLLR. STANLEY'S MOTIONS CARRIED ON 6th JANUARY 2020 - MINS. 168 & 169 REFER

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

Cllr. Smith left the Meeting

206.1 Min. 168 - Opportunities to purchase properties for the purpose of commercial lettings

With regard to the circulated article extract from Local Council's Update with comments from the National Audit Office (NAO), a Member asked that Members noted the context for this article, in that the original Motion considered by Council was looking to reduce reliance on the precept rather than offsetting cuts in funding, as was referred to in the article. Furthermore, the Member stated that the Motion had included no suggestion that any investment should be outside of the 5 Wards of the Town.

Cllr. Smith returned to the Meeting

206.2 Min. 169 - Presentation around residential lettings and Community Land Trusts

Members considered the offers for presentations regarding both residential lettings and Community Land Trusts, and following discussion it was **AGREED** to initially invite Sussex Community Housing Hub to address Members about Community Land Trusts (CLT) at no charge. Members **NOTED** that this would be facilitated through a stand-alone Members' Briefing one evening.

Members further **AGREED** to defer any decision about inviting an Estate Agent to brief Members on the residential letting market (at a cost of £150 plus VAT) until after the CLT presentation had taken place.

207. REGENERATION INCLUDING TO NOTE THE PREVIOUSLY CIRCULATED BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 13th NOVEMBER 2019; TO NOTE RECEIPT OF THE RESPONSE, PREVIOUSLY CIRCULATED TO MEMBERS, FROM ADC CHIEF EXECUTIVE IN RELATION TO REGENERATION IN BOGNOR REGIS - MIN. 172.5 REFERS

207.1 The Briefing Notes of the Bognor Regis Regeneration Board Meeting held on 13th November 2019, previously circulated to all Members via email, were **NOTED**.

207.2 Members **NOTED** receipt of the original letter sent by the Town Clerk, as agreed by Members via email, and the response from the Chief Executive of ADC in relation to Regeneration in Bognor Regis, both of which were appended to the Agenda.

Acknowledging that the drafted letter to the Chief Executive had been agreed following a tied vote, a Member expressed concern about the tone of the letter sent by the Town Council and felt that it was challenging and not constructive and asked that in future communications, the Council approaches matters with a more collaborative attitude.

208. TOWN MAYOR'S REPORT AND DUTIES UNDERTAKEN

The list was **NOTED**.

209. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The list was **NOTED**.

210. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations, and had been emailed to all Councillors:

210.1 Cllr. Brooks - Chamber of Commerce.

210.2 Cllr. Ms. Sharples - Bognor Regis Heritage Partnership; Parish Liaison Meetings.

Verbal Reports:

210.3 Cllr. Mrs. Daniells - Apologised for not submitting a report but she had attended a Twinning Association Meeting and reported that the group are due to be visiting Weil am Rhein.

210.4 Cllr. Smith - Apologised for not submitting a report from the meeting of the Youth Steering Group which he had attended.

Cllr. Mrs. Daniells redeclared her Disclosable Pecuniary Interest and left the Meeting

211. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the lists including the items highlighted by the Town Clerk.

212. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; AGM OF THE BOGNOR PIER COMPANY LTD - TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2019 AND TO NOTE THE DIRECTOR'S REPORT; TO NOTE RECEIPT OF THE £13,250 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD (FOURTH QUARTER)

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

212.1 Disabled Ramp Access

With regard to the proposal to install a disabled ramp to the cinema, a Member highlighted that electric wheelchairs and scooters are becoming heavier and wider and therefore, a low wall may be better than a railing. The Town Clerk advised that she had met with ADC's Conservation Officer to discuss potential alteration plans. There were requirements that would have to be met in any design but the suggestion of a wall to match the brick of the building would be considered.

212.2 A.G.M. of Bognor Pier Company Ltd.

Members **RESOLVED** to **ADOPT** the accounts year ended 31st December 2019, of The Bognor Pier Company Ltd, as circulated to Members and **NOTED** the Director's Report.

212.3 Management Fee from the Bognor Pier Company Ltd.

Members **NOTED** receipt of the £13,250 Management Fee received from the Bognor Pier Company Ltd. (fourth quarter payment).

213. 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 (S.O. 3d) - Agenda items 22, 23 and 25 (contractual).

Cllr. Batley declared an Ordinary Interest in Agenda items 22 and 23 as a personal acquaintance of the current tenant of 1b Linden Road and left the Meeting

Cllr. Stanley declared an Ordinary Interest in Agenda item 25, as a Cabinet Member for Arun District Council, the owner of the Town Hall, and stated that he would leave the Meeting when this Agenda item was discussed

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

Members **NOTED** the Confidential Report together with the proposed monthly budget for 2020 for The Bognor Pier Co Ltd, and actions taken as detailed were **RATIFIED**.

Members discussed further the report regarding the tenancy of 1b Linden Road and subsequently **AGREED** to proceed as detailed in the Confidential Report, appended to the file Minutes.

215. REDEVELOPMENT OF THE PICTUREDROME CINEMA - RISK REPORT

Members received and **NOTED** a verbal report from the Town Clerk and actions taken as detailed were **RATIFIED**.

Cllr. Mrs. Daniells returned to the Meeting

Cllr. Stanley redeclared an Ordinary Interest in Agenda item 25, as a Cabinet Member for Arun District Council, the owner of the Town Hall, and elected to leave the Meeting

Cllrs. Brooks, Goodheart and Jones redeclared their Ordinary Interest in Agenda item 25, and left the Meeting

Cllr. Batley, having already left the Meeting owing to his Ordinary Interest in Agenda items 22 and 23 as a personal acquaintance of the current tenant of 1b Linden Road, continued to be absent due to his previously declared Ordinary Interest in the following item for which had had confirmed his intention to leave

Cllrs. Mrs. Erskine, Mrs. Daniells and Miss. Needs redeclared their Ordinary Interest in Agenda item 25, and confirmed that they would continue to participate in the Meeting

216. As Cllr. Goodheart had left the Meeting, Members **AGREED** that Cllr. Smith would chair the next Agenda item.

217. TO RECEIVE AN UPDATE ON THE TOWN HALL

Members received and **NOTED** the Deputy Clerk's Confidential Report as circulated at the Meeting.

Following discussion, Members **AGREED** to reaffirm the previous decision taken at the Extraordinary Meeting of the Town Council held on 30th April 2018 (Min. 196 refers) that there be no immediate action to submit an offer to ADC to purchase the Town Hall.

Whilst there was a desire for the Town Council to take ownership of the building, the majority of Members were not willing for the high cost to be met through public funds and the necessary raising of the precept.

217.1 Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 3aa.

217.2 A Member suggested that external funding, such as the Lottery, should be considered. It was noted that Members of the previous Administration had received a presentation from the Architectural Heritage Fund on the grants that they can provide but that these only supported the projects and were not to fund the purchase.

However, Members were keen to continue to engage with the District Council on this matter and specifically the leading Liberal Democrat party for whom a manifesto pledge at the Elections last May was to facilitate the transfer of the Town Hall to the Town Council.

217.3 It was therefore **AGREED** that a letter should be sent to ADC seeking continued communication and cooperation to consider ways of transferring ownership of the building with a report back to Council in due course.

The Meeting closed at 8.37pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

**AGENDA ITEM 6 - TO RATIFY DECISIONS TAKEN BY THE TOWN CLERK
IN ACCORDANCE WITH THE DELEGATED AUTHORITY AND PROCESS**

REPORT BY TOWN CLERK

FOR DECISION

Since the beginning of the pandemic and resulting Lockdown 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.

The decisions taken to date have already been communicated to all Members as part of the weekly updates and are as follows: -

- Cancellation of all scheduled Meetings from 12th March 2020 up to and including the end of June 2020
- Online Planning and Licensing Committee Meetings to be held on 6th and 26th May and a Council Meeting on 8th June 2020, additional to the published scheduled
- Cancellation of Mayor's Civic Reception scheduled for 25th March 2020 together with all Mayoral engagements
- Postponement of Annual Town Meeting of Electors scheduled for 16th March 2020 and subsequent cancellation of revised date of 1st June 2020
- Closure of Town Council offices with effect from 20th March 2020 with all office staff working from home and Town Force team pulled in from 27th March 2020
- Postponement of 2020 Newsletter
- Cancellation of all Town Council events except the Christmas Switch-On, a decision about which will be taken later in the year
- Flexible Community Fund Grant to Grandads Front Room for £500 To assist with food distributions

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.

AGENDA ITEM 7

BOGNOR REGIS TOWN COUNCIL ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020

AGENDA ITEM 7 - MAKING THEATRE GAINING SKILLS REQUEST FOR SUPPORT

REPORT BY TOWN CLERK

FOR DECISION

Making Theatre Gaining Skills C.I.C. was established in 2013 and, with innovative training techniques, uses creativity to engage people at risk of exclusion from the labour market, so that they can gain confidence and progress into employment or further training. It provides an innovative solution to long-term unemployment focusing on transferable skills such as problem solving, task management and effective communication and resourcefulness.

Members may be aware that the Trustees for BognorCAN are looking to wind things up and Hilary Strong of Making Theatre Gaining Skills (MTGS) is working to keep the hall in Westloats Lane open for the community and to build on the work she is doing. To assist her in her objectives, MTGS has applied for funding from the Department of Work and Pensions (DWP) and she is very hopeful that her application will be successful. However, the DWP require any applicant to form a partnership and for the partnership to nominate a "Lead Accountable Body" (LAB) and a request has been made to the Town Council to fulfil this role.

The role of the LAB is to manage the funds on behalf of the Partnership. As funding ultimately comes from the public purse there has to be some level of monitoring and to this end DWP would prefer the LAB to be a body such as a District or Town Council. As a District Council have the right to apply for funding from DWP themselves, and apparently ADC do this, it may not be appropriate for them to also be a LAB for another organisation, hence the application to BRTC. For Members information a copy of the "partnership" proposal is attached as **Appendix 1**.

In order to ascertain how much commitment is expected from the LAB and the level of resources required to monitor a project, the DWP were contacted to ensure that any commitment from BRTC would be viable and that the necessary resources would be available. The response was that the ethos of any DWP Community Grant is to enable small organisations to deliver mutually beneficial programmes with minimum interference from them. The representative from the DWP also mentioned that Hilary Strong is a known quantity to them and in his words "her projects are always great" and gave his opinion that her experience will leave BRTC with very little to do other than hold the purse strings.

As the country starts to emerge from the current Lockdown in the coming weeks and months, it is very likely that the DWP will see a substantial increase in claimants and young people especially will be vulnerable. Therefore, MTGS is keen to submit their funding application so that they can start to assist those in need as soon as possible.

Finally, before bringing the matter to Council, the opinion of both the Town Mayor and the Chairman of Policy and Resources was sought, who were both very supportive of the idea. The opinion of the Town Council's Accountant was also sought, and his response is as follows:

My primary concern is that the agreement (being a partnership) constitutes somewhat more than BRTC being merely a fundholder.

A Fundholder arrangement would merely mean keeping a control account on the Balance Sheet equal to the unspent funds held (it is not clear whether it is necessary to have a separate Bank Account).

A Partnership arrangement entails a lot more:

- 1. Income and Expenditure would be reported in BRTC's accounts.*
- 2. All transactions would need to be in accordance with BRTC Fin. Regs.*
- 3. These might require amendment if another Bank Signatory (other than a councillor) is required.*
- 4. Control of unspent funds would need to be through an EMR.*

In either case I see no reason why BRTC should not support the project if Councillors so decide BUT, it is important that we get the control and accounting arrangements correct to match the actual legal arrangement and agreement.

An email has been sent to the DWP to seek clarification on the points raised by the Accountant but at the time of publishing, no response has been received.

DECISION

Do Members **AGREE** to support the Making Theatre Gaining Skills request for the Town Council to act as the Lead Accountable Body for their DWP funding bid?

Making Theatre Gaining Skills: partnership proposal for Bognor Town Council

Project Summary

We propose to form a partnership with the Bognor Community Centre to help revive a popular facility that can then offer greatly enhanced activities, facilities and welcome for the local community it serves. It will offer a home for our unique training courses and enable us to expand the work we do to support the most vulnerable members of the community.

About us

Making Theatre Gaining Skills CIC (MTGS) is a social enterprise and community interest company, established in 2013, which delivers training courses, creative projects and therapeutic workshops in Bognor and the surrounding area. We have strong links with the Job Centre, NHS support groups, local community teams and charities that refer people to our projects. We have been funded by the National Lottery, WSCC, the DWP, charitable trusts and Arts Council England. Currently we also run the **Bognor Institute of Laughter**, a project providing adults with the opportunity to write, perform and produce comedy. As well as working with targeted groups, MTGS benefits the wider community. Most of our projects culminate in public performances either in schools or community venues. Since 2011, more than 5,000 children have attended 28 productions.

Our key areas of focus are people who:

- Are struggling with mental health problems.
- People with learning difficulties/disabilities.
- People who are lacking qualifications.

Over the last 10 years MTGS has occupied a range of temporary buildings of varying degrees of comfort and has always intended to establish a permanent home in Bognor. Negotiations had been held with West Sussex County Council with a view to creating a *makerspace* facility incorporating the MTGS programme as well as helping to develop community courses for children and adults. A makerspace is a physical location where people gather to co-create, share resources and knowledge, work on projects, network, and build. They help users develop their skills and creativity and their activity promotes development of technology skills needed for prosperity and social mobility.

The Bognor Youth & Community Centre

The Bognor Youth and Community Centre is a large community building in Westloats Lane, Bognor Regis with extensive outdoor space that has provided a home for local activities for more than 60 years. Originally a Boy's Club, it now mainly serves adult groups and in recent years shared space with Bognor CAN, a charity that had organised creative and sporting activities for young people but which is now dormant. The Centre has experienced some challenges in recent months and is now needing a new vision as well as a certain level of refurbishment.

Developing the partnership

Since 2018, trustees from the Bognor Regis Youth & Community Centre have been meeting regularly with the Bognor CAN trustees with the aim of merging the two enterprises and developing a new charity in order to better serve the community and make far greater use of the premises. The new organisation (**Bognor Regis Community Centre: BRCC**) will take responsibility for the Centre's future. The tie-in to the community is strong but it could be even stronger, as this particular area of Bognor Regis is particularly disadvantaged and there is much that can be done to strengthen community cohesion.

The existing Trustees met with MTGS on 3 March where the potential of partnership was discussed and agreed in principle. `Heads of Agreement` have been circulated to all parties and approved which specify the key ways the new partnership will work over the next 3 years with safeguards to both parties where necessary. Consultation with current Centre users has taken place regarding these proposals and feedback has been positive as a way of moving forward.

There will be a number of other organisations involved in the partnership who will support the plan, help to develop services and take a key role in promoting community involvement. These will include:

- Regular users – currently including marshall arts, craft makers, ukulele players, play groups, dog training, yoga and Zumba etc.
- Aldingbourne Trust – referring adults through their Work Aid programme for employability training and work experience
- UK Harvest – providing surplus food for the community café and developing ideas for cooking classes
- Dementia Support – referring clients with mild dementia and their carers to activities taking place in the Centre such as cooking, craft and carpentry workshops
- Chichester Festival Theatre – supporting the development of technical theatre workshops
- Mental Health support agencies including Pathfinder Clinical Services, Capital, The Bedale Centre, Time to Talk – referring clients.
- Bognor, Littlehampton and Chichester Job Centres – referring clients
- The Bognor Institute of Laughter – developing comedy workshops and events

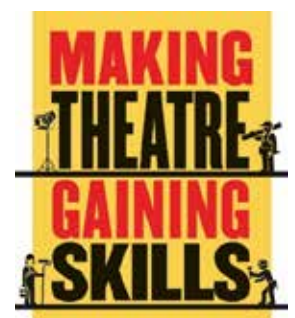
DWP support

MTGS would also run projects, training courses and events that would benefit the local community and raise the profile of the Centre. These would include drop-in services for people needing help to access the internet, a community café to help reduce social isolation, workshops in costume making, carpentry or painting. Some of those activities would be accredited, providing valuable formal qualifications. The DWP is interested in funding these programmes through its **Flexible Support Fund**. This is a grant programme that is available for up to three years and which has previously funded MTGS courses. The fund would support salaries and overheads of training courses that benefit long-term unemployed people especially those who encounter barriers to employment such as mental health issues, learning difficulties or disabilities.

MTGS staff have experience of running programmes of this nature and also managing the DWP reporting and monitoring process. We now seek a local council that would be interested in forming a partnership to develop a unique training and advice centre at Westloats Lane which would benefit people from across the area.

Hilary Strong
Director
Making Theatre Gaining Skills CIC
Tel: 07808 481221
Email: hilary@makingtheatre.co.uk

www.makingtheatre.co.uk



**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

AGENDA ITEM 9 - TO AGREE THE CANCELLATION OF THE 2020 ANNUAL TOWN COUNCIL MEETING, AND RESULTING POSTPONEMENT OF ALL APPOINTMENTS USUALLY UNDERTAKEN AT THAT MEETING, UNTIL MAY 2021 AS PERMITTED UNDER THE LOCAL AUTHORITIES (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY MEETINGS) (ENGLAND) REGULATIONS 2020

REPORT BY THE TOWN CLERK

FOR DECISION

As Members will be aware, the Local Government Act (LGA) 1972 Sch. 12(7)(1) requires a Parish/Town Council to hold an Annual Meeting.

However, due to the COVID-19 pandemic, The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 states that paragraph 7 of Schedule 12 of LGA 1972 is disapplied, effectively removing the requirement to hold such a Meeting until May 2021.

Furthermore the 1972 Act requires that the first item on the Agenda of an Annual Meeting should be the appointment of a Chairman, or in the case of Bognor Regis Town Council, the Town Mayor (LGA 1972 s15 (1)).

However, the 2020 Regulations (4(2)) state that where an appointment would otherwise be made or require to be made at an Annual Meeting, such appointment continues until the next Annual Meeting or until such time as that authority may determine.

Therefore, having consulted with the current Mayor, Cllr. Woodall, the Chairman of the Policy and Resources Committee, Cllr. Stanley and the Deputy Mayor, Cllr. Goodheart, it is proposed that no Annual Town Council Meeting (ATCM) be held for the municipal year 2020/21 and that Cllr. Woodall should continue to serve as Mayor until the next Annual Town Council Meeting (ATCM) in May 2021.

Members will recall that at the Council Meeting held in March, Members agreed to nominate Cllr. Barrett as Deputy Mayor for 2020/21. As Cllr. Goodheart will be continuing in this role, Members will need to reaffirm Cllr. Barrett's nomination for the 2021/22 municipal year at the March 2021 Council Meeting.

With regard to other business at the ATCM, as per the Standing Orders, the annual review and appointment of the following would normally take place: -

- Appointment to Committees - including election of Chairman and Vice-Chairman
- Appointment of Representatives to other "Outside" Bodies
- Town Council Bank Signatories

It is therefore proposed, as permitted by the 2020 Regulations (4(2)) as stated above, that these appointments continue unchanged for the 2020/21 municipal year and are next reviewed in May 2021.

Finally, had the ATCM taken place in 2020, the Calendar of Meetings to the end of 2021 would have been approved.

However, in view of the current uncertainties and as the 2020 Regulations (4(1)) legislate that a Town or Parish Council may determine to hold such meetings and at such hour and on such days; and alter the frequency, move or cancel such meetings, without requirement for further notice, it is not intended to publish the 2021 Calendar of Meetings at the current time but to revisit this later in the year.

DECISIONS

To **AGREE** that the next Annual Town Council Meeting be held in May 2021.

To **AGREE** that all 2019/20 municipal year appointments including Mayor, Deputy Mayor, Committees, Chairman, Vice-Chairman, representatives to "outside bodies" and bank signatories should continue for the 2020/21 municipal year.

To **AGREE** that the nomination of Cllr. Barrett as Deputy Mayor be reaffirmed at the March 2021 Council Meeting.

To **AGREE** that the 2021 Calendar of Meetings be considered and agreed later in the year.

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

AGENDA ITEM 10 - GRANT AID 2020 INCLUDING: - TO NOTE THE RETURN OF 2020 GRANTS DUE TO THE CANCELLATION OF EVENTS; TO AGREE IF THESE AMOUNTS MAY BE EARMARKED FOR PAYMENT IN 2021; AND CONSIDER WHETHER RECIPIENTS WITH GRANTS EARMARKED FOR PAYMENT IN 2021 STILL NEED TO SUBMIT ANY PAPERWORK TO THE GRANT AID 2021 PROCESS

REPORT BY THE TOWN CLERK

FOR DECISION

Unfortunately, as many local organisations have been forced to cancel their planned events for 2020 due to the COVID-19 pandemic, several of those who were awarded Grant Aid 2020 have been in touch.

As Members know, the guidelines and criteria for the awarding of Grant Aid state that should an event be cancelled, for which an award has been made, then the funds need to be returned.

Initially, prior to the cheque being issued the following organisations notified the Town Council of the cancellation of their event and as a result, no cheque was issued:

Bognor Regis Carnival Association	£4,500	
Armed Forces Day Committee	£1,500	
International Bognor Birdman (IBB)	£7,500	(earmarked funds from previous year)

Following the issue of the cheques in April, the following organisations advised that their 2020 events/activities had been cancelled, and have therefore returned the funds to the Town Council:

Bognor Regis Twinning Association	£500
Pride Bognor Regis	£4,000
Southdowns Folk Festival	£5,000

Some of the organisations have requested that their allocation be Earmarked and reissued in 2021 and Members therefore need to consider this suggestion and agree how to proceed.

Finally, we have also now been advised that the Illuminations Gala organised by Bognor Regis Seafront Lights, which received a Grant Aid 2020 award of £2,500, will also not be proceeding. However, the Illuminations Gala organiser, have requested to retain the funds rather than return and be Earmarked. They have made this request stating that it will save them having to reapply for the 2021 event and will also help them with cashflow, as they ordered a significant amount of new kit in January in expectation of income from their various usual fund-raising activities (in addition to grants) but these have now also all been cancelled.

Continued.....

Bognor Regis Seafront Lights have launched a public appeal to raise £4,000 (with over £16,000 of crowd-funding pledged via Spacehive as at 1st June 2020) but retention of the Grant Aid at the current time would be desirable. Of course, they have confirmed that should the 2021 Gala not take place the funds would be returned at that point.

DECISIONS

a) Members are asked to **NOTE** the return or non-issue of the Grant Aid 2020 awards as detailed above.

b) Members are asked to **AGREE** whether the organisations that were unable to utilise the funds in 2020 (excluding the Illuminations Gala) can have the monies Earmarked to be released in April next year for their 2021 events.

c) If Members are minded to agree with the Earmarking of these funds: -

Does Council **RESOLVE** that these organisations should resubmit a full Grant Aid 2021 application?

OR

Does Council **RESOLVE** that the Earmarked funds may be 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?

d) With regard to the Illuminations Gala, do Members **RESOLVE** that the organisers may retain the funds for the 2021 event **NOTING** that should next year's event not take place it would need to be returned?

OR

Do Members **RESOLVE** that the funds should be returned and Earmarked with any release of funds in 2021 done in accordance with the decision taken in (c) above?

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

AGENDA ITEM 11 - GRANT AID 2021 INCLUDING: -

- **TO REVIEW CURRENT GUIDELINES/CRITERIA, APPLICATION FORM AND AMEND IF REQUIRED**
- **CONSIDERATION OF DATE FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH THE APPLICATIONS WILL BE CONSIDERED**
- **REVIEW OF THE GUIDELINES FOR THE FLEXIBLE COMMUNITY FUND**

REPORT BY CIVIC & OFFICE MANAGER

FOR DECISION

BACKGROUND

The Council's Corporate Strategy, updated in 2019, identifies the Council's priority headings. These are used as part of the criteria for Grant Aid applications and organisations are required to show how their application will meet the following headings: -

- Build on the success of Bognor Regis
- Manage and reduce the environmental impact of Bognor Regis
- Work to enable residents and community groups to live well and enjoy and take pride in our Town
- Promote arts and culture to make Bognor Regis a great place to live, work, study and visit

Attached is the current Grant Aid paperwork for the Committee to review - **APPENDICES 1, 2 & 3**. Various dates etc. have been highlighted in red that would need to be amended prior to distribution this year together with the necessary changes resulting from the updated Corporate Strategy.

At the Policy and Resources Committee Meeting held on 3rd June 2019, discussion took place about the potential future use of electronic Grant Aid submissions (Min. 71.1 refers). Although work into this had begun, due to the evolving COVID-19 situation, it has not been possible to complete further investigations. However, the work undertaken so far indicates that, in the future, it will be possible to have submission via the Town Council website with programming that allows the forms to be submitted *only* after the necessary documents have been attached. Whilst it was not possible, due to the change in priorities arising from the pandemic, to initiate this for Grant Aid 2021, Members will receive details later this year so that the system can go live for applications next year.

Previous versions of the Grant Aid paperwork, approved by Members, made it very clear to applicants that only hard copies of documents would be accepted, by way of post or hand delivered.

As we find ourselves amid the COVID-19 crisis is it impossible to say when the Town Council offices may once again be occupied on a full-time basis. Prolonged absence from the workplace could make it difficult to receive hard copies of Grant Aid applications. It should also be considered as to whether hard copies of paperwork from external sources has the potential to cause any risk of infection to Officers handling such documents received in the post or hand delivered.

Therefore, it is suggested that submission of Grant Aid applications, and supporting documents, should be via email for 2021. This process is not ideal and has been avoided in previous years but in these exceptional circumstances it is considered necessary. This change would result in there being numerous changes required to Appendices 1, 2 and 3 to reflect this and these are shown in blue text.

DECISIONS

Do Members **AGREE** to allow Grant Aid applications, and supporting documents, to be submitted via email for 2021?

Do Members **APPROVE** any changes to the current Grant Aid application forms and guidelines?

Members are invited to **AGREE** that an Extraordinary Meeting of the Policy and Resources Committee should be scheduled for the afternoon of 16th November 2020 to consider the Grant Aid applications.

DECISION

Do Members **AGREE** the date for the Extraordinary Meeting of the Policy and Resources Committee as the afternoon of the 16th November 2020?

Flexible Community Fund

The Flexible Community Fund (FCF) runs alongside the main Grant Aid process but is open to applications throughout the year, is focused on smaller levels of funding, which may be required sooner than the annual Grant Aid process could provide.

As with the Grant Aid application process, applicants for the FCF were asked to provide hard copies of all documents. Based upon the same reasons as outlined earlier in this report, in relation to the impact of COVID-19, It is suggested to also allow applications for the FCF to be submitted via email for 2021.

With this in mind, Members are therefore invited to receive the proposed amended application form/guidelines for the FCF (attached as **Appendix 4**) for approval.

DECISIONS

Do Members **AGREE** to allow Flexible Community Fund applications, and supporting documents, to be submitted via email for 2021?

Do Members **AGREE** with the revised Flexible Community Fund (FCF) applications form/guidelines as circulated?



BOGNOR REGIS TOWN COUNCIL

GRANT AID APPLICATION FOR APRIL 2021

IMPORTANT NOTICE - ONLY applications received in hard-copy electric format by email ~~will~~ can be accepted. ~~Applications received in electronic format will be rejected and the applicant notified.~~ Please attach a **statement of either audited or certified accounts for the last complete year, copies of current bank statements for all bank accounts, a signed copy of the Chairman's or Secretary's report and any other supporting documents you may wish to send. ~~Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents.~~ Please read questions carefully and provide a full answer.**

1. Name of your organisation

--

2. Name, address, postcode and daytime telephone number of person applying including position in organisation

Name: Address: Postcode: Daytime telephone number: Position in organisation:
--

3. Does your Group/Organisation have a constitution or set of rules? - Please enclose a copy if applicable

Please tick:	Yes	No
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4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number:
Company Ltd. by Guarantee	Company number:
Other (please specify):	

5. Please supply the following information:

Is your organisation's main base located within the five Wards of Bognor Regis (as identified on the enclosed map)?
When did your group/organisation start? (MM/YY)
How many members do you have?
How many people use this service?
How many are Bognor Regis residents located within the five Wards (as identified on the enclosed map)?

6. Briefly describe the main purpose of your group/organisation. Please continue on additional sheet if necessary

--

7. Please tell us if you are a branch of, or related to a larger organisation

8. Does your organisation come into contact with children, or vulnerable adults?

Please tick: Yes No

If yes, please provide a copy of Child Protection Policy and/or Vulnerable Adult Policy.

If copy of policy is not available, please explain why:

9. Please confirm the amount of the grant requested from the Town Council and enclose an estimated cost of proposals/project (please attach copies of estimates and costs - where the application is for new equipment that is over £100 in value, please supply at least two quotations)

10. Please confirm the amount of unrestricted reserves that your organisation holds

11. Please give an explanation as to why, instead of applying for a grant, the reserves identified in 10 above, cannot be used by your organisation for the proposals/project

12. Purpose of the grant - please show how this will meet the Town Council's strategy and priority headings as listed in the Guidelines/Criteria and Check List. Please continue on additional sheet if necessary

13. Show how costs of proposals/projects are to be met. Please continue on an additional sheet if necessary

14. Details of other grants/funding applied for/to be applied for/obtained

15. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues:

Public Liability Insurance: Yes No

Amount held:

16. Have you applied for funding from Bognor Regis Town Council before? - If so please give details of applications below. Please continue on additional sheet if necessary

17. The Town Council is always seeking feedback to improve the service it provides. Therefore, please tell us what you think of this application form and give any suggestions as to how you feel it may be improved

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

Bognor Regis Town Council usually contact previous applicants regarding Grant Aid, regardless of whether the application was successful or not. Please tick here [] to confirm you are happy for us to retain your details to enable us to contact you in the future in this regard only.

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy.

PLEASE SIGN OVERLEAF TO COMPLETE YOUR APPLICATION

Name..... Position.....

Signed..... Date.....

Email address.....

Organisations website (if applicable).....

Please complete this form and return ~~a hard copy~~ via email as soon as possible and **no later than 5.00pm on Friday 25th September 2020**, with all required documentation as outlined to:

Glenna Frost Town Clerk
BOGNOR REGIS TOWN COUNCIL
~~Town Hall, Clarence Road, Bognor Regis, PO21 1LD~~
bognortc@bognorregis.gov.uk



APPLICATIONS FOR GRANT AID
FOR APRIL 2021

GUIDELINES/CRITERIA AND CHECK LIST

1. The aim of the Town Council's Grants Scheme is to promote a vibrant and active community in Bognor Regis. The scheme recognises and supports the valuable contribution made by the voluntary sector to the well being of the community. It provides financial support for community organisations working for the benefit of residents, with the intention of improving the range of services and activities in the town. Your project must help to meet the aims of the Town Council grant scheme.
2. **The Bognor Regis Town Council Vision is to develop Bognor Regis to become more powerful and enterprising, working with others in partnership to boost the local economy, build civic pride and create a happier Bognor Regis.**

In support of this Vision, the Town Council has agreed the following strategy and priority headings for **2019-2024** and organisations are required to show how their application would meet one or more of these: -

- **Build on the success of Bognor Regis**
- **Manage and reduce the environmental impact of Bognor Regis**
- **Work to enable residents and community groups to live well and enjoy and take pride in our Town**
- **Promote arts and culture to make Bognor Regis a great place to live, work, study and visit**

In taking these priorities into account applicants may have regard to the following supporting actions:

- Supporting local tourism and events
- Improving the Bognor Regis Town Environment
- Supporting alcohol reduction strategies
- Supporting vulnerable people within the community
- Supporting projects which create a safer Bognor Regis
- Town Heritage and Regeneration projects
- Providing services and support for younger people

The Town Council will fund organisations:

- Whose activities and projects are for the benefit of Bognor Regis residents
- That are not providing activities that are of a political or religious nature
- That do not hold reserves in excess of one year's operating expenses, including local branches of national or regional organisations that have reserves that could be used.
- That do not fundraise to support their head office for distribution to other areas

The Town Council will not fund organisations applying for:

- Retrospective funding - for something that has already taken place or been purchased
- Contributions to large capital programmes or generic blanket applications where what is being funded is not specifically stated
- Funding for loan payments or outstanding debt or interest

3. To ensure the safeguarding of public finance any organisation submitting a grant application will be required to demonstrate that it is able to meet all statutory requirements at the time of application, relating to employment of staff, volunteers and participants, use of premises and provision of its service, including public liabilities, insurance etc.
4. For your application to be processed, it is essential that a set of the most up to date, signed audited or certified accounts, copies of current bank statements for all bank accounts, a Chairman's Report or Constitution and a copy of the Policy Statement regarding Child Protection and/or Vulnerable Adults (if applicable) be submitted ~~in hard copy~~ with the application. **No public funds may be paid over until the accounts and report have been inspected and the Council is satisfied.** The accounts must be audited or certified as described and should also have a signed statement from an independent person, i.e. auditor, accountant etc.
5. Clubs or organisations involved in providing activities for children or youths will need to provide information on their adopted policy statement for Child Protection in relation to the Children's Act 1989 and the Rehabilitation of Offenders Act 1974 regarding the recruitment of staff, paid or voluntary. The information must make clear that procedures have been established to include prevention of abuse and clearly define roles for staff and training in relation to child protection. The Council will look for evidence that groups working with vulnerable members of society (e.g. people with special needs etc.) follow good practice in protecting such people with information provided on their adopted policy statement for Vulnerable Adults.
6. Organisations are required to submit only one application when applying for funding for different activities and projects rather than multiple applications.
7. ~~Applicants to provide only the information required as stated on the form, in hard copy format only. Applications submitted electronically will be rejected and the applicant notified.~~

Replaced with:

Due to the ongoing COVID 19 restrictions and as there is currently no access to the Town Hall, **all** applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

8. Applicants may be asked to provide additional information.
9. Where the application is for new equipment that is over £100 in value, please supply at least two quotations.
10. Should your grant application be successful, please note that if your funding is for a capital project, such as purchasing equipment etc, you will be required to produce evidence of this, e.g. invoices/receipts, for our records as soon as possible. It is important to also note that in the event of your organisation closing or if the project/services funded by the Council do not proceed, the grant aid must be returned to the Council.
11. The Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
12. **Failure to comply with these guidelines by not supplying ~~hard copies of~~ all of the required documentation will result in consideration not being given to your application. Therefore, your application will not be considered unless sufficient**

written explanation is provided as to the reason for absence and confirmation of when such documentation will be available. To avoid extra administrative time, this action will be taken without further redress to the applicant: The onus is on the applicant to ensure all requirements are met by the due date.

13. Applications for aid must be made on the form provided by this Council and must be ~~sent~~ **emailed** to the Town Clerk (**in accordance with clause 7 above**) to arrive not later than **5.00pm on Friday 25th September 2020**. Late applications will not be considered. Funds for all successful grant applications will be awarded during **April 2021**, the next financial year.

Please complete the enclosed Check List and return with your application form

Check List

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants (overleaf).
- Answered all questions. It is not sufficient simply to attach documents in response to questions. Ensure you have entered the actual amount of grant requested.
- ~~Enclosed~~ **Attached** your most recent audited or certified accounts, appropriately signed. (Chairman/Treasurer/Secretary and an independent signature) followed by the current year's accounts once these become available.

PLEASE NOTE: audited or certified accounts are to be signed by an independent professional person not associated with your organisation.

- Provided a copy of your Policy Statement regarding Child Protection and/or Vulnerable Adults, (if applicable) or reason for absence.
- ~~Enclosed~~ **Attached** your latest Chairman's Report (or similar e.g. Constitution or Treasurer's/Secretary's Report).
- ~~Included~~ **Attached** additional supporting material, e.g. cuttings, reviews etc. (optional).
- ~~Enclosed~~ **Attached** copies of estimates for proposals/project.
- ~~Enclosed~~ **Attached** a copy of your most recent bank statements for all bank accounts.

PLEASE NOTE: Failure to comply with these guidelines by not supplying ~~hard~~ ~~copies of~~ all of the required documentation will result in consideration not being given to your application.

PLEASE NOTE: Organisations in receipt of Grant Aid may be required to have a Town Council appointed non-voting observer as a representative to any of the organisations meetings. This appointment will be at the discretion of the Town Council and will enable them to take part in discussion and debate only and to also give input/feedback in relation to the Town Council's agreed position and policy on issues relating to the discussion. Representatives are there to represent the Town Council and not as individuals. They should not therefore under any circumstances agree anything on the Town Council's behalf that has not been approved previously by the Town Council. Town Council representatives will respect any issues of confidentiality that might arise from the outside organisation.



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

June 2020

Dear Sir/Madam

GRANT AID APRIL 2021

I note that you have previously sought Grant Aid from Bognor Regis Town Council or have expressed an interest regarding this.

This Council will consider applications shortly and I am therefore providing the necessary forms for you to complete. I would particularly draw your attention to the guidelines for completion of the application forms. The onus is upon you to ensure that all requirements are met by the due date. Failure to comply will result in disqualification.

In a change to previous year, as a result of the ongoing COVID 19 restrictions and as there is currently no access to the Town Hall, all applications are to be submitted electronically via email. Covering emails must list the documentation that is being attached so that it can be checked off as having been received.

Copies of the form and relevant documentation for this year are available to download from the Town Council's website at www.bognorregis.gov.uk if required. Please note changes have been made to the Application Guidance/Criteria. Please ensure you read this fully before completing your application.

As you will probably be aware, rules regarding Data Protection have changed and with the implementation of GDPR we are obliged to obtain your consent to retain your details so that we may contact you in future years about the Grant Aid Scheme.

Please note that if the appropriate box on the application form is not ticked, we will be unable to contact you next year and provide an application form.

Please ensure that completed forms, together with all required documentation, are returned ~~in hard copy to this office via email~~ by no later than **5.00pm on Friday 25th September 2020**. All applicants will be advised ~~by post~~ of the outcome of their application and if successful may be requested to send a representative to a Council meeting or alternative Civic event to collect the grant. Funds for all successful grant applications will be awarded during April **2021**, the next financial year.

Yours faithfully,

Glenna Frost
Town Clerk



BOGNOR REGIS TOWN COUNCIL

FLEXIBLE COMMUNITY FUND
APPLICATION FOR YEAR

1st APRIL 2020 to 31st MARCH 2021

IMPORTANT NOTICE – Please note that before payment of any agreed funds is made, applicants may be required to submit a **copies of current bank statements for all bank accounts and a signed copy of the Chairman's Report/Statement or Constitution**. Successful applicants will be advised in their notification letter of all requirements to enable payment. However, to speed up the process, applicants may provide these documents in advance and attach to this application. ~~Please supply copies and not the originals, as the Council cannot accept the responsibility for the security of any original documents. We are unable to return documents.~~ Please read questions carefully and provide a full answer.

1. Name and address of your organisation

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2. Name, address, postcode and daytime telephone number of the person applying including position in organisation

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3. Does your Group/Organisation have a constitution or set of rules?
Please enclose a copy if applicable

Please tick	Yes	No
If no, please say why:		

4. Please tick the relevant information and supply the appropriate number

Registered Charity	Charity number
Company Ltd. by Guarantee	Company number
C.I.C	Other (please specify)

5. Please supply the following information:

When did your group/organisation start? (MM/YY) How many members do you have? How many people use this service? How many are Bognor Regis residents?

6. Amount Applied for £.....

7. Description of what the funds are for (if the application is for new equipment that is over £100 in value, please supply at least two quotations)

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8. Please tell us if you are a branch of, or related to, a larger organisation

9. Are current Bank Statements attached?

Please tick	Yes	No
If No, can you confirm that these will be made available should your application be successful?	Yes	No
If the Bank Statements will not be available, please give an explanation why		

10. Is an up-to-date Child Protection/Vulnerable Groups Policy enclosed?

Please tick	Yes	No
If no, please explain why this is not required		

11. Please confirm the amount of unrestricted reserves that your organisation holds and an explanation as to why these cannot be used for the proposals/project

12. Are there any safety issues related to your project or proposed activity and do you hold a current Public Liability Insurance?

Details of any safety issues		
Public Liability Insurance	Yes	No
Amount held £		

13. What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?

DECLARATION: I declare that I have read and accept the Guidelines, Criteria and Checklist and that I have answered all the questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Bognor Regis Town Council reserves the right to reclaim the full grant in the event of it not being used for the purpose specified.

DATA PROTECTION: By making an application for funding from Bognor Regis Town Council, you agree that your contact details may be held and processed for the purpose of corresponding and assessing your funding application.

You may request access to the information we hold on you by emailing bognortc@bognorregis.gov.uk

You may request to be removed as a contact at any time bognortc@bognorregis.gov.uk

Bognor Regis Town Council's Privacy Notice may be viewed on our website. Alternatively, please email bognortc@bognorregis.gov.uk to request a copy

Name.....	Signed.....
Position.....	Date.....
Email address.....	Organisations website..... (If applicable)

Please complete this form fully and return [via email to the Town Clerk at bognortc@bognorregis.gov.uk](mailto:bognortc@bognorregis.gov.uk) ~~to: Glenna Frost, Town Clerk, Bognor Regis Town~~

~~Council, Town Hall, Clarence Road, Bognor Regis, PO21 1LD~~

Checklist

In order to prevent unnecessary delay, please tick and ensure that you have:

- Read the notes for applicants
- Answered all questions. It is not sufficient to simply attached documents in response to questions. Ensure you have entered the actual amount of grant requested
- ~~Enclosed~~ Attached your most up-to-date bank statements all bank accounts or confirmed that these will be provided prior to payment or an explanation as to why not available.
- Provided a copy of your Policy Statement regarding Child Protection, (if applicable) or reason for absence
- ~~Enclosed~~ Attached copy of your Constitution or Set of Rules.
- Included additional supporting material, e.g. cuttings, reviews etc. (optional)
- ~~Enclosed~~ Attached copies of estimates for proposals/project

PLEASE NOTE: Failure to comply with these guidelines by not supplying all of the required documentation will result in consideration not being given to your application.

**BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020**

AGENDA ITEM 12 - CORRESPONDENCE 30 April 2020 to 2 June 2020

FOR INFORMATION

1. NALC Coronavirus - information for parish & town councils
2. Funding Focus - May 2020 Edition of VAAC's monthly fundraising newsletter
3. CAGNE - May Newsletter
4. SSALC - Letter to all Town and Parish Councils - circulated to Councillors
5. West Sussex County Council News Release: Virtual meetings to continue at County Council over coming month
6. Sussex ALC Bulletin
7. ADC - Supplement to Covid-19 Briefing
8. Bunting & Illuminations. Say a BIG Thank You to our NHS and Key Workers
9. ADC - Travellers in Yapton - circulated to Councillors
10. The Office of Sussex Police and Crime Commissioner - Keeping in touch with local communities - circulated to Councillors
11. NALC - Chief Executive's Bulletin - circulated to Councillors
12. WSCC - Your Town and Parish Council News for May - Thank you to Town and Parish Councils from Secretary of State for Housing, Communities and Local Government
13. WSCC - Urgent Funding Opportunity for COVID19 Mutual Aid group - circulated to Councillors
14. SALC - Coronavirus — Information for Parish and Town Councils
15. WSCC - Keeping calm and carrying on – 75th anniversary of VE Day - circulated to Councillors and on Social Media
16. WSCC - Coronavirus update from WSCC: 4th May 2020 - circulated to Councillors
17. Voluntary Sector Response to COVID 19 - VAAC & Healthwatch West Sussex Report - circulated to Councillors
18. Submission of the Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 22)
19. HCLG Committee: Cladding Survey Results Published
20. Zurich Insurance sales and marketing information
21. Town & Parish Briefing re Covid-19 - Issue 6 -circulated to Councillors
22. VAAC - Weekly Updates - circulated to Councillors and on Social Media
23. NALC Publishes the First-Ever Report on Local Council Elections - circulated to Councillors
24. Sussex ALC Bulletin
25. Fattorini's Local Hero Medals available for sale to honour people in the community who have gone above and beyond to help others in the Coronavirus lockdown
26. Neighbourhood Alert - VE Day 75 07/05/2020 - circulated to Councillors and on Social Media
27. The Office of the Sussex Police and Crime Commissioner - Help is still available - circulated to Councillors
28. Neighbourhood Alert - Safe Space for Victims Re-Launched in Lockdown 10/05/2020 - circulated to Councillors and on Social Media

29. Super Poly - Marketing information - 3ply Type 1 Face Masks (Pricing & Lead-times)
30. Patching Parish Council - Parish Meetings and ADC Attendance
31. NALC - Chief Executive's Bulletin - circulated to Councillors
32. Neighbourhood Alert - Public Embraces Email Reporting Service Created After Spike in Coronavirus-Related Scams 11/05/2020 - circulated to Councillors and on Social Media
33. CCLA - Public Sector Deposit Fund - UK domiciled Qualifying Money Market Fund
34. News from West Sussex County Council, 7th May 2020 – we are reopening our Household Waste Recycling Sites Monday 11th May
35. HomeStart - Dads, families, and coronavirus in lockdown... what could go wrong? - circulated on Social Media
36. NALC - Coronavirus — information for parish & town councils
37. CAGNE - Gatwick's Deceit; decisions behind closed doors kept from local people by government body
38. Arun District Council - Traveller Update - Travellers in Yapton - circulated to Councillors
39. Sussex by the Sea Update 12.05.20 Tourism webinar tomorrow, English Tourism Week News and another survey
40. WSCC - News Release - There is #NoExcuseForAbuse – support for victims of domestic abuse now available 7 days a week - circulated to Councillors and on Social Media
41. Arun District Council - Traveller Update - Travellers in Yapton moved on - circulated to Councillors
42. Children's workshops - Fun Online Craft Workshops for Children
43. NALC - Help NALC in its Ground-Breaking Research on Dementia
44. Neighbourhood Alert - Monday 27th April - Sunday 10 May - circulated to Councillors and on Social Media
45. Stonepillow Spring Newsletter - circulated to the Mayor as Patron
46. VAAC - Weekly updates - circulated to Councillors and on Social Media
47. Children's Workshops - Children's Mural Design Challenge
48. NALC - Coronavirus - information for Parish & Town Councils
49. Southern Co-ops - South coast bereavement centre supports thousands of people in 20 years
50. West Sussex County Council news release: Finding solutions to cycling wins Alazar national award, Horsham
51. Arun District Council - Town & Parish Briefing re Covid-19 - Issue 7 - circulated to Councillors
52. WSCC - News Release - Shoreham Airshow Crash Inquest postponed until 2021 - circulated to Councillors
53. Arun District Council - Traveller Update - travellers in Lancing - circulated to Councillors
54. WSCC - Cabinet – 26th May 2020 - agenda
55. SALC Bulletin
56. Neighbourhood Alert - Sussex Police Focus Remains on Core Policing Services - circulated to Councillors and on Social Media
57. Sage House Dementia Support - Press Release: Centre to celebrate 2nd birthday
58. Sussex Police & Crime Commissioner - Safe Space Sussex
59. West Sussex County Council – Weekly COVID newsletter, 13th May 2020. circulated to all Councillors

60. SSALC - Legionella Control Water Compliance and Safety precautions
61. Neighbourhood Alert - Get Safe Online Advice Re Safe Email. Shared on social media
62. West Sussex County Council - News Release: Update on available registration services in West Sussex, 19th May 2020
63. Parish Online Newsletter - 20th May 2020
64. Moore - Extended deadlines for submission of annual accounts to 31st March 2020
65. Neighbourhood Alert - Weekly Bulletin - Arun District, 20th May 2020. circulated to all Councillors
66. West Sussex County Council - News Release: County's coronavirus response and recovery, 20th May 2020
67. West Sussex County Council - News Release: Supporting schools to safely begin reopening, 20th May 2020
68. VAAC - Weekly E-Bulletin Updates, 21st May 2020
69. West Sussex County Council - Press Release: How has the Coronavirus pandemic impacted you? – 21st May 2020
70. West Sussex County Council - Press Release: Governance Committee agrees way forward on council meetings until July 2020, 21st May 2020
71. HSE e-bulletin service - Weekly Digest - Keeping Work Places Covid Secure, 21st May 2020
72. West Sussex County Council - Notification that Joint Area Committees have been cancelled in June and July. circulated to all Councillors
73. West Sussex County Council - Town and Parish Council News, 21st May 2020. circulated to all Councillors
74. Arun District Council - Town & Parish Briefing re Covid-19 - Issue 8 - circulated to Councillors
75. NALC - Chief Executive's Bulletin, 15th and 22nd May 2020. circulated at Councillors
76. West Sussex County Council News Release: New Fire & Rescue Service Scrutiny Committee to meet - circulated to Councillors
77. Stonepillow service update - Fri 22nd May - circulated to Councillors
78. The Office of the Sussex Police and Crime Commissioner - Shining a light on hidden harms - circulated to Councillors
79. SALC Bulletin
80. Arun District Council - Report to Cabinet 01.06.20
81. VAAC Resilience Survey
82. The National Lottery Community Fund - Coronavirus Community Support Fund open for applications
83. NALC's LCR Spring edition goes digital
84. PSIN - The latest from the UK's largest Public Sector Network
85. NALC (and SALC) Coronavirus - information for parish & town councils
86. NALC - Get your FREE look at LCR magazine
87. Arun District Council - Town & Parish Briefing re Covid-19 - Issue 9 - circulated to Councillors
88. ADC - Travellers reported in Goring - circulated to Councillors
89. Neighbourhood Watch June Our News E-newsletter Is Here 27/05/2020 - circulated to Councillors and on Social Media
90. VAAC Weekly Bulletin - circulated to Councillors and on Social Media
91. WSCC - Household Waste Recycling Sites to accept more items from Monday 1st June - Press Release 27th May 2020 - circulated to Councillors and web link to information on Social Media

- 92.** Joint Western Arun Area Committee - Meeting Cancellation
- 93.** WSCC - Your Town and Parish Council News - June 2020
- 94.** NALC - Latest Grimsey review seeks local councils' input
- 95.** West Sussex County Council News Release: Severe wildfire warning as temperatures set to soar - circulated to Councillors and on Social Media
- 96.** Neighbourhood Alert - Weekly Bulletin - Arun District 28/05/2020 - circulated to Councillors and on Social Media
- 97.** Arun District Council - Notice of Vacancy Template in case of by-election
- 98.** NALC & SALC - Building back communities
- 99.** WSCC - Let us know how the coronavirus pandemic is affecting you - circulated To Councillors and on Social Media
- 100.** NALC - Chief Executive's Bulletin - circulated to Councillors
- 101.** The Office of the Sussex Police and Crime Commissioner - Sussex Police recruitment 100% on track - circulated to Councillors
- 102.** Neighbourhood Alert - Your Child Is Spending Much More Time At Home 31/05/2020 - circulated to Councillors and on Social Media
- 103.** Funding Focus - June 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on Social Media
- 104.** Sussex by the Sea Tourism Business Update 01.06.20 New Discretionary Business Grant and Third Tourism webinar 02.06.2020 -
- 105.** SALC Bulletin
- 106.** Double Take Projections - Projection of Solidarity for Bognor Regis Town Council - Marketing/sales information
- 107.** WSCC - Initial funding of up to £784,000 for emergency safe space cycling and walking measures
- 108.** Resilience Survey - capturing the experience of the Voluntary Sector during COVID 19 crisis - closing date 5th June 2020 - circulated to Councillors
- 109.** St Wilfrid's Hospice eNews June 2020
- 110.** Rod Gaskin Ltd - Kubota and ETESIA Grounds Care Dealer - marketing information
- 111.** Zurich Insurance - marketing information

BOGNOR REGIS TOWN COUNCIL
ONLINE TOWN COUNCIL MEETING - 8th JUNE 2020

AGENDA ITEM 13 - 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**

DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

Cinema Theatre Association - a copy of the Bulletin Magazine Vol 54 No.2 for March/April 2020 and Vol 54 No.3 for May/June 2020 have been received, which are available for Members to view if required.

Balance Sheet for The Bognor Pier Company Ltd - a copy of the detailed Balance Sheet up to and including 31st March 2020 will be copied to Councillors for information under separate cover.

Leak in Screen 4 of the Cinema (previously known as Screen 3) - the repairs that were due to commence last year to the tower that were put on hold until the spring due to the bad weather have not yet taken place owing to the current COVID-19 situation. Once things start to ease a little further contact will be made with the contractor to establish if he is still willing to carry out the works and when they may be able to commence.

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

Railings - at the Policy and Resources Committee Meeting held on 3rd February 2020 (Min. 136 refers), Members agreed as follows: -

*"With regard to potential railings at the cinema, Members noted the response from the Area Highway Manager (WSCC) and **AGREED** that the costs for a feasibility study be investigated and the matter referred back to this Committee for further consideration.*

*It was also **AGREED** that after costs have been investigated and considered by Members, should the feasibility proceed, all types of pedestrian protection be considered and the study should not be restricted to Pedestrian Guard Railings (PGR). Furthermore, WSCC Highways should be asked for a definition of "Highway compliant" and the resulting impact on design."*

AGENDA ITEM 13

As a result of that decision, the Area Highways Manager at WSCC was asked whether he could suggest a consultant/company who would have the expertise required in highway works and therefore able to undertake a feasibility study. His response was as follows: -

"If I'm honest, I'm not sure this is something we should consider permitting under licence, as it is for the highway authority to consider if railings are necessary for safety reasons, and as you know, I can't see any basis for the additional street clutter.

It's not something we have permitted to a third party previously and so don't really have any contacts in terms of contractors.

I did also suggest that ADC are consulted on the idea, as I know they have longer term plans for the area that would involve de-cluttering the space."

The Area Highways Manager did however provide the name of a contractor who may be able to assist, and they have been contacted for a price. Further companies will be investigated to seek quotations and a report will be made back to Members in due course. No approach has yet been made to ADC to consult them on the idea, but this will also be followed up shortly.

Buildings Insurance - details of the insurance renewal were received and the premium that was due on 20th April 2020 is noted as £7,601.50 inclusive of the policy administration fee and Insurance Premium Tax, which is slightly cheaper than last year. This has been paid by The Bognor Pier Company Ltd. As in previous years, details of the renewal premium will be passed to the Managing Agents to be apportioned between the tenants respective to the various sites.

Buildings Insurance Terrorism Cover - cover for terrorism had not been included as part of the insurance for the building in previous years. Following liaison with the insurers, a quotation to include such cover was therefore requested and this cover has now been added to the policy at an additional cost of £756.35. Members are asked to **CONSIDER** and **AGREE** whether this additional cost is to be funded by The Bognor Pier Company Ltd. or passed to the Managing Agents to be apportioned between the tenants respective to the various sites?

DECISION

Members are asked to **AGREE** whether the additional cost for terrorism cover for the site, under the buildings insurance policy is to be funded by The Bognor Pier Company Ltd. or passed to the Managing Agents to be apportioned between the tenants respective to the various sites?

Continued....

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

Once again, it is necessary to confirm the bank signatories for The Bognor Pier Company Ltd.

DECISION

Members are asked to **CONFIRM** that the signatories to The Bognor Pier Company Ltd. accounts shall continue as 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.