



BOGNOR REGIS TOWN COUNCIL

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

Bognor Regis, West Sussex PO21 1LD

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

Dear Sir/Madam,

MEETING OF THE POLICY AND RESOURCES COMMITTEE

I hereby give you Notice that an Online Meeting of the Policy and Resources Committee of the Bognor Regis Town Council will be held at **6.30pm on MONDAY 6th JULY 2020**

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

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 Committee 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 6th July 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 29th day of JUNE 2020

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Chairman and Apologies for Absence
2. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.
Members and Officers should make their declaration by stating:
 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote

- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time
3. To Approve the Minutes of the Meeting held on 3rd February 2020
 4. Adjournment for the Chairman to read public questions and statements submitted in accordance with the requirements noted above
 5. To receive the Town Force Report
 6. To receive the notes of the Heritage Partnership Board Meeting held on 5th February and a report from the Online Meeting held 10th June 2020
 7. 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
 8. To receive a report on changes to the sponsorship of the roundabouts and agree how to proceed
 9. 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
 10. 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
 11. 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
 12. Terms of Reference Climate Change Topic Team Recommendation from CE&E Meeting 22nd June 2020, Min 97.2.1 refers
 13. ROX Grant - request for change of use of funds awarded through Grant Aid
 14. Financial Reports including: -
 - To note Committee I&E Reports for the month of May 2020 – previously copied to Councillors. These documents are available on the Town Council website @ [http://www.bognorregis.gov.uk /BR-Town-Council](http://www.bognorregis.gov.uk/BR-Town-Council) (follow the link, click on Councillors, Strategic Documents and then the monthly I&E Reports can be accessed by clicking the appropriate box on the right of the page)
 - To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of 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
 15. Correspondence
 16. To resolve to move to Confidential Business (S.O. 3.d) - (contractual)
 17. Town Force: Note of outstanding debtors

Agenda item **17** 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 POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd FEBRUARY 2020

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 members of the public (part of the meeting)
1 Councillor in the public gallery: Cllr. J. Brooks (part of
meeting)

The Meeting opened at 7.09pm

116. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present, read the Council's opening statement and made particular reference to procedures in the event of a fire.

Apologies for absence were received from Cllrs. Mrs. J. Warr and Ms. A. Sharples who were on annual leave and Cllr. A. Cunard who was unwell.

117. DECLARATIONS OF INTEREST

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

Members and Officers should declare an Interest by stating: -

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

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent.

They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

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

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

Cllr. Goodheart declared an Ordinary Interest in Agenda items 14 and 15

118. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd DECEMBER 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd December 2019 and these were signed by the Chairman.

119. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 7.11pm

A Councillor in the public gallery spoke about the graffiti in the Town.

A Member of the public spoke about the graffiti in the Town; raised concerns about the changes to the roundabout sponsorship scheme with WSCC; and requested that the Police and Crime Commissioner, Mrs. Katy Bourne, be invited to attend a meeting of the Council and explain the forthcoming increase in the Police precept, in light of the recent crime occurrences at commercial premises within the Town.

Meeting reconvened at 7.20pm

Members subsequently noted that a full report on graffiti and roundabout sponsorship would be made at the next meeting.

120. CLERK'S REPORT FROM PREVIOUS MINUTES

Members noted the following reports as circulated to all via email prior to the meeting:

120.1 8th April 2019 - Min. 155 - Offer of Graffiti services to the BID

A response is still awaited from the BID.

120.2 30th September 2019 - Min. 75 - Planting in Steyne Gardens

Following the Committee's decision not to make a contribution to ADC for their planting at Steyne Gardens, a report was made by ADC's Parks Officer at a recent Bognor Regis in Bloom Meeting on ADC's plans for the garden. This includes the resurfacing of tarmacked area; three-year phased refurbishment of the hedge; replacing existing griselinia shrubs; provisional plans to transform the four small bedding areas into two long herbaceous bedding areas; and planting good quality lavender plants into other bedding areas.

121. TO RECEIVE THE TOWN FORCE REPORT

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

121.1 Following discussion Members **REJECTED** the proposal to purchase an electric vehicle for Town Force at the current time but that the situation should be revisited in 18 months, when it was hoped the technology would have moved on to provide a vehicle more suitable for the Town Council's activities. It was also noted that this would be in time for budgetary planning for the 2022/23 financial year, in the event that a decision to then proceed is taken.

121.2 Members noted the Town Clerk's suggestion that a Mobile Tower Scaffold should be purchased and funded from the Rolling Capital Programme, and following discussion **AGREED** to proceed, with the costs ratified at a future meeting.

121.3 A Member asked if it would be possible to see the Beacon wind shields in situ. The Deputy Clerk advised that this could be arranged in the spring/early summer when conditions improve, and the wind speed falls within the safety parameters for the cherry picker.

122. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 11th DECEMBER 2019

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 11th December 2019, was **NOTED**.

A Member commented that the unveiling of the blue plaque for Sir Richard Hotham at Hotham House had been well-attended and a superb event.

123. TO NOTE THE JOINT ACTION GROUP (JAG) MEETINGS HELD ON 19th DECEMBER 2019 AND 24th JANUARY 2020

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

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

The Deputy Clerk's report, including the circulated revised Standing Orders together with amended Financial Regulations and Standing Orders for Contracts, was **NOTED** and following discussion:

124.1 Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the revised Standing Orders as circulated based on the NALC model.

124.2 Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the updated Financial Regulations and Standing Orders for Contracts as circulated.

125. TO FURTHER CONSIDER THE LEVEL OF FIDELITY GUARANTEE INSURANCE (MIN. 100 REFERS)

The Deputy Clerk's report, including details of the costs involved for the requested levels of Fidelity Guarantee Insurance, was **NOTED**.

Following discussion, Members **AGREED** to proceed with an increase in cover to £150,000 at an additional cost of £183.92 per annum pro rata for the 2020/21 financial year, **NOTING** the likelihood of an overspend of both the 2019/20 and 2020/21 insurance budget as a result of this increase.

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

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

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

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2020/21 to the Town Council.

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

Following discussion over the quotations received and the service each company was offering, Members **RESOLVED** to **APPROVE** the

reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2020/21 financial year.

127. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16th MARCH 2020

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

Following discussion, the following was **AGREED**:

- a) The venue should be the Council Chamber in the Town Hall.
- b) The start time should be 7.30pm.
- c) Chief Inspector Jon Carter, District Commander (Chichester and Arun Districts) Sussex Police should be invited to attend and to address and take questions from the audience.
- d) If CI Carter is unable to attend, that an invitation be extended to Rolls Royce to send a speaker to the meeting.

128. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

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

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

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

Members also **AGREED** that an item should be included on the Agenda for the next Committee meeting to allow for Cllr. Goodheart to report back to Members on the Conference.

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

The Deputy Clerk's report, including the ADC reports as circulated upon which the report submitted to the Town Council's Policy and Resources Committee Budget Meeting was based, was **NOTED**.

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

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

Members considered the request from the Bognor Regis Regeneration Board (BRRB) and, following lengthy discussion, **REJECTED** the proposal of an annual contribution to the Board of £5,000.

Whilst it was acknowledged that this decision may be a disappointment to the Board, Members hoped that a way could be found for the BRRB to continue to actively engage with the Town Council, as has happened historically through Councillor and Officer attendance at their meetings.

Cllr. Erskine abstained from the vote.

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

The Town Clerk's report, including the Redevelopment of the Picturedrome Cinema Procurement Update - Finance Report circulated to Council at the meeting held 5th November 2018, was **NOTED**.

Following discussion it was **AGREED** that a further full and final account of the costs should be published in relation to the extension of the Picturedrome, **NOTING** that litigation is still pending which may affect the final figures.

The Town Clerk informed Members that this will be actioned immediately but may take some time to collate, as the input of the Accountant would be required and would also be subject to his availability with the end of the financial year fast approaching for Town and Parish Councils.

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

The Town Clerk's report was **NOTED** and Members subsequently **RATIFIED** expenditure for the replacement of 13 No. timers for the Festive lighting at a cost of £2,145 plus VAT.

134. FINANCIAL REPORTS INCLUDING:-

134.1 To note Committee I&E Reports for the month of December 2019 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of December 2019.

134.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 2019, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

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

135. CORRESPONDENCE

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

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

The Director's report as published was **NOTED**.

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.

137. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that

the public be temporarily excluded, and they are instructed to withdraw (S.O. 31.1) - Agenda item 23 (contractual).

Cllr. Brooks, seated in the public gallery, left the Meeting

138. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and with regard to the highlighted sponsor, Members **RESOLVED** that the final quarter payment of £510 be written off.

The Meeting closed at 8.35pm

**BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING - 6th JULY 2020**

AGENDA ITEM 5 - TO RECEIVE THE TOWN FORCE REPORT

REPORT BY TOWN FORCE MANAGER

**FOR INFORMATION
& DECISION**

COVID-19

With the pandemic accelerating in March, the team was initially put on a rota system to minimise the risk as much as possible. Eventually most of their activities had to stop but the staff remained available for work and were called in for a limited number of essential jobs. As the situation eased off, the team resumed working on 19 May adhering to the Government Guidelines and implementing a strict cleaning regime of the yard, vehicles and tools. Upon their return, priority was given to removing the winter bedding plants, preparing the beds and planting summer bedding plants as the delivery dates could not be changed. The selection of bedding plants is very limited this year due the effects of the pandemic on the Nursery and its own suppliers.

Graffiti removal arrangements

1: Graffiti Agreement with the BR BID

The BID has agreed to contribute £750 towards a "Clear All" graffiti removal service within the BID area for one year. The most visible incidents were removed from the Town Centre just before the lockdown.

2: Agreement with WSCC

Town Force remove reported graffiti & flyposting from WSCC assets in Bognor Regis and Neighbouring Parishes (Aldingbourne, Aldwick, Barnham, Bersted, Eastergate, Felpham, Middleton-on-Sea, Walberton, Pagham and Yapton). WSCC annual funding is £2,219 with a year-end adjustment, should the funding not be sufficient. For 2019/20 financial year, there is additional income of £786.20 to be received from WSCC. This was due to the recurring targeting of all 3 subways with 'DOOM' and 'SKID' tags between 16 January and 20 February 2020.

We were pleased to learn that Chichester Police had a suspect behind the 'DOOM' tag and were about to interview the person when the lockdown was imposed. All evidence had been submitted to the Police Constable dealing with this case and a statement will be provided as and when the COVID-19 situation allows.

3: Proposed Graffiti Agreement with Arun DC

A proposal was received from an Arun Officer for Town Force to provide a graffiti removal service for ADC Property and Estates, Parks, Housing (including the Trees Estate) and Public Toilets, with primary focus on Bognor Regis, starting from 1st April 2020. Whilst Town Force can provide this service, there was no further development on this until mid-June when a report of graffiti in Fitzleet car park was received. This trigger has led to Arun Officers reviving the matter and resuming the talks. It is hoped the matter will be brought to a conclusion this time and Town Force awarded the contract, worth some £2,000.

The agreement with the BID means that the Town Council can now get on and remove graffiti from a substantial part of the Town. However, little pockets continue to crop up in various locations and as they are on assets not covered by the agreements, they remain undealt with. Members did consider but rejected the proposal of the Town Council committing to a "clear all" approach across the 5 Wards (effectively picking up the cost of these removals by way of the use of Town Force time), at the Committee Meeting held 8th April 2019 (Min. 155 refers). Members are therefore asked to consider if, in light of the commitment by the BID, they wish to revisit this decision.

DECISION

Do Members wish to revisit the "clear all" approach for graffiti?

Mobile Tower Scaffold

A mobile scaffold tower was ordered just before the lockdown at the cost of £1,856.23 and collected on 1 June. It was used for the first time a week later for installation of the Arcade hanging baskets for Arun DC.

Staff training

Members of staff have updated the qualifications due for renewal, such as Emergency First Aid at Work, Manual Handling, Safe use of Ladders and Mobile Scaffold Towers. Re-qualifications due now are on hold until the COVID-19 situation improves.

Town Force unit

The landlord has passed on management of the premises to Marshall Clark LLP. A representative has already been in touch and an onsite meeting will take place when COVID-19 allows.

There has been no further development on the rental of the caged parking space by the unit. It is hoped that progress can be made with the new managing agents in place.

The 3 yearly Electrical Condition Report highlighted a couple of issues which were subsequently rectified by an electrical contractor.

The burglar alarm has received its annual service and a faulty sensor, as well as a bell box, have been replaced.

Seafront showers (x 5)

There has been no further progress on the matter of a water supply and a further response is awaited from ADC. Therefore, the two showers by the Pier remain disconnected. The other 3 showers will be turned off until Arun confirm what safety precautions are expected in light of the COVID-19 pandemic.

Seafront decking

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

Roundabout sponsorship

Roundabout sponsors with agreements coming up for a renewal are being advised of the transfer of roundabouts to WSCC and offered sponsorship of a planter. The Squareabout and Orchard Way roundabout are ready to be transferred now. The Leisure Centre roundabout will be vacant on 22 September, Rowan Way on 13 December and Butlin's roundabout on 9 January 2021. This matter will be discussed further later on the Agenda.

Sponsored planters

A business has asked for a discount on the floral sponsorship fees due to the pandemic. Offer to delay the quarterly instalments was made, this however was not seen as satisfactory. Later on, one more business asked for a discount due to the pandemic as it was considering renewal of the sponsorship agreement and the same offer of delayed payments was made. Their decision is awaited, and in the meantime, Members may wish to consider whether any discount is appropriate for sponsors with valid agreements as at 23rd March when the lockdown started whilst bearing in mind that sponsorship advertising has not been affected?

DECISION

Do Members wish to consider any discount for sponsorship?

PRN Homecare Ltd., LuvSweeties and Highfield Fish Bar have renewed their agreements for three years. AC Letting renewed for one year.

Just Shutters didn't renew their agreement.

Vacant planters: 5 x Felpham Way planters, Upper Bognor Road planter, Chichester Road planter, 2 x A29 / Orchard Way planter, 2 x Durban Road planters and all Queensway planters.

Frith Road planters

WSCC Highways contractor has completed the road calming works and Town Force will start looking after the planters shortly.

New Planters in West Street

A suggestion has been made that planters are constructed and installed along West Street to not only enhance the area visually but to also deter parking on the pavement. The production and future maintenance of potential planters can be summarised as follows:

Size	1m ²	
Construction Costs	£165 plus VAT	
Construction/Installation Time	25 man hours	
	Shrubs	Bedding Plants
Plants Costs	£45	£30
Maintenance (man hours p.a.)	16 hrs	27 hrs



Members should also direct how this expenditure should be funded as there is no specific budget for this.

If Members are minded to agree with the suggestion, Officers will undertake the necessary discussions with WSCC regarding licences, the number that may be permitted and any restrictions.

DECISIONS

Do Members **AGREE** that WSCC should be approached regarding permissions for the installation of planters on West Street?

If Members are minded to agree with the proposal, Members should confirm the plants (shrub or bedding) to be used and how the expenditure is to be funded.

Hastoe Housing Association

The maintenance agreement for Northcliffe and Macklin Road has been renewed for another year.

Arun District Council

Town Force have been contracted to water their newly planted trees in Steyne Gardens and Queens Fields every 10 days throughout the summer season.

Middleton-on-Sea Parish Council

Town Force have been contracted to water their newly planted trees by Cootes Lane every 10 days throughout the summer season. There are more jobs for the team coming in the near future.

BR BID

Assistance was provided with installation of social distancing posters and pavement stickers in the Town Centre. The team is also booked for installation of temporary metal banners in the Town Centre and installation of banners in the Arcade. The BID's allocation of 30 man-hours will be utilised for these jobs.

Odd Jobs for 3rd parties (extra revenue)

- * South Bersted Primary school - Topping up of paths with bark and repair to playground equipment;
- * Arun DC - Removal of graffiti from various sites, removal of lamppost banners and brackets from Arundel; installation of hanging baskets in the Arcade;
- * Middleton-on-Sea Parish Council - Alleyway vegetation clearance and repairs to noticeboards;
- * Bognor Regis Local History Society - Removal of bunting from the front of the Museum;
- * Picturedrome Cinema - Drain clearance;
- * Bognor Pier Company Ltd - Weekly inspections of vacant premises, visits to the bowed canopy glass, application of silicone to the dome windows to stop water ingress, fence repair and site set up for the canopy glass contractor.

Examples of other jobs

In addition to the routine jobs, Town Force have built and planted up 4 buffer planters for the Railway Station (arranged and financed by the In Bloom Working Party), assisted a contractor with servicing the BRTC clocks at the Town Hall, set up a queueing system for the Food Bank at the Methodist Church and provided equipment for subsequent sessions, installed/removed various sponsor signs, dealt with a range of graffiti and flyposting and carried out odd jobs at the allotments.

**BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING - 6th JULY 2020**

AGENDA ITEM 6 - TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 5th FEBRUARY AND A REPORT FROM THE ONLINE MEETING HELD 10th JUNE 2020

REPORT BY DEPUTY CLERK

FOR DECISION

The Notes of the meeting of the Heritage Partnership Board held on 5th February 2020 are attached as **Appendix 1**.

Members will note that these include the following recommendations to this Committee:

- i) For the Town Council to initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running;
- ii) For the Town Council to consider administering an Ambassador Scheme, similar to Global Greeters, for the Town. In view of the current COVID pandemic and resulting restrictions, it is suggested that decision on this recommendation is deferred until a more appropriate time.

DECISIONS

Do Members **AGREE**:

- i) For the Town Council to initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running;
- ii) To defer a decision on the recommendation for the Town Council to consider administering an Ambassador Scheme, similar to Global Greeters, for the Town.

Online Meeting 10th June 2020

On the 10th June, the BRHPB had an informal meeting to discuss the planned Heritage Open Day Event for September and the proposal to hold a Literary Festival possibly in conjunction with the Open Day Event. Members of the BRHP Board agreed that all planned events for 2020 will be cancelled. They further agreed to delay the production of a new trail leaflet due to the current restrictions related to COVID-19.

**MEETING OF THE BOGNOR REGIS HERITAGE PARTNERSHIP BOARD
ON 5th FEBRUARY 2020**

Hotham Park Lodge, Hotham Park, Bognor Regis.

Present:

Ken Blamires (KB) - Chairman, Irene Campbell (IC) - Community Volunteer, Cllr. Sandra Daniells (SD) - BRTC, Sylvia Endacott (SE) - Local Historian, Sue Harris (SH) - Friends of Hotham Park, Margaret Murphy (MM) - ADC Tourist and Development, Paul Wells (PW) - Bognor Regis Trust

In Attendance: Sheila Hodgson (SHG) - BRTC

Apologies:

Howard Dicks (Bognor Regis Museum), Glenna Frost (BRTC) and Martyn White (ADC Conservation Officer)

Meeting opened at 11.00am

1. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting and thanked them for all their hard work over the last year especially in raising the profile of the Heritage Partnership Board.

2. TO APPROVE THE MINUTES OF THE PARTNERSHIP BOARD MEETING HELD ON THE 11th DECEMBER 2019

The Notes of the meeting held on 11th December 2019 were accepted as a true record.

3. MATTERS ARISING

Item 3.

Following the re-election of Nick Gibb MP, KB will now arrange a date in the summer to walk one of the trails.

Item 6.

Further feedback on the Christmas Exhibition at the former 4sight shop suggested that in future a weekend slot would be better and for the BRHPB to handle its own promotion.

4. UPDATE ON THE BOGNOR REGIS HERITAGE BOARD FACEBOOK PAGE

MM, as administrator of the page, gave an update and overview of activities. The page now has links to the Heritage Partnership Website and has received 97 likes and 108 following. BRHPB members were asked to share and like posts. MM asked if the BRHPB would like to set up a Twitter and Instagram account which she would also be happy to administer. It was agreed it would be best for the two new accounts to be set up under the same arrangement as the Facebook page with the Town Council undertaking the initial set up then passing administration rights to the BRHPB for the day to day running. Recommendation will be made to the Town Council's Policy and Resources Committee to this affect.

Following a discussion on social media it was agreed to invite a representative from Vinco Marketing to the next meeting.

It was agreed to change the order of business at this point.

5. BLUE PLAQUES INCLUDING:

- **FEEDBACK FROM THE SIR RICHARD HOTHAM UNVEILING 18th JANUARY 2020**
- **PLANS FOR MARY WHEATLAND PLAQUE**
- **CONSIDERATION OF RUNNING A COMPETITION**

Sir Richard Hotham:

SE reported that the feedback from the unveiling of the plaque had been very positive and the event had been well attended. The event had received some good coverage from the Bognor Post and the Bognor Observer.

Mary Wheatland:

It was agreed that the unveiling of the plaque for Mary Wheatland would take place late April with possible dates being 27th and 28th. The Royal Humane Society have shown interest in attending the event so SE will liaise with them and SHG will check the Mayor's availability. SE will revisit the text for the plaque to include reference to the Royal Humane Society.

Competition:

Vinco Marketing (LoveBognor) have suggested running a competition to promote the plaques to raise awareness. Discussion included running three or four events starting at half term and looking at possible sponsorship for prizes. KB will liaise with Vinco regarding running the competition on the BRHPB Facebook page and sharing. The item can also be discussed at the next meeting when the representative from Vinco attends.

6. CONSIDERATION TO HOLD A HERITAGE OPEN DAY SEPTEMBER 2020

Heritage Open Day Events are scheduled to run from Friday 11th September – Sunday 20th September. SE has begun to compile a programme sheet which will be circulated to BRHPB members for their suggestions. Possible venues for a base for the duration of the event was discussed. However, as the Southdowns Folk Festival is also on at the same time this limits the options. BRHPB members were asked to give consideration to the event for further discussion at the next meeting.

7. HERITAGE TRAIL INCLUDING UPDATES ON:

- **INTERPRETIVE SIGNAGE BOARDS**
- **LIAISON WITH UNIFORMED GROUPS AND SCHOOLS FOR PROMOTION**
- **PROPOSAL BY LIVING STREETS TO WORK WITH BUTLINS TO PROMOTE WALKING**

Interpretive Signage Boards

SHG reported that an approach had been made to ADC to gain permission to install the final board on the Promenade but had not yet received a response. BRHPB members were asked to identify where on the Promenade they would like the board located and it was agreed that it should be placed as near as possible to the Beach on the Beach play area. SH will continue to progress.

Liaison with Uniformed Groups and Schools for promotions

This item is ongoing.

Proposal by Living Streets to work with Butlin's to promote walking

KB has been approached by Living Streets who are looking to produce a walking map with the Bognor Regis and Chichester University Campus' with a link via Butlin's. A briefing on the map and trails is being presented to Butlin's staff on the 18th February and KB will deliver a number of the Heritage Trail booklets to Butlin's in preparation. A further update will be given at the next meeting. More information about Living Streets can be found on their website; <https://www.livingstreets.org.uk/>

8. UPDATE ON FICTION NOVELS THAT REFER TO BOGNOR REGIS

IC reported that she had begun drafting an A5 booklet and was working on sorting out copyrights and sourcing pictures for inclusion. It is hoped to include a short statement from each author and IC was in the process of speaking to as many as possible. An author name Sharon Martin who wrote a trilogy of books entitled; "The Other Half of Me", "Rainbow" and "Glass Houses" was proving particularly difficult to trace and it was suggested putting out a statement on Facebook for information.

KB confirmed he was happy with the proposed content and layout of the booklet and will begin to get quotations for design, development and print. There is a small amount of money left in the HLF budget and some remaining funds in the BRHPB budget from the Town Council. It was suggested that funding opportunities be investigated.

Discussion took place regarding other ways to promote the trail which included:

- Taxi-drivers, trying to get them to promote the Town more positively and having information booklets to give out
- Posters and digital posters
- Advertising at the train station
- Ambassadors for the Town similar to "Global Greeters" *

It was suggested that Ambassadors for the Town may be a project for the Town Council to consider and the BRHPB agreed to make recommendation to the Policy and Resources Committee to consider this.

*Global Greeters is a network of volunteers who love their Town and want to show it to visitors. More information can be found on their website; <https://globalgreeternetwork.info/>

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

- For the Town Council to initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running
- For the Town Council to consider administering an Ambassador Scheme, similar to Global Greeters, for the Town

10. ITEMS FOR FUTURE AGENDA

Items for future Agenda included:

Review of the Budgets and any funding requirements going forward.

11. DATE AND TIME OF NEXT MEETING

Wednesday 25th March 2020 at 11.00am – venue to be confirmed.

Meeting closed at 12.50pm

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 7 - 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

REPORT BY THE PROJECTS OFFICER

FOR DECISION

BID Proposals for 2020

The Bognor Regis BID team have recently unveiled their proposals for 2020, which include a number of enhancements and improvements to the Town Centre. This report was previously circulated to all Councillors who were invited to give feedback. With an underspend from the last two years, increased income generated from the market and sales of car park discs, the BID now has a capital reserve that can be invested to transform the visitor experience in Bognor Regis.

Based on the 2020 proposals, the BID has now produced three separate scoping papers, appended to this report for the following:

1. Queensway Zone Enhancement - replacement Planters (**Appendix 1**)
2. Seasonal Banner Rotation for the Gateway Banner and London Road lamppost banners (**Appendix 2**)
3. Queensway Zone Enhancement - to replace some or all of the hanging baskets with banners (**Appendix 3**)

Queensway Zone Enhancement

As Members will see from the attached scoping paper, the BID would like to replace the existing Town Council owned grey plastic planters in the Queensway with new more vibrant planters. Members are asked to note point 6 of the scoping report relating to Legislative and Agency Considerations, and in particular, that as a non-constituted group, West Sussex County Council would be unable to issue the relevant licences and permissions. Therefore, the BID has outlined a number of proposals and options within the scoping report for collaborative partnership working with BRTC which Members are asked to consider. Members are asked to be mindful that as the permissions and licences are to remain with the Town Council, BRTC will continue to be liable for the indemnity.

DECISIONS

Do Members **AGREE** for the BID to replace the existing BRTC owned grey plastic planters in the Queensway as per the proposals within the scoping report?

If so, do Members further **AGREE** 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?

DECISIONS cont.

Should Members agree to the above, they are also invited to **AGREE** if they wish for the existing plastic planters to be either:

- a) relocated to a new location and the re-siting costs covered by the BID, and that they will then continue to be maintained and planted by BRTC
- or
- b) gifted to the Bognor Community Gardeners for a separate project.

Seasonal Banner Rotation for the Gateway Banner and London Road lamppost banners

As highlighted in the scoping report, the "Experience Christmas in Bognor Regis 2019" campaign demonstrated the effectiveness of working collaboratively. The overall aim is to provide consistent use of the existing Gateway Banners and London Road lamppost banner sites, as well as a potential new site in the Queensway, as detailed in the third scoping paper. It should be noted that the Town Council will still be able to utilise any of these sites for promotion of their own events.

Members are asked to regard point 4 of the report relating to Agency and Funding Considerations. The BID states that they are already committed to financing the design and production of banners for the London Road and the proposed new Queensway site (if approved) and have already commissioned the design based on the new Bognor Regis Place Brand. The report proposes that BRTC fund the replacement banners for Gateway Banner sites in the High Street at a projected cost of £1,210+VAT. Members are asked to note that contrary to indications within the report that there is a *Collaborative Place Branding Budget* allocated by the Town Council, this is not the case and should Members wish to support this proposal, funding would have to be identified, potentially from the Promotions Earmarked Reserve.

DECISIONS

Do Members **AGREE** to continue to support collaborative working with the BID to produce banners on a seasonal rotation throughout the Town?

Do Members further **AGREE** to fund the Gateway Banner sites at a projected cost of £1,210+VAT and if so, Members are further invited to identify a budget for these costs?

Queensway Zone Enhancement - Replace some or all hanging baskets with banners

As outlined in the third scoping paper, the BID would like to further enhance the Queensway area by replacing some or all, of the hanging baskets with banners. The BID has also confirmed that they will fund the cost of any stress testing requirements. Should the BID not continue at the end of their term, the banners and any fixings can be removed if no one wishes to take

ownership. Once again, Members are asked to regard point 6 of the report relating to Legislative and Agency Considerations.

DECISIONS

Do Members **AGREE** to the BID replacing some or all of the hanging baskets in the Queensway with banners?

Do Members further **AGREE** for this to be executed by the BID under the Town Councils current Third-Party Agreement with SSE?

Should Members agree to any of the above proposals, it is recommended that a written agreement be drawn up with the BID confirming the details including future liabilities, maintenance, and terms for the termination of the service and Members are asked to confirm if they are happy for Officers to initiate this.

DECISION

Do Members **AGREE** that Officers should liaise with the BID regarding a contract with the BID to reflect the above decisions?

Report on BID Board Meeting held 12th March 2020

Events:

Christmas 2020 - the focus for this year is more on infrastructure rather than individual entertainers throughout the period. The theme will be Elves. An Elf House will be on display in the Town Centre and a number of illuminated structures will be sited throughout the Town.

Fiver Fest - eleven businesses signed up for the first year of the initiative which is one more than the target. The initial response has been positive however a full report of feedback and statistics will follow.

ADC Event - This is very much at the fact-finding stage with little to report at the moment. However, the input from Butlin's will play a pivotal part in how this event proceeds.

Budget:

The revised 2020 budget had been previously circulated to BID Directors and there was no further update.

BID Communications/Administration

The BID has begun to produce a monthly editorial in the Bognor Post which has proved successful.

The BID Administration team now operate a Gantt System to assist with project delivery and efficiency.

BID Staffing:

The BID Admin and Events Assistants hours have been increased to 30 hours per week.

Two Board Directors have resigned - one due to the closure of the business and one due to personal reasons. A new Director has been appointed.

BCRP Update:

A brief update was given at the meeting and a written report is available for Members to view via the office.

BR BID Campaign Update 15th June 2020

Campaign Part 1: Social Distancing message (reinforcing “it’s safe to shop”):

Banners

- Banners in production with Full Tilt Graphics
- Banners to be delivered to BID Office on Wednesday 17th June and will be erected by BRTC Town Force
- Arcade banners will be put up as soon as possible afterwards

Full shop window vinyls - Bonmarche, Old BID Office, York Road etc

In design stage.

A4 Covid-19 “rules” posters for business windows

In design stage - using ADC EH text.

Floor markers

Lower down priority – focus on eye level info, plus review of effectiveness - ADC floor markers currently in situ.

Car Parking Disc Scheme

As the Committee will be aware, Members were canvassed by email about a request from the BID for the Town Council to contribute the sum of £3,250 to enable an extension of the permitted time under the Disc Scheme from 2 to 3 hours. This is a temporary change from 1st July to 31st December 2020 and is to assist shoppers whilst COVID restrictions and social distancing measures impact on the time needed to complete a shopping trip.

The funds for this may be vired from the unneeded Events Budgets for 2020.

The response from Members was to approve the contribution, and Members are therefore now invited to ratify the expenditure and virement.

DECISION

Members are asked to **RATIFY** a contribution to the BID of £3,250 for Parking Disc Extension with funds vired from the unneeded Events Budgets.



Bognor Regis BID – Scoping Paper Queensway Zone Enhancement: Replacement Planters

Produced by Heather Allen, Bognor Regis BID, February 2019, for consideration by BRTC In Bloom Working Group, and EP&L Committee

1: Overview of Proposal

The BID's plans for 2020, as outlined at the Regeneration Sub-Committee in February 2020 include visibly enhancing different "zones" within the town centre.



One suggestion for Queensway is the introduction of taller, brightly coloured planters that resemble flowerpots, as shown below. A further suggestion is that these planters be planted with taller perennials that can survive the harsh conditions at Queensway. All purchase, delivery and installation costs of the proposed planters (circa £3,000) would be met by the Bognor Regis BID. BRTC would continue baseline service delivery for planting and maintenance of the proposed planters. Suggestions are put forward as to uses for the existing grey planters.

2: Rationale

In line with recommendations to regenerate town centres as places for people to gather, socialise, learn and experience, the innovative design of the planters introduces an element of public art – a thread that is woven through all of the BID Team's proposals for Zone Enhancement.

The proposed planters are highly visible, brightly coloured and will draw the eye up Queensway from the junction with High Street, and down Queensway from Canada Grove, encouraging footfall into different areas of the town.

Any increase in footfall has the potential to benefit businesses located in Queensway, which is geographically disconnected from the main shopping precinct in and around London Road.

Queensway is not licenced for performance, so cannot *directly* benefit from BID Levy investment into events. The provision of attractive "public art" is a visibly bold statement confirming that those businesses have not been forgotten by the BID, and a powerful incentive for people to visit.

The bright colours of the planters will add vibrancy to Queensway, visually enhancing this unique street in Bognor Regis. Bright colours make people feel happy. When people feel positive about their environment, they say nicer things on Facebook. However, as with any change, the BID Recognises that it is highly likely that some people will say how much they hate them in capital letters. The BID Team enjoy creating talking points.



3: Background

The proposal is for a like-for-like replacement of the 11 existing planters, in locations where permission has already been granted by WSCC to BRTC.

The current planters are distributed in a cluster of three (concrete) at the junction with High Street, with three (plastic) planters at intervals on the eastern side and five at intervals on the western side of Queensway.

- The current grey, planters were purchased by BRTC in 2015* (TBC), and are, therefore, less than 5 years old. They are in good condition.
- The current planters (plastic and concrete) have an external diameter of 130cm.
- The dimensions of the proposed planters are: 104cm high, 120cm diameter.
- The dimensions of the proposed planters will not, therefore, restrict the public walkway any more than the current planters.

Seasonal planting in containers and maintenance carried out by Town Force Team at Queensway is listed as a baseline service in the BID's Business Plan. (Responsibility for provision of the physical planters is not detailed.)

Queensway planters are available for sponsorship by local businesses at a cost of £50 per annum. At present, none of the 8 plastic planters are sponsored. (Source: E. Adams, BRTC)

If the proposal is accepted, the BR BID would appreciate their logo featuring on all 8 planters for the remaining period of its first term (ie: until 31st March 2023), at no charge to the BR BID.

The low, grey planters are subject to damage from people sitting on them, and using them as receptacles for rubbish and cigarette butts. A more hazardous problem is the needles frequently abandoned in the planters, which, because of their height, could be accidentally handled by children.

(Source: Town Force Team, BRTC)

At 1m high, the taller planters proposed by the BID would eliminate the problem of people trying to sit on them, and reduce the risk of needle accidents, but issues of littering would still need to be addressed.

4: Amateur attempt at Artist's Impression (NB: For guide only – different colours would be chosen)



5: Proposals for planting

Subject to professional horticultural advice, the BID suggests planting the bright planters with tall, perennial plants, such as robust, ornamental grasses that would not require seasonal planting. This would provide Queensway with greenery for 365 days of the year.

However, the BID recognises that Queensway is a “wind tunnel”, and that any plants must be resilient to both the effects of direct coastal wind and salty conditions.

6: Legislative and Agency Considerations

The BID has sought advice from Ben Whiffin, WSCC Highways, regarding any legislative considerations for the increased height of both planters and plants proposed. Mr Whiffin confirmed in an email on 22.01.20 that there are no specific height restrictions, but consideration should be given to “visibility splays at junctions”. As the proposed planters replace existing planter sites, and even with additional height would not negatively affect visibility at the Queensway / High Street junction, this is not perceived to be an issue.

The BID's remit specifies that the BID deliver *additional* services over and above the existing provision. Similarly, WSCC cannot grant permission to the BID to host planters, as it is not a fully constituted group. This means that, whilst we really want this to happen, we cannot do it on our own account.

It is therefore proposed that BID purchase the bright coloured flower pots outright and “gift them” to BRTC to host in their approved sites on Queensway. The BR BID would cover the full cost of the purchase, delivery and installation of the proposed planters at the outset, and BRTC would continue to deliver their baseline service for planting and maintenance of the planters on Queensway.

7: Options for the existing grey planters

The BID would be happy to “exchange” the proposed planters for the existing grey planters, which they would then gift to the Bognor Regis Community Gardeners for a separate project. The BID would cover the costs of transportation of the grey planters from their existing location to the proposed location.

However, if BRTC have an alternative use in mind, such as relocating the planters to an alternative site, BR BID recognises that this is their right, and also appreciates that BRTC incur additional costs for planting and maintenance at the secondary site.

Submitted to the BRTC In Bloom Working Party and EP&L Committee for consideration, 17th February 2020.



Bognor Regis BID – Scoping Paper Seasonal Banner Rotation:

Produced by Heather Allen, Bognor Regis BID, February 2019, for consideration by BRTC In Bloom Working Group, and EP&L Committee

1: Overview of Proposal

The BID's plans for 2020, as outlined at the Regeneration Sub-Committee in February 2020 include proposals to visibly enhance the town centre using a range of measures including the introduction of colour, public art and enhanced "greening" where possible.

This paper outlines the idea to co-ordinate a rotation of professionally designed banners in key banner sites located within the town centre – these being London Road, High Street and a proposed new site at Queensway (following consideration by BRTC).

The paper seeks agreement from BRTC to work in collaboration with the BR BID to host four rotations of banners in the town centre, commencing April 2020 with the new Place Brand design and messages for Bognor Regis.

Potential cost to BRTC: £1210 + VAT (*from Collaborative Place Branding budget allocation*)

2: Rationale

Whilst a relatively small town, Bognor Regis town centre comprises several distinct "zones", identifiable by geography, heritage of buildings and clusters of business types. Whilst significant investment was made into the London Road "precinct" in 2017, in some ways the upgraded public realm created a visual separation from other areas, leading to a sense of disconnect.

The proposal is to provide consistent banners in all possible existing sites (and proposed new site at Queensway) in Bognor Regis town centre, visually reinforcing connectivity, adding a colourful visual element, and as a means to disseminate key positive messages about the town itself.

The "Experience Christmas in Bognor Regis 2019" campaign showed that, by working collaboratively, the agencies demonstrated the effectiveness of using co-ordinated banners, which were received positively by businesses and the wider community.

3: Background

Banners at High Street :

- 10, double sided banners
- WSCC own the infrastructure for banner arms / mounting
- BRTC have historically used those banners
- Banners are made of metal, secured by bolts
- BRTC “placeholder” metal banners are showing some signs of deterioration
- BR BID produced a set of new metal banners for “Experience Christmas 2019” campaign

Banners at London Road:

- 11, double sided banners
- ADC installed the banner arms at London Road as part of 2017 public realm
- Bognor Regis BID have delegated responsibility for banner placement
- Banners can be made of plastic, secured by built in spring fixings

Proposed banner site at Queensway:

- (Number of banners subject to BRTC consideration and agreement)
- If agreed, it is proposed that BRTC would “own” the banner arms, and hold the TPA
- If agreed, BR BID would have responsibility for banner placement for the whole time it is operational
- If agreed, banners would need to be made of mesh to mitigate strong winds at Queensway

Important note: Whilst the aim is to achieve consistency in appearance and quality of design, there is no intention that this be rigidly imposed on either agency. The arrangement should allow sufficient flexibility for both agencies to use banner sites to promote Bognor Regis events and facilities (eg: Proms in the Park, Two Hour Parking Discs etc), whether this be on one or two of the total available banner sites, or all of them for a finite period of time. Agencies would be free to use designs and suppliers of their choice for such promotional banners

The main objective is to have at least **one** set of matching banners that can be used throughout the town centre. The recently revealed place branding for Bognor Regis offers an ideal starting point.

The BID suggests the following rotation as a starting point:

- January, February, March: Open for discussion
- April, May, June: Bognor Regis place branding banners
- July, Aug, September: Bognor Regis place branding banners
- November, December: Experience Christmas in Bognor Regis banners

4: Agency and Funding Considerations

Responsibilities

In terms of formal arrangements, this is simply a matter of both parties agreeing to work collaboratively to host professionally designed banners across all available town centre sites in Bognor Regis.

Funding / Costs

In terms of financing the design and production of banners, the BID are already committed to the costs for all banners at London Road and proposed Queensway sites for its period of operations.

No specific budget has been allocated by BRTC to replace the "Sunshine Capital" banners at High Street in 2020/21 financial year.

Both BR BID and BRTC have allocated funding or identified specific projects to champion the new Bognor Regis place brand.

BR BID have already commissioned the design of banners using colours, fonts and messaging from the new Bognor Regis place brand. This can easily be extended to the High Street sites.

BR BID will cover all costs for the design, production and installation of new banners for London Road and (if approved), Queensway sites.

It is suggested that BRTC could cover all costs for the production and installation of place branding banners at High Street sites from their allocated budget to support the new Bognor Regis place brand.

Indicative costings, based on the BID's replacement banners for Experience Christmas 2019" are:

- £550 + VAT to replace all ten deteriorating metal banners
- £630 + VAT for double sided print application
- £1210 + VAT (total)

If the proposal is agreed, and with BRTC consent, BR BID would be happy to arrange for the production of replacement metal banners for High Street through its suppliers and invoice BRTC for those costs.

Use of Logos

Please note that the Bognor Regis place brand exists in its own right, and "belongs to Bognor Regis". As such, no other agency logos are featured. However, all other collaborative banners will include the logos of the agency / agencies involved in their production.



Bognor Regis BID – Scoping Paper Queensway Zone Enhancement: Replace some or all hanging baskets with banners

Produced by Heather Allen, Bognor Regis BID, February 2019, for consideration by BRTC In Bloom Working Group, and EP&L Committee

1: Overview of Proposal

The BID's plans for 2020, as outlined at the Regeneration Sub-Committee in February 2020 include the provision of banner arms and a rotation of professionally designed banners for the Queensway area of Bognor Regis.

The proposal outlined in this paper is for collaborative working with BRTC to replace some or all of the current hanging basket sites with banners, with the aim of adding year-round vibrancy and colour to Queensway.

All purchase, delivery and installation costs of the proposed banner arms, plus costs for the design and production of "seasonal" banners (in keeping with the rest of the town centre) would be met by the Bognor Regis BID. For longevity and clarity, BRTC would retain the Third Party Attachment (TPA) responsibility for each site. BR BID will prepare all admin required for "change of use" of the existing TPAs held by BRTC. It is suggested that the proposed Queensway banners could be installed in early October 2020, when the year's hanging baskets are scheduled for removal. The switch from hanging baskets to banners at some or all of the sites could lead to annual cost savings for BRTC.

2: Rationale

Developed in the 1960's, Queensway has a uniquely consistent architectural style. It curves from the western end of High Street, linking with both Crescent Road and Canada Grove, and offers a mix of residential and commercial properties. There is no performance licence for Queensway, and the architecture (including overhead canopies) and layout of the street restricts the type of decorative accessories that can be installed (including Christmas lighting and bunting).

Queensway is somewhat disconnected from the main footfall areas of the central precinct, but serves as a key arrival point for visitors to the town centre, with two popular ground level car parks and the "stealth entrance" to Fitzleet multi storey car park all accessed via Queensway. As such, it is an important location for setting "first impressions".

The BID's proposed banner arms would be mounted on lamp posts on the eastern and western sides of Queensway, visually connecting the thoroughfare with the rest of the town centre by featuring the rotation of professionally designed banners. The banners will add vibrancy and colour throughout the year. Whilst the banners in themselves are unlikely to increase footfall to the area, they will positively influence "first impressions" of the Bognor Regis town centre experience.

3: Background

Bognor Regis Town Council currently provides seasonal planting in Queensway using ground level container planters, railing planters and hanging baskets.

The 22 hanging baskets, attached to 11 lamp posts on the eastern and western sides of Queensway, add high-level colour and vibrancy for around four months of the year (late May to early October).

Bognor Regis Town Council holds the necessary Third Party Attachment permissions with SSE for all eleven lampposts in Queensway. The permissions specifically pertain to hanging baskets.

The BID's proposal is to replace some or all of the hanging baskets with banner arms and professionally designed banners that will provide Queensway with colour and a connection with the rest of the town centre 365 days of the year.

The BID recognises that Queensway is a "wind tunnel", and has identified banner arms and banner material specifically designed to mitigate the effects of especially strong winds.

The proposal may lead to cost savings for BRTC in terms of hanging basket provision and maintenance.

6: Legislative and Agency Considerations

- Permission to attach any type of fixture to lamp posts is granted by SSE.
- SSE will only issue one third party attachment per lamp post: first come, first served.
- Any change to the authorised attachment on the TPA must be approved by SSE.
- Due to the wind conditions on Queensway, it is not possible to have the type of banner arm that dissipates the effects of strong winds with a combined hanging basket arm system.
- BRTC currently holds TPA agreements for all eleven lamp posts in Queensway.

The BID's request to replace hanging baskets with banner arms to lamp posts in Queensway is, therefore, entirely at the discretion of Bognor Regis Town Council, as the current TPA holders. The BID therefore respectfully request BRTC's consideration of the idea to change some or all of the current lamp posts from hanging baskets to banner arms.

The suggested minimum number of banner arms is four, enabling two banners on each side of the road at both the Crescent Road and High Street ends of Queensway.

It is suggested that, for longevity and ease of administration, the TPA's remain in BRTC's name.

If BRTC are supportive of the idea, the BID would:

- Prepare all necessary administration and documents to support the "change of use" application to SSE (*to reduce workload for BRTC*)
- Cover all costs associated with the purchase, delivery, and installation of the banner arms
- Cover the cost of including Queensway in the rotation of seasonal banners in the town centre for the period of time the BID is operational

**BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE MEETING - 6th JULY 2020**

AGENDA ITEM 8 - TO RECEIVE A REPORT ON CHANGES TO THE SPONSORSHIP OF THE ROUNDABOUTS AND AGREE HOW TO PROCEED

REPORT BY TOWN FORCE MANAGER

FOR DECISION

West Sussex County Council (WSSCC) Highways have informed the Town Council of their decision to bring Bognor Regis in line with the other West Sussex Councils with all sponsorship for roundabouts being collected and retained by the County Council. It should be noted that this only affects roundabouts and there is no change to sponsored planters and the central reservation.

As Members know, for many years the Town Council has operated the sponsorship of the roundabouts and have based the maintenance and colourful planting on the income received. However, it must be acknowledged that in recent years the sponsorships of the roundabouts, which are by far the most expensive, have been harder to sell as businesses look to ways to trim costs and there have been periods where some or all of the sites have been unsponsored but the costs remaining the same.

WSSCC have therefore been liaising with Officers about how they intend to manage the future maintenance of the roundabouts and have presented a schedule of payments they are willing to make annually for the next two years, on the understanding that Town Force continue to maintain the 5 roundabouts in Bognor Regis. The payments are shown below and are based on the size of each roundabout:

Squareabout	–	3960 m ²	£1,100
Orchard Way	–	1237 m ²	£850
Rowan Way	–	2340 m ²	£950
Arun Leisure Centre	–	337 m ²	£700
Butlin's	–	318 m ²	£700
Total			£4,300 per annum

The above payments are subject to sponsorship agreements with BRTC ending and the roundabouts being transferred back to WSSCC who will then sell the sponsorship and keep the income. Pro rata payments would apply for those roundabouts that have agreements ending within the financial year and the amounts are guaranteed for a period of 2 years.

The minimum maintenance required by WSSCC is 5 grass cuts per growing season (1 March – 31 October).

Members should note that despite discussions having taken place over the last year, WSSCC only confirmed their intentions at the beginning of this year by which time the plants had been ordered and committed to for 2020/21. Furthermore, due to the COVID pandemic, and the resulting delay in the matter being considered by the Committee, the ornamental planting of the roundabouts has already begun.

Members need to consider and agree the level of Town Council involvement in the maintenance of the roundabouts in excess of the WSCC minimum of 5 grass cuts a year and therefore 5 different options have been drafted with varying amounts of planting, different methods of grass cutting etc and these are detailed below.

It must be noted that the costs are best estimates due to many unknown variables out of our control, such as weather; more rain means less watering visits and vice versa.

To further assist Members in their decision and to provide further background information, the following shows the income received from sponsorship on each of the roundabouts for the year ending 31st March 2020 together with the amount that would have been received had the roundabout been fully let for the entire period: -

	Expected Income	Actual Income	Surplus/(Deficit)
Orchard Way roundabout	£4,150	£3,116	(£1,034)
Squareabout	£6,400	£1,937	(£4,463)
Butlin's roundabout	£3,300	£2,753	(£547)
Rowan Way roundabout	£2,890	£2,890	£0
Felpham Way roundabout	£3,066	£2,031	(£1,035)
			(£7,079)

Option 1

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)

Location	Labour ⁽¹⁾	Bedding plants, compost, feed, green waste	Total cost	WSCC funding	Cost to BRTC (Total cost less WSCC funding)
Orchard Way roundabout	£1,716	£1,480	£3,196	£850	£2,346
Squareabout	£3,509	£1,200	£4,709	£1,100	£3,609
Butlin's roundabout	£1,639	£1,500	£3,139	£700	£2,439
Rowan Way roundabout	£1,408	£200 ⁽²⁾	£1,608	£950	£658
Felpham Way roundabout	£682	£100 ⁽²⁾	£782	£700	£82
Total estimated cost to BRTC per annum					£9,134

(1) This is based on the commercial chargeable rate of £22 which covers salaries and on costs together with Town Force running costs incl. insurances, building rental, vehicles costs, machinery etc.

(2) No bedding plants on the roundabout

Option 2

To continue maintaining nearly the same standard of the roundabouts, changing the grass cutting practice to cut & lay (rather than cut, collect and dispose of green waste) and only mowing in the grass growing season between 1 March and 31 October (keeping the same fortnightly frequency of cuts = 18 cuts, no cuts for the rest of the year)

Location	Labour ⁽¹⁾	Bedding plants, compost, feed	Total cost	WSCC funding	Cost to BRTC (Total cost – WSCC funding)
Orchard Way roundabout	£1,188	£1,220	£2,408	£850	£1,558
Squareabout	£2,772	£850	£3,622	£1,100	£2,522
Butlin's roundabout	£594	£1,400	£1,994	£700	£1,294
Rowan Way roundabout	£1,584	£0 ⁽²⁾	£1,584	£950	£634
Felpham Way roundabout	£792	£0 ⁽²⁾	£792	£700	£92
Total estimated cost to BRTC per annum					£6,100

(1) This is based on the commercial chargeable rate of £22 which covers salaries and on costs together with Town Force running costs incl. insurances, building rental, vehicles costs, machinery etc.

(2) No bedding plants on the roundabout

Option 3

To match WSCC funding of £4,300 and carry out maintenance up to the total of £8,600 with the following changes to TF practices:

- changing the grass cutting method to cut & lay and only mowing in the grass growing season (keeping the same fortnightly frequency of cuts = 18 cuts between 1 March and 31 October, no cuts for the rest of the year), same as Option 2 above.
- Remove boats and bedding plants, replace with flowering shrubs planted in the ground. This will reduce costs after the first year to approx. £700

Location	Labour ⁽¹⁾	New shrubs for 3 roundabouts	Total cost	WSCC funding	Cost to BRTC 1 st year only
Orchard Way roundabout	£1,188	£1,670	£8,600	£4,300	£4,300
Squareabout	£2,772				
Butlin's roundabout	£594				
Rowan Way roundabout	£1,584	£0			
Felpham Way roundabout	£792	£0			

(1) This is based on the commercial chargeable rate of £22 which covers salaries and on costs together with Town Force running costs incl. insurances, building rental, vehicles costs, machinery etc.

Option 4

To carry out maintenance to the level of WSCC funding of £4,300 and no more, accepting there will be a substantial decline in presentation of the roundabouts

All BRTC owned structures and plants would have to be removed as the funding would be 'swallowed up' by grass cutting (cut & lay) to the WSCC requirement of 5 cuts per growing season.

Option 5

To decline the WSCC funding offer, remove BRTC owned structures and let WSCC contractor maintain the roundabouts by cutting the grass 5 times per growing season

DECISION

How do Members **AGREE** to proceed with the maintenance and planting of the roundabouts in light of the changes to the sponsorship arrangements with WSCC?

Billy Bulb

As Members will be aware, F&G Transport kindly house the mascot Billy Bulb and in return receive free signage on the Rowan Way roundabout. With the change in position regarding the sponsorship, F&G have been approached and offered other sites on planters around the Town but they have decided that they are not suitable.

Therefore, if Members wish to continue to house the mascot there, it will be at a cost of £1,036 plus VAT per annum.

DECISIONS

Do Members **AGREE** to expenditure of £1,036 plus VAT per annum to house the Billy Bulb mascot, and if so, **AGREE** how this expenditure is to be funded?

If Members do not agree to the expenditure, how do Members wish to proceed?

BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 9 - 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

REPORT BY THE DEPUTY CLERK

FOR INFORMATION

Members will recall that at the Meeting held on 25th November 2019, the Executive Summary and Action Plans arising from the Health & Safety audit carried out by Ellis Whittam on 7th October 2019 (Min. 104 refers) were received by the Committee and noted.

Members are now invited to receive the Health & Safety Policy Statement, reaffirming the Town Council's attitude, responsibilities and duties with regard to Health & Safety, attached as **Appendix 1**, which is to be signed by the Chairman of the Policy and Resources Committee.

DECISION

Members are asked to **NOTE** the Policy Statement and that this will be signed by the Chairman of the Policy and Resources Committee.

Bognor Regis Town Council

HEALTH AND SAFETY POLICY STATEMENT

Bognor Regis Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the Council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the council will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:

Dated:

Position: Chair of Policy & Resources Committee

AGENDA ITEM 10

BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 10 - 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

REPORT BY THE DEPUTY CLERK

FOR DECISION

Ratification of Partnership Funding

Provision has been made by the Town Council in the 2020/2021 budget for the following revenue partnership contributions: -

CCTV
£2,000

Bognor Regis Seafront Lights (BRSFL)
£9,000 - final payment of 3-year funding agreement.

Business Wardens
£10,000

Sussex Clubs for Young People
£2,500 (first quarter)

As we have now entered the next financial year, the Committee is asked to ratify the release of these partnership contributions as has been done at this time in previous years.

DECISION

The Committee is invited to **RATIFY** the release of the 2020-2021 Partnership Funding for CCTV, BRSFL, Business Wardens and the SCYP as detailed above, as part of the Town Council's budget provision for the current financial year.

Further Partnership Funding Agreement with Bognor Regis Seafront Lights (BRSFL)

As noted above, the recent payment made to BRSFL is the final of a 3-year agreement. A letter has now been received from BRSFL requesting a

continuance of their previous agreement for a further 3 years on the same terms and conditions (copy attached as **Appendix 1**).

Members are therefore asked to agree how they wish to respond to this request.

DECISION

How do Members **AGREE** to respond to the request from BRSFL regarding a continuance of their previous agreement for a further 3 years on the same terms and conditions?



BOGNOR REGIS SEAFRONT LIGHTS

Please address all correspondence to:
The Secretary
Bognor Regis Seafront Lights
C/o Heygates Bookshop, 67 High Street
Bognor Regis
West Sussex. PO21 1RY
brsfl@btinternet.com

Our Ref: L882/230620
Your Ref:

Mrs Glenna Frost, Town Clerk
Bognor Regis Town Council
Town Hall
Clarence Road
Bognor Regis
West Sussex
PO21 1LD

23 June 2020

Dear Glenna,

Grant Aid

Thank you for drawing our attention to the 2021-22 grant application process.

As you will recall, the Town Council very kindly gave us a three-year funding commitment in 2017-18, of £9,000 per annum. The reason behind this was to enable us to plan ahead and order what is quite expensive kit that does need procuring many months in advance of each lighting season, given that it is all bespoke to Bognor. In addition, it saved the Town Council from having to consider an application from us every year!

We feel that this has worked well and would be pleased if you would consider another such agreement, on exactly the same terms and conditions for the same amount, starting in 2021-22. Let me know if you require a completed grant application form. (Certified accounts to 31st March 2020 previously sent.)

The lights are now all fully operational, including the 6 new and 3 refurbished displays. Our public appeal to compensate for us not being able to hold any fund-raising events this year is also going well.

Please convey our thanks to members for their ongoing support.

I look forward to hearing from you.

Kind regards,



Gregory Burt
Secretary

AGENDA ITEM 11

BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 11 - ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £1,580 PLUS VAT FOR LAPTOPS AND A MONITOR AND £1,856.23 FOR A MOBILE TOWER UNIT

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to ratify the following expenditure: -

- £1,580 For the purchase of 3no. laptops and a monitor to enable home working during the COVID pandemic;
- £1,856.23 plus VAT for a 5.8m mobile tower unit as agreed at the meeting held 3rd February 2020 - Min. 121.2 refers

DECISION

The Committee is therefore invited to **RATIFY** expenditure for the items noted above.

AGENDA ITEM 12

BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 12 - TERMS OF REFERENCE CLIMATE CHANGE TOPIC TEAM RECOMMENDATION FROM CE&E MEETING 22nd JUNE 2020, MIN 97.2.1 REFERS

REPORT BY THE TOWN CLERK

FOR DECISION

Members are invited to receive and approve the Terms of Reference for the Climate Change Topic Team (attached as **Appendix 1**) as recommended by the Community Engagement and Environment Committee at the meeting held on 22nd June 2020 (Min. 97.2.1 refers).

DECISION

The Committee is invited to **APPROVE** and **RECOMMEND TO COUNCIL** the Climate Change Topic Team Terms of Reference.



BOGNOR REGIS TOWN COUNCIL

DRAFT

TERMS OF REFERENCE

CLIMATE CHANGE TOPIC TEAM

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

BOGNOR REGIS TOWN COUNCIL

TERMS OF REFERENCE: CLIMATE CHANGE TOPIC TEAM

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

Committee Membership: Cllrs: Brooks, Mrs. Erskine and Ms. Sharples (as appointed representatives of the Community Engagement and Environment Committee), Other Councillors, Bognor Regis Town Council Projects Officer, interested stakeholders and members of the public.

Quorum = 1 Committee Cllr

Function of Working Group Column 1	Delegation of Functions Column 2
1.To investigate means of tackling Climate Change within the 5 wards of Bognor Regis	Topic Team to make recommendations to Community Engagement and Environment Committee
2.To work with all tiers of Government, Businesses, Stakeholders and Members of the Public towards achieving short, medium and long-term goals and objectives	Topic Team to make recommendations to Community Engagement and Environment Committee
3.To investigate possible funding streams for the delivery of any successful proposal	Topic Team to make recommendations to Community Engagement and Environment Committee
4.To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme	Topic Team to make recommendations to Community Engagement and Environment Committee

AGENDA ITEM 13

BOGNOR REGIS TOWN COUNCIL ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020

AGENDA ITEM 13 - ROX GRANT - REQUEST FOR CHANGE OF USE OF FUNDS AWARDED THROUGH GRANT AID

REPORT BY THE TOWN CLERK

FOR DECISION

At the Council Meeting held on 8th June, Members considered how to deal with Grant Aid that had been awarded for events that have subsequently been cancelled due to COVID 19 (Min. 227 refers).

Rox was awarded a sum of £5,000 for an "arts trail" which they have now advised, due to the pandemic, they cannot consider implementing until the summer of 2021. Normally, as per the Grant Aid Guidelines, should a recipient not be able to use the funds for the purpose they are intended, the funds should be returned to the Town Council.

However, Rox have requested that, rather than return the funds, they are re-allocated to another sizeable event. Officers have requested further details of any proposed alternative event/use of the funds but at the time of writing this report, nothing has been received.

DECISION

How do Members **AGREE** to proceed with regard to Rox's request to retain their 2020 Grant Aid funds?

**BOGNOR REGIS TOWN COUNCIL
ONLINE POLICY AND RESOURCES COMMITTEE - 6th JULY 2020**

AGENDA ITEM 14 - FINANCIAL REPORTS INCLUDING: -

REPORT BY TOWN CLERK

FOR DECISION

· TO NOTE COMMITTEE, I&E REPORTS FOR THE MONTH OF MAY 2020 - PREVIOUSLY COPIED TO COUNCILLORS

The financial reports for the month of May 2020 have been copied to Councillors under separate cover. Members are asked to **NOTE** receipt of these.

With regard to unused Events Budgets for the 2020/21 financial year, Members are asked to note that page 9 of the Detailed Income and Expenditure (I&E) details the current budgets for each of the events, the amounts paid to date and the residual funds available.

· 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

BACKGROUND

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

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

In line with this requirement, the Chairman of the Policy and Resources Committee has previously verified the bank reconciliations with all of the Town Council's bank accounts for the months of January, February, March, April and May 2020.

DECISIONS

To **NOTE** receipt of the financial reports for the month of May 2020.

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.

**BOGNOR REGIS TOWN COUNCIL
POLICY AND RESOURCES COMMITTEE MEETING ONLINE - 6th JULY 2020**

AGENDA ITEM 15 - CORRESPONDENCE

FOR INFORMATION

1. Sussex by the Sea update 22 June 2020 - June News and roundup of support from your LOCAL, REGIONAL & NATIONAL Tourism organisations
2. WSCC - West Sussex County Council thanks businesses for their continued support during the Coronavirus pandemic - circulated to Councillors
3. Parish Online newsletter
4. VAAC - Zoom Volunteer Coordinators Meeting
5. WSCC - Level 2 Heat Health Alert 0900 24/06/2020 - circulated to Councillors
6. Neighbourhood Alert - Met Office Level 3 Heat Health Alert - Plus Covid-19 Guidance 24/06/2020 - circulated to Councillors
7. 4sight - Inclusive Communities - Supporting Your Blind and Partially Sighted Customers
8. WSCC - Level 2 Heat Health Alert 0900 24/06/2020 to 2100 26/06/2020 - Heatwave and COVID19
9. JHRM Risk Management - Staying Covid-19 Secure - Navigate a Safe Return to Work
10. Neighbourhood Alert - Weekly Bulletin - Arun District 24/06/2020 - circulated to Councillors and on Social Media
11. Public Sector Network Newsletter - June 2020
12. Arun District Council - Town & Parish Briefing re Covid-19 - Issue 13 - including additional email - circulated to Councillors
13. WSCC - Multi-million-pound contracts awarded for highway improvements in West Sussex - circulated to Councillors
14. VAAC - weekly updates - circulated to Councillors
15. Rialtas June Newsletter 2020
16. Citizens Advice - Fuel voucher scheme extended - circulated to Councillors
17. West Sussex County Council news release: Broadband boost for rural homes and businesses as councils announce additional funding for Government voucher scheme - circulated to Councillors
18. Heatwave Alert Level 3 Announced by Met Office - Update Increase in Alert Level - circulated to Councillors
19. Met Office Level 3 Heat Health Alert - Plus Covid-19 Guidance 25/06/2020
20. Heatwave Alert Level 3 Announced by Met Office
21. Arun District Council - Parish Council COVID 19 - Future Local Support Questionnaire (Response by 10th July please)
22. West Sussex County Council news release: Green light for 21km of temporary cycleways in West Sussex - circulated to Councillors
23. The Office of the Sussex Police and Crime Commissioner - Police & Crime Panel hearing - circulated to Councillors
24. NALC Chief Executive's Bulletin
25. News from West Sussex County Council: 26 June 2020 - circulated to Councillors
26. News from West Sussex County Council COVID update: 26 June 2020 - circulated to Councillors
27. West Sussex County Council news release: County Council opens birth registration for over 2,000 West Sussex babies born since lockdown - circulated to Councillors and on Social Media

28. SALC Bulletin
29. SSALC Seminar for Council Officers - Effective Comms and Engagement in a Post-Lockdown World
30. SALC - Playground and Outdoor Gym Guidance
31. Coronavirus (COVID-19): Find our latest information and advice about coronavirus in West Sussex Web Pages
32. Arun District Council - forwarded email re Young Mayors Group
33. WSCC News Release - Select and Collect service coming to a West Sussex Library near you
34. NALC - Coronavirus - Information for Parish and Town Councils - circulated to Councillors
35. SALC - Coronavirus - Information for Parish and Town Councils (as above)
36. NALC - Corrected version - Coronavirus - Information for Parish and Town Councils - circulated to Councillors
37. WSCC - Safe use of multi-purpose community facilities - Ministry of Housing, Communities & Local Government
38. West Sussex County Council news release: Plans for protecting West Sussex residents from the spread of COVID-19 are published - circulated to Councillors
39. Funding Focus - July 2020 Edition of VAAC's monthly fundraising newsletter - circulated to Councillors and on Social Media
40. Arun District Council - Town and Parish Briefing 31 June 2020 - circulated to Councillors
41. Arun District Council - Town and Parish Briefing - Correction to meeting date - circulated to Councillors
42. WSCC - Summer Resilience Campaign - Proud to Care
43. NALC Coronavirus - information for parish & town councils
44. WSCC Your Town and Parish Council News - circulated to Councillors
45. ADC Same Email as above - Your Town and Parish Council News
46. Email from member of the public regarding litterbins
47. Ordnance Survey - Updates for the Public Sector Geospatial Agreement and what they mean for you
48. VAAC Weekly Updates - circulated to Councillors and on Social Media
49. Arun District Council - Sussex by the Sea update 01.07.20 Apply for Discretionary Business Grants, "Good to Go" COVID-19 Reassurance kitemark, and Links to Support, Toolkits and Advice - circulated to Councillors
50. Neighbourhood Alert - Jo Shiner Announced As Next Chief Constable of Sussex 02/07/2020 - circulated to Councillors and on Social Media
51. PSGA - A new era for aerial photography for Great Britain
52. Neighbourhood Alert - Weekly Bulletin - Arun District 02/07/2020 - circulated to Councillors and on Social Media
53. Arun District Council - Town and Parish Newsletter - Volunteers Survey - Word version
54. NALC & SALC - Coronavirus - information for parish & town councils
55. TECHCLEAN SUSSEX - Coronavirus IT Deep Cleaning - marketing information
56. West Sussex: Fully Compliant WCAG 2.1 Parish Council Website - marketing information