



# **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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 4<sup>th</sup> JANUARY 2021**

### **PRESENT:**

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, A. Cunard (until. Min. 344), Mrs. S. Daniells (until. Min. 344), J. Erskine, S. Goodheart, H. Jones, Miss. C. Needs, Ms. A. Sharples, Mrs. S. Staniforth (from Min. 322.1), M. Stanley and Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager)  
Mr. D. Kemp - DCK Accounting Solutions Ltd (part of meeting)  
No members of the public attended via Zoom (at start of meeting)  
12 members of the public viewing via Facebook (at start of meeting)

***The Meeting opened at 6.31pm***

### **322. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. Members were reminded that the Meeting was being recorded by Bognor Regis Town Council, streamed live on Facebook and may also be recorded or filmed by any member of the public until such point that Members resolve to go into Confidential Business whereby the streaming will be terminated, and public will be temporarily excluded and removed from the meeting, by the Meeting Host, in accordance with the Town Council's Standing Orders.

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

The Chairman also welcomed the Town Council's Accountant, Mr. D. Kemp, who would be able to assist Members with any queries regarding the Budget and Precept to be discussed under Agenda items 9 and 10.

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

It was noted that Cllr. Mrs. Staniforth was experiencing technical difficulties and it was hoped she would join the meeting shortly.

Apologies for absence were received from Cllr. Batley due to personal reasons, Cllr. Mrs. Erskine due to family commitments and Cllr. Smith for personal reasons.

A Member queried the reason for absence of Cllr. Mrs. Erskine and the Town Clerk confirmed that apologies had been noted by the Council when received, and restated the deadline for her attendance to avoid falling foul of the 6-month rule.

***Cllr. Mrs. Staniforth joined the Meeting***

- 322.1** It was suggested that the Meeting be concluded by 8pm to allow Members, and the public viewing remotely, to watch the Prime Minister's televised statement on the COVID pandemic.

**323. 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.

Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

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

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda items 19 and 21, as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when these Agenda items were discussed***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda items 19 and 21, as an employee of the Picturedrome Cinema, and stated that she would not take part in the discussion and would leave the Meeting when these Agenda items were discussed***

**324. TO APPROVE THE MINUTES OF THE ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 2<sup>nd</sup> NOVEMBER AND THE EXTRAORDINARY ONLINE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 30<sup>th</sup> NOVEMBER 2020**

**324.1** The Minutes of the Online Meeting of Bognor Regis Town Council held on 2<sup>nd</sup> November and the Extraordinary Online Meeting held on 30<sup>th</sup> November 2020 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

**324.2** A Member suggested that the wording of the item regarding Reports to Other Organisations be altered to reflect that often Members had not attended any meeting as they had not been invited to them.

**325. TO RECEIVE A REPORT FROM SUSSEX POLICE ON LOCAL POLICING (IF AVAILABLE)**

**325.1** The Chairman read to Members a report provided by PCSO Katie Harsley which included updates regarding anti-social behaviour in Hotham Park and Operation Manner, which focusses on the Town Centre and engagement with vulnerable individuals.

**325.2** A Member commented on the report regarding the anti-social behaviour in Hotham Park and that the feedback from the Arun District Council Parks Management team, was that the locking of the three gates was having an effect and acting as a deterrent.

**326. REPORTS FROM WSCC AND ADC COUNCILLORS**

Members were advised that invitations to address the Council Meeting had been sent to Cllr. Oppler for ADC and Cllrs. Oppler and Patel for WSCC.

**326.1** Cllr. Patel had forwarded a Press Release regarding Climate Change and Carbon Reduction Plans at WSCC, which the Town Clerk read out on Cllr. Patel's behalf.

**326.2** It was suggested and agreed that Cllr. Patel be invited to attend a meeting of the Climate Change Topic team.

**327. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no written questions from Members.

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

The Mayor advised Members that correspondence had been received from four members of the public who all voiced their concerns over any plans to install a ramped entrance to the front of the Picturedrome Cinema.

***Cllrs. Cunard and Mrs. Daniells stated that should Members wish to discuss the matter they would leave the Meeting due to their Disclosable Pecuniary Interests***

The Mayor read the correspondence to Members.

In response to the questions and statements raised, the Chairman provided some clarity on the issue and stated that that while the Town Council did agree to investigate a potential ramp, there had not been a final decision to proceed with any construction and no budget had yet been allocated. These decisions would be taken by the Town Council when details of costs were known and, of course, the comments read out this evening, together with any others received, would be taken into account when the matter is considered further.

***Cllr. Cunard left the Meeting for a short period during this item when he felt that a discussion was beginning, but rejoined after the Chairman advised Members that discussion on this matter should take place under Agenda item 19***

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

**330. Policy and Resources Committee Online Meeting of 16<sup>th</sup> November 2020**

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

**331. Community Engagement and Environment Committee Online Meeting of 7<sup>th</sup> December 2020**

In the absence of Cllr. Smith, the Vice-Chairman of the Committee, Cllr. Barrett, reported.

**331.1 Min. 122.2 - Bus Shelter LED Screens**

A Member asked if there had been any responses from ADC on this matter. The Town Clerk stated that this would need to be provided by the Clerk to the Community Engagement and Environment Committee and the enquiry would therefore be passed on.

**331.2 Min. 136 - Beach Access Topic Team**

A Member hoped that the Topic Team could be reinstated as soon as possible.

**332. Planning and Licensing Committee Online Meetings of 10<sup>th</sup> November, and 1<sup>st</sup> and 22<sup>nd</sup> December 2020**

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

**332.1 Min. 331 (22<sup>nd</sup> December 2020) - Recommendation regarding start time for Online Planning and Licensing Committee Meetings**

Members **RESOLVED** to **APPROVE** the recommendation that the Online Planning and Licensing Committee Meetings continue to start at 4pm until May 2021.

**333. Events, Promotion and Leisure Committee Online Meeting of the 16<sup>th</sup> November 2020**

In the absence of Cllr. Batley, the Vice-Chairman of the Committee, Cllr. Mrs. Staniforth, reported.

**334. TO RECEIVE AND CONSIDER MINUTES AND RECOMMENDATIONS OF POLICY AND RESOURCES COMMITTEE ONLINE MEETING OF 30<sup>th</sup> NOVEMBER 2020 - TO CONSIDER THE BOGNOR REGIS TOWN COUNCIL BUDGET FOR 2021/2022**

The Mayor once again welcomed Mr. Kemp to the Meeting, to allow any queries on this matter to be raised with him.

The Town Clerk's report, recommendations from the Policy and Resources Committee and Budget Summaries were **NOTED**.

A Member restated his concerns that a Budget was to be agreed without the completion of the COVID review by the Task and Finish Group.

Members unanimously **RESOLVED** to **APPROVE** formal adoption of the Income and Expenditure Budget for 2021/22.

**335. TO DECIDE THE AMOUNT FOR THE PRECEPT TO BE ISSUED FOR 2021/2022**

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

Members discussed the need for efficiencies and Mr. Kemp commented that the fact that the Precept was to be set at the same level as the previous year indicated that there had been some savings. However, it was also noted that the Budget for 2021/22 was not balanced and therefore future cost cutting would be required as the Council cannot continue to fund the Budget through the use of Reserves. Comment was made that efficiencies can take place during the year, after the Budget has been agreed. Finally, Members commented that it was important that there was no increase in the Precept for the coming year as the impact of the COVID pandemic on household incomes was not yet clear and there were many families struggling at the current time.

Following the debate, Members unanimously **RESOLVED** to set the Precept amount for 2021/22 at £948,372 resulting in a 0.07% or £0.09 decrease to the Band D household charge per annum thus reducing from £128.84 to £128.75 per year.

***Mr. Kemp left the Meeting***

- 336. 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 Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

- 337. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN SEPTEMBER, OCTOBER AND NOVEMBER 2020 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (DECEMBER NOT YET AVAILABLE)**

The Council **RESOLVED** 'to note the payments and transfers made in September, October and November 2020 and to note the balances, bank reconciliations and financial reports'.

- 338. TO NOTE THE EXTERNAL AUDITOR'S CERTIFICATE AND REPORT YEAR ENDING 31<sup>st</sup> MARCH 2020 ACCOUNTS AND CONSIDER ANY ACTION**

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

Members **RESOLVED**:

To **NOTE** receipt of the External Auditor's Certificate and Report;

To **NOTE** that on the basis of the External Auditor's review of the Annual Governance Accountability Return (AGAR), in their opinion the information in the AGAR is in accordance with proper practices and no

matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

A Member thanked the Town Clerk and her staff for their work that resulted in the positive response from the External Auditor.

**339. NOTICE OF MOTION - S.O. 9 - PROPOSED BY CLLR. J. ERSKINE**

*"Arun District Council recently voted unanimously to officially recognise the Hidden Disabilities Sunflower Lanyard Scheme. Cllr Edwards, who brought the motion to ADC has been aware of the Sunflower Lanyard since its inception. He worked at Gatwick Airport when it was developed and had some input into the scheme as a manager within Passenger Security. Dealing with people who presented as difficult, nervous, and aggressive was a common occurrence. It was only when they dealt with the situation and discovered that the person had a hidden disability that the reason for their behaviour became apparent. So, in 2016, the Hidden Disabilities Sunflower was designed and launched when London Gatwick Airport asked, "How can we identify that one of our passengers may have a non-obvious disability?". Led by Sara Marchant, a team created a simple sunflower design on a green background for a lanyard - a subtle but visible sign to enable airport staff to identify that the wearer (or someone with them) may require some extra help, time, or assistance when moving through the airport. Wearing the Hidden Disabilities Sunflower discreetly indicates to people around the wearer including staff, colleagues, and health professionals that they need additional support, help or a little more time.*

*Since its launch in 2016, it has now been adopted globally by major airports and venues and in the UK, by many supermarkets, railway and coach stations, leisure facilities, the NHS, a number of police, fire and ambulance services, and an increasing number of small and large businesses and organisations. Hidden disabilities can make people's lives particularly challenging, painful, or isolating. By wearing a sunflower lanyard, badge, or wristband someone is indicating they have a hidden disability and may find certain situations difficult or stressful, causing them to act differently. Covid-19 has created a range of extra difficulties for people with hidden disabilities such as the wearing of face coverings in many public places. This can create complex issues for people with hidden disabilities and they may encounter stigma for not wearing a face covering despite being exempt under Government guidance. The success of the Hidden Disabilities Sunflower and the positive response it has received has increased awareness of challenges adults and children with hidden disabilities can face. Hidden Disabilities Sunflower wearers now benefit more widely from help being offered to make their daily living a little easier.*

*This motion asks that Bognor Regis Town Council embrace this scheme at this time. Further, I am asking the members to support the following commitments:*

- *To officially recognise the Hidden Disabilities Sunflower*
- *To officially promote what it stands for and its importance in breaking stigma*
- *To help promote Hidden Disabilities Sunflower to local businesses and encourage them to formally look at recognising it*
- *To promote that the Council offices are Hidden Disability friendly and promote the Sunflower on its buildings so people can identify the Council as Hidden Disability friendly*
- *To actively promote and encourage other local Town and Parish Councils and West Sussex County Council to recognise the scheme.*
- *Provide training to all Council staff and members on the scheme and how we can support people using the scheme.”*

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

Cllr. Erskine spoke for his Motion, stating that the Sunflower Lanyard Scheme has been taken up by companies large and small and had been used by many to good effect.

Following the Motion being moved and then seconded by Cllr. Brooks, and as the Mayor did not deem the issue as urgent, Members **RESOLVED** to instruct that the issue be placed on the Agenda for the next Policy and Resources Committee Meeting, in accordance with S.O. 9a.

**340. REGENERATION INCLUDING TO NOTE BRIEFING NOTES FROM THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 14<sup>th</sup> OCTOBER 2020**

The Town Clerk’s report, which included the previously circulated link for the Minutes from the Bognor Regis Regeneration Board Meeting held on 14<sup>th</sup> October 2020, was **NOTED**.

A Member commented that he could not find the link to the Minutes and it was agreed that the previously circulated email would be resent to all Members.

**341. TOWN MAYOR’S REPORT AND DUTIES UNDERTAKEN**

The report on the Mayor’s activities was **NOTED**.

**342. 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. Members were reminded that should they attend virtual meetings or events on behalf of the Council, the appropriate report should be submitted to the Town Clerk.



**342.1** Cllr. Brooks - Chamber of Commerce, JWAAC, JWAAC Highways & Transport Sub-Group, Parish Liaison Meetings. No invites received and therefore no meetings attended.

**342.2** A discussion took place regarding the appointment of representatives to Grant Aid recipient organisations. The Civic & Office Manager clarified any such appointments was a discretionary decision for the Policy and Resources Committee and there was no arbitrary threshold of grant level at which an appointment became a requirement.

**343. TO RECEIVE CORRESPONDENCE AND NOTE CIRCULATION BY EMAIL OF LIST UP TO 30<sup>th</sup> NOVEMBER 2020**

The Committee **NOTED** receipt of correspondence as detailed in the list including the correspondence list previously circulated up to 30<sup>th</sup> November 2020.

***Cllrs. Cunard and Mrs. Daniells redeclared their Disclosable Pecuniary Interest and left the Meeting***

**344. PICTUREDROME SITE UPDATE**

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

**344.2** With regard to the ramp at the Picturedrome Cinema, having noted that the planning application had been approved by ADC, Members **AGREED** to instruct the Town Clerk to obtain quotations for the drawing up of the specification required for the tender process and report back to Members.

**344.3** The revised costs of remedial and redecoration of the Tower and ancillary areas of the Picturedrome were **NOTED**.

**344.4** A Member queried how the schedule for the remedial and redecoration of the Tower and ancillary areas had come about. The Town Clerk gave a brief report that the project had originated because of a leak in the Octagon Room, with the source of the water ingress being the Tower. This had led to a specification being drawn up by a surveyor to deal with the water ingress. As a result of the need to erect scaffolding to deal with the leak, which is very costly, it had been agreed that the exterior painting should be completed at the same time. The Town Clerk asked that should the Member require further details that he email her directly with his specific queries.

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

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

the public be temporarily excluded, and they are instructed to withdraw, with broadcasting live to Zoom and social media streaming also terminated (S.O. 3.d) - Agenda items 21 & 22 (contractual).

**346. PICTUREDROME SITE UPDATE - CONFIDENTIAL**

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

**347.** Members **RESOLVED** to adjourn the meeting in accordance with S.O. 10(a)(xvii) and **AGREED** that the remaining Agenda item (no 22) should be deferred until the next Council Meeting.

***The Meeting closed at 7.59pm***