



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th SEPTEMBER 2021

PRESENT: Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard,
J. Erskine and H. Jones

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
0 members of the public

The Meeting opened at 6.30pm

56. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement.

Apologies for absence were received from Cllrs: S. Reynolds due to work commitments, W. Smith for family reasons and P. Woodall who was unwell.

No apologies had been received from Cllr. S. Goodheart but it was known that he was on annual leave.

57. DECLARATIONS OF INTEREST

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

As noted on the Agenda, Members and Officers should make their declaration by stating:

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

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, not already recorded on their Register of Interests Form, within 28 days.

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

There were no declarations of Interests

58. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd AUGUST 2021

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd August 2021 and these were signed by the Chairman.

59. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

As there were no public present, the Chairman moved to the next Agenda item.

60. CLERK'S REPORT FROM PREVIOUS MINUTES

60.1 16th November 2020 - Min. 185 - Grant Aid

An email has been received from UK Harvest following their award of £3,288 from the Grant Aid 2021 budget in which they state "Thank you for your support which came at such a vital time for the people of Bognor Regis". In addition, a full report has been received and this is available from the Town Clerk if Members wished to receive a copy.

60.2 19th January 2021 - Min. 213.2 - Grant Aid Earmarking

Following the Committee's decision at the January meeting regarding any requests received from event organisers that Grant Aid for their 2021 event be earmarked again until 2022, the Twinning Association has had such a request approved.

60.3 29th March 2021 - Min. 224.7 - Parking Disc Scheme

Unfortunately, due to restrictive access to the Town Hall at the current time with ADC insisting that all visitors to the building having to book an appointment, the decision has been taken to once again not sell the parking discs from the Town Council offices in 2022.

60.4 28th June 2021 - Min. 19 - Fishermen's Huts

Further correspondence has been received from two dual-hatted Town Councillors regarding this matter. However, as agreed by this Committee, the matter is not to be discussed further until the outcome of ADC's investigations into ownership are known. ADC's Director of Place advised

that due to a shortage of resources there would be no response before the end of September. It is therefore hoped that a response will be received in time for inclusion on the next Agenda.

60.5 2nd August 2021 - Min. 39 - NALC campaign for remote meetings

As requested by Members, a letter was sent to Nick Gibb MP to express the Town Council's support of remote meetings, with a copy sent to Jonathan Owen, Chief Executive of NALC. A response has been received from Nick Gibb MP advising that he has written to the Ministry of Housing, Communities and Local Government about this matter, outlining our concerns and enclosing a copy of our letter. Nick has advised that as soon as he receives a response, he will write to the Town Council again. Jonathan Owen from NALC also confirmed receipt and asked that he be kept informed should a substantial reply be received.

60.6 2nd August 2021 - Min. 43 - Promotions Training

As an update to Members, whilst this had not yet been progressed, the issue was still in the work programme but had been delayed due to resource pressures.

60.7 2nd August 2021 - Min. 46 - Committee Chairman Appointments

As requested, further investigations had been undertaken but no reference had been found in legislation to suggest that the Chairman (or in the case of this Town Council, the Mayor) has to be present to chair the election of each Committee Chairman. A review of neighbouring parishes had been carried out and there seemed to be two preferences; the first is as has been done by the Town Council with the Full Council appointing the Committee Chairman at the Annual Meeting of the Town Council; alternatively, while other Councils do allow their Committees to appoint their own Chairman, they usually appoint the Chairman and Vice-Chairman of the Council ex officio to every Committee which is not practicable for the Town Council's Mayor and Deputy Mayor. The matter will be placed on the next Agenda for consideration in good time for any changes to the Standing Orders well before the next Annual Meeting in May 2022.

60.8 2nd August 2021 - Min. 49 - Rolling Capital Expenditure

Members were reminded that a sum of £1,333.33 plus VAT was ratified at the last meeting for the purchase of a new mower. The invoice had now been received and it was reported that the cost has been reduced to £1,140.83 plus VAT, a saving of £192.50, as a result of a different make of mower being purchased.

60.9 Town Council Meeting - 6th September 2021 - Min. 80 - Budget Policy and Resources Committee Meeting

Whilst discussing the alterations to the Policy and Resources Committee Meeting dates and the revised date for the Budget Meeting of 22nd November with the normal meeting rescheduled to the 29th, a Member stated that he would like an opportunity to review the Corporate Strategy prior to discussing the Budget. Members were reminded that if this was

required, then an Extraordinary Meeting of this Committee or of Council would be required.

The Chairman sought Members' views on the need for an Extraordinary Meeting and stated that he would liaise with the Town Clerk as to how to proceed.

61. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Planning and Licensing Committee**

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

The Committee unanimously **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference for the Planning and Licensing Committee be adopted with no amendments.

62. TO RECEIVE THE TOWN FORCE REPORT

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

63. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 14th SEPTEMBER 2021

The Projects Officer's report, including the Notes of the Heritage Partnership Board Meeting on 14th September, was **NOTED**.

With regard to the recommendation within the report, Members unanimously **AGREED** that the Board's name should be amended to Bognor Regis Heritage & Arts Partnership Board.

64. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD

The Projects Officer's report, including the appended Shop Audit overview, was **NOTED**.

65. TO NOTE THAT A JOINT ACTION GROUP (JAG) MEETING IS TO BE HELD ON 23rd SEPTEMBER 2021

The Projects Officer's report, including confirmation that notes from the meetings could be made available to Members, was **NOTED**.

66. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE FOLLOWING UPDATED DOCUMENTS: -

- **Constitution**
- **Business Continuity Plan**
- **Complaints Procedures Policy**
- **Customer Care Policy**
- **Equality Policy**
- **Facebook Policy**
- **ICT Website Policy**
- **Procurement Policy**
- **Social media Policy**
- **Volunteers Policy**
- **Training Policy (new)**

The Deputy Clerk's report, including the eleven appended documents, was **NOTED** and Members unanimously **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the documents as listed above.

67. TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES UNDERTAKEN BY ELLIS WHITTAM ON 6th SEPTEMBER 2021

The Deputy Clerk's report, including the appended Executive Summary and Safety Action Plan for the Town Hall Offices was **NOTED**.

As stated in the report, the audit relating to the Town Force Lock-Up would be referred to the next Committee Meeting.

68. TO NOTE EXPENDITURE FUNDED FROM EMR FOR EXTRA SECURITY FOR THE BOOK DAY EVENT, TAKEN UNDER DELEGATED AUTHORITY DUE TO THE URGENCY OF THE SITUATION

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

Members subsequently unanimously **AGREED** to **RATIFY** expenditure of £520 for additional security and first aid at the 2021 Book Day in Hotham Park.

69. TO RECEIVE AN UPDATE REGARDING THE BATHING MACHINE

Whilst the Town Clerk's report was **NOTED**, the Chairman invited the Town Clerk to update Members as follows.

An email had been received from the Bognor Regis Museum following contact by the owner of the Bathing Machine requesting an update from them on the storage of the item. The contact at the Museum had advised they were hopeful that, subject to Museum Committee approval, works to the building to allow the machine to be accommodated could now be progressed within the next 12 months. Furthermore, it was noted that a

Museum Committee meeting was due to be held in the next couple of months, after which a final decision may be reported.

Following a brief discussion, it was unanimously **AGREED** that the Town Council's agreement to store the Bathing Machine at the Town Force Lock-up be extended until 31st December 2022 subject to confirmation from the forthcoming Museum Committee meeting that the works to the building to accommodate the piece can be progressed. If this should be the case the matter would be referred back to this Committee to reconsider the position.

70. ROLLING CAPITAL EXPENDITURE

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £2,545 plus VAT for a Dell T340 based server.

71. TO NOTE THE REVOCATION OF THE TEMPORARY AMENDMENTS TO THE ADOPTED STANDING ORDERS (BASED ON THE NALC MODEL) AS REQUIRED BY THE NOW EXPIRED LOCAL AUTHORITIES (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY MEETINGS) (ENGLAND) REGULATIONS 2020

The Town Clerk's report confirming the revocation of temporary amendments to the Standing Orders arising from the enactment of the now expired Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 was **NOTED**.

72. FINANCIAL REPORTS INCLUDING: -

72.1 To note Committee I&E Reports for the month of August 2021 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of August 2021.

72.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 2021, 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**.

72.3 It was noted that the 2021/22 annual salary review negotiations between the LGA employers and the Unions had not yet been concluded and any pay increases will need to be backdated to 1st April 2021. However, it was also noted that an allowance had been made in the 2021/22 Budget for the anticipated increases and therefore funds would be available for this.

73. CORRESPONDENCE

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

- 73.1** The Town Clerk reported additional correspondence received via Cllr. Brooks, namely the Notes from the recent West End Shops and Traders meeting. Members were informed that these Notes suggested that the Town Council be approached for further funding of £5,000 for Christmas trees along the Aldwick Road.

Members were reminded that the previous year, the trees had been funded by unused Events Budgets following the cancellation of the programme due to the pandemic. However, no such underspends were available in the current year and the Town Clerk informed Members that no allocation had been included in the agreed 2021/22 budget. Therefore, there were currently no funds available for this exercise. Following discussion, it was unanimously **AGREED** that the Chairman of the West End Shops and Traders be contacted and advised that match funding for the trees could be considered by Council at the next meeting on 1st November 2021, but that a meeting with the Town Clerk and the Chairman of the Policy and Resources Committee would be required before that time to discuss the proposal further.

74. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL)

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d) - Agenda items 20 and 21 (contractual and staffing).

75. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 7th SEPTEMBER 2021

The Town Clerk gave a verbal report from the Meeting which was **NOTED**.

Members subsequently **AGREED** the recommendations to advertise for the positions of Assistant Clerk and Committee and Event Support Officer.

76. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Cunard declared a Disclosable Pecuniary Interest in this item as tenant of the Picturedrome

The Committee **NOTED** the list (confidential).

The Meeting closed at 7.15pm