



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 28th MARCH 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs. J. Barrett,
S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. Brooks in the public gallery (part of meeting)

The Meeting opened at 6.30pm

133. 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 Cllr. Cunard who was on annual leave, Cllr. Erskine owing to childcare issues, Cllr. Goodheart due to work, and Cllr. Jones who was unwell.

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

134. DECLARATIONS OF INTEREST

The Chairman addressed those Members present 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 Interest

135. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st JANUARY 2022

Cllr. Woodall advised he would abstain from the vote as he had not been present at the meeting.

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held 31st January 2022 as an accurate record of the proceedings and these were signed by the Chairman.

136. ADJOURNMENT FOR PUBLIC QUESTIONS AND STATEMENTS

There were no members of the public seated in the gallery at this time and the meeting was not, therefore, adjourned by the Chairman.

137. TO RECEIVE A WRITTEN UPDATE FROM THE BID CO-ORDINATOR INCLUDING REQUEST FOR ONGOING FINANCIAL SUPPORT FOR THE PROVISION OF A UNIFORMED PRESENCE IN THE TOWN CENTRE - MIN. 116.2 REFERS

The Town Clerk's report was **NOTED**, and Members subsequently unanimously **AGREED** to **RATIFY** the release of £10,000 funding, allocated within the annual budget, for the provision of a uniformed presence in the Town Centre.

138. CLERK'S REPORT FROM PREVIOUS MINUTES

138.1 31st January 2022 - Min. 116.3 - Fishermen's Huts

Members were advised at the last meeting that an update had been sought from ADC to establish whether the legal documentation was now in place so that clarification on responsibility for the water supply to the area could be established. This would then allow for negotiation to commence with a written agreement being drawn up to enable the seafront showers to be reconnected to the supply in this area prior to the summer season. At that time, ADC had responded advising that they were trying to obtain some information from the BFA to move matters forward. A further update has therefore been sought resulting in the following response: -

“We are still struggling to get the BFA to engage with us. We have now put a deadline on them to try and get some action. I will ask my colleagues via this email to explore whether we can consider a plan B for the shower supply and metering should that prove necessary.”

The Town Clerk responded to ADC asking to be advised of the date of the deadline being imposed for engagement by the BFA and if it is possible, to be kept updated on progress with this as the season fast approaches. ADC had subsequently advised they were seeking engagement by the end of the month.

138.2 31st January 2022 - Min. 116.5 - Promotions Training

As was reported to the Events, Promotion and Leisure Committee Meeting on Monday 21st March, contact had been made with town and parish councils in Bridlington, Burnham-on-Sea, Clevedon, Dawlish, Deal, Lymington, Morecambe, and Teignmouth – all of which are similar in size to Bognor Regis. It was explained to these councils that whilst the remit of tourism, and any associated office, falls to our District Council, the Town Council are still keen to play their part in actively promoting our seaside resort and would be interested in hearing how similar councils might promote their parishes as a tourist destination. An invite has been extended to join Bognor Regis Town Council at an informal Zoom meeting to listen to one another's experiences and to share ideas on how, as town and parish councils, we can play our part in promoting tourism. Responses were requested by no later than 31st March and, to date, two councils are interested in accepting our invite.

In the meantime, the Town Council have signed up to NALC's Coastal Communities Network Forum allowing for an opportunity to meet online with councils, located in coastal communities, around the country to share best practices.

Members are reminded that any request to sign up to a specific promotion training course, that comes at a cost, will be referred to the Policy and Resources Committee for budget approval.

138.3 31st January 2022 - Min. 116.6 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

Despite numerous emails to ADC regarding this matter, a meaningful response is still awaited.

138.4 29th November 2021 - Min. 100 - 2022 Jubilee Street Party on the Prom Grant Aid Allocation

Members were advised that a request had been received from the event organisers of the community Jubilee Street Party on the Prom event for the grant awarded to this event to be paid over to The Carnival Association. This would allow for the funds to be deposited into their already established bank account as they have been trying to open an account so that they can receive and account for the funds for this event, but they are having great difficulty

in doing so, particularly as a one-off event. Liaison had been undertaken with the Town Council's Accountant who had confirmed that this would be in order on the proviso that the expenditure for the Jubilee Street Party event is separately accounted for with a copy sent to the Town Council to show this following the events conclusion. The event organisers have therefore been advised accordingly.

138.5 11th November 2019 - Min. 89 Grant Aid awarded for 2020 Pride Event

Notification had been received from the Chairman of Pride, Bognor Regis as follows: -

"Due to it being such a busy year I will not be running the large, planned event this time, instead I will probably do a Pride on the Pier event later in the year.

Because of this, and the fact that Pride has enough funds for the smaller event, I feel it would be inappropriate to take the kindly gifted grant aid on this occasion as I feel there are others that may be able to use it in a better way.

I wanted to let you know prior to the presentation and look forward to applying for a grant in future years."

As the £4,000 grant is currently held in Earmarked Reserves following the event being cancelled in 2020 due to Covid, this matter will be referred to the next meeting for consideration of whether the funds should be returned to reserves or remain earmarked to be added to 2022 Grant Aid pot for allocation in 2023.

Members were also asked to note that other event organisers who had Grant Aid awarded in this year requested that these funds be put into Earmarked Reserves due to the Covid pandemic, resulting in it not being possible to hold their events. These included Bognor Regis Carnival Association, Armed Forces Day Committee, Bognor Regis Twinning Association, Rox Music and Arts Festival and the Bognor Regis Kite Festival. All of these event organisers had now confirmed that their planned event will be taking place in 2022 and had requested the release of these funds. This will be done with the cheques to these organisations presented at the Civic Reception on 6th April 2022 along with the cheques for recipients of the 2022 Grant Aid awards.

138.6 Match-Funding Grant Aid

Members were reminded that back in 2019 the Town Council had been approached by ADC to consider match-funding a budget provision of £25,000 within the 2020/21 financial year to be used for Town Centre events as part of an initiative to innovate and regenerate town centres. Despite some concern by Members, the Town Council made provision of a one-off allocation of £25,000 for that financial year. This was not identified as revenue expenditure, as it had not been clear in the initial approach from ADC about this being an annual activity and therefore it was not being met by the parish precept. Members agreed to support the initiative in principle but required

further detailed information on what the funds were to be used for before ratifying the decision to release any of the funding. Despite a proposal being put forward for a project in 2020/21 to utilise £15,000 of the budget, the Council considered this in detail resulting in a decision not to continue to support and contribute to the ADC proposal. The £25,000 allocation was therefore removed from the budget and the ADC match-funding lost.

The Town Clerk has recently been made aware that a budget provision for match-funding was also made in 2021/22 by ADC. The Clerk has therefore been in liaison with ADC Officers to establish whether the Town Council could meet the criteria that would allow the release of this funding before it is lost at the end of the financial year.

As a result of these discussions, at the Events, Promotion and Leisure Committee Meeting held on 21st March, Members were advised that owing to the significant commitment by the Town Council to secure a three-year contract for new Christmas displays for the Town commencing in 2022 and the Committees desire to repeat the very successful digital projection in the Town Centre again for this coming Christmas, £12,500 match-funding had been secured by the Clerk for the digital projection.

This therefore leaves the balance of £12,500, which it has been agreed with ADC would meet the criteria for release if it were used to enhance significant events put on by other event organisers that help to promote tourism and bring people into the Town from far and wide, that the Town Council already support through its Grant Aid process.

Considerations for release of this further grant would need to include: -

- The event is to have an impact on the Town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- Rather than spread the funding too thinly, to consider supporting a small number of organisations for the money to be used to bring a new element to their existing event that will have more of an impact, help promote tourism and increase footfall in the Town.
- Evidence of evaluation or feedback that they have received from previous events they have held and details of the number of people attending to ensure the benefits of enhancing their event could also be sought.

It was therefore proposed that as the events season is fast approaching and to allow for this funding to be made available, an Extraordinary Meeting of the Committee be called to confirm the criteria and conditions to be met as soon as possible.

Suggested dates for this meeting were Tuesday 5th April 2022 at 5.30pm, prior to the Planning and Licensing Committee Meeting scheduled for 6.30pm that evening, or Tuesday 12th April commencing at 6.00pm or 6.30pm. Members present were asked to indicate their availability for both meetings, with those Committee Members not in attendance being emailed by the Town

Clerk to be asked for their availability, after which the date on which the majority could attend would be confirmed.

139. TO RECEIVE THE TOWN FORCE REPORT

The Town Clerk drew Members attention to the graffiti statistics within the report, that had been updated, and the Town Force Manager's report was subsequently **NOTED**.

140. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 9th FEBRUARY 2022 PREVIOUSLY CIRCULATED TO COUNCILLORS

The Town Clerk's report, including the Notes of the meeting held on 9th February 2022, together with their intended actions, was **NOTED**.

Following a Member's query, the Town Clerk confirmed that whilst the Town Council used to hold the funding for the BRHAPB, it had been agreed, when the previous Projects Officer left the Council, for BRHAPB to hold the budget in the meantime, with any decisions taken by the Board coming back to the Policy and Resources Committee.

140.1 Members **AGREED** to **RATIFY** the recommendation to allocate £500 to the Bathing Machine Project being carried out by Greg Burt - Min. 3 refers.

140.2 Members further **AGREED** to **RATIFY** the recommendation to allocate £1,500 to the design, production and printing of Jubilee Guides, as presented by the Chairman - Min. 4 refers

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

The Projects Officer's report was **NOTED**, with Members invited to email the Town Clerk with any questions to be passed on to the Projects Officer.

142. TO CONSIDER A CALL FROM SLCC TO PASS THE FOLLOWING MOTION, AND WRITING TO THE SECRETARY OF STATE TO SHOW SUPPORT, REFERRED FROM COUNCIL - MIN. 184 REFERS - 'THIS COUNCIL SUPPORTS THE PETITION LAUNCHED BY ADSO AND LLG ON 5th JANUARY WITH REGARD TO REMOTE AND HYBRID MEETINGS. WE AGREE TO WRITE TO THE SECRETARY OF STATE FOR LEVELLING UP, HOUSING AND COMMUNITIES CALLING ON THE GOVERNMENT TO CHANGE THE LAW TO ALLOW COUNCILS THE FLEXIBILITY TO HOLD SUCH MEETINGS WHEN THEY DEEM APPROPRIATE WITHIN AGREED RULES AND PROCEDURES'

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

Members unanimously **AGREED** to **SUPPORT** the Motion in relation to the petition launched by ADSO and LLG with regard to remote and hybrid meetings, and further **AGREED** to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow Council's the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

143. TO RECEIVE AN UPDATE ON THE 2022 TOWN NEWSLETTER - MIN. 98 REFERS

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

144. TO RATIFY RELEASE OF 2022-2023 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), BOGNOR REGIS REGENERATION BOARD, AND BUSINESS WARDENS/ UNIFORMED OFFICER

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

Members unanimously **RESOLVED** to **RATIFY** the release of the 2022-2023 Partnership Funding of £2,000 for CCTV, £9,000 for BRSFL, £4,500 for BRRB, and £10,000 for Business Wardens/Uniformed Officer, as agreed as part of the Town Council's budget provision for the next financial year.

145. TO RATIFY RELEASE OF EMR TO MUSEUM FOR BATHING MACHINE REHOUSING – MIN. 116.1 REFERS

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

The Committee unanimously **RESOLVED** to **RATIFY** the release of the remaining £1,250, held in earmarked reserves for the Museum, towards the rehousing of the Bathing Machine project.

146. TO CONSIDER A REQUEST FOR PARTNERSHIP FUNDING FOR A WAYFINDING STRATEGY FROM THE BOGNOR REGIS REGENERATION BOARD

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

However, owing to illness, Rebecca White had been unable to attend the meeting to give an overview to Members. The Town Clerk, therefore, suggested that since it had been agreed, earlier in the meeting, to hold an Extraordinary Policy and Resources Committee Meeting, that the item be deferred with Rebecca invited to give a presentation then.

Members **AGREED** to **DEFER** the item to the Extraordinary Policy and Resources Committee Meeting to be held on either Tuesday 5th April or Tuesday 12th April 2022.

147. TO RECEIVE AN UPDATE ON TOWN CRIER'S COMPETITION - MIN. 97 REFERS

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

148. FINANCIAL REPORTS INCLUDING: -

148.1 To note Committee, I&E Reports for the month of February 2022 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2022.

148.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2022, 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**.

149. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the list previously circulated.

150. 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 19 and 20 (staffing and contractual).

151. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 1st MARCH 2022

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

151.1 Members subsequently unanimously **AGREED** to **RATIFY** the recommendation to re-advertise the vacancy for a Committee & Event Support Officer, and also approved the advertising of the vacancy for an Allotments & In Bloom Officer.

151.2 Members further **AGREED** to **RATIFY** the increase in Spinal Column Points relating to two members of staff.

151.3 The recommendation to approve a review of the Local Government Pension Scheme (LGPS) Employer's Discretion Policy was **RATIFIED**.

151.4 Finally, Members supported the recommendation that staff should be asked to set their automated 'office is closed on Friday' emails for external organisations only, unless they are on annual leave/TOIL.

152. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and unanimously **AGREED** to write off the debt of £12.80 as detailed by the Town Clerk.

The Meeting closed at 7.01pm