



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON TUESDAY 14th JUNE 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, J. Erskine (from Min. 2), W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd) (part of meeting)
0 members of the public

The Meeting opened at 6.31pm

1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 9th MAY 2022

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council Meeting held on 9th May 2022.

2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Cllr. Erskine arrived at the Meeting

Apologies for absence were received from Cllrs. A. Cunard and Mrs. S. Daniells who were on annual leave, and Cllr. S. Goodheart who had another meeting.

3. 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.

Cllr. Stanley declared an Ordinary Interest in Agenda item 20 as he sat on a committee associated with the organisers of Pride

4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th MARCH AND THE EXTRAORDINARY MEETINGS OF 5th AND 25th APRIL 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th March and the Extraordinary Meetings of 5th and 25th April 2022 and these were signed by the Chairman.

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery and the meeting was not, therefore, adjourned.

6. CLERK'S REPORT FROM PREVIOUS MINUTES

6.1 28th June 2021 - Min. 6.4 - Treasury Management Report

The Clerk has again liaised with the Town Council's Accountant regarding this policy who has confirmed that no changes are necessary at the current time.

6.2 28th March 2022 - Min. 138.3 - Town Force Report - Licences vs. leases for BRTC Assets on the Promenade

An update has now been received from ADC's Legal Team, to confirm that the draft Lease has now been discussed with colleagues and this would be sent to the Council next week.

6.3 28th March 2022 - Min. 144 - Release of Partnership Funding Seafront Lights

A letter has been received from the Bognor Regis Seafront Lights acknowledging receipt of the £9,000 partnership funding cheque (Year 2 of 3) and advising that they are looking to extend the lights westwards later this year. Certified accounts for 2021-2022 will be forwarded as soon as these are available, and the Secretary had asked to convey thanks to Members for their ongoing support. Comment was also made that the three-year funding agreement seems to have worked well and they hope the Council will be amiable to renewing this.

6.4 25th April 2022 - Min. 164 - Bognor Regis Carnival Association

Following the allocation of match-funding for this event an email thanking the Council for its support was received from the organisers as follows: -

Thank you for the cheque for £1,270 which I have received for the Carnival Event on 4th June.

I think we have fully satisfied the criteria for the additional funding regarding the Town Centre, as on Saturday 4th June there were thousands in the Town Centre and even the Mayor said he had never seen so many people in the Town. The changes that we made for the Town Centre and West Park exceeded our expectations and we had such a successful and wonderful day and evening.

Now we shall start looking at 2023 to continually take the Bognor Regis Carnival forward.

Facebook is covered with so many positive posts and we are so excited with the changes we have made and the support that Bognor Regis Town Council has given us.

Please can you forward these comments to the Council with a huge Thank You to them.

6.5 11th April 2022 Community Engagement and Environment Committee – Min. 83 refers

At the Community Engagement and Environment Meeting held on 11th April 2022, items that had been raised at the Community Open Forum Meeting back in February 2022 were considered as to whether these were to be included as future agenda items and, in the cases, where the item was not within the remit of the CE&E Committee to refer these on to the relevant committee.

Two items were identified for the Policy and Resources Committee which included: -

- The effectiveness of the Business Wardens
- Anti-Social Behaviour and Crime in Bognor Regis Town

Separately the Clerk has been approached by the Community Safety Officer and Communities & Wellbeing Manager at Arun District Council (ADC) to see if the Town Council would consider entering into a partnership with ADC to set up a Community Warden Scheme in Bognor Regis following a very successful pilot project in Littlehampton. Following liaison with the Chairman, it has been agreed that an Extraordinary Meeting should be held to discuss this proposal in more detail, which has been arranged for Wednesday 29th June 2022 at 6.30pm in the Council Chamber. All Members of the Council will be invited to attend and as the above two items have a correlation then the outcome of this meeting will dictate the necessity to discuss these matters further.

7. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/ TASK & FINISH GROUPS ETC. INCLUDING: -

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs: J. Barrett, J. Brooks, A. Cunard, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Woodall and the three senior Officers.

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

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **To note any recommendations from the Events, Promotion and Leisure Committee made at their meeting on 16th May 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 17th May 2022 (Min. 6 refers)**

The Assistant Clerk's report and relating appendices were **NOTED**. Members attention was drawn to an administrative error within the report, in relation to the Terms of Reference for the Events, Promotion and Leisure Committee. At the meeting held 16th May, Committee Members had actually agreed to defer their review of the Terms of Reference until the next meeting. Therefore, any recommendations regarding the Terms of Reference for the Events, Promotion and Leisure Committee will be reviewed at the Policy and Resources Committee Meeting to be held on 1st August 2022.

The Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Allotments Sub-Committee and Planning and Licensing Committee and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

9. TO CONSIDER THE INTERNAL AUDIT REPORTS 2021-2022 (INTERIM AND FINAL)

The Town Clerk's report and Internal Audit Reports 2021-2022 (Interim and Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised. Members did note that the minor issue identified in relation to Allotments had been identified by the Internal Auditor, which is currently being investigated by Officers so that this can be rectified.

10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANTS, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2021/22

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2021/22.

Mr. Kemp advised Members that the Town Council's income increased slightly, and staff costs had decreased. There had been a significant increase to other expenditure, largely because of the match-funding support to Making Theatre Gaining Skills as the "Lead Accountable Body" in their grant application to the DWP. Reserves had marginally increased with the bank and cash balances going up by approximately the same amount. £44,000 had been invested in fixed assets and the Town Council's borrowing was coming down slowly.

A Member asked whether, following Covid, the Town Council were in receipt of full rental payments, and this was confirmed to be the case by both Mr. Kemp and the Town Clerk.

With no further questions, the Chairman thanked Mr. Kemp for his attendance and input to the meeting. Mr. Kemp offered to stay a while longer to answer any further questions relating to the next Agenda item.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2022 INCLUDING:

The Town Clerk's report and the relating appendices were **NOTED**.

The Chairman asked whether it was necessary for Members to approve each item separately and Mr. Kemp advised that it was recommended practice to do so.

11.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2021/22 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2021/22 (Page 3 of the AGAR) prepared by the Town Council's Internal

Auditor, Mr. S. Pollard from Auditing Solutions Ltd. In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

11.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR)

Having considered the Town Clerk's report, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

11.3 To Recommend Approval to Council of the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2021/2022 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

11.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2022 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

11.5 To consider the Accounting Statements for 2021/2022 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2021/2022 as detailed in Section 2 of the AGAR.

11.6 To Recommend Approval to Council of the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2021/2022 and unanimously **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2021/2022 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

12. TO RECEIVE THE TOWN FORCE REPORT

Cllr. Smith left the Meeting

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

Comment was made about the amount of event support required from Town Force over the recent busy Bank holiday weekend, with another weekend ahead that was full of events to be supported. A Member asked whether there was the potential to increase the size of the Town Force team when there is a demand for their services.

The Town Clerk stated that whilst the summer was typically busier for Town Force than winter, the Town Council had recently had to turn away offers of work as Town Force staff resources did not allow for this to be taken on.

Cllr. Smith returned to the Meeting

A Member advised that he had recently volunteered and assisted the team with their workload and had not realised prior to doing so just how busy they are.

With comparisons being made against the loss of income from having to turn down work, and the cost of taking on a seasonal employee, it was therefore requested that consideration of recruiting a seasonal Town Force Member be included on the Agenda for the next Joint Consultative Sub-Committee (Staffing) Meeting.

13. TO RECEIVE THE NOTES OF THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD MEETING HELD ON 23rd MARCH 2022

The Town Clerk's report, including the Notes of the Heritage & Arts Partnership Board Meeting held 23rd March 2022, were **NOTED**.

A Member wished to extend thanks to the Heritage & Arts Partnership Board for the new guide "Bognor Regis and its links to the Monarchy". Comment was made that, as with all of the Trail Guides produced by the Board, these are of high quality and do a good job promoting history and heritage.

Progress on the Heritage & Arts Partnership Board's proposal for a 2-way digital portal with Bognor Regis' Twinned Town was queried and the Clerk offered to ask the Board Chairman for an update.

14. TO RECEIVE THE DRAFT NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 17th MAY 2022

The Town Clerk's report, including the Notes of the Meeting of the Arun District Association of Local Councils held on 17th May 2022, were **NOTED**.

15. UPDATE ON CREATION OF A CORPORATE IDENTITY TO FACILITATE AWARENESS OF THE TOWN COUNCIL'S WORK AND SUPPORT IN THE COMMUNITY – MIN. 101 REFERS

The Town Clerk's report including the design brief and proposed draft designs were **NOTED**.

Comment was made by a Member about how important it was that Bognor Regis Town Council have a recognisable corporate identity, akin to the simpler logos used by the District and County Council shown in the report.

All Members were really pleased with the designs presented to them and unanimously **AGREED** to proceed with the creation of a corporate identity to facilitate awareness of the Town Council's work and support in the community. Furthermore, Members unanimously **AGREED** to the design as shown in Appendix 5, that was attached to the report, and **RATIFIED** the minimal cost of £30 for the design work carried out.

16. GRANT AID 2023 INCLUDING:

The Town Clerk's report including the related appendices were **NOTED**.

16.1 To review current guidelines/criteria, application form and amend if required

The proposed changes to the Grant Aid application form were discussed and comment made about how little is known in the community about the contribution that the Town Council makes through Grant Aid funding.

Having agreed to proceed with the creation of a corporate identity earlier in the meeting, it was felt that Question 18 of the Grant Aid application form (attached to the report as Appendix 3) should stipulate that the chosen logo design must be used in any promotional material produced by recipients of Grant Aid awards with electronic or hardcopies sent to the Town Council. It was also proposed that when letters are sent to successful applicants, they be asked to invite the Town Mayor to attend the launch of their event/service.

Members unanimously **APPROVED** the guidelines/criteria and application form, with the amendments proposed within the report including the further suggestion that Question 18 stipulates that the chosen corporate

identity logo design must be used in any promotional material. Furthermore, Members **AGREED** that submission of applications should continue to be on an electronic basis.

16.2 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee should be held at 6.30pm on Monday 31st October 2022 at which the applications will be considered.

17. TO CONSIDER A REQUEST TO RETURN TO PAPER COPIES OF AGENDAS AND REPORTS

The Town Clerk's report including the breakdown of relating costs were **NOTED**.

The Chairman informed Members that this request had been made to him and only related to small number of Councillors who struggled to access agendas and reports online.

A Member stated that whilst the standard approach should be for Councillors to access agendas and reports online, they felt that consideration must be given to inclusion and the removal of barriers for those that struggle in this regard.

Members were supportive of the comments made and **AGREED** the following: -

- That the standard approach would be for Councillors to access agendas and reports online but that in exceptional circumstances paper copies would be provided to Councillors that have requested this by emailing the Town Clerk.
- That those Councillors having requested paper copies and agendas and reports collect them from the office by no later than the Thursday prior to the meeting.
- That if having failed to collect paper copies from the office on two occasions, or more, the provision be withdrawn.
- That this provision be on a trial period of four Council Meetings after which time the matter will be reviewed.

The Chairman thanked the Clerk for the work that had gone into this item as it had been useful to have the information to refer to.

18. TO CONSIDER MINOR ADJUSTMENTS TO THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY AS RECOMMENDED BY THE EVENTS, PROMOTION AND LEISURE COMMITTEE

The Town Clerk's report including a copy of the Policy showing the proposed minor amendments were **NOTED**.

Members **RESOLVED** to **AGREE** the minor adjustments, as detailed in the report, and **APPROVE** the Poster, Banner and Outdoor Display Opportunities Policy.

19. MATCH-FUNDING AWARDS INCLUDING:

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

19.1 To ratify reduction in award and release of the funds to the Bognor Regis Carnival Association

Members **RESOLVED** to **RATIFY** the decision to reduce the award to £1,270 and the subsequent release of the funds to the Bognor Regis Carnival Association in light of the new information that had been provided.

Cllr. Stanley abstained from voting as he had not been a Committee Member at the time.

19.2 To ratify release of the funds to Southdowns Music Festival 2022

Members **RESOLVED** to **RATIFY** the release of the funds to the value of £5,550 to the Southdowns Music Festival 2022 event following confirmation of their ability to comply with the condition to cover the shortfall for security/stewarding identified within their application from elsewhere.

Cllr. Stanley abstained from voting as he had not been a Committee Member at the time.

19.3 To ratify release of the funds to Rox Music and Arts

A Member queried whether the £4,000 funding was solely intended to cover the cost of Grayson Perry's attendance/appearance (or an alternative TV personality). The Town Clerk did not believe that this was the case but did not have the breakdown of costs that had been supplied by Rox to hand. It was, therefore, **AGREED** to **DEFER** the ratification of the release of these funds to allow for a breakdown of costs to be brought back to the next meeting.

20. TO CONSIDER WHETHER GRANT AID AWARDED TO THE 2020 PRIDE EVENT AND NO LONGER NEEDED, SHOULD BE RETURNED TO GENERAL RESERVES OR REMAIN EARMARKED (MIN. 138.5 REFERS)

Cllr. Stanley redeclared his Ordinary Interest and stated that he would not vote

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

Cllr. Stanley explained that the Pride Committee comprised of Members that also sat on Committees for other events, and that they had been working on looking at running another event in September 2022 for which they would like the Grant Aid funds awarded to the cancelled 2020 Pride redirected. Therefore, it was proposed and seconded that this item be deferred so that this request could be considered at the next meeting.

Members **AGREED** that the £4,000 grant, awarded to the 2020 Pride event, should remain in Earmarked Reserves to potentially allow for the funds to be used for another event, with the matter **DEFERRED** to the next meeting for further consideration. Cllr. Stanley asked that his abstention be noted.

21. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2022

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2022, was **NOTED**.

22. FINANCIAL REPORTS INCLUDING: -

22.1 To note Committee I&E Reports for the month of April 2022 - previously copied to Councillors

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

22.2 To note that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2022, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The Town Clerk requested that this item be deferred as, owing to recent absence, this had not yet been completed. Members **AGREED** to **DEFER** the noting of the verification of bank reconciliations.

23. CORRESPONDENCE

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

24. 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 26 and 28 (contractual).

25. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 12th APRIL 2022

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

25.1 Members **AGREED to **RATIFY** the appointment of a fourth Town Force team Member.**

25.2 Members noted the request received from a staff member for a job regrading and **AGREED** to **RATIFY** that the post holders job description be reviewed in liaison with their Line Manager with a report back to Members in due course if it is felt that an increase in the pay scale is warranted.

26. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.42pm