



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 1st AUGUST 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: A. Cunard (from Min. 35), Mrs. S. Daniells, J. Erskine (from Min. 31), W. Smith, and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks
1 member of the public
1 member of the Press

The Meeting opened at 6.30pm

31. 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 Cllr. J. Barrett with no reason given and Cllr. S. Goodheart who was on annual leave. No apologies had been received from Cllr. Stanley.

32. 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

33. TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th JUNE AND THE EXTRAORDINARY MEETING OF 29th JUNE 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 14th June and the Extraordinary Meeting of 29th June 2022 and these were signed by the Chairman.

34. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.34pm

A member of the public spoke about WSCC's Connected Spaces Wi-Fi project which will provide a digital infrastructure to help boost the visitor economy in six identified areas within the county. The member of the public felt that this provision would be excellent in Bognor Regis, which was not one of the areas identified, and asked whether the Town Council had been aware of the project. Those Members and Officers present at the meeting were not aware and it was proposed that investigation be undertaken with WSCC to enquire further.

The Chairman reconvened the Meeting at 6.36pm

35. CLERK'S REPORT FROM PREVIOUS MINUTES

Cllr. Cunard arrived at the Meeting

35.1 14th June - Min. 8 - Terms of Reference for the Events, Promotion and Leisure Committee

The Clerk reminded Members that at the last meeting it had been noted that the Events, Promotion and Leisure Committee had agreed to defer their review of the Terms of Reference until the next meeting.

Therefore, any recommendations regarding their Terms of Reference would be reviewed at the Policy and Resources Committee Meeting to be held on 1st August 2022.

The Clerk went on to report that it was her understanding that at the Events, Promotion and Leisure Committee Meeting held on 16th May 2022, a Member had questioned the Function of Committee, Column 1.1, Producing and managing Newsletters / websites / webcams / Facebook / twitter and other social media and who the Delegation of Functions falls to, as he stated it was confusing and that everything appears to fall under the responsibility of the Policy and Resources Committee.

At that meeting, another Member agreed that the Events, Promotion and Leisure Committee should investigate ways to make the process simpler, and the Chairman had confirmed this would be discussed at the next meeting on 11th July 2022.

The matter was once again deferred at the last Events, Promotion and Leisure Committee Meeting and it was suggested to the Member who had raised these concerns initially that if he could advise the Clerk of his concerns in relation to the Terms of Reference, these could then be reviewed to see if appropriate amendments could be made.

In the interim the Clerk had spoken with Pete Cooper, an associate consultant with DCK Accounting Solution, who previously produced these documents on behalf of the Town Council. He confirmed that as it is some years since these documents were put together it would be prudent to do a review and he would be happy to work with the Clerk to update the documents and ensure that any proposed changes still comply with the powers and legislation within which the Council has to work.

Members were asked to note however that, in order for changes to be made to the Terms of Reference, consideration would need to be given to reviewing all of these documents across the various Committees as many items have a correlation. Members were reminded that as all of the Terms of Reference for Committees, Sub-Committees and Working Groups etc. except the Events, Promotion and Leisure Committee had been reviewed and agreed by the relevant Committees for this current Municipal Year, it would not be possible to revisit these with regards to recommending any changes to the Policy and Resources Committee within six months of them being considered previously.

Therefore, a review of all the Terms of Reference will be undertaken by the Clerk working with Pete Cooper over the next few months following further liaison with individual Members on their proposals for changes to be made thus enabling these to be updated. Draft amended documents can then be considered by each Committee later in the year for approval before recommendation to the Policy and Resources Committee and Council. As this is likely to be an onerous task the details of how this will be managed will be shared with all Members in the coming weeks.

35.2 14th June - Min. 13 - Bognor Regis Heritage & Arts Partnership Board Digital Portal Update

At the previous meeting, a Member queried whether there was any progress on the Heritage & Arts Partnership Board's proposal for a 2-way digital portal with Bognor Regis' Twinned Town.

Having liaised with the Chairman of the Partnership Board, the Town Clerk gave the following verbal update on their behalf: -

"I had a Zoom meeting with Portal Cities who created and developed the Portal link between Lithuania and Poland.

They are a young team and have the aspiration for a number of cities towns to be linked across the globe and claimed interest from Asia and the USA.

Our interest was a point-to-point link with Weil Am Rhein, but they wanted all cities to be linked and the links would scroll between participating towns. This was not what the Twinning Group was considering.

Costs are now c €150,000 per unit.

To date almost 2 years after the original portal, no other link has been confirmed.

I advised the Heritage & Arts Partnership Board that at this stage Portal Cities are looking at a different vision to what we were considering and therefore we should not move forward on this project at the moment.

Let us wait and see over the next 12 months if other towns or cities take up the concept.

I questioned the size of the units, and they are 3 metres in diameter weighing 11 tonnes so sighting of the Portal would need careful planning.

The team do hold portal events such as drama and dance to maintain interest in both towns.

We may be able to do things like that with a face time link without spending €150,000."

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

- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 13th June 2022 (Min. 8 refers) including recommendations regarding the Terms of Reference for the Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group**

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

The Committee reviewed the Terms of Reference for the Community Engagement and Environment Committee, Bognor Regis In Bloom Working Group, Beach and Sea Access Topic Team, Youth Provision Steering Group and Climate Emergency Focus Group and it was **RESOLVED** to **RECOMMEND** to Council that these be adopted with no amendments.

37. TO RECEIVE THE TOWN FORCE REPORT

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

A Member queried whether Town Force were now fully-staffed, which the Clerk confirmed was the case.

38. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 16th JUNE 2022

The Assistant Clerk's report, detailing that the Joint Action Group were reforming and that new Terms of Reference for the Group had been agreed at the inaugural meeting held on 16th June 2022, was **NOTED**.

39. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS, TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS AS A RESULT OF CHANGES TO PROCUREMENT RULES

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

Having reviewed the various documentation, Members **RESOLVED** to **RECOMMEND** to Council the adoption of revised Standing Orders, together with Financial Regulations and Standing Orders for Contracts including the recommended amendments as a result of changes to procurement rules as detailed in the draft documents appended to the report.

40. MATCH-FUNDING AWARDS - TO RATIFY RELEASE OF THE FUNDS TO ROX MUSIC AND ARTS DEFERRED FROM LAST MEETING - MIN. 19.3 REFERS

The Assistant Clerk's report, which included the breakdown of costs for the event that were previously requested, was **NOTED**.

Members **AGREED** to **RATIFY** the release of the funds to the value of £4,000 to Rox Music & Arts for the 2022 Rox Art Trail event.

41. TO NOTE THE REQUIREMENT THAT THE GRANT AID AWARDED TO THE 2020 PRIDE EVENT CURRENTLY HELD IN EARMARKED RESERVES, THAT IS NO LONGER NEEDED, WILL BE RETURNED TO GENERAL RESERVES - MIN. 20 REFERS

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

Following receipt of the guidance from the Town Council's Accountant, Members **NOTED** that the Grant Aid awarded to the 2020 Pride event currently held in Earmarked Reserves, that is no longer needed, will be returned to General Reserves.

42. TO RATIFY ADDITIONAL £100 EXPENDITURE FOR THE TOWN CRIER'S NEW REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS - MIN. 47 FROM THE MEETING HELD ON 2nd AUGUST 2021 REFERS

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

Members **RESOLVED** to **RATIFY** the additional £100 expenditure for the Town Crier's new regalia for the Queen's Platinum Jubilee celebrations, to be funded from the Town Crier's Earmarked Reserves.

43. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET OF £300, FOR THE PURCHASE OF PLAQUES AND TROPHIES FOR AWARDED TO BUSINESSES DEMONSTRATING GOOD PRACTICE WITH REGARDS TO RECYCLING AND GREEN ISSUES - MIN. 16 REFERS

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

A Member commented that they were happy in principle with the idea but that in keeping with environmental friendliness, any awards should be made from metal or glass, rather than plastic.

Several Members expressed concern as to how businesses would be evaluated as worthy award winners and there was a feeling that it was not a level playing field. For example, those businesses responsible for clinical waste could not recycle as easily as others. With such a diversity of businesses in Bognor Regis, Members considered it important to have a criterion in place to better understand how prizes would be awarded.

Members, therefore, **DISAGREED** with the recommendation to allocate a budget of £300, for the purchase of plaques and trophies for awarding to businesses demonstrating good practice with regards to recycling and green issues.

Instead, it was **AGREED** to **REFER** the item back to the Community Engagement and Environment Committee and ask them to consider a criterion upon which businesses will be evaluated, in view of the comments made about whether the award offers a level playing field and can be truly inclusive to all.

44. TO CONSIDER THE REQUIREMENT FOR AN EQUALITY, DIVERSITY AND INCLUSION POLICY FOR BOGNOR REGIS TOWN COUNCIL

The Assistant Clerk's report including the appended Town Council's Equality Policy Statement were **NOTED**.

Following discussion, Members **AGREED** that there is a requirement for an Equality, Diversity and Inclusion Policy for Bognor Regis Town Council and requested that Officers prepare a draft version for consideration by this Committee at a future meeting.

It was also suggested that a Modern Slavery Policy be put together for consideration by the Committee which the Town Clerk confirmed would also be looked into.

45. LEASE OR LICENCE - FURTHER UPDATE ON THE POSITION IN RELATION TO BRTC ASSETS ON THE PROMENADE REGARDING ADC REQUIREMENTS AND CONSIDERATION OF THE WAY FORWARD - MIN. 6.2 REFERS

The Town Clerk's report, which gave a detailed account of this issue which had been ongoing for a number of years without resolution, was **NOTED**.

The Clerk had also highlighted, within the report, the requirement within the draft lease to keep the decking areas free from shingle. This was not always possible after high tides and would likely incur expenditure going forward for digger hire, for which a budget provision will need to be made.

Members were informed that the partner at the Town Council's solicitors, with whom the Town Clerk had previously been liaising and obtaining advice, had left the firm on Friday and that a response from a different partner was awaited.

Members **AGREED** to give delegated authority to the Town Clerk in liaison with the Chairman to proceed with instructing the Town Council's solicitor to review and advise on the draft lease documents for the Town Council's decking located on the promenade.

Members further **AGREED** to give delegated authority to the Town Clerk to progress the draft leases from ADC for the seafront showers, beacon and the seafront railing troughs once these are received by instructing the Council's solicitor to review and advise on their content prior to them being signed.

46. FINANCIAL REPORTS INCLUDING: -

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

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

46.2 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 (deferred from last meeting - Min. 22.2 refers), and May and June 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**.

47. CORRESPONDENCE

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

48. 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 18 and 19 (contractual).

49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

50. SEAFRONT DEVELOPMENT INCLUDING THE PIER TO CONSIDER FURTHER RESEARCH INTO ITS POTENTIAL - REFERRED FROM COUNCIL MEETING 4th JULY 2022

The confidential report from the Assistant Clerk was **NOTED**.

Following some debate, Members **RESOLVED** to **AGREE** that the subject relating to the pier be raised at the next BRTC/ADC Liaison Meeting and that it also be included in the Town Council's Vision, when seafront development is discussed as part of a conversation about the Bognor Regis Masterplan Review.

The Meeting closed at 7.16pm