



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 21st NOVEMBER 2022

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Erskine, S. Goodheart, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Cllr. J. Brooks seated in the public gallery
Mr. R. Hagger (Chairman of Bognor Regis Twinning Association) (part of meeting)
4 members of the public

The Meeting opened at 6.30pm

81. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were received from Cllr. Barrett, due to a Mayoral engagement, and Cllr. Mrs. Daniells who was on annual leave. No apologies were received from Cllr. Cunard.

82. 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

83. TO APPROVE THE MINUTES OF THE MEETING HELD ON 26th SEPTEMBER AND THE EXTRAORDINARY MEETING OF 31st OCTOBER 2022

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 26th September, and the Extraordinary Meeting of 31st October 2022, and these were signed by the Chairman.

84. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chairman adjourned the Meeting at 6.33pm

A Councillor seated in the public gallery queried the level of involvement that the Town Council would have in organising an event from any revenue generated by increasing the face-value of the 2-hour free parking discs. He also questioned the existence of paper discs in future years as he believed that pay on foot would be the preferred method of paying for parking.

The Chairman of the Bognor Regis Twinning Association, Ray Hagger, took the opportunity to address Committee Members about the Association's proposal to be considered under Agenda item 12. At the suggestion of the Committee Chairman, and with the approval of Members, it was agreed that Mr. Hagger could speak to the item at the appropriate point in the meeting.

The Chairman reconvened the Meeting at 6.39pm

85. CLERK'S REPORT FROM PREVIOUS MINUTES

85.1 26th September - Min. 55.1 - Terms of Reference for the Events, Promotion and Leisure Committee

It was reported at the last meeting that a face-to-face meeting with Members and consultant Pete Cooper was to be arranged to undertake a

review of the various Terms of Reference. This came about following questions being raised by a Member seeking clarification on some of the terminology used and duplication across committees for some items. This has now taken place and a report will be made back to this Committee in due course based upon the discussions held with proposed changes for consideration.

85.2 26th September - Min 55.3 - Fishermen's Huts

At the last meeting Members were updated with the latest response received from ADC which was as follows: -

"Sorry no progress yet. BFA not engaging so we are looking at other options. If your members raise this with you or in public can you encourage your members to use any influence they have to get the BFA to engage with us."

The Town Clerk understands that communications are now ongoing with the BFA and ADC regarding future provision at the site and their discussion includes water provision for the showers by way of a sub-metered water supply. A further update will be reported back to Members once available from ADC.

85.3 26th September - Min. 58 - Bognor Regis 2-Hour Free Parking Discs

Following the last meeting a letter was sent to ADC in relation to the future provision of the 2-Hour Free Parking Disc Scheme for Bognor Regis for 2023-2028 based on the recommendations submitted to the Council by the Bognor Regis BID Co-ordinator that had been unanimously supported by Members. A response has now been received from the Group Head of Technical Services, Growth Directorate as follows: -

"We intend to undertake a review of the whole parking service shortly and this will be one of the many matters considered. The proposed review will include stakeholder engagement including the Bognor Regis Town Council and the Bognor Regis BID so you will have the opportunity to contribute to the review. You may wish to raise this with those we engage to carry out the review at that time."

85.4 26th September - Min. 59 - Warden Provision in the Town Centre

Members were reminded that at the last meeting the Committee unanimously disagreed with entering into a partnership with ADC for a Community Warden scheme in Bognor Regis to be jointly funded with the District Council. However, as a result of further discussion, it was felt that Warden provision for the Town Centre in Bognor Regis should be looked at seriously and it was agreed to include the matter when the budget was considered at the meeting on 28th November 2022.

Members were asked to note that the date as stated in the Minutes previously had now changed as at the Town Council Meeting held on 7th November, it was agreed to change the date for the Policy and Resources Committee (Budget) Meeting to Thursday 15th December 2022 from the

previously published date of 28th November to allow time for the tax base for 2023/2024 to be published and reflected in the draft proposals.

85.5 1st August 2022 – Min. 45 – BRTC Assets on the Promenade and ADC requirements for a Lease

At the Policy and Resources Committee Meeting on 1st August 2022 the Clerk was given delegated authority 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.

The Town Clerk reported that this process was well underway, and the matter is now back with the ADC solicitor with points of clarification being sought from them or amendment proposals for the Lease put forward for their consideration. Once this process is complete and the lease is finalized, draft leases for the other BRTC assets such as the seafront showers, beacon and railing troughs will also be progressed in liaison with the solicitor for review and advice prior to signing as previously agreed.

85.6 27th September 2021 – Min. 69 - Update regarding the Bathing Machine

As detailed in the Town Force Report, the Bathing Machine has now finally been relocated to its new home at the Bognor Regis Museum. This was earlier than originally anticipated following its use in the filming of an episode of The Great British Dig as the Museum had indicated that they would like to rehouse it once they had closed for the season. However, it was more practical and cost effective to move it to its new location in the Museum from the promenade rather than returning it to the Town Force lock-up. This item has also been removed from the Town Council’s insurance policy.

85.7 A Member asked for a copy of the Clerk’s Report to which the Town Clerk responded that the full Report would be duplicated in the Minutes of the meeting. Should Members have any questions about items within the Clerk’s Report then they are invited to email the Town Clerk who will respond accordingly, subject to having the required information available to her.

86. TO RECEIVE THE TOWN FORCE REPORT

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

87. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO COUNCIL THE DIGNITY AT WORK POLICY (NEW)

The Assistant Clerk’s report, including the appended document, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the Dignity at Work Policy.

88. TO NOTE RECOMMENDED TERMS OF REFERENCE INCLUDING: - BOGNOR REGIS HERITAGE PARTNERSHIP BOARD; TO NOTE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MADE AT THEIR MEETING ON 27th SEPTEMBER 2022 (MIN. 38 REFERS)

The Assistant Clerk's report, and the related appendices, were **NOTED**.

A Member highlighted that the Board had changed their name to 'Bognor Regis Heritage & Arts Partnership Board' and pointed out that this was not reflected in the current Terms of Reference. The document will be amended to address this.

Mention was also made that there was no inclusion of 'Arts' within the Terms of Reference. This led another Member to ask whether they could make further suggestions as to what should be included in the Terms of Reference for the Bognor Regis Heritage & Arts Partnership Board.

The Town Clerk reminded Members that these suggestions could have been put forward at the Terms of Reference Review Meeting held the previous week. Nonetheless, Members were invited to email the Clerk with any suggestions which would be forwarded on to the Projects Officer to bring to the attention of the Bognor Regis Heritage & Arts Partnership Board at their next meeting for their consideration for inclusion.

89. TO CONSIDER THE INTERNAL AUDIT REPORT 2022-2023 (FIRST INTERIM)

The Town Clerk's report including the Internal Audit Report 2022-2023 (First Interim), was **NOTED**.

Members welcomed the report that, once again, no significant issues had been identified by the Internal Auditor.

90. TO CONSIDER THE RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE TO ALLOCATE A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN - MIN. 47 REFERS

The Assistant Clerk's report, and related appendices, was **NOTED**, including the Officer recommendation to pay the costs of the purchase, installation and annual maintenance costs for the bin, for 2022-2023, from CIL monies.

Discussion included how many bins there are currently located in Victoria Drive and whether there was a need for more. A question was also raised about whether the bin could be Town Council branded.

In considering the cost for annual maintenance, a Member asked whether it would be possible for the Town Council to maintain, and empty, the bin themselves. The Town Clerk replied by saying that a Carrier's Licence would

be required but that the feasibility and resources required to do this could be investigated.

It was proposed, and seconded, that consideration of allocating a budget towards the cost of a bin be deferred until such time that Officers had looked into branding, in-house maintenance and insurance of the bin.

Members **AGREED** to **DEFER** any consideration in allocating a budget to cover annual maintenance costs for a bin in the vicinity of Victoria Drive, to allow for Officers to carry out further research, with a report brought back to this Committee at a future meeting.

91. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 22nd SEPTEMBER 2022 (IF AVAILABLE)

The Projects Officer's report, including confirmation that the notes and action plans from these meetings were available to Members in the Town Council offices, was **NOTED**.

92. TO CONSIDER A REQUEST FROM THE BOGNOR REGIS TWINNING ASSOCIATION FOR JOINT FUNDING TOWARDS THE DESIGN AND PRODUCTION OF ARTWORK FOR AN INTERPRETIVE SIGNAGE BOARD AND INSTALLATION FOR PLACE SAINT-MAUR

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

The Committee Chairman invited Ray Hagger, Chairman of the Bognor Regis Twinning Association, to speak to the proposal.

The Meeting was adjourned at 7.04pm

Mr. Hagger explained that very few members of the public recognised that Place St Maur was named as such as a result of the Town of Bognor Regis being twinned with Saint-Maur-des-Fossés in France. During the refurbishment of Place St Maur, the Twinning Association had met with Arun District Council to discuss ways in which this connection between the two Towns could be better promoted on this site of significance. One of the ideas to come from the meeting was the installation of an interpretive signage board.

The Chairman of the Bognor Regis Heritage & Arts Partnership Board has kindly donated a board to the Twinning Association. Mr. Hagger estimated that artwork would cost in the region of £200, printing at approximately £60, with installation costs to be added to the total. The Twinning Association have limited funds available to them and were, therefore, asking the Town Council for support in meeting the costs associated with the interpretive signage board proposed.

The Meeting was reconvened at 7.08pm

Cllr. Goodheart declared an Interest as a member of the Bognor Regis Twinning Association

A Member suggested that if the project was successful, then the Mayor of Saint-Maur-des-Fossés should be invited to the unveiling of the board.

Following some debate, Members unanimously **AGREED** to support the Bognor Regis Twinning Association by contributing up to £350 from General Reserves towards the costs to install an interpretation board on Place St Maur, subject to permissions from Arun District Council as Landowners.

93. TO RECEIVE THE NOTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS ON 27th OCTOBER 2022 (IF AVAILABLE)

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

The Town Clerk informed Members that the Notes of the AGM of the Arun District Association of Local Councils on 27th October 2022 were still not available and that the item, therefore, would be **DEFERRED** to the next meeting.

94. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2023 TOWN NEWSLETTER – MIN. 68 REFERS

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

In addition to the articles suggested by Officers, Members put forward ideas around youth provision, Twinning, tree planting projects, and the Bognor Fishermen's Association.

Members unanimously **AGREED** that the content of the 2023 Town Newsletter should include the suggestions put forward, with Officers being entrusted with responsibility for the final draft.

95. TO APPOINT 'OUTSIDE' BODIES REPRESENTATIVES TO THE RELEVANT GRANT AID 2023 RECIPIENTS

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

The Town Clerk reported that non-Committee Member Cllr. Woodall had put himself forward as the appointed Councillor Representative for Grandads Front Room, as detailed in the report, and that Cllr. Brooks had also put himself forward as the Representative for Arun Arts Ltd.

Cllr. Smith expressed an interest in being the Representative for Bognor Regis Foodbank and Grandads Front Room. Cllr. Goodheart wished to put himself forward as the Representative for UK Harvest.

Members unanimously **AGREED** to appoint Councillor Representatives to 'Outside' Bodies, for the remainder of the 2022/23 municipal year, as follows: -

Arun Arts Ltd	-	Cllr. Brooks
Bognor Regis Foodbank	-	Cllr. Smith
UK Harvest	-	Cllr. Goodheart

With there being two nominations for the role of Representative for Grandads Front Room, Members were invited to vote, the result being that Members **AGREED** to appoint Cllr. Smith as the Councillor Representative for the remainder of the 2022/23 municipal year.

96. FINANCIAL REPORTS INCLUDING: -

To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the month September 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**.

97. CORRESPONDENCE

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

98. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (CONTRACTUAL AND STAFFING)

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 21 and 22 (contractual and staffing).

99. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

100. TO RATIFY ANY DECISION FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD 26th OCTOBER 2022

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

Members unanimously **AGREED** to **RATIFY** that a seasonal Town Force Member be recruited for 2023.

The decision that the Member of staff, as detailed by the Town Clerk, be placed on scale range 29-32 with immediate effect, and that this be backdated to April 2021, as a result of significant changes to their Job Description was also **RATIFIED**.

The Meeting closed at 7.36pm