



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd AUGUST 2021

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 37 and exc. Min 52), J. Erskine, H. Jones, S. Reynolds (exc. Min. 52) and W. Smith

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
Mrs. J. Davis (Civic & Office Manager)
0 members of the public

The Meeting opened at 6.30pm

30. 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. Goodheart due to annual leave and P. Woodall for personal reasons.

No apologies had been received from Cllr. Cunard. A Member reported that Cllr. Cunard was en route, and he subsequently joined the meeting for Agenda item 8, apologising for his lateness.

31. DECLARATIONS OF INTEREST

The Chairman addressed each participating Member in alphabetical order to ask if they wished to confirm any declarations of Disclosable Pecuniary 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 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 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 Interests 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. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 23 as an employee of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

32. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JUNE 2021

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th June 2021 and these were signed by the Chairman.

33. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

34. CLERK'S REPORT FROM PREVIOUS MINUTES

34.1 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 organisers of the Bognor Regis Kite Festival and Rox have had such requests approved.

34.2 26th October 2020 - Min. 166.2 - Attendance at NALC Conference 2020

Members were reminded that a place had been booked for Cllr. Goodheart to attend the NALC conference on 17th March 2020 but this had been cancelled due to the pandemic. The charge of £224.14 for the ticket was held by NALC, on account, in the hope that the event would be rescheduled. However, this has not happened and therefore, the sum is to be returned to the Town Council.

34.3 28th June 2021 - Min. 19 - Fishermen's Huts

As instructed at the last meeting, a letter was sent to both the Director of Place and the Director of Services at ADC seeking clarity on the legal

ownership position. A response had been received advising that the District Council was still in the process of establishing the legal ownership, and in a follow up email, the Director of Place had given assurances that ADC will share what they find before any decisions are taken.

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

- **Events, Promotion and Leisure Committee**
- **Allotments Sub-Committee**
- **Community Engagement and Environment Committee**
- **Bognor Regis in Bloom Working Group**
- **Beach & Sea Access Topic Team**
- **Youth Provision Steering Group**
- **Climate Emergency Focus Group**

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

The Committee unanimously **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference, listed above, be adopted with no amendments.

36. TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF THE TOWN COUNCIL FUNDING REMOVAL OF NON-OBSCENE/NON-RACIST GRAFFITI FROM WSCC OWNED ASSETS – MIN. 12.2

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

Members unanimously **RESOLVED** for the Town Council to take on responsibility for removing graffiti from WSCC assets that do not meet the County Council's threshold for being obscene or racist, noting that the funding of any such activity would be determined by the Town Clerk in liaison with the Town Council's Accountant.

Cllr. Cunard arrived at the Meeting and at the invitation of the Chairman advised that he wished to declare a Disclosable Pecuniary Interest in Agenda item 23 as the tenant of the Picturedrome Cinema, and stated that he would not take part in the discussion and would leave the Meeting when Agenda item 23 was discussed

37. TO NOTE THE JOINT ACTION GROUP (JAG) MEETING HELD ON 19th JULY 2021

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

38. TO CONSIDER ANY RECOMMENDATION TO COUNCIL ON THE ADOPTION OF A NEW CODE OF CONDUCT, FOLLOWING THE REPORT CIRCULATED FOR THE PREVIOUS MEETING - MIN. 23 REFERS

The Town Clerk's report was **NOTED** and, following a brief debate, Members unanimously **AGREED** to **RECOMMEND** to Council the adoption of the LGA Code of Conduct with the inclusion of the Town Council's current Code of Conduct Appendices 1 to 5.

39. TO CONSIDER SUPPORTING NALC'S CAMPAIGN FOR THE GOVERNMENT TO ALLOW PARISH COUNCILS TO MEET REMOTELY

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

Members expressed their support for the ability to hold remote meetings and comment was made that the streaming of the meetings had greatly increased public engagement. It was also commented that as no one knows what the future may hold, it would seem sensible to retain as much flexibility as possible.

A Member stated that he felt that a "hybrid" system would be preferable to allow those that wished to meet in person to do so but allowing inclusion of those who were not able to physically attend.

Following the debate, it was unanimously **AGREED** that a letter should be written to Rt. Hon. Nick Gibb MP supporting the continued ability for Town and Parish Councils to meet remotely.

40. TO CONSIDER THE REQUEST FROM THE BOGNOR REGIS SEAFRONT LIGHTS TO USE THEIR GRANT AID 2020 AWARD FOR AN ALTERNATIVE USE

The Town Clerk's report was **NOTED**, and Members unanimously **AGREED** that the BRSFL organisers may retain their Grant Aid 2020 award of £2,500 to fund fireworks off the Pier on both the Saturday and Sunday night of the August 2021 Bank Holiday weekend.

41. TO CONSIDER A REQUEST FROM SOUTH COAST SPORTS FOR EMERGENCY FUNDING OF £2,064 FOR ACTIVE TOTS PROGRAMME

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

An update was provided, advising that in response to an enquiry from Officers, the organisers of the programme had stated that it was their intention to expect all of the families to come from the Bognor Regis area.

However, Members noted that the Bognor Regis area could in fact incorporate the parishes that boundary the 5 wards.

It was also noted that any agreement would be match funding utilising Youth Provision Earmarked Reserves, set aside for match funding.

Following the debate, it was **RESOLVED** to release funding of £2,064 from the Youth Provision Earmarked Reserves to assist South Coast Sports with the Active Tots programme on the condition that details are provided after the event of the actual number of families attending from the 5 wards of Bognor Regis that this funding would support.

42. NOTICE OF MOTION (S.O. 9.0) PROPOSED BY CLLR. M. STANLEY AND REFERRED TO THIS COMMITTEE BY COUNCIL (MIN. 53 REFERS)

Cllr. Stanley as the proposer read his Motion to Members as follows:

"This Council supports the principle of 16yr old's being given the opportunity to vote and agrees to write to the relevant minster and the local member of parliament requesting the due consideration is given to lowering the legal voting age to 16. This Council urges swift action is taken on this matter with a view to 16yr old's being given the opportunity to vote at the 2023 local elections."

Cllr. Stanley spoke for his Motion and informed Members that in Scotland and Wales the age for voting was already 16 years of age and went on to refer to other activities that 16-year old's may undertake including working and paying taxes. Cllr. Stanley therefore felt that if an individual was old enough to pay taxes, then they should be entitled to vote to influence how these monies are used.

The Motion was debated with differing views about the merits of any change with another suggestion of supporting mandatory voting expressed.

Following the discussion, Cllr. Stanley requested a Recorded Vote (S.O. 3v refers) with the results as follows: -

<u>In Favour of Supporting the Motion</u>	<u>Against supporting the Motion</u>	<u>Abstention</u>
Cllr. Barrett	Cllr. Cunard	
Cllr. Erskine	Cllr. Reynolds	
Cllr. Jones	Cllr. Smith	
Cllr. Stanley		

The Motion was therefore carried, and it was **AGREED** to write to the relevant Minster and the local Member of Parliament requesting that due consideration is given to lowering the legal voting age to 16, urging swift action on this matter with a view to 16-year old's being given the opportunity to vote at the 2023 local elections.

43. TO RECEIVE A REPORT ON PROMOTIONS TRAINING - MIN. 6.3 REFERS

The Civic & Office Manager's report was **NOTED**, including the confirmation that five seaside towns, similar in size to Bognor Regis, had been contacted to ask if they would be interested in a Zoom meeting to discuss ways to promote Tourism. It was **NOTED** that two Council's had responded to express an interest and it was subsequently **AGREED** to arrange a Zoom session with those Council's.

44. TO CONSIDER A POLICY FOR AGREEING CHANGES TO THE DATES OF SCHEDULED MEETINGS - MIN. 6.6 REFERS

The Town Clerk's report was **NOTED**, and Members subsequently **REJECTED** the proposal that a policy should be prepared for changes to published meetings dates.

45. TO CONSIDER THE APPOINTMENT OF RESERVE MEMBERS TO COMMITTEES - MIN. 6.6 REFERS

The Town Clerk's report was **NOTED**, and following a brief debate, Members unanimously **REJECTED** the proposal for the appointment of Reserve Members to Committees.

46. TO CONSIDER A CHANGE OF POLICY TO PERMIT COMMITTEES TO APPOINT THEIR CHAIRMAN AND VICE-CHAIRMAN RATHER THAN COUNCIL NOTING THAT THIS WOULD REQUIRE A CHANGE TO THE STANDING ORDERS - MIN. 8.1 REFERS

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

It was commented that from the training that had been undertaken the previous week, it appeared that if the process were to change then the Mayor would have to be present at the first Meeting of each Committee to over see the election of the Chairman and Vice-Chairman.

Cllr. Smith left the Meeting

Following a debate about the benefits and disadvantages of both methods of appointment, it was **AGREED** to defer any decision and ask that the Town Clerk make further enquiries about the issue of the Mayor having to be in attendance. The matter should then be referred back to this Committee which will still be in plenty of time to enact any changes to the Standing Orders prior to the Annual Meeting of the Town Council in May 2022.

47. TO CONSIDER THE COMMISSIONING OF A NEW TOWN CRIER'S REGALIA FOR THE QUEEN'S PLATINUM JUBILEE CELEBRATIONS IN JUNE 2022

The Civic & Office Manager's report was **NOTED**, and it was **RESOLVED** to commission a new Town Crier's regalia for the Queen's Platinum Jubilee celebration with a budget of up to £1,500 released from the Town Crier Earmarked Reserves to fund the expenditure.

Cllr. Smith returned to the Meeting

48. TO NOTE THE DISBANDING OF THE JOINT ARUN AREA COMMITTEES BY WSCC

The Deputy Clerk's report, and Appendix, were **NOTED**.

Opinion was expressed by a Member that this course of action should have happened sooner as he felt that the Committees had become a vehicle for debate with little delivery. The Member suggested that it would be more productive if the County Councillors for Bognor Regis could attend the Full Council Meetings and provide the important link between the Town and County Councils.

A Member stated that whilst he was not adverse to looking at different models for engagement, he was disappointed that this could be on a District wide basis, as the communities that make up Arun District are different and diverse and more focused engagement was preferable.

49. ROLLING CAPITAL EXPENDITURE

The Town Clerk's report was **NOTED** and Members subsequently unanimously **RATIFIED** expenditure of £1,333.33 plus VAT for a new mower.

50. FINANCIAL REPORTS INCLUDING: -

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

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

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

51. CORRESPONDENCE

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

Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest in Agenda item 23 and left the Meeting

52. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

The Director's report as published was **NOTED** and actions taken, including any expenditure as detailed, were **RATIFIED**.

Cllrs. Cunard and Reynolds rejoined the Meeting

53. 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 25 and 26 (contractual and staffing).

54. TO NOTE ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETINGS HELD 29th APRIL AND 2nd AUGUST 2021

The Town Clerk gave a verbal report from both Meetings which was **NOTED**, and actions taken, including any expenditure as detailed, were **RESOLVED**.

55. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.23pm