



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE ANNUAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 22nd MAY 2023

PRESENT:

Cllr. J. Barrett (Mayor 2022/2023); Cllrs: K. Batley, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllr. K. Greenway (WSCC) (part of meeting)
AC Amy Wales (Mayor's Cadet) (part of meeting)
AC Kraig Melville-Bellwood (Mayor's Cadet) (part of meeting)
Lt (SCC) G. Edgington MBE (Bognor Regis Sea Cadets) (part of meeting)
Ms. R. White (Bognor Regis Regeneration Board) (part of meeting)
6 members of the public (part of meeting)

The retiring Mayor, Cllr. J. Barrett, presented Able Cadet Amy Wales, from the Bognor Regis Sea Cadets, with a certificate in recognition of her services as the Mayor's Cadet since September 2021. Able Cadet Kraig Melville-Bellwood, from the Bognor Regis Sea Cadets, was appointed as Mayor's Cadet for 2023/2024 and presented with his badge and certificate as he begins a year of service in the role

The Meeting opened at 6.34pm

1. ELECTION OF MAYOR FOR 2023/2024

The outgoing Mayor welcomed those present to the meeting.

The Town Clerk's report was **NOTED**, including the reference to current Deputy Mayor, Cllr. Stanley unfortunately being unable to take on the role of Mayor for 2023/2024, due to other commitments.

Members unanimously **RESOLVED** that Standing Order 5(j) be suspended to allow for consideration of the new nomination for the position of Mayor for the 2023/2024 Municipal Year.

Cllrs. Oppler and Woodall were both proposed and seconded to be elected as Mayor and a Member called for a signed ballot to be undertaken. After cases for both nominees had been made, Members were provided with voting cards.

Following the signed ballot, and having received the majority of votes, it was **RESOLVED** that Cllr. Oppler be elected Mayor for the 2023/2024 Municipal Year.

Cllr. Oppler, as the newly elected Mayor, took the Chair for the Meeting

A presentation on behalf of the Council was made by the new Mayor to the retiring Mayor, Cllr. Barrett, and he was thanked for his hard work during his mayoral year.

2. THE MAYOR WILL MAKE THE STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Mayor made the following Statutory Declaration of Acceptance of Office: -

I, Francis Oppler, having been elected to the Office of Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

3. ELECTION OF DEPUTY MAYOR FOR 2023/2024

The Town Clerk's report was **NOTED**, including the reference to the decision taken at the previous meeting that Cllr. Miss. Needs be nominated as Deputy Mayor for the forthcoming year.

There being no other nominations, it was unanimously **RESOLVED** that Cllr. Miss. Needs be elected Deputy Mayor for 2023/2024.

4. THE DEPUTY MAYOR WILL MAKE THE NON-STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor made the following Non-Statutory Declaration of Acceptance of Office: -

I, Claire Needs, having been elected to the Office of Deputy Mayor of Bognor Regis Town Council, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability

5. ACCEPTANCE SPEECH AND WELCOME BY NEWLY ELECTED MAYOR

The Mayor made the customary speech of acceptance and was honoured that Members had elected him as Mayor for 2023/2024, thirty years since he'd first held the position. Cllr. Oppler commented on the familiar faces, whom he had served with during his previous time as a Town Councillor, and his hopes of living up to expectations. Taking on board comments during the nomination

process for the role of Mayor, Cllr. Oppler assured Members that the Town Council will act as a 'single Town Council', in the delivering of services, best benefiting the constituents. He recognised that local politics had played a role in previous administrations but hoped that cohesive working between all Councillors would be the prime concern over the next four year term.

The Mayor conveyed his eagerness at meeting local organisations, who he stated do a great job of improving the Town and serving the residents. He spoke of the large number of residents who, during the election process, had impressed upon him the importance of 'pride in place', including better provision of dog bins, road improvements, smaller issues that make a big difference to people's lives. Cllr. Oppler hoped that the Council can shine a light on these issues.

He praised the work of the 'active' Town Council in the organisation and funding of events in the Town, the Christmas lighting displays, as well as the Town Force team and the Picturedrome cinema as a fantastic asset, offering reasonably priced entertainment for local people.

Cllr. Oppler took the opportunity to remember the late Pat Stinchcombe, who was an Alderman and past Mayor of Bognor Regis Town Council. Cllr. Oppler remembered fondly her 'can do' attitude and spoke highly of her championing of all residents across the Town, and her desire to ensure everyone's needs were taken into consideration. When local government was reorganised in 1974 there was no Parish Council for Bognor Regis and Alderman Stinchcombe was the driving force behind the formation of Bognor Regis Town Council, initiating the Neighbourhood Council and working tirelessly to push for Town status. She was the first Mayor of Bognor Regis Town Council, and an important figure in the history of the Town Council and the Town itself. Cllr. Oppler asked the Town Clerk to add an item to the Agenda, at an appropriate meeting, to consider a plaque to commemorate Pat Stinchcombe, noting her many achievements.

Lastly, the Mayor reminded Members of the protocol for speaking once on an item, and that Minutes being brought to Council Meetings are just for noting. All queries on the items themselves should be raised at the appropriate Committee Meeting, not at the Council Meeting. He further stated that there may, on occasion, be times where items to be raised are confidential. He reminded Members of the importance of abiding by this.

6. **REPORT FROM THE TOWN CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE BY MEMBERS, ELECTED ON 4th MAY 2023 OR TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED**

The Town Clerk reported that all the Declarations of Acceptance were complete. This was **NOTED** by Members.

7. APOLOGIES FOR ABSENCE

There were none.

8. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

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 leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must leave the room 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. Goodheart declared an Ordinary Interest in Agenda item 24, as an advocate of regeneration

Cllr. Nash declared an Ordinary Interest in Agenda item 18.1 as Chairman of the Southdowns Music Festival

Cllr. Oppler declared an Ordinary Interest in any discussion relating to Town Council owned allotments, as an allotment holder

Cllr. Stanley declared an Ordinary Interest in Agenda item 23, due to his employment in the financial services. He further stated that if this item were to be debated, he would leave the room temporarily

Cllr. Wells declared an Ordinary Interest in any discussion relating to the Bognor Regis BID, as a levy payer

A Councillor commented on whether Members should stand when addressing the Meeting as set out in Standing Orders. The Mayor, as Chairman confirmed no preference. The Town Clerk stated that Members of the previous administration had chosen not to stand whilst speaking but the matter could be placed on a future Agenda to be considered by the Policy and Resources Committee, if Councillors wished.

9. TO RESOLVE THAT BOGNOR REGIS TOWN COUNCIL MEETS THE CONDITIONS LAID DOWN IN THE PARISH COUNCILS (GENERAL POWER OF COMPETENCE) (PRESCRIBED CONDITIONS) ORDER 2012 AND AT THIS, THE ANNUAL RELEVANT MEETING, REAFFIRMS ITS ADOPTION OF THE GENERAL POWER OF COMPETENCE – MIN. 10 OF THE COUNCIL MEETING HELD 13th MAY 2019 REFERS

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

Members unanimously **RESOLVED** that 'Bognor Regis Town Council, being satisfied that it meets the eligibility criteria of the Localism Act 2011 s8, and Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, in that it has more than two thirds of its Councillors elected and has a suitably qualified Parish Clerk appointed, now **RESOLVES** to reaffirm its adoption of the General Power of Competence provisions of s1 of the Localism Act 2011. Furthermore, the Town Council realises that it will be required to make a further declaration of its continued eligibility at each subsequent Annual Town Council Meeting after any all-out election'.

10. APPOINTMENT TO COMMITTEES

The Town Clerk's report, including the proposed Committee Membership, was **NOTED**.

Members were reminded that in accordance with Standing Orders, the Council may appoint any number of Members to serve on each Committee provided that the total number of places on Committees fairly and accurately reflects the political composition of the Council {S.O. 4.d (x)}. The quorum of a Committee or Sub-Committee shall not be less than three Members. ADDITIONAL NOTE: A Committee may arrange for the discharge of its functions by a sub-committee - LGA 1972 - S.101(2).

The Town Clerk reminded Members that the Mayor and Deputy Mayor would be Ex-officio to the Policy and Resources Committee only.

10.1 There was a brief discussion around the earlier start time currently in place for meetings of the Planning and Licensing Committee, which could affect the committee's membership. The Clerk advised Members that the start time of this committee would be discussed later in the agenda and, following a suggestion by the Clerk, Members **AGREED** to **DEFER** consideration of filling any vacancies on the Planning and Licensing Committee until the next Council

Meeting.

10.2 The Council **RESOLVED** to appoint Members to Committees as detailed in **Appendix 1**.

10.3 Cllr. Waterhouse was proposed and seconded as Chairman of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Waterhouse as Chairman of the Policy and Resources Committee.

Cllr. Wells was proposed and seconded as Vice-Chairman of the Policy and Resources Committee. It was unanimously **RESOLVED** to appoint Cllr. Wells as Vice-Chairman of the Policy and Resources Committee.

10.4 Cllr. Barrett was proposed and seconded as Chairman of the Community Engagement and Environment Committee. It was unanimously **RESOLVED** to appoint Cllr. Barrett as Chairman of the Community Engagement and Environment Committee.

Cllr. Smith was proposed and seconded as Vice-Chairman of the Community Engagement and Environment Committee. It was unanimously **RESOLVED** to appoint Cllr. Smith as Vice-Chairman of the Community Engagement and Environment Committee.

10.5 Cllr. Mrs. Warr was proposed and seconded as Chairman of the Planning and Licensing Committee. It was unanimously **RESOLVED** to appoint Cllr. Mrs. Warr as Chairman of the Planning and Licensing Committee.

Nominations for Cllrs. Goodheart and Woodall were proposed and seconded for Vice-Chairman of the Planning and Licensing Committee. Cllr. Goodheart declared he would withdraw his nomination. As such, it was unanimously **RESOLVED** to appoint Cllr. Woodall as Vice-Chairman of the Planning and Licensing Committee.

10.6 Nominations for Cllrs. Batley and Brooks were proposed and seconded for Chairman of the Events, Promotion and Leisure Committee. Following a vote, it was **RESOLVED** to appoint Cllr. Batley as Chairman of the Events, Promotion and Leisure Committee.

Nominations for Cllrs. Brooks, Nash and Woodall were proposed and seconded for Vice-Chairman of the Events, Promotion and Leisure Committee, however, Cllrs. Nash and Woodall withdrew their nominations. As such, it was unanimously **RESOLVED** to appoint Cllr. Brooks as Vice-Chairman of the Events, Promotion and Leisure Committee.

10.7 Membership of the Allotments Sub-Committee would comprise all Events, Promotion and Leisure Committee Members (Chairman to be appointed at the first meeting of the Sub-Committee). Membership of the Bognor Regis in Bloom Working Group would be considered by the Community Engagement and Environment Committee.

11. TO APPOINT REPRESENTATIVES TO OTHER 'OUTSIDE' BODIES

Cllr. Brooks declared a Disclosable Pecuniary Interest in any discussion relating to Bognor Regis Carnival or the Southdowns Music Festival, as a supplier of equipment for both organisations

Cllr. Dawes declared a Disclosable Pecuniary Interest in any discussion relating to Grandad's Front Room CIC, as the owner of the business

The Town Clerk's report including the list of previously appointed Town Council Representatives to 'outside' bodies as appended, was **NOTED**.

11.1 Members asked for further information on the work of the 'Arun Partnership Advisory Board Early Help'. The Town Clerk confirmed further details would be circulated, and Members **AGREED** to **DEFER** the appointment of a Representative to Arun Partnership Advisory Board Early Help until the next meeting.

11.2 Following a vote, it was **RESOLVED** to appoint Cllr. Goodheart as one of the Representatives to Arun District Association of Local Councils. It was **AGREED** that the remaining Representative vacancy would be placed on the Council Agenda for July 2023.

11.3 A Member expressed disappointment that there was only an Officer Representative appointed to the Bognor Regis BID Board and the Bognor Regis BID Town Centre Task Force Delivery Group, and queried whether a Councillor Representative could also be appointed. The Town Clerk stated that the inclusion of Representatives was at the discretion of these Outside Bodies, but that she would make enquiries as to whether these organisations would like a Councillor Representative, and report back to Members in due course.

Another Member explained that, as the previous administration had decided that the Town Council would not be a BID levy payer, they do not automatically get the right of representation. It was suggested that this decision may be reviewed by Members, to enable the Town Council to have further representation. Members **AGREED** that, once the Clerk had discussed the matter with the Bognor Regis BID, this should be an item on a future Council Agenda.

11.4 Nominations for Cllrs. Goodheart and Wells were proposed and seconded as Representative to the Bognor Regis Town Centre Forum Group. Cllr. Goodheart subsequently withdrew his nomination for this position. It was therefore **RESOLVED** that Cllr. Wells be appointed as the Representative, with Cllr. Goodheart as the Reserve Representative to the Bognor Regis Town Centre Forum Group.

11.5 Nominations for Cllrs. Brooks, Goodheart and Smith were proposed and seconded as Representative to the Bognor Regis Regeneration Board. Following a vote, it was **RESOLVED** that Cllr. Smith be appointed as the Representative to the Bognor Regis Regeneration Board.

Nominations for Cllrs. Brooks and Goodheart were proposed and seconded as Reserve Representative and, following a vote, it was **RESOLVED** that Cllr. Brooks be appointed as the Reserve Representative and Cllr. Goodheart as the 2nd Reserve to the Bognor Regis Regeneration Board.

- 11.6** Nominations for Cllrs. Goodheart and Mrs. Warr were proposed and seconded as Representative to Bognor Regis Seafront Lights. Following a vote, in which the Mayor used his casting vote, it was **RESOLVED** that Cllr. Mrs. Warr be appointed as the Representative to Bognor Regis Seafront Lights.
- 11.7** Nominations for Cllrs. Nash and Wells were proposed and seconded as Representative to Bognor Regis Youth & Community Centre. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to Bognor Regis Youth & Community Centre.
- 11.8** There was some discussion regarding the Bognor Regis Chamber of Commerce, as Members believed it to have been inactive for quite some time. Some Councillors recalled when the Chamber of Commerce was a strong voice and presence within the community and conversation turned to how the organisation could be encouraged to move forward again, starting with regular meetings.

Following a vote, it was **RESOLVED** to appoint Cllr. Brooks as the Representative to the Chamber of Commerce with the hope that meetings could be reinstated. It was **AGREED** that the Reserve Representative vacancy would be revisited once the position of the Chamber of Commerce going forward was known.

- 11.9** Nominations for Cllrs. Barrett and Goodheart were proposed and seconded as Representative to the Rampion 2 Community (Coastal) Project Liaison Group. Following a vote, it was **RESOLVED** that Cllr. Barrett be appointed as the Representative to the Rampion 2 Community (Coastal) Project Liaison Group.

Cllr. Goodheart requested his appointment as a Reserve for 'Rampion 2 Community (Coastal) Project Liaison Group' be considered. The Town Clerk advised that there is not a Reserve position to be appointed but that she would approach the organisation to enquire whether they would be agreeable to this.

- 11.10** Nominations for Cllrs. Wells and Woodall were proposed and seconded as the Representative to the Sussex Police Focus Group. Following a vote, it was **RESOLVED** that Cllr. Wells be appointed as the Representative to the Sussex Police Focus Group.
- 11.11** Members **RESOLVED** to appoint the vacancy for Reserve Representative to West Sussex ALC Ltd. at the Council Meeting in July.

Cllrs. Brooks and Dawes both redeclared their Disclosable Pecuniary Interests at this point

- 11.12** Nominations for Cllrs. Goodheart and Woodall were proposed and seconded as the Representative to Grandad's Front Room. Following a vote, it was

RESOLVED that Cllr. Woodall be appointed as the Representative, and Cllr. Goodheart appointed as the Reserve Representative, to Grandad's Front Room.

11.13 Nominations for Cllrs. Batley and Goodheart were proposed and seconded as the Representative to UK Harvest. Following a vote, it was **RESOLVED** that Cllr. Batley be appointed as the Representative, and Cllr. Goodheart appointed as the Reserve Representative, to UK Harvest.

11.14 Members **RESOLVED** the list of Councillor Representatives to the 'Outside' Bodies for the 2023/2024 Municipal Year, as amended and attached as **Appendix 2**.

11.15 A Member commented on the time taken at the meeting to decide upon the appointment of Representatives to Outside Bodies, particularly as prior to the meeting, the Town Clerk had asked Group Leaders for their nominations. Members were in agreement and the Town Clerk asked for any suggestions for improving the process to be emailed to her for consideration going forward.

12. TO CONFIRM BANK SIGNATORIES

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

A Member asked for an update on the Town Council's potential use of internet banking. The Town Clerk reported that preliminary investigations had established that one bank did not offer a debit card, whilst another required a meeting with the Town Council's Accountant, and that a full update would be given in due course.

Members unanimously **RESOLVED** that:

- All Councillors would continue to be bank signatories, unless individual written notice expressing a wish not to be a signatory had been received previously by the Town Clerk;
- The signatories for the Mayor's Charity account will be amended to reflect the newly elected Mayor and Deputy Mayor as signatories for their year in office (subject to their agreement at being signatories);
- That the Resolutions as detailed in the report will continue to apply for all Town Council accounts.

13. TO NOTE THE CALENDAR OF MEETINGS FOR 2023/2024 INCLUDING TO AGREE THE START TIME OF PLANNING AND LICENSING COMMITTEE MEETINGS AND TO NOTE THE AMENDMENT TO THE DATE OF THE ALLOTMENTS SUB-COMMITTEE MEETING IN JUNE 2023

The Town Clerk's report, including the Calendar of Meetings for 2023/24 as Appended, was **NOTED**.

13.1 Following a vote, it was **RESOLVED** to **AGREE** that the start time of the Planning and Licensing Committee Meetings remain at 4.00pm for the 2023/2024 Municipal Year.

13.2 Members **NOTED** the amendment to the date of the Allotments Sub-Committee Meeting to Monday 19th June 2023.

14. **TO APPROVE THE MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL HELD ON 6th MARCH 2023 AND THE EXTRAORDINARY MEETING HELD ON 12th APRIL 2023**

The Minutes of the Council Meeting held on the 6th March 2023 and the Extraordinary Council Meeting held on 12th April 2023 were **APPROVED** by the Council as a correct record and were signed by the Chairman.

15. **WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

16. **ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

The Chairman adjourned the Meeting at 8.03pm

Cllr. Oppler declared an Ordinary Interest in any discussion relating to Arun District Council, as a currently serving District Councillor

A member of the public began by congratulating the new Mayor, and voicing his condolences on the passing of Alderman Pat Stinchcombe, whom he'd known for many years.

The member of the public went on to read his Motion which had been resolved upon at the Annual Town Meeting of Electors on 13th March 2023, which the Mayor confirmed would be on the Agenda for consideration at the Council Meeting to be held on 10th July 2023.

The same member in the public gallery spoke of the recent local elections and the poor turn out in the smaller surrounding parishes, within the Arun District. He asked Members of the Town Council to consider requesting a parish review to be undertaken by Arun District Council. The Mayor responded by saying that it was important for the Town Council to maintain positive relations with neighbouring councils and that he personally believed that the decision should remain with parishes, whilst it was in the gift of Arun District Council to carry out any review. The Town Clerk suggested that the matter could be included on a future Agenda for consideration as to whether Members of the Council wished to debate this issue or not, but that caution should be taken in relation to making any comment at that time. If a positive response was received then the matter could then be placed on the Agenda for a future meeting.

In closing, the member of the public spoke about the façade of the Picturedrome cinema and the display boards outside, which he felt needed refurbishment and asked that the appropriate Committee discuss this.

The Chairman thanked the member of the public for their questions and reconvened the Meeting at 8.12pm

17. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS INCLUDING ANY DISPENSATION REQUESTS TO ENABLE PARTICIPATION IN ANY DISCUSSION/DECISION IN RELATION TO MEMBERS' ALLOWANCES/EXPENSES DURING THIS ADMINISTRATION

The Town Clerks report, confirming that written dispensation forms had been received from all Councillors who may be in receipt of the Basic Parish Allowance, was **NOTED**.

Members present **RESOLVED** to **GRANT APPROVAL** of the written dispensation requests received by the Town Clerk for Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, B. Waterhouse, Mrs. J. Warr, P. Wells, P. Woodall and Mrs. G. Yeates, as without the dispensation the number of persons unable to participate in the transaction of business in relation to the Basic Parish Allowance would be so great as to impede the transaction of the business.

Members further **NOTED** that the dispensations are to take effect immediately and cover the Councillors current term of office, which will cease in May 2027.

18. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)

19. Extraordinary Meeting of the Policy and Resources Committee of 6th March, the Meeting of 27th March and the Extraordinary Meeting of 19th April 2023

The Chairman of the Committee Cllr. Waterhouse, reported.

19.1 Min. 151 - 27th March 2023 refers - Recommendation to adopt the Council's Terms of Reference, in addition to the various Terms of Reference for Committees and Sub-Committees, following a lengthy review

Members unanimously **RESOLVED** to adopt the Council's Terms of Reference, in addition to the various Terms of Reference for Committees and Sub-Committees.

19.2 Min. 161 - 27th March 2023 refers - Recommendation to adopt the updated Publication Scheme & Information Guide, and Document Retention Policy

Members unanimously **RESOLVED** to adopt the updated Publication Scheme & Information Guide, and Document Retention Policy.

20. Meeting of the Community Engagement and Environment Committee of 11th April 2023

Cllr. Brooks, who Chaired the meeting on 11th April 2023, reported. There were no recommendations to Council.

21. **Meetings of the Planning and Licensing Committee of 14th March, 4th and 25th April 2023**

The Chairman of the Committee, Cllr. Mrs. Warr reported. There were no recommendations to Council.

22. **Meeting of the Events, Promotion and Leisure Committee of 20th March 2023**

The former Chairman of the Committee, Cllr. Brooks reported. There were no recommendations to Council.

23. **TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

The Council unanimously **RESOLVED** to ‘formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee’.

24. **TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN FEBRUARY AND MARCH 2023 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (APRIL NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** ‘to note the payments and transfers made in February and March 2023 and to note the balances, bank reconciliations and financial reports (April not yet available) and outturn and approval of the contents and their publication.

25. **COUNCILLORS’ ALLOWANCES INCLUDING: TO CONSIDER CONTINUATION OF THE BASIC PARISH ALLOWANCE FOR MEMBERS DURING THIS ADMINISTRATION – 2023/2027; TO CONSIDER CONTINUATION OF PAYMENT OF A TRAVELLING AND SUBSISTENCE ALLOWANCE TO MEMBERS WHILST ON AGREED TOWN COUNCIL DUTIES OUTSIDE OF THE TOWN**

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

25.1 Members **RESOLVED** to **AGREE** to continue payment of the Basic Parish Allowance for all Members that wish to receive the allowance during this administration.

25.2 Members **RESOLVED** to **AGREE** to the continued payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the town. All such approved duties will be agreed at the appropriate Committee.

26. TO NOTE TRAINING SESSION FOR ALL COUNCILLORS ON WEDNESDAY 26th JULY 2023

The Town Clerk's report, detailing the Councillor Training Session to be held at 6pm on Wednesday 26th July 2023 was **NOTED**.

27. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. P. WELLS

"To discuss the implication and impact on the town centre and community with the announcement of two major banks closing in the centre of Bognor Regis, to seek further information and the possibilities of Bognor Regis becoming a location for a hub if further banks decide to close."

Cllr. Stanley redeclared his Ordinary Interest, stating he would leave the Meeting if the item was not referred without discussion

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

Cllr. Wells spoke on his Motion, which was seconded by Cllr. Batley. Cllr. Wells explained this Motion had come following the closure announcements of the Bognor Regis branches of HSBC and Barclays. He acknowledged that whilst the way people use banking is undoubtedly changing, these branches in the Town Centre serve a purpose, and expressed concerns around the impact of these closures on the Town Centre and local people who rely on their 'in person' services. Cllr. Wells, through this Motion, asked the Town Council to consider making representation, to the two banks in question, expressing these concerns.

Members **AGREED** this Motion should be **REFERRED** to the next Policy and Resources Committee Meeting, for discussion. Cllr. Stanley asked that his abstention from the vote be recorded.

28. REGENERATION INCLUDING: TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD MEETING HELD ON 26th APRIL 2023 (IF AVAILABLE)

Cllr. Wells declared an Ordinary Interest in the Bognor Regis Regeneration Board

Contrary to the Town Clerk's Report, which at the time of writing, conveyed that the Minutes had not yet been released, Members present **NOTED** the Minutes of the Bognor Regis Regeneration Board meeting held on 26th April 2023, had now been circulated.

29. TO NOTE OUTGOING MAYOR'S REPORT AND DUTIES UNDERTAKEN

The report on the outgoing Mayor's activities was **NOTED**.

30. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

The report on the Town Crier's activities was **NOTED**.

31. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

31.1 Cllr. Miss. Needs - Bognor Regis Carnival Association.

31.2 Cllr. Woodall - Bognor Regis Shopmobility, Rox Music & Arts, Sussex Police Focus Groups.

31.3 The Town Clerk requested that, going forward, Representatives provide a brief written report, following any attendance at meetings, that could be circulated to Members.

32. TO RECEIVE A REPORT FROM OFFICERS FOLLOWING ANY ATTENDANCE AT THE MONTHLY ARUN PARISH MEETING WITH THE NEIGHBOURHOOD POLICING TEAM

The Assistant Clerk's report was **NOTED** and Members **AGREED** that an update on information shared at the Focus Group Meeting on 17th May 2023, would be emailed to Members in due course.

33. TO RECEIVE CORRESPONDENCE

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

34. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION; TO CONFIRM BANK SIGNATORIES AS THE COMPANY DIRECTOR PLUS ANY TWO SIGNATORIES FROM THE TOWN COUNCIL ACCOUNTS WITH THE EXCEPTION OF ANY COUNCILLORS HAVING A DISCLOSABLE PECUNIARY INTEREST IN THE PICTUREDROME CINEMA; AGM OF THE BOGNOR PIER COMPANY LTD. – TO ADOPT THE ACCOUNTS YEAR ENDED 31st DECEMBER 2022 AND TO NOTE THE DIRECTOR'S REPORT; TO NOTE RECEIPT OF £14,500 MANAGEMENT FEE FROM THE BOGNOR PIER COMPANY LTD. (FIRST QUARTER PAYMENT FOR 2023)**34.1 Director's report, any urgent actions taken for ratification**

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

34.2 To confirm bank signatories as the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors having a Disclosable Pecuniary Interest in the Picturedrome Cinema

Members **CONFIRMED** that the signatories to The Bognor Pier Company Ltd. accounts are the Company Director plus any two signatories from the Town Council accounts with the exception of any Councillors who may have a Disclosable Pecuniary Interest in the Picturedrome cinema.

34.3 AGM of The Bognor Pier Company Ltd. – to adopt the accounts Year Ended 31st December 2022 and to note the Director's Report

Members **RESOLVED** to **ADOPT** the accounts for Year Ended 31st December

2022 and **NOTED** the Director's Report.

34.4 To note receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2023)

Members **NOTED** receipt of £14,500 Management fee from The Bognor Pier Company Ltd. (first quarter payment for 2023).

34.5 A Member suggested that it would be useful for a briefing to be arranged for all Councillors at which the mechanisms of the Bognor Pier Company Ltd., loans etc, could be explained.

34.6 The Clerk advised Members that she had an update for them in relation to the refurbishment work being carried out at the Picturedrome Cinema and it was **AGREED** that this would be circulated by email to Members.

The Meeting closed at 8.28pm

TOWN COUNCIL COMMITTEES

POLICY AND RESOURCES COMMITTEE

Mayor (Ex Officio)	Francis Oppler (LD) (SUBJECT TO COUNCIL APPROVAL)
Deputy Mayor (Ex Officio)	Claire Needs (LD) (SUBJECT TO COUNCIL APPROVAL)
	John Barrett (LD)
	Steve Goodheart (Ind Grp)
	Paul Ralph (LD)
	Nigel Smith (L)
	Bob Waterhouse (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chairman: **Bob Waterhouse (LD)**

Nominations for Vice Chairman: **Paul Wells (LD)**

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

	John Barrett (LD)
	Jim Brooks (Ind Grp)
	Danny Dawes (A.N.O)
	Claire Needs (LD)
	Francis Oppler (LD)
	Nigel Smith (L)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Gill Yeates (LD)

Nominations for Chairman: **John Barrett (LD)**

Nominations for Vice Chairman: **Nigel Smith (L)**

PLANNING AND LICENSING COMMITTEE

	John Barrett (LD)
	Steve Goodheart (Ind Grp)
	Jeanette Warr (LD)
	Bob Waterhouse (LD)
	Phil Woodall (A.N.O)
	Gill Yeates (LD)
Vacancy (L)	
Vacancy (LD)	
Vacancy (LD)	

Nominations for Chairman: **Jeanette Warr (LD)**

Nominations for Vice Chairman: **Phil Woodall (A.N.O.), Steve Goodheart (Ind Grp)**

May 2023

EVENTS, PROMOTION AND LEISURE COMMITTEE

	Kenton Batley (LD)
	Jim Brooks (Ind Grp)
	Roger Nash (L)
	Claire Needs (LD)
	Paul Ralph (LD)
	Matt Stanley (LD)
	Jeanette Warr (LD)
	Paul Wells (LD)
	Phil Woodall (A.N.O)

Nominations for Chairman: **Kenton Batley (LD)**

Nominations for Vice Chairman: **Roger Nash (L) – Phil Woodall (A.N.O.), Jim Brooks (Ind Grp)**

Sub-Committees and Working Parties

BOGNOR REGIS IN BLOOM WORKING GROUP

Membership to be agreed by the Community Engagement and Environment Committee.

ALLOTMENTS SUB-COMMITTEE

Current Membership: All current Events, Promotion and Leisure Committee Members.

TOWN COUNCIL REPRESENTATIVES TO 'OUTSIDE BODIES' 2023/24

Arun Partnership Advisory Board Early Help	Representative	Cllr.
Arun District Association Local Councils (ADALC)	Representative Representative	Cllr. Cllr.
Bognor & Bersted United Charities	Ex officio Trustee, whilst a Town Council Member until the end of present administration	Cllr.
Bognor Regis BID Board	Officer	
Bognor Regis Town Centre Forum Group	Representative Reserve Senior Officer	Cllr. Cllr.
Bognor Regis BID Town Centre Task Force Delivery Group	Officer	
Bognor Regis Concert Band	President	Mayor
Bognor Regis Heritage & Arts Partnership Board	Representative Representative Representative Representative Reserve Reserve Reserve Reserve	Cllr. Cllr. Cllr. Cllr. Cllr.
Bognor Regis Regeneration Board	Representative Reserve 2 nd Reserve Officer	Cllr. Cllr. Cllr.
Bognor Regis Seafront Lights	Representative	Cllr.
Bognor Regis Twinning Association	Representative	Cllr.
Bognor Regis Youth & Community Centre	Representative	Cllr.
BRTC/ADC Liaison Meetings	Representative Representative Representatives Representative Representative	Town Mayor Group Leaders Chairman of P&R Chairman of CE&E Chairman of EP&L
Chamber of Commerce	Representative Reserve	Cllr. Cllr.
Rampion 2 Community (Coastal) Project Liaison Group (new)	Representative	Cllr.

May 2023

Stonepillow (Christian Care Association)	Patron	Mayor
Sussex Police Focus Group	Representative Officer	Cllr.
The 39 Club	Representative	Cllr.
West Sussex ALC Ltd	Representative Representative	Cllr. Cllr.

Grant Aid Recipients

Bognor Regis Carnival Association (2023)	Representative Reserve	Cllr. Cllr.
Bognor Regis Foodbank (2023)	Representative Reserve	Cllr. Cllr.
Grandad's Front Room (2023)	Representative Reserve	Cllr. Cllr.
Southdowns Music Festival (2023)	Representative Reserve	Cllr. Cllr.
UK Harvest (2023)	Representative Reserve	Cllr. Cllr.