



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 27th MARCH 2023

PRESENT:

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard (from Min. 144), Mrs. S. Daniells, J. Erskine (from Min. 147), S. Goodheart, W. Smith and Mrs. J. Warr

IN ATTENDANCE:

Mrs. J. Davis (Assistant Clerk)
Mrs. R. Vervecken (Civic & Office Manager)
Cllr. J. Brooks in the public gallery
2 members of the public in the public gallery

The Meeting opened at 6.31pm

143. 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 the Town Clerk who was on annual leave. No apologies had been received from Cllr. M. Stanley.

Cllr. Cunard arrived at the Meeting

144. 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. Goodheart declared an Ordinary Interest in Agenda item 7 as a member of the Bognor Regis Heritage & Arts Partnership Board

145. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th JANUARY AND THE EXTRAORDINARY MEETING OF 6th MARCH 2023

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30th January and the Extraordinary Meeting of 6th March 2023, and these were signed by the Chairman.

146. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery, therefore, the meeting was not adjourned.

Cllr. Erskine arrived at the Meeting

147. CLERK'S REPORT FROM PREVIOUS MINUTES

147.1 21st November 2022- Min. 94 – 2023 Town Newsletter

Delivery of almost 10,000 hard copies of the Council's annual Town Newsletter was completed by the second week of March. The full version of the Newsletter is available on the Town Council's website.

147.2 30th January 2023 – Min. 128 – Invitation to the CEO of Arun District Council following the AGM of Arun District Association of Local Councils

The draft Minutes of the ADALC AGM stated that ADC had acknowledged that staffing was an issue, and that recruitment of Officers was a challenge. The CEO of West Sussex Association of Local Councils suggested that parishes could offer assistance to ADC by working in conjunction with them to take on some functions. In response to this suggestion, the CEO of ADC, Mr. James Hassett, indicated that he would like to meet with representatives in person.

Following on from this, Members of the Town Council's Policy and Resources Committee agreed that the Town Clerk would write to the CEO of Arun District Council to invite him to meet with Members of the Town Council, at a time convenient to him either face-to-face or online. Mr. Hassett replied to the Town Clerk to say that "the recruitment issues that you refer to are within the Housing and Planning services. As you would be aware, any decisions to devolve services would need to be initiated by Arun District Councillors and there are no plans for such discussions at this time. I therefore do not believe that a meeting would be beneficial."

Since receipt of this response, Mr. Hassett has resigned his position as CEO of Arun District Council and it is, therefore, further unlikely that a meeting will be agreed.

148. TO RECEIVE THE TOWN FORCE REPORT

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

148.1 After a brief discussion about the current market price for a second-hand vehicle, Members unanimously **RESOLVED** to **AGREE** to replacing the Ford Escort van with a newer vehicle of a similar size, at a cost of approximately £20,000 plus VAT, funded from the Rolling Capital Programme.

148.2 Members were disappointed to learn that the footage of the bathing machine, filmed on Bognor Regis seafront, would no longer feature on The Great British Dig owing to the intended episode being so packed with finds made on the archeological dig. Members **AGREED** to ask Officers to contact the Production Company to ask whether the footage of the bathing machine could be provided to the Town Council for its use.

148.3 A Member drew attention to graffiti on the shutters of a shop front in Queensway, Bognor Regis, and was concerned that its appearance could cause more graffiti in the vicinity. The Assistant Clerk advised that she would bring the matter to the attention of the Town Force Manager.

149. BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (BRHAPB) INCLUDING: - TO RECEIVE THE NOTES OF THE MEETING HELD ON 13th MARCH 2023 PREVIOUSLY CIRCULATED TO COUNCILLORS

The Assistant Clerk's report, including the related appendix, was **NOTED**.

Members unanimously **RESOLVED** to **AGREE** the recommendation, from the Bognor Regis Heritage & Arts Partnership Board, that £470 plus VAT be spent on security updates for the Bognor Regis Trails website.

150. TO RECEIVE ANY UPDATE FROM THE JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 19th JANUARY 2023 (IF AVAILABLE)

The Projects Officer's report was **NOTED**.

151. TERMS OF REFERENCE REVIEW – TO RATIFY THE PROPOSED CHANGES AND RECOMMEND TO COUNCIL THAT THESE BE ADOPTED – MIN. 119.1 REFERS

The Assistant Clerk's report including the appendices was **NOTED**.

A Member shared how pleased he was with the overall end result, and the contribution made by Pete Cooper, which he found to be very supportive and positive.

With no further discussion, Members unanimously **AGREED** to **RATIFY** the proposed changes to the various Terms of References, without any further amendments, and **RECOMMEND** to Council that these be **ADOPTED**.

152. GRANT AID – ANY UPDATE ON OUTSIDE REPRESENTATIVES ENGAGEMENT WITH ORGANISATIONS AS A CONDITION OF THEIR AWARDS – MIN. 129 REFERS

The Civic & Office Manager's report was **NOTED**.

152.1 A Member informed those present that they had personally made enquiries with Arun Arts Ltd to try and establish why they had withdrawn their application for Grant Aid funding. In response, Arun Arts Ltd had stated the reason behind their decision was owing to the appointment of a Town Council representative. The Member felt that it should be made clear to all Town Council representatives that their involvement with the organisations to which they may be appointed is in an observatory capacity with reports made back to Council.

Members **NOTED** that £6,000 Grant Aid funding, awarded to Arun Arts Ltd for 2023 and subsequently declined, will be returned to General Reserves as agreed at the Extraordinary Meeting of the Policy and Resources Committee held 31st October 2022 (Min. 80 refers).

152.2 Having received the required bank statements, Members unanimously **AGREED** that Bognor and Arun Chess Club had met the condition placed upon them and **RESOLVED** that they be presented with a Grant Aid cheque for £250 at the Civic Reception on 28th March 2023.

152.3 Whilst some Members felt less inclined to support funding for the Bognor Coastal Arts Trail event, as it was not entirely based within the wards of Bognor Regis, others felt that there were not many opportunities for local artists to exhibit and the event should, therefore, be supported.

Having noted the change in venue, as detailed in the report, Members **RESOLVED** to **AGREE** that Bognor Coastal Arts Trail be presented with a Grant Aid cheque for £1,000 at the Civic Reception on 28th March 2023.

- 152.4** Members unanimously **RESOLVED** to **AGREE** that Bognor Regis Carnival Association have met the condition placed upon them and that they be presented with a Grant Aid cheque for £4,500 at the Civic Reception on 28th March 2023.
- 152.5** Members **RESOLVED** to **AGREE** that Bognor Regis Foodbank had met the condition placed upon them and that they be presented with a Grant Aid cheque for £10,000 at the Civic Reception on 28th March 2023.
- 152.6** With the agreement of the Committee, the Chairman invited Danny Dawes from Grandad's Front Room, who was seated in the public gallery, to provide an update to Members in relation to the premises located in High Street, Bognor Regis. Danny detailed the improvement works currently being undertaken at the premises and, once a new 10-year lease was in place, hoped to re-open Grandad's Front Room in the High Street on 1st May 2023.

Members unanimously **RESOLVED** to **AGREE** that Grandad's Front Room be presented with a Grant Aid cheque for £8,663.83 at the Civic Reception on 28th March 2023.

- 152.7** With the Town Council appointed representative having been invited to meetings, Members unanimously **RESOLVED** to **AGREE** that Southdowns Music Festival had met the condition placed upon them and that, therefore, they be presented with a Grant Aid cheque for £3,000 at the Civic Reception on 28th March 2023.
- 152.8** Members were satisfied that UK Harvest had met the condition placed upon them and unanimously **RESOLVED** to **AGREE** that they be presented with a Grant Aid cheque for £1,500 at the Civic Reception on 28th March 2023.

153. TO RATIFY RELEASE OF 2023-2024 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), BOGNOR REGIS REGENERATION BOARD, AND TOWN CENTRE WARDEN

The Assistant Clerk's report, and related appendix, was **NOTED**.

Cllr. Mrs. Warr declared an Ordinary Interest as a member of Bognor Regis Seafront Lights

Members unanimously **RESOLVED** to **RATIFY** the release of the 2023-2024 Partnership Funding of £2,000 for CCTV, £9,000 for Bognor Regis Seafront Lights, £4,500 for Bognor Regis Regeneration Board, and £21,000 for the Town Centre Warden service, as agreed as part of the Town Council's budget provision for the next financial year.

154. TO DISCUSS ANY IMPROVEMENT WORKS DEEMED NECESSARY TO THE SEAFRONT SHOWERS – MIN. 172 OF THE COUNCIL MEETING HELD 6th MARCH 2023 REFERS

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

Discussion included the benefit of working showers with the suggestion made that it might be worth looking at what other seaside resorts offer in way of seafront showers.

A Member suggested that the Maintenance Budget of £250 be increased to £500 with the Town Clerk given Delegated Authority, in conjunction with the Chairman, to carry out the necessary repairs for this season.

With the issue of push buttons frequently needing to be replaced at the start of each season, Members considered the possibility of the showers being sensor operated with solar panels installed.

Cllr. Cunard left the Meeting

Members **RESOLVED** to **AGREE** that the Maintenance Budget for the seafront showers should be increased to £500 with the Clerk being given Delegated Authority to carry out the necessary repair works for this season and that Officers work on a feasibility report into solar powered showers with a report brought back to Members at a future meeting.

Cllr. Cunard returned to the Meeting

155. TO CONSIDER THE CRITERIA AND CONDITIONS TO BE MET IN RELATION TO ADC MATCH-FUNDING FOR EVENTS SUPPORTED BY THE TOWN COUNCIL'S GRANT AID PROCESS

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

Members agreed that the considerations upon which last year's further grant funding was released, were applicable to the match-funding on offer this year. The eligible event organisers for 2023, to whom Grant Aid had already been awarded, would need to meet the following: -

- The event is to have an impact on the town that the Council has confidence will happen and already be established and supported by the Town Council through its Grant Aid process to be eligible.
- The money is to be used to bring a new element to the existing event that will help promote tourism and increase footfall in the town for which they have already been awarded Grant Aid.
- The funding would not be for the purposes of supporting running costs such as security, first aid, insurance etc.
- The use of any additional funding awarded be solely used towards any new element of their existing event that is focused within the town only.
- Evidence of evaluation or feedback that has been received from previous years events that have been held by their organisation and details of the number of people attending is to be provided with the application. This will assist the Town Council in their evaluation of the benefits to tourism and increased footfall in the town by enhancing their event with additional match-funding.

Members unanimously **AGREED** that Bognor Regis Carnival Association and Southdowns Music Festival, as established events in the town that are supported through the Town Council's Grant Aid process for 2023, be written to and invited to apply for this additional funding, up to the value of the Grant Aid award previously received. They would be asked to explain what they would do differently, or what extra element they would bring to their event, if successful in securing additional funding. They would also be encouraged to put forward one or more differently costed options to enhance their event so that when considering the applications, the Town Council can seek a maximum return for the investment. An Extraordinary Meeting of the Committee would then be arranged to consider these additional applications.

156. TO RECEIVE AN UPDATE ON UK SHARED PROSPERITY FUND – MIN. 134 REFERS

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

The Chairman stated that as there would be a financial commitment from the Town Council in accepting this funding, in order to progress the projects, the matter should be for the new administration to consider, after the local elections in May. This would, therefore, be included on a future agenda for further consideration.

157. TO RECEIVE ANY RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE IN RELATION TO THE PROPOSALS FOR UTILISATION OF THE £10K PUBLICITY/PROMOTION BUDGET – MIN. 113 REFERS

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

It was proposed and seconded to vote en bloc in relation to the following recommended proposals from the Events, Promotion and Leisure Committee, and the relating expenditure, to be funded from the Publicity and Promotion Budget of £10,000 for 2023-24: -

- £1,500 for Bognor Regis Seafront Lights to organise a 'Son et Lumiere' event on the August Bank Holiday
- £2,000 for Halloween 'Scare' Train event to enhance the Town Council's event in Hotham Park
- £1,500 for 3 x additional bandstand music events
- £500 for a combined Bognor Regis In Bloom and Allotments Presentation Event
- £600 for monthly social media Geocaching, competitions etc
- £1,000 for Town decoration support for the Coronation with Union flags/bunting and any stress testing of catenary wires required
- £2,500 for support for Bognor Regis Concert Band

Members unanimously **RESOLVED** to **AGREE** the recommendations from the Events, Promotion and Leisure Committee in relation to the proposals for the utilization of the Publicity and Promotion Budget for 2023-24.

158. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS

The Town Clerk's report was **NOTED**, and Members unanimously **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

159. ROLLING CAPITAL PROGRAMME – TO RATIFY EXPENDITURE OF £5,745 EXCLUDING VAT FOR REPLACEMENT PROJECTOR FOR USE IN THE COUNCIL CHAMBER

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

Cllr. Smith left the Meeting

Members **AGREED** to **RATIFY** the £5,745 excluding VAT expenditure, for a replacement projector for use in the Council Chamber, funded from the Rolling Capital Programme.

160. FINANCIAL REPORTS INCLUDING: -

160.1 To note Committee I&E Reports for the month of February 2023 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2023.

160.2 To note that verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2023, 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**.

Cllr. Smith returned to the Meeting

161. UPDATES TO: - PUBLICATION SCHEME & INFORMATION GUIDE; DOCUMENT RETENTION POLICY

The Assistant Clerk's report, and related appendices, was **NOTED** and Members **AGREED** to **RECOMMEND** to Council, with no amendments, the adoption of the updated Publication Scheme & Information Guide, and Document Retention Policy.

A Member suggested that the Council should consider the adoption of a Pregnancy Loss Policy and it was **AGREED** that this would be added to a future agenda with a draft policy presented to the Policy and Resources Committee for consideration of recommendation to Council.

162. CORRESPONDENCE

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

163. 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) - (contractual).

164. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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

The Meeting closed at 7.38pm