



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 8th JULY 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Barrett, K. Batley, J. Brooks, D. Dawes, P. Ralph, Mrs. J. Warr, 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)
AC Ashley Wightwick-Hotston (Mayor's Cadet) (part of meeting)

The Meeting opened at 6.30pm

36. WELCOME BY MAYOR

The Mayor welcomed all those present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

37. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Goodheart, Nash, Oppler and Waterhouse, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

No apologies were received by the Clerk from Cllrs. Smith or Stanley.

38. 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 Chair reminded Members to declare their Interests as any arise or again at the relative point in the meeting if they have already.

Cllr. Wells stated that he would declare any Interest as and when

39. TO APPROVE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 13th MAY AND THE SPECIAL COUNCIL MEETING HELD ON 3rd JUNE 2024

The Minutes of the Annual Council Meeting held on 13th May and the Special Council Meeting held on 3rd June 2024 were **APPROVED** by the Council as a correct record and were signed by the Chair.

40. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)

The Town Clerk gave apologies for Cllr. McDougall, an ADC Councillor for Pevensey Ward, who could not attend. Unfortunately, he had not submitted a written report due to annual leave and having been busy campaigning for the recent General Election.

41. WRITTEN QUESTIONS FROM COUNCILLORS

There were no questions from Councillors.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public present, therefore the meeting was not adjourned.

43. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS

There were no written dispensation requests received from Town Councillors.

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

45. Policy and Resources Committee Meeting of 3rd June 2024

In the absence of the Chair, the Vice-Chair of the Committee, Cllr. Wells, reported. There were no recommendations to Council.

46. Planning and Licensing Committee Meetings of 14th May, and 4th and 25th June 2024

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

47. Environmental and Leisure (formerly Events, Promotion and Leisure) Committee Meeting of 20th May 2024

The Chair of the Committee, Cllr. Batley reported.

47.1 Min. 8.1 refers – Recommendation to appoint the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell and Mr. C. Penfold (Allotment Tenant Representatives)

Members unanimously **RESOLVED** to **APPROVE** the following Co-Opted Members to the Allotments Sub-Committee: Mrs. L. Russell and Mr. C. Penfold (Allotment Tenant Representatives).

47.2 Min. 8.2 refers – Recommendation to appoint the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson

Members unanimously **RESOLVED** to **APPROVE** the following Co-Opted Members to the Bognor Regis in Bloom Working Group: Mrs. G. Edom; Mr. E. Fane; Mrs. S. Hamilton Jones; Ms. D. Horton; Mrs. M. Huntingdon; Mr. B. Jackson; Ms. P. Keane and Mrs. S. Teverson.

48. 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’.

49. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN APRIL AND MAY 2024 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (JUNE 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 April and May 2024 and to note the balances, bank reconciliations and financial reports (June not yet available) and outturn and approval of the contents and their publication’.

50. TO NOTE DECISION OF THE BOGNOR REGIS CARNIVAL ASSOCIATION TO DECLINE A ‘RESERVE’ REPRESENTATIVE TO THE ORGANISATION – MIN. 10 REFERS

Cllr. Woodall declared an Ordinary Interest as the appointed Representative to the Bognor Regis Carnival Association

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

A Member queried whether it should be the decision of the Council, not individual organisations, as to whether Town Councillor representatives and reserves be appointed, particularly those in receipt of funding via Grant Aid, such as Bognor Regis Carnival Association.

Cllr. Woodall, as the appointed Town Council representative to the Carnival Association, clarified that an appointed representative is currently only a requirement for those in receipt of over £5,000 in Grant Aid, which in the 2024 round of funding, the Carnival Association was not.

After some discussion, Members **NOTED** the decision of the Bognor Regis Carnival Association to decline a ‘reserve’ representative to the organisation for the 2024/2025 Municipal year. This would be reflected on the ‘representatives to outside bodies’ list and the reserve representative would be advised accordingly.

51. TO NOTE THE CHANGE IN DATE OF THE COUNCIL MEETING (PRECEPT) SCHEDULED TO TAKE PLACE ON 13th JANUARY 2025 – MIN. 12 REFERS

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

Members further **NOTED** that in a change to the Calendar of Meetings for 2024/2025, the Council Meeting (Precept) will now be held at 6.30pm on Monday 6th January 2025.

52. REGENERATION INCLUDING TO NOTE THE PUBLICATION OF THE MINUTES OF THE BOGNOR REGIS REGENERATION BOARD AGM HELD ON 24th JANUARY 2024 AND THE MINUTES OF THE MEETING HELD ON 24th APRIL 2024, DEFERRED FROM LAST MEETING – MIN. 24 REFERS

Cllr. Wells declared an Ordinary Interest as a member of the Bognor Regis Regeneration Board in his own right

Members **NOTED** the Minutes of the Bognor Regis Regeneration Board AGM held on 24th January 2024 and the Minutes of the meeting held on 24th April 2024, which had both been previously circulated to Councillors.

53. MAYOR'S REPORT AND DUTIES UNDERTAKEN

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

The Mayor conveyed her enjoyment of the events that she had attended in her position, thus far, listing the Beacon Lighting for the 80th anniversary of D-Day and the Town Crier competition as particular highlights. She further advised that despite a visit to L'Arche as part of their 50th anniversary celebrations, being listed as a civic duty attended, unfortunately, due to bad weather, this was currently being rearranged.

A Councillor queried why there had been three events unattended by either the Mayor or Deputy Mayor. It was explained that this had arisen due to a clash of meetings in relation to two of the events, and that the third had been a generic, ticketed invite, falling out of area.

54. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN

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

55. 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.

55.1 Cllr. Woodall - Arun Supporting Families Locality Group; Bognor Regis Carnival Association; The 39 Club.

At the Council Meeting, held on 2nd January 2024 (Min. 156.1 refers), Cllr. Woodall had queried whether Councillors should be submitting completed reports, regardless of whether they had attended any meetings for organisations they are representatives to. The Town Clerk had confirmed that this was the case.

As the only Councillor to have submitted a report prior to the meeting, Cllr. Woodall expressed his dissatisfaction with other Councillors not completing their forms. He further stated that until others started doing so, he would no longer be providing updates on the organisations that he was a representative for.

Verbal Reports:

55.2 Cllr. Paul Ralph - Arun-Chichester Neighbourhood Planning Network.

As a representative to the above group, Cllr. Ralph advised that he had not been invited to attend any meetings, since his appointment as representative at the Annual Town Council Meeting in May.

55.3 Cllr. Mrs. Warr - Arun-Chichester Neighbourhood Planning Network; Bognor & Bersted United Charities; Bognor Regis Seafront Lights.

Cllr. Mrs. Warr provided an update on behalf of Bognor Regis Seafront Lights. There had been plenty of positive comments on the new astronomical timers that had been installed. The style of timers aimed to improve reliability of the displays and allow the seafront illuminations to come on at dusk throughout the year, something which the Town Council had requested in the past. The new lighting displays at West Street had proved popular, with plans underway for the Illuminate Bognor Regis event, which is due to take place over the August Bank Holiday weekend.

A Councillor commented on the astronomical timers and urged the Environmental and Leisure Committee, who would shortly be reviewing the Town Council's Christmas illuminations contract, to consider working on this principle in place of 'old fashioned' timers.

55.4 Cllr. Wells - Bognor Regis Town Centre Forum Group; Bognor Regis Youth and Community Centre; Grandad's Front Room; Rampion 2 Community (Coastal Liaison Project); Sussex Police Focus Group; West Sussex ALC Ltd.

Cllr. Wells apologised for not submitting a report, confirming that he was not available to attend the previous two meetings of the Sussex Police Focus Group. He hoped that the Assistant Clerk would provide an update on these meetings, under the upcoming Agenda item.

55.5 Cllr. Mrs. Yeates - Arun District Association of Local Councils; Bognor Regis Heritage & Arts Partnership Board.

As a reserve and not a representative of the Bognor Regis Heritage and Arts Partnership Board, Cllr. Mrs. Yeates confirmed that she hadn't been to any meetings, of either organisation.

56. 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**.

Members were reminded that should they have any specific questions on any aspect of the report, a meeting with her to discuss this should be arranged, as due to the sensitive nature of much of the discussions at these meetings, only the information within her report could be shared publicly.

A response from Inspector Wickings regarding a question from Cllr. Wells on the travellers who had recently been occupying the King George V recreation

ground in Felpham, had not yet been received. The Assistant Clerk flagged this up at the most recent meeting for which Inspector Wickings apologised for the delay and confirmed that a response would be forthcoming.

57. TO RECEIVE CORRESPONDENCE

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

58. PICTUREDROME SITE UPDATE INCLUDING: DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION

58.1 Director's report, any urgent actions taken for ratification

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

The Meeting closed at 6.56pm