



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 3rd JUNE 2024

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: J. Brooks, S. Goodheart
Miss. C. Needs, N. Smith, Mrs. J. Warr, P. Wells, P. Woodall
and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)
Mr. D. Kemp - DCK Accounting Solutions Ltd (part of
meeting)
2 Members seated in the public gallery
1 member of the public

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 13th MAY 2024

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

It was further **NOTED** that Cllr. B. Waterhouse was elected Chair and Cllr. P. Wells was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 13th May 2024.

2. WELCOME BY CHAIR

The Chair 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.

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

Apologies for absence were received from Cllr. Oppler with the Clerk recommending that the reason given was acceptable. This absence was **APPROVED** by Members.

4. **DECLARATIONS OF INTEREST**

The Chair 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 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 declared an Ordinary Interest as a BID Levy Payer

5. **TO APPROVE THE MINUTES OF THE MEETING HELD ON 25th MARCH 2024**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 25th March 2024 and these were signed by the Chair.

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

The Chair adjourned the Meeting at 6.32pm

The member of the public, although acknowledging that it was a matter for West Sussex County Council (WSCC), spoke about potholes on local roads. They were of the opinion that many were caused by utility companies digging up roads and not repairing the surface to an adequate standard.

They suggested that a mandatory guarantee should be put in place to ensure that such companies carry out groundworks were required to repair to a high quality, rather than WSCC utilising taxpayers' money to cover the repair costs.

Members felt that this was a discussion for the Town Council's Planning and Licensing Committee and asked that it be referred to them.

A Member seated in the public gallery asked whether it would be possible for the Town Council to collate a list of alternative funding streams which could be shared with Grant Aid applicants who were unsuccessful in obtaining the full funding that they had asked for. It was proposed that this list could be included with the letter sent to applicants informing them of the outcome of their application.

The Chair reconvened the Meeting at 6.39pm

7. CLERK'S REPORT FROM PREVIOUS MINUTES

7.1 31st July 2023 - Min. 33 Bognor Regis BID installation of an augmented reality archway on the promenade

Following the installation of the augmented reality archway on the promenade at the end of March 2024, notification has been received via BR BID that it is intended to donate the information pedestal (valued at £650) to the Town Council when the exhibition closes in approximately 18-months, to promote the Town Council's decked area as an accessible platform from which to enjoy the views of the beach.

7.2 11th December 2023 - Min. 98.1 Town Crier Honorarium

As proposed and agreed as part of the Budget proposals for 2024-2025 and subsequently agreed by Council, an Honorarium payment has been made to the Town Crier. Members felt Jane was an excellent ambassador for Bognor Regis, going above and beyond the expectations of the role, and putting the Town on the map time after time. Following receipt of the payment the Town Crier responded as follows: -

"Thank you so much for your letter of April 16. To say that I am overwhelmed would be an understatement.

As you know I take enormous pride in representing Bognor Regis and extolling the virtues of our town when I 'cry' around the country. And it goes without saying that I relish every opportunity to proclaim at events throughout the town as and when my services are required.

I have been lucky in enjoying the support of the Councillors as a whole, but also the succession of Mayors with whom I have struck up an enjoyable working relationship.

I am looking forward to working alongside Claire in 2024/5 and am certain we will make a formidable team.

I have copied Rebecca into my reply but would appreciate you passing on my thanks to all the Councillors at a suitable moment in time.

I cannot express enough how much their support and appreciation of my 'work' means to me.

Let's hope that I will bring more acclaim to the town in the coming months."

7.3 25th March 2024 - Min. 135.1 UKSPF Bike Repair Stations Project

Members were updated at the last meeting in connection with progress made to date in relation to the UKSPF Bike Repair project. Everything is now in place except the legal documentation with regards to the leases to allow for these to be installed on ADC land. Draft leases are still awaited from ADC and following receipt, these will be reviewed by the Council's legal representative before being signed off. Town Force will then be able to proceed with installation and a launch campaign will be run by BRTC to promote this project to the public.

7.4 25th March 2024 - Min. 135.3 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Following agreement by Members to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a three-year Funding Agreement, the Clerk advised at the last meeting that the Funding Agreement had been signed and returned. It was further reported that a copy of their accounts as a condition of the agreement would be provided once completed. Members are asked to note that these have now been received.

7.5 25th March 2024 - Min. 135.4 Boom Community Bank proposal to set up a No Interest Loan Scheme for Bognor Regis Residents

An update on progress with the scheme is an item on the agenda later in the meeting. In the meantime, Members are asked to note that a signed copy of the NILS Grant Agreement, and the Deferred Share Certificate denoting Bognor Regis Town Council's shareholding of (4,500) four thousand five hundred shares in Boom Community Bank have been received. Also, as a new corporate member of Boom Community Bank, the Council's active membership is maintained with a minimum shareholding of 5 Non-Deferred Shares with a nominal value of £1.00 each. The Corporate Savings Account in which these funds are lodged was opened on 19th April 2024.

7.6 25th March 2024 - Min. 135.8 Repairs to Southern End of Gloucester Road Wall

Following reinstatement of the wall, Members were previously advised that liaison was taking place with West Sussex Highways to establish if they would consider maybe lowering the chevron sign and either installing a few bollards in this area or a barrier in an effort to make this corner safer for pedestrians to use, whilst also raising awareness of the sharp corner and protecting the wall from further road traffic accidents occurring. A response has now been received from the Traffic Engineer as follows: -

"West Sussex County Council have adopted an evidence-based approach for new traffic signs and road markings, as per the advice in the Department for Transport's Traffic Signs Manual, which is a document followed by all Highway Authorities to provide road signage and markings. This emphasizes that all signage should be kept to a minimum or installed only if there is an evident road safety need.

Warning signs and road markings can play an important part towards improving road safety. However, they should only be used where there is a specific safety issue or hazard, not to sign readily apparent conditions or routine features of the road, such as bends and junctions. Overuse of warning signs and markings can dilute their effectiveness and tends to bring them into disrepute. For example, it should not be necessary to place roundabout or traffic signal warning signs in addition to map type advanced direction signs or where the traffic signals or roundabout are clearly visible. Similarly, junction warning signs should not be necessary in street-lit urban areas, where there are frequent side-road junctions.

Our Road Traffic Collision data shows that there have been 3 collisions resulting in injury at this location in the last 5-year period. The bend was recently assessed by our Road Safety Team with input from Sussex Police following the fatality in 2022, and it was determined that there isn't currently a need for additional signage at this location, as warning signs should only be installed where there is an identified hazard or evidenced road safety issue. Of the incidents that occurred there, investigations indicate additional signs would not have affected the outcome, due to the individual circumstances of those incidents.

With regards to your comments around the chevron being installed in one of the panels as part of the wall construction, you are correct in stating that the existing chevron sign was previously mounted lower, but it appears to have been mounted at the current height following the RTC in 2020, as a result of damage to both the sign and the wall. It also looks as though the sign was reduced in size at that time, but it wouldn't be best practice to lower the height of the sign or mount on the wall, due to the size of sign and wall space available. This is also due to the positioning of the chevron sign as it would be too low and is therefore unlikely to be picked up by vehicle headlights. Reducing the height of the chevron could also cause risk for pedestrians at head height, as the recommended height of a sign on a footway is 2.1m.

It's also unlikely that the footway width is sufficient for bollards/safety barriers. Both the injury collisions involving vehicle contact with the wall occurred in the early hours of the morning, where pedestrian movements would be low. The only potential reason for WSCC installing bollards/hazard markers with reflectors would be to aid guidance for drivers taking the bend, but these could not be placed on the outside of the bend (where they would serve best purpose) due to the access to the foreshore. Additionally, neither

bollards nor pedestrian guard rail would stop an out-of-control vehicle and equally, WSCC doesn't install barriers to protect private property.

It is understandably difficult for some road users to identify the bend in the road, with the eastbound nature of the road consisting of the straight approach and open forward vision, but this is the reason for the existing chevron sign to be in place, as it would not normally be required in a street-lit urban area. The hatching and other centre road markings within the vicinity have recently benefitted from refurbishment, as my local knowledge would suggest that generally southbound approach speeds are much lower than those approaching eastbound along The Esplanade.

Too much signage on public highways can contribute towards a confusing road network for motorists using the road, and the Campaign for the Protection of Rural England (CPRE) mount campaigns to reduce sign clutter. Transport Advisory Leaflet 01/13 2013 outlines this - [Reducing Sign Clutter \(publishing.service.gov.uk\)](https://publishing.service.gov.uk).

It may be that we can consider increasing the size of the Chevron sign if/when future maintenance of the sign is required, but it wouldn't be best practice for us to intervene at this stage. Unjustified signing should not be used at individual locations simply in response to complaints from the public. Care should be taken to ensure that a route is treated consistently, as it is the responsibility of all road users to take appropriate care when using the road. All road users should drive to the prevailing conditions, observe any warning signs provided, and reduce their speed accordingly."

- 7.7 25th March 2024 - Min. 139 2024-2025 Partnership Funding for CCTV**
 Following a request for an update from ADC regarding how the Town Council's contribution is used towards providing the CCTV in the Bognor Regis Town Centre so that Members have a better understanding of how this service is provided, funded and any potential plans for improvement to the scheme, a response has now been received from the Director of Environment & Communities as follows: -

"In respect of the update your Members have requested, public facing CCTV in Bognor Regis is supplied by the District Council, to support the prevention and detection of crime by Sussex Police. The costs for maintenance and transmission for the year 2023/24 totals £19,164. The annual contribution of £2,000 from BRTC is very gratefully received and certainly helps towards the costs of the 12 cameras within the town council boundary area.

We have recently invested approximately £30,000 to upgrade all public facing CCTV equipment to a cloud-based recording system. This will allow a more flexible viewing platform for Sussex Police and follows BT's announcement that they are going to increase the charges of ground cabling transmission system by almost 6 times."

7.8 25th March 2024 - Min. 139.2 2024-2025 Partnership Funding for Bognor Regis Seafront Lights

Following the release of the Partnership Funding for 2024-2025 a letter of thanks has been received from the BRSFL Secretary as follows: -

"I am writing to acknowledge the cheque for £6,000 from the Town Council for the Seafront Lights, kindly collected by Jeanette Warr on our behalf at the recent Civic Reception.

We have received much positive comment on the effectiveness of the new Astronomical timers, which have not only improved reliability of the displays, but now allow the lights to come on at dusk throughout the year, something we know that Town Councillors have requested in the past.

Certified 23-24 accounts will be forwarded once available.

Please convey our thanks to members for their ongoing support."

7.9 25th March 2024 - Min. 143.2 Bognor Regis Carnival

The Chair of the Bognor Regis Carnival Association has written to the Clerk and asked that the following question be put to Members at the next convenient meeting.

"With the changes planned for the Esplanade do members know if there will be any implications to the funfairs that visit and to the Carnival itself? As you know the Esplanade is vital for both of these to take place. Is the Council supportive of Carnival and the funfairs still being able to use the Esplanade as both are integral parts of the events calendar for Bognor Regis?"

Unfortunately, this was received too late for this to be included as an agenda item at this meeting, so this will be included as an item for the meeting on 29th July 2024. In the meantime, the Clerk will make some tentative enquires with WSCC Highways regarding the impact that their proposed works may have for future events that use the Esplanade so a report can be made back to Members at the July meeting, so they are better informed.

7.10 25th March 2024 - Min. 148 Business Wardens Service Level Agreement

Having submitted the agreed document to the Bognor Regis BID a signed copy has now been returned to the Town Council.

7.11 Council Meeting on 4th March 2024 – Min. 180 Letter to ADC requesting consideration of the identified works to improve the overall appearance of the Town Hall

Members will recall that it was agreed at the Council Meeting in March that a letter be sent to ADC regarding the current condition of the Town Hall requesting consideration be given to repairs to the exterior of the building, as identified by Councillors. In response to the letter the Interim CEO's advised as follows: -

"As you will be aware, the Council has resolved to consider its future accommodation needs which include the Town Hall.

Therefore, until this exercise has been completed, the Council is likely to only be undertaking scheduled planned maintenance and dealing with any specific Health & Safety issues. Notwithstanding this, I have forwarded on your letter and images to our Property & Estates team for them to review."

A follow up to seek some clarification on the District Council's accommodation review and any guidance as to when the review might be concluded, and a decision taken with regards to the future of the Town Hall was sent with the following response received: -

"The accommodation review is a big piece of work which we will be conducting this year, and I will be in contact again when I have some clear timelines for the review."

7.12 Council Meeting on 4th March 2024 – Min. 182 Letter to Central Government highlighting the severe impact the recent flooding events have made on Bognor Regis and the wider area

Members will recall that it was agreed at the Council Meeting in March that a letter be sent to Nick Gibb MP, highlighting the severe impact the recent flooding of homes and businesses in Bognor Regis has had, stating the need for a Moratorium on new builds in this area, and further requesting that additional funding be allocated to the various agencies to undertake any works required to mitigate further flooding events in the Bognor Regis area. An acknowledgement was received from Nick Gibb MP on 9th April advising that he had written to the Department for Environment, Food and Rural Affairs and would respond further once a response from the minister responsible was received. A further response has now been received with a copy of the response from Robbie Moore MP, the Parliamentary Under Secretary of State for Environment, Food & Rural Affairs. A copy of the response was circulated to all Councillors by email on 16th April for information and noted on the correspondence list.

8. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

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

Joint Consultative Sub-Committee (Staffing)

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; J. Brooks, R. Nash, Miss. C. Needs, B. Waterhouse, P. Wells, P. Woodall, Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

9. TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 5th FEBRUARY 2024 – MIN. 113.3 REFERS

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 5th February 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 19th March 2024, was **NOTED**.

Cllr. Waterhouse, who had attended the Working Party Meeting, and the follow-up meeting thereafter, spoke of the parking schemes proposed which had included, for example, the continuation of the app alongside the cardboard discs that could be used in both Bognor Regis and Littlehampton.

10. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2023-2024 (FINAL)

The Town Clerk's report and Internal Audit Report 2023-2024 (Final) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In response to the minor point raised by the Internal Auditor in relation to a review of the insurance policy schedule, Members **RESOLVED** to **AGREE** that the Clerk should implement increasing the level of Fidelity Guarantee cover to at least the value of the combined bank account balances as a minimum, at the next insurance renewal in August 2024, as suggested within the report by the Internal Auditor.

11. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2023/24

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2023/24.

Mr. Kemp advised that the headline figure was that, as expected, expenditure for the year 2023/24 had exceeded income by £100,000, however, this was covered by Reserves. The overall loss was £7,944, which he felt was not cause for concern, compared with an anticipated overspend of £87,000.

Attention was drawn to the simplified reporting treatment that was required by the Annual Governance and Accountability Return (AGAR). As a consequence, the impact of the Town Council's investment in Boom Community Bank (BCB) was not obvious with Mr. Kemp explaining that for the purposes of AGAR this was treated as expenditure as shown in box 6. In order to ensure that this investment in BCB was borne in mind for future years, Mr. Kemp had included the share investment and the loan fund created as an asset on the register so that it remained visible year on year.

Members would need to decide annually as to what to do in regard to the value of the loan fund and Mr. Kemp recommended that this be considered bi-annually at budget setting and again when approving AGAR and the accounts. However, with this investment in its infancy, it was too soon to carry out a review at this time.

Following a question in relation to some of the headers used in the Unaudited Financial Statements for the year ended 31st March 2024, it was explained to Members that the headers used came from best practice for accountancy codes and, basically, reclassified the Council's expenditure to best fit into these standard headers. Mr. Kemp stated that he would be happy to sit with any Members, to explain this in more detail, during one of his future visits.

With no further questions, the Chair thanked Mr. Kemp for his attendance and input to the meeting.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING: -

The Town Clerk's report and the relating appendices were **NOTED**.

12.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2023/2024 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2023/24 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

12.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR)

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that statement 9 was not applicable to the Town Council.

12.3 To Recommend Approval to Council of the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2023/2024 and that Section 1 is

signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

12.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31st March 2024 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

12.5 To consider the Accounting Statements for 2023/2024 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2023/2024 as detailed in Section 2 of the AGAR.

12.6 To Recommend Approval to Council of the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2023/2024 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2023/2024 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

13. GRANT AID INCLUDING: -

The Town Clerk’s report, and related appendices, was **NOTED**.

13.1 To consider replacing the current guidelines/criteria with the Grant Awarding Policy proposed

In considering the draft Grant Awarding Policy proposed, a Member asked that mention of organisations raising their own funds be included in the policy wording. A Member queried the statement that “the Town Council will not fund organisations that hold reserves in excess of one year’s operating expenses, including local branches of national or regional organisations that have reserves that could be used”.

Reference was made to the Town Council having previously awarded Grant Aid monies to local Girlguiding and Scouts groups who, as a branch of a national organisation, most likely did not meet the requirements of the statement in its current format. Therefore, it was suggested that the policy wording be amended to read “the Town Council may not fund etc.” in

addition to an explanation that “each application will be measured on its own merit with funds awarded at Members discretion”.

Members **RESOLVED** to **ADOPT**, with amendments, the Grant Awarding Policy attached to the Minutes as **Appendix 1**.

13.2 To review the Grant Aid application form and amend if required

Members **APPROVED** the Grant Aid application form for Grant Aid 2025, without any further amendments to those identified on the one presented.

13.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered

There was some discussion about timings around considering and awarding Grant Aid applications. It was acknowledged that the process needed to allow time for budget setting, however, there was concern that with the budget not being approved until January each year, this left event organisers in limbo as to whether they would receive funding from the Town Council. With there being no suitable alternative in relation to timings, particularly in an election year whereby Council could not commit a future Administration to pre-agreed spending, the possibility of future consideration of Partnership Funding was proposed.

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2025 applications will be considered, will be scheduled to take place on Tuesday 21st January 2025 at 6.30pm.

14. TO CONSIDER AN INVITATION FROM GRANT AID 2024 RECIPIENTS, ARUN COMMUNITY TRANSPORT, FOR A REPRESENTATIVE TO ATTEND THEIR AGM

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

Following nominations, Members **AGREED** that Cllr. Woodall would attend the Arun Community Transport AGM on 19th June 2024, on behalf of the Town Council.

15. TO RECEIVE THE TOWN FORCE REPORT INCLUDING A PROPOSAL FROM A MEMBER OF THE PUBLIC IN RELATION TO AN ART PROJECT

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

Members considered the request from a member of the public in relation to a joint art project with Arun District Council (ADC) and West Sussex County Council (WSCC) for Hotham subway, whereby street art advertising Hotham Park could be painted on one side of the subway and other scenes from Bognor Regis on the other side. It had been suggested that the Orchard Way and Gordon Avenue subways would then be left for graffiti offenders, which the member of the public believed could be the answer to the long-term issue of graffiti in the local subways.

The general consensus was that this initiative had the potential to be successful in its aims with suggestions including inviting the Bognor Regis Youth and Community Centre and the Bognor Regis BID to be involved, and that the artwork theme could reflect the Wayfinding scheme adopted.

Cllr. Wells redeclared an Ordinary Interest as a BID Levy Payer

A Member pointed out that it was unlikely that the Bognor Regis BID could be involved in the project as the subway was located outside of the BID area and that the BID could not work outside of their remit.

Members **AGREED** to **SUPPORT IN PRINCIPLE** the proposal for a joint art project for Hotham subway, to be funded from General Reserves, with Officers asked to approach ADC and WSCC inviting them to work in partnership.

A note of appreciation was extended to the Council's Town Force team for their involvement with the Bognor Regis Carnival and for their contribution in ensuring that Billy Bulb was in attendance.

In reference to the need to hire a digger to clear the substantial build up of shingle on the seafront decked areas, a Member queried the associated costs. The Clerk did not have this information to hand but advised that they would look into this.

16. TO RECEIVE ANY UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 135.4 REFERS

The Town Clerk's report and related appendices, providing an update in relation to Boom Community Bank was **NOTED**.

17. CONSIDERATION OF DRAFT CRITERION FOR PARTNERSHIP FUNDING AND ITS ADOPTION – MIN. 140 REFERS

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

Following consideration, it was **AGREED** to **ADOPT** the criterion proposed for Partnership Funding, without amendments.

Members **RESOLVED** to **AGREE** that the £6,000 balance remaining in the Partnership Funding Budget 2024/2025 be earmarked and carried forward as additional Partnership Funding for 2025/2026.

It was further **AGREED** that for 2025/2026, the Partnership Funding process follows the same cycle as that adopted for the Town Council's Grant Aid scheme whereby applications for Partnership Funding would be invited in the Summer of 2024. These applications would then be considered at the same Extraordinary Policy and Resources Committee Meeting, in January 2025, at which Grant Aid applications are reviewed.

18. TO RECEIVE ANY UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS CARNIVAL AND BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT), INCLUDING RATIFICATION OF EXPENDITURE FOR MAGNETIC SIGNS AND DECORATIVE FLOWERS FOR BILLY BULB ATTENDANCE AT CARNIVAL – MIN.144 REFERS

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

Cllr. Wells spoke of Billy Bulb's attendance at the Bognor Regis Carnival, having been decorated according to the theme 'Flower power', by Town Force and some Councillors, and was well received by spectators. Cllr. Wells reported that he had spoken with the organisers of ILLUMINATE Bognor, about them booking an attraction or whether this was to be arranged by the Town Council, and was awaiting a response, after which Cllr. Wells would liaise with the Clerk.

Members **RATIFIED** expenditure of £130.97 plus any VAT payable, to be funded from Reserves, for costs associated with the participation and decoration of Billy Bulb at the Bognor Regis Carnival on 25th May 2024.

19. TO RECONFIRM THAT THE TOWN CLERK HAS DELEGATED AUTHORITY TO ISSUE A 'NOTICE TO QUIT' IN RELATION TO ALLOTMENT TENANCIES

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

Members reconfirmed and unanimously **RESOLVED** to **AGREE** that the Town Clerk has Delegated Authority to issue a 'Notice to Quit' in relation to allotment tenancies, in accordance with current legislation.

20. TO RECEIVE AND NOTE: - THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, FOR MARCH AND APRIL 2024; THE BID REPORT RELATING TO BUSINESS CRIME REPORTING THROUGH DISC FOR THE MONTHS OF JANUARY – APRIL 2024

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of March and April 2024, and the BID report relating to business crime reporting through DISC for the months of January – April 2024, was **NOTED**.

21. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2024

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2024, was **NOTED**.

Members were reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves

until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

22. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

22.1 To ratify expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up

Members **RATIFIED** expenditure of £2,815 excluding VAT for replacement shutter and £275 excluding VAT for the relating new electrical spur installation required at the Town Force lock-up.

22.2 To ratify expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy

Members **RATIFIED** expenditure of £647.90 excluding VAT for LPG gas safety inspection for Seafront Beacon upgrade and related expenditure of £464 excluding VAT for replacement hoses and fittings for compliancy.

22.3 To ratify expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy

Members **RATIFIED** expenditure of £7,350 excluding VAT for 6 x new Dell OptiPlex Micro Desktop PC's and 5 x new Dell Latitude 5000 Series Laptops to ensure Windows 11 compliancy.

Following a query from a Member as to what was to become of the devices being replaced, the Clerk advised that she would make enquiries as to their compatibility and suitability in being offered for use.

23. FINANCIAL REPORTS INCLUDING: -

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

23.1 To note Committee I&E Reports for the months of March and April 2024 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the months of March and April 2024.

23.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 2024, undertaken by the Chair of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of bank reconciliations as detailed was **NOTED**.

24. CORRESPONDENCE

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

25. 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 item 26 (contractual).

26. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

Cllr. Brooks declared a Pecuniary Interest as a sponsor

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

Before considering whether to escalate one of the outstanding debts to the Small Claims Court, Members requested that further attempts be made to have the debt settled in an effort to retain professional relations with the Debtor in question. Contact details for the Area Manager were provided to the Town Clerk.

The Meeting closed at 8.19pm