



# 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](mailto:bognortc@bognorregis.gov.uk)

## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 29<sup>th</sup> JULY 2024**

**PRESENT:** Cllrs: J. Brooks, N. Smith, Mrs. J. Warr, P. Wells and Mrs. G. Yeates

**IN ATTENDANCE:** Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)

***Prior to the Meeting, a one-minute silence was held in memory of former Town Councillor and Mayor, Mr. Pat Dillon***

***The Meeting opened at 6.32pm***

### **27. WELCOME BY CHAIR**

In the absence of the Chair, Cllr. Waterhouse, the Vice-Chair, Cllr. Wells, took the Chair and 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.

### **28. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

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

There were no apologies received from Cllr. Goodheart. These could, therefore, not be approved.

### **29. 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***

**30. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JUNE 2024**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3<sup>rd</sup> June 2024 and these were signed by the Chair.

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

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

**32. CLERK'S REPORT FROM PREVIOUS MINUTES**

**32.1 3<sup>rd</sup> June 2024 - Min. 7.10 Business Wardens Service Level Agreement**

Following receipt of a signed copy of the Service Level Agreement from the Bognor Regis BID, the Clerk was notified that the Community Warden would be having a new uniform. With new, red, High Vis vests planned, the BID proposed that along with their logo, the Town Council logo also be included in the design. As the Council's future financial commitment to the provision of a Community Warden is unknown, the BID was advised that the matter would need to go before the Policy and Resources Committee to seek their instruction on whether they wish to include the Council's logo. However, in order to expedite the changes, and given that the Town Council's logo has never previously featured, the decision was made to put the new uniform into production without further delay.

### **32.2 3<sup>rd</sup> June 2024 - Min. 9 ADC Free Parking Scheme Review**

Following changes to the scheme introduced in January, with a virtual parking disc available via an app being introduced, as well as the physical disc, Arun District Council are seeking people's thoughts in relation to the annual charge. As part of the review, it is proposed to combine the two separate schemes, in Bognor Regis and Littlehampton, into one to give customers the freedom to park in either town centre using one disc. Under the proposal, discs will continue to be available as either a virtual (app based) disc, or a physical disc. The proposed disc would apply to the same six car parks as the existing schemes.

It is proposed that the virtual disc be available at a lower price than the physical disc to reflect its lower administration costs.

Wanting to hear about views on the pricing, Arun have launched a public consultation between Monday the 29<sup>th</sup> of July and Friday the 23<sup>rd</sup> of August. The short questionnaire is available online and hard copies can be picked up at either the Littlehampton Civic Centre, Bognor Regis Town Hall, or one of the Free Parking Scheme's participating retailers.

The future of the scheme is set to be presented to ADC's Environment Committee for consideration in September.

### **32.3 3<sup>rd</sup> June 2024 - Min. 15 Proposal from a member of the public in relation to an art project**

As part of the Town Force report given at the previous meeting, Members were informed that a member of the public had requested that the Town Council consider working on a joint art project with Arun District Council and West Sussex County Council for Hotham subway, to address the long-term issue of graffiti.

The general consensus was that this initiative had the potential to be successful in its aims and 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.

As the subway is an asset of West Sussex County Council's, they were contacted by Officers in the first instance to ask whether they would be agreeable to the project being delivered. Following a site visit with Officers from the Town and County Council, approval has been granted, with the County Council keen to work with the Town Council on the project and an offer of some level of support in terms of materials and labour. Potential funding streams from Arun District Council have been identified and the Bognor Regis Regeneration Board have expressed an interest in working collaboratively on the art project to embed elements of the Wayfinding scheme within it.

**32.4 3<sup>rd</sup> June 2024 - Min. 15 refers Clearance of shingle on seafront decked areas**

Also reported under the previous Town Force report was the clearance of shingle from the seafront decked areas, which had required the need to hire a digger to clear the substantial build-up of shingle. A Member queried the associated costs, but the information was not to hand at the time of the question being asked. The Town Force Manager has confirmed that the hiring of the digger came at a cost of £336 excluding VAT.

**32.5 3<sup>rd</sup> June 2024 - Min. 22.3 Replacements laptops to ensure Windows 11 compliancy**

Following ratification of expenditure to replace 5 of the Town Council's laptops that were not Windows 11 compliant, a Member asked what was to become of the devices being replaced, and whether they would be suitable to be offered for use.

Having made enquires, the advice is that the devices being replaced would be best 'removed from circulation'. They are being replaced because of their age, which inevitably also means they are coming out of support of manufacturers and software, and are becoming less compatible, which will continue to be the case as time goes on. For them to be able to be used elsewhere would require the laptops to be wiped and refurbished, which would ultimately cost the Council, or whoever is funding it, a lot of time and money, most likely, more than the devices themselves would be worth.

**32.6 Election costs**

Members were advised that the invoice for the fees for the Bognor Regis Town Council Elections held on 4<sup>th</sup> May 2023 had now been received at a total cost of £38,219.62. According to Arun District Council, this had increased significantly on the costs charged in 2019 at the last Council Elections owing to increased costs through inflation as well as the additional requirements brought about by the Voter ID legislation introduced in 2023. Part funding of this invoice has been covered from the Earmarked Reserve and this year's budget of £7,500. However, this will leave a shortfall of just under £17,580 which will result in the Elections Budget being overspent in the current year. It is also evident that the budget for future years will also need to be increased significantly to cover the cost of the next elections in 2027.

The majority of those present felt that such a high increase in election costs needed further explanation and asked the Clerk to request a breakdown of the total 2023 costs from Arun District Council for the Bognor Regis area, in addition to the election costs for 2019, as a comparison.

**33. UPDATE AND CONSIDERATION OF PROPOSALS FOR TOWN CENTRE EVENTS – REPORT FROM THE EVENTS OFFICER**

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

Owing to a limitation on suitable event space in the Town Centre to hold the planned BMX event, in addition to issues with the paperwork required to proceed, it was no longer viable to organise the event for this year. As an alternative, the Events Officer has suggested an Eco-themed Fun Day to be held as a substitute. Members unanimously **RESOLVED** to **AGREE** that an Eco-themed Fun Day event be arranged, with expenditure of up to £3,000 from the Town Centre events budget available, and that it be held in the Town Centre on a weekday during August 2024, subject to availability.

Members were still hopeful that, with more time for making the necessary arrangements, the BMX event could go ahead in 2025 and, therefore, unanimously **RESOLVED** to **AGREE** that £3,000, from the budget of £6,000 for Town Centre events, be earmarked for a BMX Stunt Show to be held in 2025.

The provision of a French Market in the Town Centre was well received, with some believing that this offering could help to increase footfall. Members unanimously **AGREED** that Officers should proceed with arrangements for booking in a French Market, at no expected cost to the Town Council, for 2025.

Following a query from Cllr. Brooks about the possibility of Councillors, who had expressed an interest, being consulted with regard to the arrangements for the Town Council's Christmas Lights Switch-On event, particularly in relation to the possible positioning of any stage, the Chair suggested that the matter be tabled as an Agenda item for the next meeting. Cllr. Brooks was asked to put ideas on paper and send these to the Clerk, prior to the meeting, to aid discussions. This was **AGREED**.

#### **34. TO NOTE THE NOTES OF THE ADC FREE PARKING SCHEME REVIEW WORKING PARTY MEETING HELD ON 13<sup>th</sup> MAY 2024 – MIN. 9 REFERS**

The Town Clerk's report, including the appendices relating to the Notes of the Working Party Meeting held on 13<sup>th</sup> May 2024 and the excerpt from the Minutes of ADC's Environment Committee Meeting on 20<sup>th</sup> June 2024, was **NOTED**.

The Chair encouraged all Members, and members of the public, to participate in the Free Parking Scheme review. It was queried as to whether there would be a corporate response made, on behalf of the Town Council, however, there was an understanding that the Town Council's appointed Representative to the Working Party had delivered a strong response when the Party met on 15<sup>th</sup> July 2024. With the Minutes of that meeting not yet published, it was suggested that Councillors respond individually to the consultation and **AGREED** that the Clerk would liaise with the Chair once the Minutes of the meeting held on 15<sup>th</sup> July were available, regarding whether this should be a future Agenda item to enable a corporate response.

**35. TO RECEIVE THE TOWN FORCE REPORT**

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

A Member remarked upon the benefits of the Legionella site surveys that had taken place, which included the Town Council's seafront showers. Comment was made about the lack of signage on the showers, denoting that they are provided by the Town Council, and it was suggested that this could be introduced and feature the 'Sunniest' Bognor Regis logo. The Member proposed that any funds left in the Shower Maintenance Budget could cover the associated costs or else it was suggested that expenditure could come from another of the Environmental and Leisure Committee's budgets, such as the Publicity and Promotion Budget.

It was **AGREED** that the Town Force Manager be asked about the viability of signs, promoting the Town Council, being attached to the seafront showers.

**36. REPORT ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

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

**37. TO NOTE THE CHANGE IN DATE OF THE EXTRAORDINARY POLICY AND RESOURCES (GRANT AID) MEETING SCHEDULED TO TAKE PLACE ON 21<sup>st</sup> JANUARY 2025 – MIN. 13.3 REFERS**

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

Members also **NOTED** that the Extraordinary Policy and Resources Committee (Grant Aid) Meeting had been rescheduled to take place at 6.30pm on Monday 13<sup>th</sup> January 2025.

**38. TO RECEIVE ANY FURTHER UPDATE REGARDING THE TOWN COUNCIL'S PARTICIPATION IN BOGNOR REGIS SEAFRONT LIGHTS' ILLUMINATE BOGNOR EVENT (CLLR. WELLS TO REPORT) – MIN. 18 REFERS**

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

Having been nominated to speak to Bognor Regis Seafront Lights about the Town Council's participation in their ILLUMINATE Bognor event, to be held on 25<sup>th</sup> August 2024, Cllr. Wells reported that they had suggested funding a Gliding Fairy as a proxy entry, at a total cost of £620.

Members had previously resolved a budget of £1,000 for the Town Council to participate in the Bognor Regis Carnival and ILLUMINATE Bognor, to be split between these events funded from Reserves (Min. 144 refers).

The Clerk advised that the costs associated with the Carnival had been less than the £500 allocated and there was, therefore, surplus funds available that could cover the extra budget required for the Gliding Fairy proposed.

Members unanimously **RESOLVED** to **AGREE** to fund a Gliding Fairy, at a total cost of £620, as a proxy entry into the ILLUMINATE Bognor event in August 2024 and asked that the Town Clerk liaise with Bognor Regis Seafront Lights to arrange this.

**39. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2024**

The Town Clerk's report, including the appendices providing an overview and summary of Community Warden interactions for the months of May and June 2024, including business crime reporting through DISC, was **NOTED**.

Comment was made about the data showing that the total number of incidents reported on DISC by the Warden was only reported as 2 in May and 0 in June, when there were known incidents in the Town Centre during this period.

It was **AGREED** that this query should be followed up with the Bognor Regis BID.

**40. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL**

The Town Clerk's report, including the updated Treasury Management Policy with suggested amendments appended, was **NOTED**.

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the updated Treasury Management Policy as proposed, to enable the Assistant Clerk to act in the absence of the Town Clerk, be adopted without any further amendments suggested.

Members further unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended to remove the Councillor who no longer sits on the Council and include the Assistant Clerk, Mrs. Davis with the existing authorised signatory, Mrs. Frost, Town Clerk as an additional signatory to the account. Thus enabling the Assistant Clerk to transfer funds between the Public Sector Deposit Account and the Co-operative Bank Account in the event that this should be necessary in the absence of the Clerk. Transfers between these accounts to continue by way of email instruction by an authorised signatory.

**41. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

**41.1 To ratify expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall**

Members **RATIFIED** expenditure of £1,215 excluding VAT for replacement of 3 x Twinned Town Signs located on the front of the Town Hall.

It was noted that a lot of work had been recently carried out by ADC to improve the appearance of the Town Hall, which was nice to see money being invested in the Grade II Listed building.

**42. BOGNOR REGIS CARNIVAL – QUERY AS TO WHETHER THERE WILL BE ANY IMPLICATIONS TO THE FUNFAIRS THAT VISIT AND TO THE CARNIVAL AS A RESULT OF THE WSCC PLANNED CHANGES TO THE ESPLANADE – MIN. 7.9 REFERS**

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

In response to the comments from West Sussex County Council about the viability of the Esplanade being used for events, including fair rides, following the completion of the improvement works, a Member stated that this issue had been highlighted to the project leads, by the Town Council, at a Members Briefing some time ago.

Members unanimously **AGREED** to **SUPPORT** the continued use of the Esplanade by event organisers, such as the Bognor Regis Carnival Association, and funfairs following the improvement scheme proposed by West Sussex County Council.

**43. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 16 REFERS**

The Town Clerk's report, and the related appendices detailing the approved and declined No Interest Loan applications and an overall summary of data from Boom Community Bank, was **NOTED**.

**44. TO CONSIDER A REQUEST FROM ROX FOR THE £1,000 GRANT AID 2024 FUNDING TO BE REUTILISED FOR PURPOSES OTHER THAN FIRST AGREED – MIN. 107 REFERS**

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

Members unanimously **RESOLVED** to **AGREE** that Rox Music & Arts Organisation may retain the £1,000 awarded to them from Grant Aid 2024, to be reutilised and used to cover costs for running the 'Rising Stars' stage at the Southdowns Music Festival in September 2024, with comment made about how great it was that live music was being brought back to the seafront.



**45. TO CONSIDER AND AGREE ANY APPLICATION FOR AN ALLOCATION OF FUNDING AVAILABLE FROM THE SAFER ARUN PARTNERSHIP TO PROTECT COMMUNITY ASSETS FROM CRIMINAL DAMAGE OR ANTISOCIAL BEHAVIOUR**

The Town Clerk's report, and the Safer Arun Partnership application form for funding, appended to the report, was **NOTED**.

A Member spoke about the ongoing issue of antisocial behaviour, often involving street drinking, centered around a bench located in High Street, outside of the Royal Mail Delivery Office. The Bognor Regis BID had led on proposals to have the bench relocated to York Road, with both ADC and WSCC involved in discussions. However, whilst there had been some initial momentum, including a public consultation being carried out and support from the Town Council's Planning and Licensing Committee to relocate the bench, this had not progressed.

In line with some of the issues being considered by the Bognor Regis in Bloom Working Group, another Member suggested that an application to the Safer Arun Partnership fund could be made to support the provision of CCTV in ASB hotspots such as the subway and Rose Garden in Hotham Park, or that funding for mobile speed devices be considered.

The Clerk pointed out that none of the community assets identified belonged to the Town Council and suggested that an application to reduce antisocial behaviour at an asset owned by BRTC be considered as a back-up.

Members **AGREED** to prioritise an application to the Safer Arun Partnership for funding towards the relocation of the bench in High Street, in an effort to reduce the ASB in this prominent location. If it is established that the community asset has to belong to the Town Council then it was further **AGREED** that a project aimed at reducing ASB at the Council's allotments, such as the provision of additional fencing or security cameras to reduce the risk of fly-tipping, be submitted.

**46. FINANCIAL REPORTS INCLUDING: -**

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

**46.1 To note Committee I&E Reports for the months of May and June 2024 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the months of May and June 2024.

**46.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of May and June 2024, undertaken by the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations**

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

**47. CORRESPONDENCE**

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

**48. 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 23 (contractual).

**49. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

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

The Clerk informed those present that the outstanding debt, referred to under Minute number 26 at the previous meeting, had now been settled.

***The Meeting closed at 7.21pm***