



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 31st MARCH 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: S. Goodheart (during Min. 141), Miss. C. Needs, N. Smith, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Miss. K. Fitzpatrick (Events Officer) (until Min. 145)
1 Member seated in the public gallery
3 members of the public

The Meeting opened at 6.30pm

137. 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.

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

Apologies for absence were received from Cllrs. Oppler and Mrs. Warr with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

139. 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, and in the Bognor Regis Heritage & Arts Partnership Board's Puppet Party event

140. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th JANUARY 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th January 2025 and these were signed by the Chair.

141. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.32pm

A member of the public seated in the public gallery, although having submitted in writing prior to the meeting, asked the following: -

- 141.1** *"Does the Chairman share my pleasure that Town Force celebrates its Quarter Century in 2025 and that the vision of Past Mayor Cllr Roger Nash who proposed this has born such positive fruit over these years? Also, will he understand my satisfaction that, as his predecessor in 2000, I was able to find savings that enabled not only the staffing and operation of Town Force but also an extra member of staff for the Clerk's Office whilst, at the same time, reducing the Precept?"*

Cllr. Goodheart arrived at the Meeting

In response, the Chair confirmed their shared satisfaction in relation to the Council's Town Force team, whose achievements are observed daily.

The member of the public was congratulated on the savings achieved, that enabling staff recruitment, with which they were involved.

141.2 *"The Combined Mayoral Bid for the 3 Sussex Authorities is proceeding, various ideas are in place for unitaries to replace the current West Sussex County and District Councils. As yet, there is no form guidance from central government about the future of parish-level councils, though this is likely to be forthcoming soon, but this is no good reason to delay Council consideration of the opportunities which will be on offer when it is obvious that the current state of parishing in Arun leaves much to be desired and is unlikely to meet standards for best interaction with the new system.*

It is clear that e.g. Horsham will seek a parish council, Worthing also is likely, which means that their Town Councils would serve their total populations. At this time, the parishing situation in Arun is that of 24 parishes, only 3 have councils where all members are voted-for, and the wholly unacceptable truth is that under 20% of serving parish councillors are voted-for, the rest are either uncontested or coopted.

These latter not-voted-for councillors control between them around £2.5 million of residents' money every year. This is a huge and unacceptable democratic deficit., a cosy club. One also that is open to e.g. far-right groups infiltrating the parish system without being voted for as has occurred in a nearby rural parish.

As progress is made on upper-tier reorganisation and devolution, surely now is the time to start to engage in consideration of viable, democratic, voted-for parish councils which will be acceptable in terms of engagement with the new Combined Mayoral and Unitary structures.

Arun has the power to consider parishing arrangements, this Council should not heed the notion that we can wait - that was the same advice the Council had in 2000 re Town Force, what a mistake that would have been for the Town."

The Chair stated that parishing arrangements were not the remit of the Town Council. The Chair and Vice-Chair had attended a Parish Briefing on Devolution, and local government reorganisation, earlier that day and were led to believe that further guidance on the matter was expected in July 2025 within which more reference to parish councils would be included.

141.3 *"Will the Committee/BRTC be examining which assets now held by Arun could be transferred to Town ownership including the Town Hall, Hotham Park, The Regis Centre, Westloats recreation ground, Bognor Regis Youth and Community Centre, The 39 Club and more."*

It was confirmed, by the Chair, that the Town Council was considering these matters, with the likelihood that a Working Party would be

established as discussions with Arun District Council commence. Reference was also made to the Community Asset Transfer Policy recently adopted by Arun.

- 141.4** A Member seated in the public gallery spoke of the newly appointed Business Crime Reduction Partnership (BCRP) Manager, and the hope that crime reporting would improve as a consequence, and of the need for Warden provision in the Town Centre to be coordinated, including data sharing and coverage. On the advice of the Clerk, it was suggested that the Member formally request that this matter be considered by the Policy and Resources Committee at a future meeting. It was further suggested that the BCRP Manager be invited to give a presentation to the Committee.

The Chair reconvened the Meeting at 6.43pm

142. CLERK'S REPORT FROM PREVIOUS MINUTES

142.1 27th January 2025 - Min. 115.4 UKSPF Bike Repair Stations Project

Members were updated at the previous meeting that the legal documentation with regard to the leases to allow for these to be installed on ADC land was almost complete with the final Hotham Park Car Park lease due to be signed off by the Clerk and returned to ADC for countersigning and completion shortly. This has now been executed. Installation of the Bike Repair Stations was undertaken by Town Force and a press release issued promoting the project. Unfortunately, subsequent to installation the Bike Station on the land adjacent to Rock Gardens has been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. Having contacted the supplier regarding costs it appears that the carriage charge for replacement tools is excessive so further investigation into this is required.

142.2 27th January 2025 - Min. 119 Potential sites in Bognor Regis for Event Organisers to use for storage

Following further discussion regarding this matter at the previous meeting, there was a proposal that Officers should write again to ADC and WSCC to enquire about available land they might have on their estate portfolio, whilst also looking into the cost of storage containers to be placed on such land.

It was further proposed that whilst writing to ADC, both the Leader of the Council and Director of Growth be included and that the pathway for the Town Council to secure assets of the district council be explored ahead of any Devolution.

It was unanimously **AGREED** that, prior to letters being written to ADC and WSCC, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Despite the

Deputy Clerk emailing Members of the Committee on 12th February 2025 reminding them of this requirement, no assets have been identified to the Clerk to date to enable progression of this further.

142.3 27th January 2025 - Min. 129 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)

Members ratified the funding to be awarded to Bognor Regis Seafront Lights (Illuminate Event) over a three-year period commencing with funding of £5,000 for Year 1 at their January meeting. Bognor Regis Seafront Lights were notified of the award, and the following response has been received: -

"Thanks to the Town Council for its generosity in supporting this exciting event. However, we are concerned about additional costs associated with the event that have become more apparent as it was investigated further. As the cost therefore maybe greater than the Council's offer, any additional costs would fall to our own funds which we are not willing to agree to. It could be that additional sponsorship from elsewhere might be able to be sought; simultaneously we are also looking if there may be cheaper providers out there which would help.

Thus, in summary, we think it best to somehow 'park this' until I am able to firm up more details and then hopefully come back to you. I don't want to bank your cheque if it might not happen this year."

The funding will therefore be moved to Earmarked Reserves until further information becomes available from BRSFL.

142.4 27th January 2025 - Min. 129 Partnership Funding Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival

Members also ratified the funding to be awarded to Bognor Pier Trust C.I.C. for Bognor Regis Puppet Festival over a three-year period commencing with funding of £3,919.15 for Year 1 at their January meeting. Bognor Pier Trust C.I.C. were notified of the award, and the following response has been received: -

"Thank you, that is fantastic news for the 2025 Event and going forward.

I am pleased to say that Lenny the Lion puppet / ventriloquist act will be making an appearance. He was a TV hit in the 60s and has been acquired by one of the puppeteers who performs at the Event.

He should be a great attraction for the children."

142.5 27th January 2025 - Min. 129 Partnership Funding Bognor Regis Carnival Association

Members further ratified the funding to be awarded to Bognor Regis Carnival Association for the Carnival event over a three-year period commencing with funding of £4,500 for Year 1 at their January meeting.

Bognor Regis Carnival Association were notified of the award, and the following response has been received: -

"Thanks so much for this email. Carnival are delighted with the Partnership and will as always promote the Town fully."

Partnership Funding Agreements had previously been sent to all of the funding recipients for their agreement and signing. Once returned these will be countersigned by the Clerk with one copy being returned to the various organisations for their records.

142.6 27th January 2025 - Min. 134 Provision of Community Warden Cover in the Town Centre for 2025-2026

Members will note the update on progress later in the meeting under Agenda item 20 where it is reported that owing to the length of time that was required to advertise the contract on the Government website Find a Tender it has been necessary to arrange for a month's cover for April through the BR BID's contract with SWL Security as had been done in December 2024. The total tender amount for the new service has therefore been adjusted accordingly and the contract period reduced to 11 months.

The cost for the April cover will be £5,208 excluding VAT for the month based on the requirements of 7 days a week. This will once again be invoiced to the Bognor Regis BID and recharged to the Town Council for reimbursement, as had been done in December 2024. This will be referred to the next meeting to enable this expenditure to be ratified.

Provision will be for 8 hours a day to include both the Bank Holidays. A slightly different shift pattern to the BID's warden is also being implemented with Monday to Thursday 10am to 6pm, Friday and Saturday 12noon until 8.00pm so as to cover the early nighttime economy when people are coming out hopefully in the good weather to the bars and restaurants and Sunday 11am to 7pm again to provide cover for the early nighttime economy as we start to go into the warmer weather.

142.7 18th November 2024 - Min. 91 Provision of Warden Cover in the Town Centre for December 2024

Members are asked to Note that on receipt of the invoice from the Bognor Regis BID for the provision of the additional warden for the month of December 2024, the original amount quoted for the cover had been reduced from the amount previously reported of £4,649.28 excluding VAT to £4,408.80. This difference relates to a day and a half when there was no additional cover provided.

142.8 3rd June 2024 - Min. 7.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

Members will recall that in 2024 it was agreed to support the Bognor Regis Heritage & Arts Partnership Board (BRHAPB) by entering into a

three-year Funding Agreement. The BRHAPB Year 1 Funding Review has now been received from the Chair of Bognor Pier Trust C.I.C. who administer the funding and its activities. A copy of the Funding Review provided will be circulated to Members of the Committee in due course for their information.

142.9 28th October 2024 - Council Min. 102 Presentations to Councillors from various organisations

Members may recall that it was agreed previously to invite presentations from: - Bognor, Poole, Worthing Leisure Ltd – to share the future plans for Bognor Regis Pier; Chichester Chamber of Commerce – in relation to the member benefits that the Chamber can bring to Bognor Regis and Bishop Tufnell Ce (Aided) Primary School – to receive a presentation from students on sewage issues. Two of the three presentations have now taken place, however despite trying to make arrangements with the Primary School to fix a date for their presentation, this has not been possible and would therefore not be progressing.

142.10 2nd September 2024 - Council Min. 73.2 Parking issues outside of Bognor Regis Town Hall

Following Members request to ADC to consider policing the parking outside the front of the Town Hall, as landowners, with ticketing hopefully acting as a deterrent, ADC have confirmed the introduction of parking enforcement within this area is being implemented to resolve the unauthorised parking. Although it was planned to commence this on 1st April, this has been delayed until 1st May to enable time for appropriate signage and communications to members of the public to take place. Repainting of the markings to show the dedicated spaces including disabled parking was undertaken today with the front barriered off over the weekend to ensure that the area remained free of vehicles so as not to impede these works.

The parking enforcement contractors have confirmed they operate a 24/7 service and will be undertaking regular patrols throughout the day and on weekends. ADC has advised that if anyone is attending the Town Hall for longer than the free parking time, alternative longer stay parking is available within the Regis Centre car park. Members will therefore need to be mindful of this and park in the car park when attending evening meetings to ensure that they do not receive a fine for unauthorised parking.

Members are also advised that following the proposal to remove the historic parking space dedicated for use by the Town Clerk in the parking area outside the Town Hall, it has now been confirmed that this space will be retained, although this will be located in an alternative position.

143. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2025 INCLUDING: - TO NOTE THE INTRODUCTION OF A ROAD CLOSURE FEE, BY ADC, AND TO CONSIDER MAKING ADDITIONAL BUDGETARY PROVISION TO ACCOMMODATE THIS UNFORESEEN EXPENDITURE

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

Members **RESOLVED** to **AGREE** to vire the £800.00 budget previously identified for the Clowns International Funday over to the Funshine Days.

Members unanimously **RESOLVED** to **AGREE** that expenditure of up to £400, towards the cost of road closure admin fees for 2025, be funded from the Earmarked Reserves of the ADC/Grant Aid match-funding.

The Events Officer was commended for their work, for which positive feedback was regularly received by Members.

144. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2024

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

Members **NOTED** the finances for the main Town Council events in 2024 and furthermore, unanimously **RATIFIED** the overspend of £1,544.73.

The Events Officer left the Meeting

145. TO RECEIVE THE TOWN FORCE REPORT

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

Members congratulated the Town Force team on the work that they had carried out on the Picturedrome cinema building.

146. TO RATIFY RELEASE OF 2025-2026 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 2 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 2 OF 3), BOGNOR PIER TRUST CIC (YEAR 1 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 1 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 1 OF 3), AND BOGNOR REGIS BID FOR TOWN CENTRE WARDEN

Cllr. Wells declared an Ordinary interest in the Bognor Pier Trust CIC

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

- 146.1** Members requested that more information be sought from Arun District Council, responsible for the CCTV, in terms of what the Town Council's funding was paying for and who has access to the footage.

Release of the Partnership Funding for 2025-2026 of £2,000 for CCTV, as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.2** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Seafront Lights (BRSFL) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.3** Release of the Partnership Funding for 2025-2026 of £8,000 for Southdowns Music Festival (SMF) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.4** Release of the Partnership Funding for 2025-2026 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (BRHAPB) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.5** Release of the Partnership Funding for 2025-2026 of £3,919.15 for Bognor Regis Pier Trust CIC (BRPT) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.6** Release of the Partnership Funding for 2025-2026 of £4,500 for Bognor Regis Carnival Association (BRCA) (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

- 146.7** Release of the Partnership Funding for 2025-2026 of £5,000 for Bognor Regis Seafront Lights Illuminate event (BRSFLI) (year 1 of 3- year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

As detailed earlier, under Minute 142.3, following concerns raised by BRSFL in relation to increasing costs for the Illuminate event, the funding will be moved to Earmarked Reserves until further information becomes available from BRSFL.

- 146.8** Release of the Partnership Funding for 2025-2026 of £16,683 for Town Centre Warden (in partnership with BR BID), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

147. TO CONSIDER THE INTERNAL AUDIT REPORT 2024/25 (INTERIM UPDATE)

The Town Clerk's report, and the Internal Audit Report 2024/25 (Interim Update), was **NOTED**. The Clerk was thanked for the solid amount of work undertaken with the Internal Audit.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2024/25 (Interim Update) to Council for **APPROVAL**.

148. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 11th MARCH 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 11th March 2025, was **NOTED**.

Comment was made that an elected representative should be in attendance at the Liaison Meetings, and Arun's CEO, as had been the case in the past. Members were reminded that the new format for Liaison Meetings had been as directed by the new CEO and that Members were welcome to raise issues with the Clerk to raise on their behalf, or directly with Arun in their capacity as dual-hatted Councillors, where relevant.

Members **AGREED** to ask Arun to reconsider and allow for an elected representative to participate in the Liaison Meetings, with the CEO and Leader of Arun also in attendance.

149. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 7.9, 7.10 AND 7.11 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.

150. TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE REMAINING BALANCE OF £2,324.20, THAT HAD BEEN REALLOCATED FOR THE COMMITTEE TO USE TOWARDS FUNDING FOR CORREX BOARDS, BE PUT BACK INTO GENERAL RESERVES AND REALLOCATED TO THE TOWN MARKET OFFICER FOR USE IN EVENTS AND PROMOTIONAL MATERIALS (MIN. 78 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD ON 3rd FEBRUARY 2025 REFERS)

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

Members unanimously **RESOLVED** to **AGREE** that the remaining balance of £2,324.20, intended to be used for Correx boards, be put back into

General Reserves and reallocated to the budget for the new Town Market Officer for use in events and promotional materials.

151. TO CONSIDER THE MOTION, DEFERRED BY COUNCIL, REGARDING THE FORMATION OF A WORKING PARTY RELATING TO THE FUTURE OF BOGNOR REGIS TOWN HALL, AND TO AGREE ITS MEMBERSHIP AND TERMS OF REFERENCE (MIN. 163 OF THE COUNCIL MEETING HELD ON 10th MARCH 2025 REFERS)

The Town Clerk's report, including the proposed Terms of Reference for the Working Party appended to the report, was **NOTED**.

Having **NOTED** the advice of the Monitoring Officer in relation to dual-hatted Councillors, Members **AGREED** to the formation of a Working Party in relation to the future of Bognor Regis Town Hall with the membership to include 5 Members and, if additional Members come forward expressing a wish to be part of the Working Party, that named substitutes be included in the Terms of Reference. Nominations included Cllrs. Goodheart, Waterhouse and Wells and it was agreed to offer places on the Working Party to non-Committee Members with all nominations brought to the June Meeting for a final decision on the membership.

It was further **AGREED** to **RECOMMEND** to **COUNCIL** the proposed Terms of Reference for the Working Party, without any suggested amendments.

152. TO RECEIVE THE REPORT FROM THE HEALTH & SAFETY INSPECTION OF THE TOWN COUNCIL OFFICES AND TOWN FORCE LOCK-UP UNDERTAKEN BY WORKNEST ON 10th MARCH 2025

The Town Clerk's report, and the attached 2025 Health & Safety Inspection Safety Action Plan for the Town Hall and Town Force Lock-Up, was **NOTED**.

153. EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES

The Town Clerk's report, and the list of the Town Council's Earmarked Reserves as at 27th March 2025 attached, was **NOTED**.

Members unanimously **RESOLVED** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves.

It was further unanimously **RESOLVED** that, having returned these funds to General Reserves, £10,000 be reallocated to the Election Fund (322) to assist with the costs of the forthcoming By-election with the balance remaining being reallocated to the Economic Development Fund

to help to replenish various funds being expended in 2025-2026 from this EMR, for example funding of the new Community Warden Service provision and additional funding of the Youth and Young Persons Budget.

In relation to the remaining balance of the 2022-23 ADC Matchfunding Grant, following the reduction by £400 as detailed in the report, Members unanimously **RESOLVED** that this be reallocated instead to the new Town Market Officer's budget to use for events in the Town Centre in line with the original purpose of these funds.

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

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

155. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2025

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2025, was **NOTED**.

156. COMMUNITY WARDEN SERVICE INCLUDING: - TO NOTE THE PROCESS FOR THE PROCUREMENT OF A COMMUNITY WARDEN SERVICE IN THE TOWN FOR 2025-2026; TO NOTE THAT AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE WILL BE HELD AT 6.30PM ON MONDAY 14th APRIL 2025 TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT

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

Members unanimously **NOTED** the process for the procurement of a Community Warden Service in the Town for 2025-2026, as detailed in the report, and further **NOTED** that an Extraordinary Meeting of the Policy and Resources Committee will be held at 6.30pm on Monday 14th April 2025 to consider and agree the award of the contract.

157. COUNCILLORS' ALLOWANCES INCLUDING: - TO CONSIDER WHETHER TO INCREASE COUNCILLORS' ALLOWANCES UP TO A MAXIMUM OF £688.40 PER ANNUM (EQUATING TO 10% OF THE DISTRICT BASIC ALLOWANCE) OR WHETHER THIS SHOULD REMAIN UNCHANGED - MIN. 115.5 REFERS; TO CONSIDER WHETHER ANY INCREASE, SHOULD THIS BE AGREED BE BACKDATED TO 1st APRIL 2024 IN LINE WITH THE DISTRICT COUNCIL'S BASIC ALLOWANCE OR COMMENCE FROM 1st APRIL 2025; TO NOTE THAT ANY INCREASE IN THE COUNCILLORS' ALLOWANCE WILL RESULT IN A BUDGET OVERSPEND UNTIL THE BUDGET CAN BE AMENDED NEXT YEAR

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

Members **RESOLVED** to **APPROVE** an increase to the Councillors' Allowance to the limit of £688.40 per annum, equating to 10% of the District Council's Basic Allowance, in line with the recommendation by the District Independent Remuneration Panel (IRP) payable from 1st April 2025. Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1st April 2024.

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

158. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

158.1 To ratify expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up

Members **RATIFIED** expenditure of £962.50 excluding VAT for a replacement sink unit, water heater and pressure reducing valve at the Town Force Lock-up.

158.2 To ratify expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up

Members **RATIFIED** expenditure of £398.00 for 4 x replacement LED light fittings to be supplied and fitted at the Town Force Lock-up.

158.3 To ratify expenditure of £719.25 excluding VAT for removal of the cold water storage tank within the ceiling void at the Town Force Lock-up and reconnection of the pipework to the mains water supply. Also to fit new basin taps in the toilets

Members **RATIFIED** expenditure of £719.25 excluding VAT for removal of the cold water storage tank within the ceiling void at the Town Force Lock-up and reconnection of the pipework to the mains water supply. Also to fit new basin taps in the toilets.

158.4 To ratify expenditure of £2,280 excluding VAT for new computer and laptops

Members **RATIFIED** expenditure of £2,280 excluding VAT for new computer and laptops.

159. FINANCIAL REPORTS INCLUDING: -

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

159.1 To note Committee I&E Reports for the month of February 2025 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2025.

- 159.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2025, whilst noting that this is now undertaken by any authorised bank signatory other than the Chair or Vice-Chair of the Policy and Resources Committee in line with the Council's Financial Regulations (F.R. 2.6 refers)**

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

- 159.3 To ratify the use of a BACS payment to cover expenditure of £4,391.58 including VAT for the purchase of 3 seafront showers funded from the Town Council's CIL receipts**

Members **RATIFIED** the use of the BACS payment as detailed.

160. CORRESPONDENCE

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

161. 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 items 17, 24 and 25 (contractual).

162. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS INCLUDING RECOMMENDATION TO COUNCIL FOR APPROVAL OF ANY ACTION IN RELATION TO IRRECOVERABLE SUMS IN LINE WITH FINANCIAL REGULATION 13.3

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

163. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 31st MARCH 2025

The Committee **AGREED** to **RATIFY** the recommendation that the Committee Clerk's hours be increased from 12 per week to 15, effective 14th April 2025.

The Meeting closed at 7.49pm