



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd JUNE 2025

PRESENT:

Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler,
N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, M. White
and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of
meeting – attended via Teams)
Mr. Jordan Fox (BRTC Community Warden) (part of
meeting)
1 Member seated in the public gallery
1 member of the public

Prior to the Meeting, a one-minute silence was held in memory of former Town Councillor, Michael Chapman

The Meeting opened at 6.33pm

1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 12th MAY 2025

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 12th May 2025.

2. WELCOME BY CHAIR

Whilst the Chair, Cllr. Waterhouse, was in attendance, the Vice-Chair, Cllr. Wells was asked to chair the meeting on this occasion owing to Cllr. Waterhouse feeling unwell. 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

With all Members of the Committee in attendance, there were no apologies for absence.

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. Dawes declared a Disclosable Pecuniary Interest in Agenda item 17

Cllr. Wells declared an Ordinary Interest in Bognor Regis BID, as a BID Levy Payer

5. TO APPROVE THE MINUTES OF THE MEETING HELD ON 31st MARCH 2025, AND THE MINUTES OF THE EXTRAORDINARY MEETINGS HELD ON 14th APRIL AND 7th MAY 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 31st March 2025, and the Minutes of the Extraordinary Meetings held on 14th April and 7th May 2025, and these were signed by the Chair.

6. INTRODUCTION TO THE NEW BOGNOR REGIS COMMUNITY WARDEN (IF AVAILABLE)

The Chair introduced the Town Council's new Community Warden, Jordan Fox, to those present and welcomed him to the meeting.

The role of the Community Warden to provide not only another uniformed presence in the Town Centre but also out in the wards of Bognor Regis, was briefly summarised by the Chair.

7. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.36pm

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

7.1 *"Does the Chairman agree that, with the forthcoming abolition of Arun Council, it would be timely for the Town Council to discuss the transfer of ownership of property/land in the Town to the Town Council, notably Hotham Park?"*

In response, the Chair stated that whilst the Town Council were aware of the local government reorganisation plans, a White Paper that, it was hoped, would include more information for Town and Parish Councils was awaited. He confirmed that Councillors were keen to look at options as they become available.

7.2 *"With the likelihood of a large Unitary Council to replace WSCC and ADC, does the Chairman agree that the future size and coherence of a parish-level council for the Bognor Regis area becomes a major issue and will he agree that the Committee needs to consider this soon, including dialogue with neighbouring parish-level councils?"*

The Chair felt certain that neighbouring parishes would liaise with one another once the White Paper, mentioned in response to the earlier question, was forthcoming.

The Chair reconvened the Meeting at 6.39pm

8. CLERK'S REPORT FROM PREVIOUS MINUTES

8.1 31st March 2025 – Min. 142.1 UKSPF Bike Repair Stations Project

Members were updated at the previous meeting that unfortunately, subsequent to installation, the Bike Repair Station on the land adjacent to Rock Gardens had been vandalised with all but one of the tools stolen resulting in replacement tools needing to be purchased. With the cost of replacement tools from the supplier being excessively expensive an alternative source of replacement tools has now been sourced, and the majority of stolen tools have been replaced in the Bike Repair Stations located on land adjacent to Rock Gardens, Queensway and Hotham Park.

8.2 31st March 2025 - Min. 142.2 Potential sites in Bognor Regis for Event Organisers to use for storage

It was reported at the meeting that it had previously been agreed that prior to letters being written to ADC and WSCC to enquire about available land they might have on their estate portfolio, Members email the Town Clerk identifying assets in Bognor Regis that should be the focus of any future correspondence. Members were advised that despite the Deputy Clerk emailing Members of the Committee on 12th February 2025 reminding them of this requirement, no assets had been identified to the Clerk by the end of March to enable progression of this further. The Deputy Clerk recirculated the email of the 12th February earlier today, and Members are asked to reply by no later than 5pm on Friday 13th of June.

8.3 31st March 2025 - Min. 142.9 Presentations to Councillors from various organisations

Members were advised at the last meeting that despite trying to arrange a date with Bishop Tufnell C of E (Aided) Primary School for their presentation from students on sewage issues, this had not been possible and would therefore not be progressing. However, the Primary School had subsequently been in touch and the presentation will now be taking place prior to the Town Council Meeting on 7th July 2025.

8.4 31st March 2025 – Min. 146.1 CCTV 2025-2026 Partnership Funding

During the discussions at the meeting, 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. Subsequently the following has been received from the Community Safety Manager, Housing, Wellbeing and Communities at ADC: -

"Chloe approached us earlier this week with a question about use of the CCTV cameras in the town, following a comment made by a PCSO to a couple of your members that the police no longer monitor them. At the time I thought this likely a misunderstanding of the part of the PCSO, so have sought clarification from police HQ.

It has been confirmed to me by the force's Head of Information Management that Sussex Police absolutely do monitor all of our CCTV cameras from the control room, with controllers having direct access so that they can monitor jobs which are running in their area via live feeds. As regards viewing access at police stations, local officers are able to access retrospectively in the course of inquiries.

I hope this provides reassurance to you and your members but do shout if you have any further queries."

8.5 31st March 2025 – Min. 146.2 2025-2026 Partnership Funding Bognor Regis Seafront Lights (Year 2 of 3)

A letter to acknowledge receipt of the £4,500 funding has been received from the Secretary of the Bognor Regis Seafront Lights confirming that certified accounts for 24-25 will be forwarded once available and requesting that their thanks to Members for their ongoing support be conveyed.

8.6 31st March 2025 – Min. 148 ADC/BRTC Liaison Meetings – Elected Representative attendance

Following a suggestion at the meeting that an elected representative should be in attendance at the Liaison Meetings, along with Arun's CEO and the Leader of Arun, as had been the case in the past, Members agreed to ask Arun to reconsider their position on the current arrangement. The following was received from the CEO of ADC in response: -

"Unfortunately, it would not be practical for the Leader and myself to join the liaison meetings, we simply do not have the capacity to meet regularly with town or parish councils, although we would of course be happy to accommodate a meeting on a specific issue or subject that we could directly assist with should it be requested. The issues raised at the liaison meeting with Karl as the Senior Responsible Officer, are in the main operational ones, which Martin and I would not have detailed knowledge of and are matters for officers to deal with. I would be interested to know why your Cllrs feel that the liaison meetings should include an elected representative.

As you have stated, BRTC has many dual hatted members with ADC, and they have access to Martin and me. I have attended BRTC twice in the past eight months at your request and have separately met with yourself and Glenna.

I am sorry if this is not the response you had hoped for and that you will understand the rationale behind our position."

The response from the CEO was circulated to Members of the Committee by the Deputy Clerk on 22nd April highlighting that the CEO is interested to know why Councillors feel that the Liaison Meetings should include an elected representative and suggesting if any Member was able to expand on this then she would respond to the CEO accordingly. However, no response has been received.

8.7 7th May 2025 – Min. 178 Joint Consultative Sub-Committee (Staffing) Town Clerk Vacancy Interviews

Interviews for the Town Clerk and Responsible Financial Officer vacancy will be held on Tuesday 10th June 2025 with a recommendation regarding the chosen applicant made via an Extraordinary Meeting of the Policy and Resources to an Extraordinary Meeting of the Town Council as soon as these meetings can be arranged.

8.8 10th March 2025 – Council Min. 162 response by the Town Council to the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton

At the Members Briefing held on 12th March 2025, Members were asked to complete the Government's Consultation in relation to the proposal for a Mayoral Combined Authority for Sussex and Brighton. Owing to the differing views of the Members present, it was noted that Councillors individual responses would be evaluated by officers to establish if a majority view on the responses would be possible to enable a response from the Town Council to be submitted. In the event that this was not possible, then Members responses to the consultation would be submitted individually on their behalf. Having reviewed the documents, no majority view was clearly evident therefore individual responses were submitted.

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

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

9.1 Joint Consultative Sub-Committee (Staffing)

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

9.2 Bognor Regis Town Hall Working Party

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, S. Goodheart, B. Waterhouse, and P. Wells to the Bognor Regis Town Hall Working Party. There were no further nominations to fill the remaining vacancy at this time.

10. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 19th May 2025 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**

- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 20th May 2025 (Min. 8 refers)**

The Deputy Clerk's report, and relating appendices, were **NOTED**.

Noting that the Terms of Reference for the Bognor Regis Town Hall Working Party had only recently been adopted, the Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing) whilst noting the one minor amendment, Environmental and Leisure Committee, Allotments Sub-Committee, Bognor Regis In Bloom Working Group, and Planning and Licensing Committee. Following their review, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments being required.

11. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2024/2025 (FINAL UPDATE)

The Town Clerk's report and Internal Audit Report 2024/2025 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

In reference to the Council holding £300 in petty cash, as detailed on page 6 of the Internal Audit Report, a Member queried whether it was possible for the Bognor Regis in Bloom Working Group, for example, to utilize these funds when spending small amounts rather than from an allocated budget that requires ratification by a Committee. The Clerk explained that the purpose of petty cash was for office sundries, such as stationery, and not for Committee use.

Noting that no actions are required, Members **AGREED** to **RECOMMEND** the Internal Audit Report 2024/2025 (Final Update) to Council for approval.

12. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2024/25

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 2024/25.

Mr. Kemp advised that it had been a quiet year with a small surplus of £12,700, against a very small deficit that the budget was projected on, and that everything was in line with expectations. Reserves had increased, interest was at £66,000 which helped to make up for a loss of income from the Picturedrome cinema.

Following a query about how the interest of £66,000 was generated, Mr. Kemp advised that with total, spendable, reserves of £1.2 million, whilst some of this was held in a current account, as much as possible is kept in a CCLA Deposit Fund where the average rate of interest return is currently almost 5%.

Of the £1.2 million in reserves, a Member asked how much of this was earmarked, less the running costs for 3-6 months, and earmarked for what purpose. Mr. Kemp explained that the total Earmarked Reserves as at 31st March 2025 were £733,000, of which £394,000 was in the Economic Development Fund, £205,000 in the Rolling Capital Programme to allow for capital expenditure in the future, and that the rest was listed in the Financial Statements attached to the report. He went on to say that this was all separate from the General Fund which had a minimum target of 3 months' net revenue expenditure, of which the Town Council were comfortably above that minimum level. In summary, Mr. Kemp regarded the Town Council's reserves as healthy, without being excessive.

In looking at the income generated by the Council's Town Force team, a Member asked whether Mr. Kemp felt that there was scope for increasing the team's ability to generate an income for the Town Council. Furthermore, Mr. Kemp was asked whether he felt that assets owned by the Council, such as chairs, tables and crowd barriers, could be advertised to generate income from these also. In response, Mr. Kemp urged caution as, technically, the Council is not encouraged to 'trade'. It was important to view the Town Force team as a resource for the continued improvement of the Town, or supporting events, with the money they earn being ancillary to that because they are available for 'hire' when not being used by the Town Council.

A Member asked what the money held in the Capital Financing Account could be used for, to which Mr. Kemp explained that it couldn't be used for anything as it had already been used, and was an accounting method used in making assets to support the delivery of services, such as Town Force vehicles and office furniture, appear on the Balance Sheet.

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

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2025 INCLUDING: -

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

13.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2024/2025 (Page 3 of the AGAR) and to recommend approval to Council

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2024/2025 (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.

13.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2024/2025 (Section 1 of the AGAR)

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members **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.

13.3 To Recommend Approval to Council of the Annual Governance Statement for 2024/2025 (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 2024/2025 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.

13.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31st March 2025 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 2025 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.

13.5 To consider the Accounting Statements for 2024/2025 (Section 2 of the AGAR)

Members considered the Accounting Statements for 2024/2025 as detailed in Section 2 of the AGAR.

13.6 To Recommend Approval to Council of the Accounting Statements for 2024/2025 (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 2024/2025 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 2024/2025 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

Mr. Kemp left the Meeting

14. TO RECEIVE AN UPDATE FROM THE TOWN MARKETS OFFICER ON THE PLANNED PROGRAMME OF MARKET-STYLE EVENTS FOR 2025/2026

The Town Market Officer's report was **NOTED**.

Comment was made that most of the events mentioned in the report seemed to be located in the London Road precinct, and it was suggested that other areas where businesses were located could be considered to host events. The requirement for electricity supply, and the need for road closures, were cited as reasons as to why this might not be possible.

As a side note, a Member questioned what the Bognor Regis BID do, and what Levy Payers get for their money. It was suggested and **AGREED** that the BID be invited to attend a future meeting to give a presentation.

Members noted that it was intended for the Town Market Officer to attend the Policy and Resources Committee Meeting scheduled to be held on 28th July 2025.

15. GRANT AID INCLUDING: -

The Town Clerk's report, and related appendices, were **NOTED**.

15.1 To review the Town Council's Grant Awarding Policy and Grant Aid application form, and amend if required

Members **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified on the one presented.

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

Members **AGREED** that an Extraordinary Meeting of the Policy and Resources Committee, at which Grant Aid 2026 applications will be considered, will be scheduled to take place on Monday 12th January 2026 at 6.30pm.

16. TO RECEIVE THE TOWN FORCE REPORT

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

17. TO RECEIVE ANY UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 86 REFERS

Cllr. Dawes redeclared his Disclosable Pecuniary Interest

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

A Member suggested that, in future, it would be helpful if the totals for the year in relation to the number of loans applied for and declined could be displayed at the end of each column on the report from Boom Community Bank.

18. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 2025

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

Comment was made by a Councillor with a business in the Town Centre that those with radios were using the callsign 'Bravo Whisky 2' or 'Business Warden 2' in reference to the Community Warden provided by the Town Council. It should be made clear that this provision was not to be seen as an additional Business Warden for the Town Centre and that the callsign 'Charlie Whisky 1' or 'Community Warden 1' needed to be adopted to reinforce this distinction.

19. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR APRIL AND MAY 2025

The Town Clerk's report, including the monthly report for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout April and May 2025, was **NOTED**.

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

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

21. TO CONSIDER A REQUEST TO ESTABLISH A BOGNOR REGIS TOWN ACTION GROUP INCLUDING: -

The Town Clerk's report, and the draft Terms of Reference for the Action Group attached, was **NOTED**.

Members **AGREED** that the Town Council should establish a Bognor Regis Town Action Group.

21.1 To agree membership of the Action Group

It was proposed, and seconded, that the membership should include the addition of a community group, specifically My Sisters' House. Further suggestions included groups that represented young people, or different ethnic backgrounds. Whilst the intent was for the Action Group to communicate with the wider community, some felt that making the membership too large would dilute the effectiveness of what could be achieved.

Following a vote, Members **DISAGREED** with the proposal to include a community group in the membership of the Bognor Regis Town Action Group at this stage.

In relation to the representatives for the Town Council, Cllr. White suggested that Cllr. Wells should have a place on the Action Group as Deputy Mayor (Ex Officio) and that the membership should include an Independent or Labour Councillor from Marine Ward, with Cllr. White proposing herself for this position.

Following a vote, it was **AGREED** that, subject to the agreement of key partners, the membership of the Bognor Regis Town Action Group should be as follows: -

Bognor Regis Town Council:	Mayor Chair of P&R C'ttee Cllr. Wells Relevant Officers
Arun District Council:	Chair of Economy C'ttee Ward Member Relevant Officers
West Sussex County Council:	County Division Member Relevant Officers
Sussex Police:	Divisional Commander Relevant Officers
Bognor Regis BID:	One Director BID Facilitator
Business/Landlord Rep:	up to four nominated business and/or landlord representatives

21.2 To agree the Terms of Reference for the Group

There were no suggested amendments to be made to the draft Terms of Reference proposed and it was **AGREED** that these would be considered at the first meeting of the Town Action Group with any suggested amendments being referred back to the Policy and Resources Committee, for them to approve and recommend to Council for adoption.

21.3 To consider any budgetary provision if required

In order to facilitate delivery of the Group's aspirations and actions within an agreed Action Plan, Members **RESOLVED** to **AGREE** that the Town Council would contribute a working budget of up to £10,000 to support this, to be

funded from General Reserves in Year 1, as recommended by the Town Council's Accountant.

22. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

23. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2025 - MIN. 142.6 REFERS

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

Members **RATIFIED** the additional cost of £4,513.60 for Community Warden Provision for the month of April 2025.

24. TO RATIFY THE TOWN COUNCIL'S CONTRIBUTION OF £6,000 TOWARDS THE BUSINESS CRIME REDUCTION PARTNERSHIP TO ENABLE ACCESS TO DISC FOR THE COMMUNITY WARDEN

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

Having previously been asked to confirm, via email, whether they would be agreeable to the costs quoted, with the majority of Committee Members being in support, the Town Council confirmed their position and became funding partners of the BCRP prior to the meeting.

The Town Council's contribution of £6,000 towards the Business Crime Reduction Partnership, to enable access to DISC for the Community Warden, funded from General Reserves, was **RATIFIED** by Members.

25. It was **RESOLVED to vary the order of business and move the Additional Agenda item to follow Agenda item 24 – S.O. 10(a)(vi).**

26. TO NOTE THE OFFICER REPRESENTATIVE APPOINTED TO THE BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGEMENT AND PARTNERSHIP BOARD, AND TO NOMINATE AND AGREE A COUNCILLOR REPRESENTATIVE TO BE APPOINTED TO THE PARTNERSHIP BOARD

The Town Clerk's report, and the appointment of the Deputy Clerk as the Senior Officer Representative to the Arun BCRP Partnership Board and BCRP Management Board, was **NOTED**.

Following an invitation to appoint a Councillor Representative to the BCRP Partnership Board, Cllr. Waterhouse was proposed and seconded, and this appointment was **AGREED**.

27. TO RATIFY DONATION OF £100 TO CANCER RESEARCH UK IN MEMORY OF FORMER TOWN COUNCILLOR, MR. MICHAEL CHAPMAN

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

It was **AGREED** to **RECOMMEND** to Council that the donation of £100 to Cancer Research UK in memory of former Town Councillor, Mr. Michael Chapman, be ratified.

28. TO NOTE EARMARKED RESERVES AS AT 31st MARCH 2025

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31st March 2025, 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.

29. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

29.1 To ratify expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables

Members **RATIFIED** expenditure of £1,004.50 excluding VAT for 50 replacement folding chairs and 10 rectangular tables.

29.2 To ratify expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers

Members **RATIFIED** expenditure of £1,290.00 excluding VAT for 50 replacement crowd barriers.

30. FINANCIAL REPORTS INCLUDING: -

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

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

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

30.2 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 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**.

31. CORRESPONDENCE

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

32. 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 31 (contractual).

33. 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.

The Meeting closed at 8.16pm