



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 22nd SEPTEMBER 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: D. Dawes, S. Goodheart, N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 6.31pm

67. 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.

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

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

69. 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. Goodheart declared an Ordinary Interest in Agenda item 7 as a Trustee of the Bognor Regis Youth & Community Centre

Cllr. Wells declared an Ordinary Interest as a BID Levy payer

70. TO APPROVE THE MINUTES OF THE MEETING HELD ON 28th JULY 2025, AND THE EXTRAORDINARY MEETING HELD ON 16th SEPTEMBER 2025

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 28th July 2025, and the Extraordinary Meeting held on 16th September 2025, and these were signed by the Chair.

71. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no members of the public seated in the gallery, therefore, the meeting was not adjourned.

72. CLERK'S REPORT FROM PREVIOUS MINUTES

72.1 31st March 2025 - Min. 142.3 Partnership Funding Bognor Regis Seafront Lights (Illuminate Event)

Members will recall that the funding allocated for this event over a three-year period commencing with funding of £5,000 for Year 1 had not been released to BRSFL following notification from them that the intended use of the funds in the first year was going to be more costly than originally anticipated. Funds were therefore being moved to Earmarked Reserves until further information became available from BRSFL. Funding of £400 for a Samba Band to lead the parade at this year's event has been released from these funds and this expenditure will be ratified under Agenda item 20 later in the meeting.

A balance of £4,600 therefore remains of the 2025-26 funding with a further £4,000 identified as part of the 3-year deal for the ILLUMINATE Gala in the next financial year 2026-27. This additional funding may allow them to proceed with the light show that they had hoped to do this year for next year's event, dependant on the cost. Contact has been made with the organisers to try to establish their plans moving forward and Members will be updated when further information becomes available. It will be a requirement, if this funding is to be released, that the Council's 3-year Partnership Funding Agreement is signed up to by BRSFL.

72.2 31st March 2025 - Min. 146.4 Bognor Regis Heritage Arts & Partnership Board (BRHAPB) Partnership Funding

A copy of the most recent publication from the Bognor Regis Heritage & Arts Partnership has been received which is the story and history of the former Servite Convent in Hawthorn Road, Bognor Regis. The booklet, which has been compiled by Sylvia Endacott, will be available for sale from the Museum.

72.3 2nd June 2025 - Min 8.2 Potential sites in Bognor Regis for Event Organisers to use for storage

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. Despite emailing Members on a couple of occasions seeking their input, only one Councillor had responded with some suggested locations.

Given that both ADC and WSCC are absorbed in work on devolution and Local Government Reorganisation to meet the next deadline in September, and based on the fact that Dawn Hudd (CEO of ADC) has advised that for anyone thinking of acquiring ADC assets, the CAT Policy should be referred to and such requests would not be looked at until September 2025 at the earliest, it was queried as to whether now was the right time to be asking about what land both authorities might have.

With asset reviews being carried out, and various proposals on the table about what will be devolved where, it is questionable whether a very favourable response would be forthcoming at this time. It is therefore suggested that this be deferred until a future date.

72.4 2nd June 2025 - Min. 14 Bognor Regis BID Presentation

At the meeting, Members of the Policy and Resources Committee agreed to invite representatives of the Bognor Regis BID to present to a future meeting as they would like to hear more about the work of the BID and the benefits to businesses who pay the levy. As funding partners to the BID, the delivery of the requested presentation would be welcomed prior to the inception of our budget setting process for the next Financial Year.

The BID Facilitator has responded offering Thursday 23rd October and as he is meeting with the BID directors on 9th October, to discuss their 2026/27

budget, this would allow them to discuss the past 12 months activities and plans for the next 12 months in their presentation to Members. This will therefore be arranged as a Members Briefing to commence at 6.30pm, with Members invited to email the Deputy Clerk with any questions they may wish to raise with the BID prior to the Briefing.

72.5 2nd June 2025 - Min. 24 Council's contribution of £6,000 towards the Business Crime Reduction Partnership

An email has been received from the Business and Economy Manager, of Economic Development at ADC, seeking the Council's continued financial support to the Business Crime Reduction Partnership to the same level committed in 2025-26 of £6,000. The Town Council's contribution enables access to DISC for the Community Warden and also helps fund the ADC Business Crime Reduction Partnership Manager's role, which is currently funded for one year until the end of March 2026.

The Council's contribution would remain the same, as Arun's budgets are covering incidental costs such as printing, travel, training etc. The Business and Economy Manager is seeking funding for the coming financial year, however, has indicated if Members were able to consider a two-year commitment, that would fund the role through to Local Government Reorganisation in March 2028. At that point, it is proposed to have the post added to Arun's permanent staffing structure and funded accordingly. This request for funding will therefore be included within the draft Budget proposals for consideration by Members at the Budget Meeting on 15th December 2025.

72.6 28th July 2025 - Min. 51 Report on Town Centre issues

At the last meeting, a Member asked if the lighting in York Road could be followed up with the BID, to establish whether they were working yet. This was raised by the Deputy Clerk at the BID Board Meeting, attended on 11th September, where it was advised that issues with the power source continue to be investigated.

73. PROPOSALS FOR EVENTS PROGRAMME FOR 2026 INCLUDING CONSIDERATION OF BUDGETS

The Events Officer's report, providing an outline programme of events in 2026, was **NOTED**.

The Clerk reminded those present that they were not approving the budgets for events at this stage but being asked whether they agreed with the Officer recommendations. These figures would then be fed into the overall budget proposals and be considered at the Committee Budget Meeting on 15th December 2025.

With some Members proposing new events for the 2026 programme, it was suggested that discussions take place with the Events Officer, relying on their knowledge and expertise, to ascertain how much time, money and Officer resource that introducing new, additional, events may require whilst

being mindful that including such in the events programme may not be possible until 2027. Whilst stating that there was complete trust in the Events Officer's ability, the Chair advised that they would reach out to the Officer to consider the viability of any new events proposed by Members.

In relation to the Hampshire Avenue Fun Week, it was requested that the Bognor Regis Youth & Community Centre be approached and invited to participate with the event.

Comment was made that the budgets proposed for 2026 events were equal to the amounts budgeted for in 2025, with no provision for inflation in the figures. It was, therefore, recommended by the Chair that when making 2026/2027 Budget recommendations that a contingency be provided for this. There was agreement that this would be a prudent approach, with an added element for inflation included year on year, rather than having to cut events later down the line owing to a lack of budget provision.

- 73.1** It was unanimously **AGREED** that the theme for the 2026 Book Day would be Festival of Birds, and unanimously **FURTHER AGREED** to **RECOMMEND** a budget of £5,000 for the event.
- 73.2** A budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED** for the Proms in the Park event.
- 73.3** Members unanimously **AGREED** to **RECOMMEND** a budget of £5,000 for the Drive Through Time event.
- 73.4** A budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun week.
- 73.5** For the Funshine Day events a budget of £5,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.6** Should the Rotary Club be agreeable to continuing to work in partnership with the Town Council in 2026 on the Sunday Afternoon Concerts, then a budget of £3,000 was unanimously **AGREED** to be **RECOMMENDED**.
- 73.7** To provide for a Halloween event in 2026, Members unanimously **AGREED** to **RECOMMEND** a budget of £4,000.
- 73.8** A budget of £6,000 was unanimously **AGREED** to be **RECOMMENDED** for the Christmas Illuminations Switch-On event.
- 73.9** It was unanimously **AGREED** to **RECOMMENDED** that a budget of £2,500 be allocated for the Carols in the Park event.

74. TO RECEIVE THE TOWN FORCE REPORT

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

74.1 With it seemingly the case that Arun District Council would continue to provide and maintain the hanging baskets in London Road, including those baskets and planters at the Town Hall, until 2028, and with it deemed prudent to wait and see what other assets may be devolved as a result of the Local Government Reorganisation, Members unanimously **AGREED** to delay taking ownership of the three floral sites until 2028.

74.2 Whilst the importance of the Town Council supporting local event organisers was without question, and in noting the valuable contribution they make to the town, it was felt that this support should not be to the detriment of Council staff whereby they were put in the unfortunate position of working more hours on events than had been agreed due to a lack of proper planning. Responsible planning by event organisers would see a contingency of additional Town Force man hours for unforeseen circumstances and it was felt that this should be impressed upon them when they requested assistance from the Town Force team for their events in the future.

However, on this occasion, it was **AGREED** to **APPROVE** the transfer of 22-man hours from the Carnival Association's unused Town Force allocation for 2025 to the Armed Forces Day organisers to cover the excess of Town Force time, therefore cancelling the invoice raised for £484 plus VAT.

74.3 In considering the financial implications and constraints arising from staff resources and storage space for signage associated with Option 1, it was unanimously **AGREED** to proceed with Option 2 in relation to the future maintenance of the A29/Shripney Road central reservation.

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

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

A query was raised about whether the Town Council's Service Level Agreement with the Bognor Regis BID, associated with Warden provision in the Town Centre, specified the hours that the Warden would work. This was not known and the Clerk, therefore, agreed to liaise with the BID in relation to reports that the Warden was starting work at 6am/7am and finishing at 2.30pm/3pm, which were not the optimum times at which their presence in the Town Centre was needed.

76. TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS

Unfortunately, it had not been possible for Officers to prepare the necessary paperwork in time for the meeting, and it was **AGREED**, therefore, to **DEFER** consideration of updates to the Financial Regulations, Standing Orders and Standing Orders for Contracts until another meeting.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JULY AND AUGUST 2025 (IF AVAILABLE)

The Town Clerk's report, including the Community Warden report from the Bognor Regis BID for July 2025, was **NOTED**. The report for August had not been provided by the Bognor Regis BID in time for the meeting.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 2025 (SEPTEMBER NOT YET AVAILABLE)

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 July and August 2025, was **NOTED**.

Following a suggestion that the provision of an electric bike would enable the Community Warden to travel between the five Wards more quickly, particularly whilst responding to reports, it was **AGREED** that this be included on the next Agenda for consideration.

79. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN ACTION GROUP MEETING HELD ON 14th AUGUST 2025

The Deputy Clerk's report, along with the Notes of the meeting held on 14th August 2025, was **NOTED**.

80. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE

The Civic & Office Manager's report was **NOTED**.

Having reviewed the Town Crier role, Members **AGREED** that there should be no changes made. The Town Crier, Jane Smith, was credited as being a great ambassador for the Town.

81. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2026 TOWN NEWSLETTER

The Civic & Office Manager's report was **NOTED**.

Members considered the Officer's suggested articles for the 2026 Town Newsletter and **AGREED** that, where space allowed, the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- Town Crier Competition
- 90th Anniversary of Butlin's Bognor Regis
- Bognor Regis Town Council Community Survey 2026

- Development Work, inc. Alexandra Theatre, Premier Inn and The Arcade
- Sponsorship and Volunteer Opportunities with BRTC
- Balcony Flagpole Reinstatement
- Town Centre Action Group (initiatives and information for public knowledge)
- Youth Provision

There was a brief discussion about inviting community groups to advertise, to offset the cost of publishing the Newsletter and to promote the work that they do. It was explained that there would need to be some censoring of what was being advertised by the groups to protect the reputation of the Council, and an agreement as to the fairest way to invite groups to be included. With limited time to implement this suggestion for the 2026 publication, as an alternative, it was **AGREED** that Grant Aid 2025 recipients, and the services they offer, would be featured in the 2026 Town Newsletter using feedback that was required of them as part of the funding agreement.

It was further **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2026 Town Newsletter.

82. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 9th SEPTEMBER 2025 AND AGREE ANY NEXT STEPS

The Town Clerk's report, and the Notes of the ADC/BRTC Liaison Meeting held on 9th September 2025, was **NOTED**.

83. CONSIDERATION OF AMENDMENTS TO THE MEMBERSHIP OF THE BOGNOR REGIS TOWN ACTION GROUP – MIN. 21.1 REFERS

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

The revised membership of the Bognor Regis Town Action Group, as detailed in the report, and the fact that the Terms of Reference for the Town Action Group would be amended accordingly, was **NOTED**.

84. TO FURTHER DISCUSS THE DISSOLUTION OF THE BOGNOR REGIS REGENERATION BOARD – MIN. 89 AND MIN. 125 REFER

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

Whilst some felt that BRTC needed to be known as an open house, in relation to being a facilitator for regeneration in the Town, comment was made that the Town Action Group would pick up on some of the regeneration issues whilst the County and District Council were preoccupied with Local Government Reorganisation for the time being.

Following a suggestion by the Chair, it was **AGREED** that it would be sensible to leave regeneration as an open Agenda item for the Policy and Resources Committee to discuss as and when.

85. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FIRST INTERIM)

The Town Clerk's report, and the copy of the Internal Audit Report 2025/2026 (First Interim), was **NOTED**.

Noting that no actions were required by Members, the Committee further **NOTED** the Internal Audit Report 2025/2026 (First Interim) and unanimously **AGREED** to **RECOMMEND** this to Council for approval.

86. TO RATIFY THE RELEASE OF £400 TO BOGNOR REGIS SEAFRONT LIGHTS TO FUND A SAMBA BAND FOR THE ILLUMINATE BOGNOR REGIS PARADE FROM THE 2025-2026 PARTNERSHIP FUNDING AND UPDATE ON THE BALANCE OF THE FUNDING

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

Members unanimously **RATIFIED** the release of £400 to Bognor Regis Seafront Lights to fund a Samba band for the ILLUMINATE Bognor parade, from the 2025-2026 (Year 1) Partnership Funding, noting that there is a balance of £4,600 remaining.

87. TO NOTE THE UPDATED TREASURY MANAGEMENT POLICY AND AGREE THAT IT BE RECOMMENDED TO COUNCIL FOR ADOPTION

The Town Clerk's report, including the Treasury Management Policy detailing the proposed amendments/updates appended, was **NOTED**.

It was unanimously **AGREED** to **RECOMMEND** to **COUNCIL** the **ADOPTION** of the updated Treasury Management Policy, with the recommended amendments to enable the Deputy Clerk to act in the absence of the Town Clerk.

88. TO NOTE THE AMENDMENTS REQUIRED TO THE CCLA PUBLIC SECTOR DEPOSIT FUND MANDATE OWING TO THE CHANGES IN STAFF PERSONNEL AND AGREE THAT THIS BE RECOMMENDED TO COUNCIL FOR APPROVAL

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

Members unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the CCLA Public Sector Deposit Fund mandate be amended once the new Deputy Clerk, Max Hirst commences their employment.

It was further unanimously **AGREED** to **RECOMMEND** to **COUNCIL** that the mandate be amended to remove Mrs. Frost as an authorised signatory, update the job title of Mrs. Davis to Town Clerk and include Max Hirst, Deputy Clerk as an additional signatory to the account. This would enable the Deputy 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.

89. FINANCIAL REPORTS INCLUDING: -

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

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

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

89.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

90. CORRESPONDENCE

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

91. 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).

92. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

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 7.46pm