



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 17th NOVEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.31pm

99. WELCOME BY CHAIR

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

The Chair welcomed everyone present. The Council's opening statement was read, and particular attention was drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

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

Apologies for absence were received from Cllrs. B. Waterhouse, J. Barrett and Mrs. G. Yeates, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

101. 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.

There were no declarations of Interest at this time

102. TO APPROVE THE MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 30th OCTOBER 2025

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 22nd September 2025, and the Extraordinary Meeting held on 30th October 2025, and these were signed by the Chair.

103. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

104. CLERK'S REPORT FROM PREVIOUS MINUTES

104.1 18th November 2024 - Min. 77.5 Cyber Insurance Renewal

The Town Council's annual Cyber Insurance has now been renewed at a cost of £504.00 plus £60.48 Insurance Premium Tax with a total premium of £564.48. This policy covers the period from 12th November 2025 to 9th August 2026, being only 10 months and now brings this policy in line with the Town Council's main insurance policy.

104.2 2nd June 2025 - Min. 8.1 UKSPF Bike Repair Stations Project

Whilst the placement of the Bike Repair Station in Hotham Park was determined by Arun District Council and reflected accordingly in the lease agreed with the Town Council, this particular station has since been relocated by Arun, to what is considered a safer, more practical position.

Whilst the new location is more sensible, it is not the demised area as outlined within the lease and this now needs resolving by way of Surrender & Regrant, rather than a Deed of Variation, with all costs to be covered by ADC.

105. TO RECEIVE THE TOWN FORCE REPORT

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

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

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for August and September 2025, was **NOTED**. The report for October had not been provided by the Bognor Regis BID in time for the meeting and its receipt and noting, therefore, **DEFERRED** to a future meeting.

107. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR SEPTEMBER AND OCTOBER 2025

The Deputy 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 September and October 2025, was **NOTED**.

Questions were raised regarding the high number of "routine visits." It was clarified that these constitute general visits not triggered by a specific incident. The terminology remains brief because the data originates from a spreadsheet format and the monthly report is compiled from more detailed weekly spreadsheets, which Councillors were welcome to inspect at the Town Hall. It was agreed to include a short explanatory paragraph in the next report to aid understanding.

Concern was expressed that certain figures, such as only seven recorded incidents of street drinking in the previous month, along with low statistics for theft and other issues, seemed unexpectedly low. Members noted that overall reporting volumes appear low given the challenging local environment.

Members suggested the addition of a shadow comparison graph showing data from both the BID Warden and the Council's Community Warden, with clear visual differentiation to ensure Members and the public could easily distinguish between the two services.

The Town Clerk informed those present that they had a meeting, the following week, with both the Council's and BID's Community Wardens, the District Council's Community Protection Officers, and the Sergeant and PCSOs from the Neighbourhood Police Team, which would provide an opportunity for improved collaboration and mutual understanding of roles and powers.

108. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETINGS HELD ON 18th SEPTEMBER AND 31st OCTOBER 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meetings held on 18th September and 31st October 2025, were **NOTED**.

The Group was commended for bringing together partnership agencies, in what was considered a challenging environment. It was suggested that the Town Council should make provisions for additional staff resources to assist with the delivery of the Action Group's work, as was the case in relation to the Action Group in Littlehampton. This was a matter that had been considered by the Town Council, with discussions ongoing.

The need for continued pressure on partners, such as the police and Bognor Regis BID, was briefly mentioned with comment made around the operating hours of the BID's Warden, which is part-funded by the Town Council, particularly where they work hours that are not reflective of the opening hours of businesses in the Town Centre (i.e. starting at 6am and finishing mid-afternoon). The Chair of the Bognor Regis Town Centre Action Group suggested that this matter be raised with the BID.

109. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 17 REFERS

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

Cllr. Dawes declared an Ordinary Interest as a customer of Boom Community Bank

Councillors expressed their satisfaction that the scheme was functioning well, thanked Boom for their work and commended the organisation for its excellent, kind, and understanding customer service.

Members noted with disappointment that many applicants were ineligible, highlighting the wider issue of poverty within the community. In reviewing some declined applications, Councillors observed that it was difficult to see how individuals could resolve their financial challenges without risking loan sharks or criminal activity but stressed that this was not a criticism of the scheme itself. It was acknowledged that Boom adopts a careful and responsible approach to lending and seeks to avoid high-risk loans that would not be in the best interests of the individual, Boom, or the wider community. While the scheme is supporting a significant number of people, Members were saddened that more could not be helped. Officers confirmed that the primary reason for rejection was affordability.

110. TO CONSIDER SUBMITTING A REQUEST TO ARUN DISTRICT COUNCIL FOR A COMMUNITY GOVERNANCE REVIEW

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

Members discussed how a review would provide reassurance regarding parish boundaries, noting that greater clarity would help avoid future disagreement with neighbouring parishes and may present opportunities for improved local governance.

It was proposed, and seconded, that Hatherleigh Ward be brought back into Pevensey Ward, as had been the case some years ago. Members **RESOLVED** to **AGREE** that the Town Council formally submit a formal request to Arun District Council for a Community Governance Review, in relation to the Parish Wards of Hatherleigh and Pevensey, whilst making clear in the submission that there be no manipulation of Bognor Regis' boundaries.

111. TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH NO CHANGES IDENTIFIED, WITH THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

The Deputy Clerk's report, including the updated appended version of the Health & Safety Policy Manual, was **NOTED**.

Members also **NOTED** that the Policy Statement would be signed by the Chair of the Policy and Resources Committee.

112. FINANCIAL REPORTS INCLUDING: -

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

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

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

112.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of September and October 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**.

113. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

113.1 To ratify expenditure of £982.19 excluding VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom License

Members unanimously **RATIFIED** the expenditure of £982.19 excusing VAT for 10 new event radios, chargers, a flight case, 4 x ear sets and the relating Ofcom License.

113.2 To ratify expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC

Members unanimously **RATIFIED** the expenditure of £610.00 excluding VAT for the purchase of a Dell Pro Micro PC.

114. CORRESPONDENCE

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

115. 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 18 (contractual).

116. 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 7.18pm