



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 14th APRIL 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)
Chloe Jones (ADC Business Crime Reduction Partnership
Manager) (part of meeting)
Miriam Nicholls (ADC Business and Economy Manager)
(part of meeting)
1 Member seated in the public gallery
1 member of the public

The Meeting opened at 6.30pm

164. 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.

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

No apologies for absence had been received from Cllr. Mrs. Warr. This absence could not, therefore, be approved.

166. 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 member of the Business Crime Reduction Partnership scheme through his business

167. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Chair adjourned the Meeting at 6.32pm

A Member seated in the public gallery spoke of the benefits of the Community Warden service to be provided by the Town Council, and his desire, as the owner of a business in the Town Centre, to see clear communication and coordination between the Community Warden and the Business Warden who he felt, in order to achieve this, should both come under the auspices of the Town Council.

168. PRESENTATION FROM THE NEW ADC BUSINESS CRIME REDUCTION PARTNERSHIP (BCRP) MANAGER ON WHAT ARUN BCRP INVOLVES AND ITS POSITIVE IMPACT ON BUSINESS IN THE TOWN CENTRE

The Chair welcomed Chloe Jones, ADC BCRP Manager, and Miriam Nicholls, ADC Business and Economy Manager, to the meeting.

The BCRP Manager shared slides with those present and explained the role of the Manager, the work carried out with partnership agencies, the

disc system, and the working relationship with and training offered to businesses in Littlehampton and Bognor Regis.

The role requires the administration of the disc system and the subsequent reporting to relevant authorities. In the first few weeks since taking on the role, the BCRP Manager had been focusing on getting to know local businesses and encouraging them to use disc consistently.

Questions from those present included: -

Q: Who is on the BCRP Management Board for Bognor Regis?

A: BCRP Members will be asked to nominate Board Members in due course.

Q: What is causing the gap between anecdotal reporting and police records?

A: Police aren't aware of a lot of what businesses are witnessing primarily because of a lack of consistent reporting. It is acknowledged that a perceived lack of action in response to reporting has created apathy amongst some businesses in using disc and this is something that the BCRP Manager is addressing and hopes to change the mindset, with assurance being given that action will be taken.

Q: The Town Council is not currently a member of the BCRP. With the provision, by the Town Council, of a Community Warden, how does that work in terms of data sharing with the BCRP?

A: As the Town Council are not a funding partner of the BCRP, the Community Warden could not have access to disc. Data protection and protocols ties disc down to businesses and partners.

Q: The Town Council part funds, with the BID, the Business Warden, who has access to disc, so why is the Town Council not considered to be a 'funding partner'?

Q: Does disc reporting go through to the Police to identify 'hot spots'?

A: Any disc reports of crime get passed to the Police. More reports from an area will often see funding follow.

The Chair thanked Chloe and Miriam for their time and they left the Meeting

Meeting reconvened at 7.13pm

169. 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 7, 8 and 9 (contractual).

170. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT - MIN. 156 REFERS

The Town Clerk's confidential report, and the appendix detailing the evaluation results of the tender bids received, was **NOTED**.

170.1 Members were reminded that a budget of £65,000 had been agreed to provide a Community Warden from 1st April 2025 for 12 months. However, as reported at the March meeting (Min. 156 refers), owing to delays arising from the procurement process, the Town Council had made a one-off payment to provide a Warden for the month of April with the tender contract amended to 11 months and the budget reduced to reflect this. It was confirmed that the tender bids received were all within the maximum budget of £60,000 plus VAT.

170.2 Discussion took place about the revelation, from a question put to the BCRP Manager earlier in the meeting, that the Town Council's Community Warden would not apparently be granted access to disc because the Town Council were not deemed to be a 'funding partner'. Questions arose around what level of contribution the Town Council would be required to make as a BCRP funding partner, and what level of contribution other funding partners are making.

The four dual-hatted Councillors present at the meeting offered to jointly write to the Chief Executive Officer and Leader of the Council of Arun, in asking that the Town Council's prohibition in accessing disc be reconsidered. This action was unanimously **AGREED**.

170.3 Members unanimously **RESOLVED** to **AGREE** the award of the Contract for the provision of the Bognor Regis Community Warden Service commencing 1st May 2025 to 31st March 2026 to Tender Bid 1.

171. TO CONSIDER AND AGREE THE CO-ORDINATION OF WARDEN PROVISION IN BOGNOR REGIS INCLUDING DATA SHARING AND COVERAGE – MIN. 141.4 REFERS

Having noted the sentiments expressed by Cllr. Dawes, there was a shared agreement that the best way in which effective co-ordination of the new Community Warden and the current Business Warden could be achieved would be through a single line of management and reporting for both Wardens. Given that the Town Council's Community Warden contract had been awarded to the same service provider as that used by the BID for the Business Warden, there was a degree of optimism that this level of co-ordination could be achieved.

It was unanimously **AGREED** that, once further discussions had taken place with ADC around the Town Council's access to disc, the Clerk would discuss with the relevant parties ways in which the co-ordination of both the Community Warden and Business Warden in Bognor Regis could be achieved.

The Deputy Clerk left the Meeting

172. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 14th APRIL 2025

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

- That the status quo should be retained, with no dissolution of The Bognor Pier Company Ltd. at this time.
- That the position of Director of The Bognor Pier Company Ltd. should remain as part of the roles and responsibilities of the new Town Clerk as well as Director of the dormant company Bognor Regis Ltd. as is currently the position.
- That the scale range for the new Clerk be amended to SCP 53-58 with a final decision being taken on which starting SCP point would be applicable to the appointment within that range once a suitable candidate has been found and subject to their experience.
- The increase in the Deputy Clerk's salary, who is remunerated as a percentage of the salary for the new Clerk, be approved.
- That a Task and Finish Group be set up to work with the Clerk on the preparation of various draft documents for the recruitment process.
- The appointment of Cllrs. Waterhouse, Wells and Mrs. Yeates to the Task and Finish Group be approved.

The Meeting closed at 7.58pm