



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 7th MAY 2025

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

IN ATTENDANCE: Mrs. G. Frost (Town Clerk)
Mrs. R. Vervecken (Civic & Office Manager)

The Meeting opened at 6.37pm

173. 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.

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

Apologies for absence had been received from Cllrs. Miss. Needs, Mrs. Warr and Woodall, with the Clerk recommending that the reasons given were acceptable. These absences were **APPROVED** by Members.

175. 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.

Mrs. G. Frost declared an Ordinary Interest in Agenda item 6 as the current Town Clerk

176. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

177. 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 (staffing), it is advisable in the public interest that the public be temporarily excluded, and they are instructed to withdraw (S.O. 3d).

178. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 7th MAY 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 number of Policy and Resources Committee Members to be seated on the interview panel for the Town Clerk interview process be reduced from five Members plus the Mayor, as currently stated in the Policy and Resources Committee Terms of Reference, to four Members plus the Mayor.
- That to enable a balanced representation of the political standing of Bognor Regis Town Council, the interview panel should be made up

of 3 x Liberal Democrats (Mayor, Chair and Vice-Chair), 1 x Labour representative and 1 x Independent representative of the Policy and Resources Committee. The final decision on inclusion of an Independent representative would be made once agreement had been reached regarding the allocation of their seats at the Annual Town Council Meeting on 12th May 2025.

- That the job description, person specification and advert proposed, with a minor addition to the wording relating to assets, be adopted in relation to the recruitment of a new Town Clerk.
- That the process for interview in relation to the recruitment of a new Town Clerk as suggested, that had been used by other councils supported by West Sussex Association of Local Councils (WSALC), be used.
- That a budget of £300 be set, to be funded from General Reserves, for the provision of catering for the two-day interview process for applicants, subject to the final number of applicants being invited to interview.
- That the topic for the presentation by candidates would be '*describe the challenges and opportunities facing the Town Council over the next three years*'.

The Meeting closed at 6.59pm