



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 9<sup>th</sup> MARCH 2026**

### **PRESENT:**

Mayor: Cllr. Mrs. G. Yeates; Cllrs: K. Batley, J. Barrett, D. Dawes, S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph, N. Smith, M. Stanley, Mrs. J. Warr, P. Wells, M. White and P. Woodall

### **IN ATTENDANCE:**

Mrs. J. Davis (Town Clerk)  
Mr. M. Hirst (Deputy Clerk)  
First Cadet Harvey McGarhey (Mayor's Cadet) (part of meeting)

***Prior to the Meeting, a one-minute silence was held in memory of Town Councillor and Chair of the Policy and Resources Committee, Bob Waterhouse***

***The Meeting opened at 6.32pm***

### **149. WELCOME BY MAYOR**

The Mayor welcomed all those 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.

### **150. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

There were no apologies for absence.

### **151. DECLARATIONS OF INTEREST**

Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

- 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 leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must leave the room 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.

***Cllrs. S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, M. Stanley, Mrs. J. Warr and Mrs. G. Yeates declared an Ordinary Interest as an Arun District Councillor and stated that should any discussion occur regarding the possible acquisition of Bognor Regis Town Hall by Bognor Regis Town Council, they would withdraw from discussion, and any vote, to avoid prejudicing themselves from discussing the matter at Arun District Council***

**152. TO APPROVE THE MINUTES OF THE COUNCIL MEETING (PRECEPT) HELD ON 5<sup>th</sup> JANUARY 2026**

The Minutes of the Council Meeting (Precept) held on 5<sup>th</sup> January 2026 were unanimously **APPROVED** by the Council as a correct record and were signed by the Chair.

**153. REPORTS FROM WSCC COUNTY AND ADC DISTRICT COUNCILLORS (IF AVAILABLE)**

The Clerk informed Members that no reports had been received.

**154. WRITTEN QUESTIONS FROM COUNCILLORS**

There were no questions from Councillors.

**155. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

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

**156. TO CONSIDER ANY WRITTEN DISPENSATION REQUESTS RECEIVED FROM TOWN COUNCILLORS**

There were no written dispensation requests received from Town Councillors.

**157. TO RECEIVE AND CONSIDER REPORTS, MINUTES AND RECOMMENDATIONS OF COMMITTEES (OTHER THAN ANY SPECIFIC ITEMS ON THIS AGENDA)**

**158. Policy and Resources Extraordinary Committee Meeting of 12<sup>th</sup> January and the Meeting of 2<sup>nd</sup> February 2026**

Following the sad passing of the Chair, Bob Waterhouse, the Vice-Chair of the Committee, Cllr. Wells, reported.

**158.1 Recommendation to approve the 2026/27 Annual Audit Plan – Min. 146.1 refers**

Members unanimously **RESOLVED** to **APPROVE** the 2026/27 Annual Audit Plan.

**158.2 Recommendation to approve the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 - Min. 147 refers**

Members unanimously **RESOLVED** to **APPROVE** the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026. The Action Plan will be signed by the Mayor, as Chair of the Council, and by the Town Clerk.

**158.3 Recommendation to adopt the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed, without any further suggested changes - Min. 148 refers**

Members unanimously **RESOLVED** to **ADOPT** the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed, without any further suggested changes.

**158.4 Recommendation to adopt the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy, as proposed, without any further suggested changes - Min. 149 refers**

Members unanimously **RESOLVED** to **ADOPT** the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy, as proposed, without any further suggested changes.

**159. Planning and Licensing Committee Meetings of 13<sup>th</sup> January and 3<sup>rd</sup>, 24<sup>th</sup> February 2026**

The Chair of the Committee, Cllr. Mrs. Warr reported. There were no recommendations to Council.

**160. Environmental and Leisure Committee Meeting of 19<sup>th</sup> January 2026**

The Chair of the Committee, Cllr. Batley reported.

**160.1 Recommendation that the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year, and their appointment, be ratified - Min. 76.1 refers**  
Members unanimously **RESOLVED** to **APPROVE** the co-option of Mr. Paul Goodchild and Mr. Colin Penfold (Original Site) and Mrs. Louise Russell and Mr. Phil Fortin (Re-Established Site) as Tenant Representatives for the 2025-2026 allotments year.

**161. TO FORMALLY RECEIVE THE MINUTES, REPORTS AND RECOMMENDATIONS OF THE COMMITTEES, AND REFER ANY SUGGESTED AMENDMENTS DECIDED UPON DURING THE MEETING BACK TO THE RELEVANT COMMITTEE, AND RATIFY ANY COMMITTEE ACTIONS AS MAY BE NECESSARY**

The Council unanimously **RESOLVED** to 'formally receive the reports, Minutes and recommendations of the Committee, and refer any suggested amendments decided upon at this meeting back to the relevant Committee'.

**162. TO NOTE THE LIST OF PAYMENTS AND TRANSFERS MADE IN DECEMBER 2025 AND JANUARY 2026 AND TO NOTE THE BALANCES, BANK RECONCILIATIONS AND FINANCIAL REPORTS (FEBRUARY NOT YET AVAILABLE) AND OUTTURN AND APPROVAL OF THE CONTENTS AND THEIR PUBLICATION**

The Council unanimously **RESOLVED** 'to note the payments and transfers made in December 2025 and January 2026 and to note the balances, bank reconciliations and financial reports (February not yet available) and outturn and approval of the contents and their publication'.

**163. TO NOTE THE DEATH OF SERVING TOWN COUNCILLOR, BOB WATERHOUSE, AND TO RATIFY A DONATION OF £100 TO THE BRITISH HEART FOUNDATION IN HIS MEMORY**

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

Members unanimously **RESOLVED** to **APPROVE** the donation of £100 to the British Heart Foundation in memory of Town Councillor Bob Waterhouse.

Members took the opportunity to express their sadness and to share kind words and fond memories of Bob as both a colleague and a friend, recalling the significant presence he had within the Council as Chair of the Policy and Resources Committee, and remembering him as a kind, knowledgeable and compassionate man.

**164. ANNUAL REVIEW OF THE COUNCIL'S INTERNAL CONTROL PROCEDURES AND PRACTICES**

The Town Clerk's report, including the Statement of the Town Council's Internal Controls appended, was **NOTED**.

Following a review, Members unanimously **RESOLVED** that the Town Council's internal control procedure and practices are adequate and operating effectively.

**165. TO CONSIDER NOMINATIONS FOR DEPUTY MAYOR 2026/27 AND MAKE RECOMMENDATION TO THE ANNUAL TOWN COUNCIL MEETING 2026**

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

Cllr. Wells proposed a signed ballot, seconded by Cllr. Stanley, and subsequently **AGREED** by Members.

Cllr. Batley was nominated by Cllr. Wells and seconded by Cllr. Stanley.

Cllr. Dawes was nominated by Cllr. Goodheart and seconded by Cllr. Woodall.

Cllr. Mrs. Warr was also nominated by Cllr. Wells and seconded by Cllr. Stanley.

Following the signed ballot, Members **RESOLVED** to **RECOMMEND** to the Annual Town Council Meeting, that Cllr. Dawes be elected to the office of Deputy Mayor for 2026/27.

**166. TO RECEIVE ANY UPDATES ON REGENERATION IN THE TOWN INCLUDING REPORT FROM CLLR. NASH (IF AVAILABLE)**

Cllr. Nash gave a verbal report to Members, including updates on the Marine Quarter Project, the Alexandra Theatre and the Premier Inn.

***Cllr. White briefly left the Meeting, before then returning***

**167. TO RECEIVE THE NOTES OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2026**

The Town Clerk's report, and the Notes of the ADALC Meeting held on 3<sup>rd</sup> February 2026 as appended, were **NOTED**.

**168. TO RATIFY THE DECISION THAT BOGNOR REGIS TOWN COUNCIL SUBMITS A BID INTO THE UK TOWN OF CULTURE 2028 COMPETITION**

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

Members expressed support for a Bognor Regis bid, noting the town's unique culture and the wide range of landmarks and events it could showcase. Members also emphasised the importance of ensuring that organisations and individuals from all backgrounds are included.

Members noted the Town Clerk's clarification that the upcoming Member Workshop would assist in the preparation of an Expression of Interest and begin to shape the framework for a potential bid.

Members **AGREED** to **RATIFY** the decision that Bognor Regis Town Council submits a bid for the UK Town of Culture 2028 competition.

***Cllr. Oppler left the Meeting***

Members **AGREED** to delegate authority to the Town Clerk, in consultation with the Mayor and Deputy Mayor, to invite organisations to the upcoming Town of Culture Workshop.

**169. TO CONSIDER ARUN DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW PROGRAMME, AND TO AGREE ANY COMMENTS TO BE SUBMITTED IN RESPONSE TO THE CONSULTATION**

***Cllr. Oppler returned to the Meeting***

***Cllrs. Nash and Oppler declared an Ordinary Interest as members of the ADC Community Governance Working Group***

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

Members reiterated their desire for Hatherleigh Ward to be 'reabsorbed' into Pevensy Ward and noted that, as the Town Council had submitted this request to the current Community Governance Review consultation, there wasn't anything further to add.

Members therefore **AGREED** to submit no further comments in relation to the Community Governance Review Consultation.

**170. TO AGREE THE ARRANGEMENTS FOR COUNCILLOR DROP-IN SURGERIES FOR 2026 - MIN. 114 REFERS**

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

Members agreed that a range of times and locations would give all residents the best chance of attending at least one surgery.

Members wished for three surgeries to take place in 2026, with one in the spring, early summer and late summer. A variety of locations were suggested including London Road, supermarkets and cafés.

Members **AGREED** to delegate authority to the Town Clerk, in consultation with the Mayor and Deputy Mayor, to organise three Councillor Drop-In Surgeries for 2026 in line with Member comments.

**171. MAYOR'S REPORT AND DUTIES UNDERTAKEN**

The Civic & Office Manager's report on the Mayor's activities was **NOTED**.

**172. TOWN CRIER'S REPORT AND DUTIES UNDERTAKEN**

The Civic & Office Manager's report on the Town Crier's activities was **NOTED**.

**173. REPORTS FROM REPRESENTATIVES TO OTHER ORGANISATIONS**

Members **NOTED** that reports had been received from the following representatives to other organisations and had been emailed to all Councillors.

**173.1 Cllr. Batley** – Arun Supporting Families Locality Group.

**173.2 Cllr. Goodheart** – Arun District Association of Local Councils (ADALC); Bognor Regis Town Centre Forum Group (Reserve); Bognor Regis Heritage and Arts Partnership Board; Bognor Regis Twinning Association; Southdowns Music Festival; West Sussex ALC Ltd.

**173.3 Cllr. White** – Bognor Regis Heritage and Arts Partnership Board; The 39 Club.

**173.4 Cllr. Woodall** – Bognor Regis Carnival Association.

**173.5 Cllr. Mrs. Yeates** – Arun District Association of Local Councils (ADALC); Bognor Community Meetings; Bognor Regis Concert Band; Bognor Regis Heritage and Arts Partnership Board (Reserve); Stonepillow (Christian Care Association).

**174. TO RECEIVE CORRESPONDENCE**

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

**175. PICTUREDROME SITE UPDATE INCLUDING:-****175.1 Director's report, any urgent actions taken for ratification**

The previously circulated Director's report was **NOTED**, with the actions taken, and expenditure **RATIFIED**.

**175.2 AGM of The Bognor Pier Company Ltd - to adopt the accounts Year Ended 31<sup>st</sup> December 2025 and to note the Director's report**

The accounts Year Ended 31<sup>st</sup> December 2025 were not available and the matter was, therefore, **DEFERRED**, to a future meeting.

**175.3 To note receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025)**

Members **NOTED** the receipt of £9,000 Management fee from The Bognor Pier Company Ltd. (Instalment for 2025).

**176. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) (CONTRACTUAL)**

Members **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 26 and 27 (contractual).

**177. CONFIDENTIAL PICTUREDROME SITE UPDATE DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

Members **NOTED** the Town Clerk's confidential report.

**178. TO RATIFY THE DECISION TO WRITE OFF A DEBT OF £187.50 AS AGREED BY THE POLICY AND RESOURCES COMMITTEE (MIN. 158 REFERS)**

Members **AGREED** to **RATIFY** the decision to write off a debt of £187.50 as agreed by the Policy and Resources Committee (Min. 158 refers).

***The Meeting closed at 8.08pm***

