



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 2nd FEBRUARY 2026

PRESENT:

Cllr B. Waterhouse (Chair) Cllrs: J. Barrett, D. Dawes,
F. Oppler, N. Smith, Mrs. J. Warr, P. Wells and M. White

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of
meeting)
1 Member seated in the public gallery

The Meeting opened at 6.33pm

133. WELCOME BY CHAIR

Due to the Chair Cllr. Waterhouse having lost his voice, 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.

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

Apologies for absence were received from Cllr. Mrs. G. Yeates, with the Clerk recommending that the reason given was acceptable. This absence was therefore unanimously **APPROVED** by Members.

No apologies were received from Cllr. S. Goodheart, and could not, therefore, be approved.

135. 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 stated that he would declare any Interests as and when

136. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15th DECEMBER 2025, AND THE EXTRAORDINARY MEETING HELD ON 12th JANUARY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15th December 2025, and the Extraordinary Meeting held on 12th January 2026, and these were signed by the Chair.

137. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Member seated in the public gallery did not wish to ask any questions, nor make any statements, and the meeting, therefore, was not adjourned.

138. CLERK'S REPORT FROM PREVIOUS MINUTES

138.1 31st March 2025 Min. 157 Councillors' Allowances

Notification had now been received from ADC regarding the 2025 Staff Pay Award, confirming that all staff would receive a 3.20% salary increase. In accordance with the Council's Members' Allowances Scheme, this increase is also applicable to the Basic Allowance and all other allowances including Special Responsibility Allowances (SRAs).

Following a number of meetings with various departments at ADC including the Independent Remuneration Panel, it was confirmed that a percentage of 3.20% would be added to the Basic Allowance. This has resulted in the District Basic Allowance increasing from £6,884 to £7,104 per annum with effect from April 2025.

Members would now need to consider whether they wish to increase the Councillors' Allowance once again from the current annual figure of £688.40 to £710.40 (equivalent to an increase of £22 per annum) and whether this should be backdated. Therefore, an item will be placed on the Agenda of the next Policy and Resources Committee Meeting on 30th March 2026 for Members' consideration.

139. TO RECEIVE THE TOWN FORCE REPORT

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

Councillors were disappointed to see an increase in graffiti and commented that where areas of the town looked "tired", this may encourage graffiti.

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

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

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

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for October, November and December 2025, was **NOTED**.

Councillors stated their disappointment in the increased absence rate of the BID Community Warden.

142. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR NOVEMBER AND DECEMBER 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 November and December 2025, was **NOTED**.

143. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 11th DECEMBER 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 11th December 2025, was **NOTED**.

144. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 2nd DECEMBER 2025 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 2nd December 2025 that had previously been circulated to Councillors, was **NOTED**.

145. CONSIDERATION OF ALLOCATION OF TOWN FORCE TIME FOR EXTERNAL TOWN EVENTS 2026 – REPORT BY EVENTS MANAGER

The Events Manager's report was **NOTED**.

Members **RESOLVED** to **AGREE** the Officer's recommendation for the allocation of Town Force time for external town events in 2026.

146. INTERNAL AUDIT INCLUDING: - TO REVIEW THE 2026/27 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2026/2027 MUNICIPAL YEAR

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

146.1 Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2026/27 to the Town Council.

146.2 Members **RESOLVED** to **APPROVE** the appointment of Company A as the Town Council's Internal Audit provider for a three-year period commencing with the 2026/2027 municipal year.

147. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS

The Deputy Clerk's report, including the Overall Summary and Action Plan attached, was **NOTED**.

Members **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2025/2026 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Mayor, as Chair of the Council, and the Town Clerk.

148. TO CONSIDER UPDATES AND RECOMMEND TO COUNCIL FOR ADOPTION THE CHANGES TO THE FINANCIAL REGULATIONS, STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS, DEFERRED FROM THE MEETING HELD ON 22nd SEPTEMBER 2025 – MIN. 76 REFERS

The Deputy Clerk's report, and the proposed Financial Regulations, Standing Orders and Standing Orders for Contracts appended to the report, was **NOTED**.

Members **AGREED** to **RECOMMEND** the adoption of changes to the Financial Regulations, Standing Orders and Standing Orders for Contracts, as proposed and without amendment.

149. UPDATES TO: - TIME OFF IN LIEU (TOIL) POLICY; HARASSMENT AND BULLYING POLICY

The Deputy Clerk's report, including the proposed Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Time Off in Lieu (TOIL) Policy and Harassment and Bullying Policy as attached and without amendment.

150. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Civic & Office Manager's report, and Specification Sheets pertaining to the differing devices quoted for, was **NOTED**.

Members **RESOLVED** to **AGREE** that the services of the current leasing company are retained, along with the current photocopier, on a new 3-year agreement.

151. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16th MARCH 2026

The Deputy Clerk's report, and the copy of the previous years' Agenda, was **NOTED**.

Members **RESOLVED** to **AGREE** that representatives of the Premier Inn, recently built on Bognor Regis seafront, be invited to present. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 16th March 2026, whereby doors will open at 6.30pm with the meeting commencing at 7pm. It was also **AGREED** that the future of the Town Hall be included on the Agenda for local feedback.

152. TO CONSIDER AND RATIFY THE LEVEL OF FUNDING TO BE AWARDED TO THOSE ORGANISATIONS IDENTIFIED FOR PARTNERSHIP FUNDING - MIN. 131 OF THE EXTRAORDINARY MEETING OF 12th JANUARY 2026 REFERS

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

Members **RATIFIED** the level of funding to be awarded to those organisations identified for Partnership Funding, under a 3-year agreement commencing 1st April 2026, as follows: -

Bognor Regis Armed Forces Day Committee -	Year 1: £2,200
	Year 2: £1,200
	Year 3: £900

Bognor Regis Foodbank -	Year 1: £4,000
	Year 2: £3,000
	Year 3: £2,000

Bognor Regis Youth & Community Centre -	Year 1: £14,000
	Year 2: £12,000
	Year 3: £7,000

153. TO CONSIDER A PROPOSAL FOR THE REALLOCATION OF FUNDING FROM EVENT UNDERSPEND TO HOLD TWO NEW TOWN CENTRE EVENTS FOR SUMMER 2026

The Events Manager’s report was **NOTED**.

Members **RESOLVED** to **AGREE** that the money currently held in Earmarked Reserves, first intended for a Halloween event, be returned to General Reserves and that a budget of £4,200 be reallocated from General Reserves to deliver two Town Centre events for Summer 2026.

154. TO CONSIDER A PROPOSAL IN RELATION TO THE SCREENING OF THE 2026 FIFA WORLD CUP FINAL AND TO AGREE, IN PRINCIPLE, A BUDGET FUNDED FROM GENERAL RESERVES

The Events Manager’s report was **NOTED**.

A Member requested the vote be recorded, the request subsequently granted (in accordance with Standing Order 3u), and shown as: -

FOR	AGAINST	ABSTAIN
Cllr. Barrett	Cllr. Smith	
Cllr. Dawes	Cllr. White	
Cllr. Oppler		
Cllr. Warr		
Cllr. Waterhouse		
Cllr. Wells		

Members **RESOLVED** to **AGREE IN PRINCIPLE** that a budget of £3,000 be funded from General Reserves for a Big Screen event to be broadcast, should England make it into the FIFA World Cup Final in July 2026.

155. FINANCIAL REPORTS INCLUDING: -

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

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

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

155.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 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**.

156. CORRESPONDENCE

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

157. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) (CONTRACTUAL AND STAFFING)

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, 27 and 28 (contractual) and Agenda item 29 (staffing).

158. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and **AGREED** to write off the debt of £187.50 as detailed by the Town Clerk.

159. TO CONSIDER FUTURE FUNDING PROVISION OF THE BID BUSINESS WARDEN – MIN. 123.4 REFERS

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

Members considered whether continuing to part fund the BID's Warden was appropriate, now that the Town Council were fully funding a 7-day a week Community Warden that served all five Wards of Bognor Regis, not just the Town Centre. With concerns about the rising level of absenteeism relating to the BID's Warden, a Member reminded those present that the Council's primary function was to protect the public purse and suggested that where the Town Council was not certain of value for money, funding should be withdrawn.

Members unanimously **RESOLVED** to **AGREE** that the Town Council’s funding contribution towards provision of the BID Warden be withdrawn, effective from 1st April 2026, with the 2026/2027 budget provision of £17,367 previously approved (Min. 123.4 refers), returned to General Reserves.

160. TO RECEIVE AN UPDATE AND RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS

Cllrs. Oppler and Mrs. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would not participate in discussion and would abstain from voting

The Chair, a member of the Working Party, informed those present that the recommendations made had been based on information that was available at the time but that, since then, further information had been forthcoming and amendments to the recommendation were suggested. There followed a discussion, during which guidance was sought from the Town Council’s Accountant, Mr. Kemp.

Members **DISAGREED** with the recommendations from the Bognor Regis Town Hall Working Party, instead **RESOLVING** to **APPROVE** the amended recommendation verbally given, as summarised in the Confidential Report attached to the File Minutes. For the record, Cllrs. Oppler and Mrs. Warr abstained from voting.

161. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 2nd FEBRUARY 2026

161.1 Members unanimously **AGREED** to **RATIFY** the recommendation of the Joint Consultative Sub-Committee (Staffing) made at the meeting held on 2nd February 2026, as detailed in the confidential verbal report given by the Clerk, resulting in the progression of proposed changes to staff resources.

The Meeting closed at 8.17pm