



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th MARCH 2026

PRESENT: Cllrs: J. Barrett, D. Dawes, S. Goodheart, F. Oppler (from Min. 176), Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)
Mr. B. Handley (Events Duty Officer)

The Meeting opened at 6.31pm

168. WELCOME BY CHAIR

Due to the recent sad passing of the Chair, Cllr. Bob 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.

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

Apologies for absence were received from Cllr. N. Smith and Mrs. J. Davis, Town Clerk, with the Deputy Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

170. 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. S. Goodheart declared an Ordinary Interest in Agenda Item 18 as a Trustee of Bognor Regis Youth & Community Centre

171. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd FEBRUARY 2026, AND THE EXTRAORDINARY MEETING HELD ON 16th MARCH 2026

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd February 2026, and the Extraordinary Meeting held on 16th March 2026, and these were signed by the Chair.

172. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

173. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

174. TO RECEIVE AN UPDATE FROM THE EVENTS OFFICER ON THE EVENTS PROGRAMME FOR 2026

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

Members asked that it be investigated whether the Drive Through Time event could return to the Esplanade in the future, as it had been in previous years.

Members **AGREED** that a further update be brought to Committee after the event season had concluded.

175. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025

Owing to not all of the information being available in readiness for the meeting, this item was **DEFERRED** to a future meeting.

176. TO RECEIVE THE TOWN FORCE REPORT

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

Members felt further information was needed to make a decision regarding the future of the cherry picker, and therefore **AGREED** to **DEFER** this decision to the next meeting.

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

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

178. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR JANUARY AND FEBRUARY 2026

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for January and February 2026, was **NOTED**.

179. TOWN COUNCIL COMMUNITY WARDEN INCLUDING: -

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

179.1 To receive and note the monthly report for January and February 2026

The monthly reports for the Town Council's Community Warden providing a summary of the Community Warden's daily interactions throughout January and February 2026, was **NOTED**.

179.2 To note the interim arrangements for a Community Warden service in the Town for 2026-2027

The interim arrangements for a Community Warden Service in the Town for 2026-2027 were **NOTED**.

180. TO PROVIDE AN UPDATE ON THE ESTABLISHMENT OF A REGULAR MARKET BY BOGNOR REGIS TOWN COUNCIL AND DECIDE NEXT STEPS, INCLUDING BUDGET PROVISION – MIN. 14 REFERS

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

Members were supportive of the proposed refocus to a series of specialist markets for 2026/2027. It was clarified that the BID do not receive a grant from the Town Council and that there was adequate staffing provision to assist in the running of themed or specialist markets.

Members **AGREED** to the proposed approach to focus on a series of themed markets at this time.

181. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 5th FEBRUARY 2025

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 5th February 2026, was **NOTED**.

182. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 17th MARCH 2026 AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, along with the Notes of the ADC/BRTC Liaison Meeting held on 17th March 2026 that had previously been circulated to Councillors, was **NOTED**.

183. COUNCILLORS' ALLOWANCES INCLUDING:-

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

183.1 To consider whether to increase Councillors' Allowances up to a maximum of £710.40 per annum (equating to 10% of the District Basic Allowance) or whether this should remain unchanged – Min. 138.1 refers

Members **RESOLVED** to increase the Councillors' Allowance to the limit of £710.40 per annum equating to 10% of the District Council's Basic Allowance in line with the recommendation by the District Independent Remuneration Panel (IRP).

It was **NOTED** that, in agreeing the increase to the Councillors' Allowance, this would result in a budget overspend until the budget can be amended next year.

183.2 To consider whether any increase, should this be agreed be backdated to 1st April 2025 in line with the District Council's Basic Allowance or commence from 1st April 2026, noting any budget overspend

Whilst agreeing to the increase, Members unanimously **DISAGREED** that this should be backdated to 1st April 2025.

184. TO RATIFY THE SUBMISSION OF BOGNOR REGIS TOWN COUNCIL'S EXPRESSION OF INTEREST FOR THE UK TOWN OF CULTURE 2028

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

Members expressed their gratitude to all external partners and stakeholders who had participated in the various workshops to help bring Bognor Regis' Expression of Interest to life.

Particular thanks were also given to the Town Clerk, Mrs. J. Davis, for her extensive work in shaping the comments and ideas into a coherent and excellent document for submission.

Members **AGREED** to **RATIFY** the submission of Bognor Regis Town Council's Expression of Interest for the UK Town of Culture 2028.

185. TO RATIFY RELEASE OF 2026-2027 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), SOUTHDOWNS MUSIC FESTIVAL (YEAR 3 OF 3), BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD (YEAR 3 OF 3), BOGNOR PIER TRUST CIC (YEAR 2 OF 3), BOGNOR REGIS CARNIVAL ASSOCIATION (YEAR 2 OF 3), BOGNOR REGIS SEAFRONT LIGHTS ILLUMINATE EVENT (YEAR 2 OF 3), BOGNOR REGIS ARMED FORCES DAY COMMITTEE (YEAR 1 OF 3), BOGNOR REGIS FOODBANK (YEAR 1 OF 3), BOGNOR REGIS YOUTH & COMMUNITY CENTRE (YEAR 1 OF 3)

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

- 185.1** Release of the Partnership Funding for 2026-2027 of £3,000 for Bognor Regis Seafront Lights (BRSFL) (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.2** Release of the Partnership Funding for 2026-2027 of £7,000 for Southdowns Music Festival (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.3** Release of the Partnership Funding for 2026-2027 of £2,000 for Bognor Regis Heritage & Arts Partnership Board (year 3 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.4** Release of the Partnership Funding for 2026-2027 of £2,919.15 for Bognor Pier Trust CIC (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.5** Release of the Partnership Funding for 2026-2027 of £3,500 for Bognor Regis Carnival Association (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.6** Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Seafront Lights (Illuminate Event) (year 2 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.
- 185.7** Release of the Partnership Funding for 2026-2027 of £2,200 for Bognor Regis Armed Forces Day Committee (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

185.8 Release of the Partnership Funding for 2026-2027 of £4,000 for Bognor Regis Foodbank (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

185.9 Release of the Partnership Funding for 2026-2027 of £14,000 for Bognor Regis Youth & Community Centre (year 1 of 3-year agreement), as agreed as part of the Town Council's budget provision for the next financial year, was **RATIFIED**.

186. TO CONSIDER THE INTERNAL AUDIT REPORT 2025/26 (INTERIM UPDATE)

The Town Clerk's report, along with the Internal Audit Report 2025-26 attached as an appendix, was **NOTED**.

Members **AGREED** to **RECOMMEND** the Internal Audit Report 2025-26 (Interim Update) to Council for **APPROVAL** and noted that no actions are required.

187. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES AND BACS PAYMENTS AS REQUIRED UNDER 7.9, 7.10 AND 7.11 OF THE FINANCIAL REGULATIONS

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

Members **RESOLVED** to **APPROVE** the continued future use of the listed Direct Debits, Standing Orders Mandates and other recurring payments.

188. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK

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

189. UPDATES TO: - DATA PROTECTION POLICY; DATA RETENTION POLICY; VEXATIOUS REQUESTS POLICY; GRIEVANCE PROCEDURE; ICT POLICY; INFORMATION SECURITY POLICY; PUBLICATION SCHEME

The Deputy Clerk's report, including the proposed updated Policies as appendices, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Data Protection Policy, Data Retention Policy, Vexatious Requests Policy, Grievance Procedure, ICT Policy, Information Security Policy and Publication Scheme as attached and without amendment.

190. ROLLING CAPITAL PROGRAMME INCLUDING: -

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

- 190.1 To ratify expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations**
Members unanimously **RATIFIED** the expenditure of £2,200 excluding VAT for installation of Light Column Sockets in relation to Christmas Illuminations.

191. FINANCIAL REPORTS INCLUDING: -

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

- 191.1 To note Committee I&E Reports for the month of February 2026 - previously copied to Councillors**
Members **NOTED** receipt of the financial reports for the month of February 2026.

- 191.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January and February 2026, 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**.

192. TO AGREE TO EARMARK THE BALANCE OF £12,332 'WORKING BUDGET' FOR 2025/26, UNDER 'MARKETING AND PROMOTIONS EXPENSES' (4409/114), AND CARRY FORWARD TO 2026/27

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

Members **RESOLVED** to **AGREE** that the remaining balance of £12,332 'working budget' for 2025/26 be earmarked and carried forward to 2026/27 for the delivery of markets.

193. EARMARKED RESERVES - CONSIDERATION OF RETURN TO GENERAL RESERVES OF ANY EMR'S IDENTIFIED BY THE CLERK AS NO LONGER BEING REQUIRED AND THEIR POSSIBLE ALTERNATIVE USES

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

Members **AGREED** that funds held in Earmarked Reserves as identified by the Town Clerk, which are no longer required for the specified purpose, be returned to General Reserves.

194. CORRESPONDENCE

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

**195. 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 29 (contractual).

196. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 7.40pm