



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 1<sup>st</sup> JUNE 2026**

### **PRESENT:**

Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes, P. Ralph, N. Smith, Mrs. J. Warr, M. White and Mrs. G. Yeates

### **IN ATTENDANCE:**

Mrs. J. Davis (Town Clerk)  
Mr. M. Hirst (Deputy Clerk)  
Mr. D. Kemp (DCK Accounting Solutions Ltd.) (part of meeting – attended via Teams)

***The Meeting opened at 6.30pm***

### **9. 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.

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

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

No apologies for absence were received from Cllr. F. Oppler and could not, therefore, be approved.

### **11. 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.

***There were no declarations of Interest***

**12. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> MARCH 2026, AND THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 18<sup>th</sup> MAY 2026**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30<sup>th</sup> March 2026, and the Minutes of the Extraordinary Meeting held on 18<sup>th</sup> May 2026, and these were signed by the Chair.

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

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

**14. CLERK'S REPORT FROM PREVIOUS MINUTES**

**14.1 30<sup>th</sup> March 2026 - Min. 174 Events Programme for 2026**

Following Members request 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, the following response from the Events Manager was shared: -

*"This was originally the plan for Drive Through Time in 2023, however, due to the building works on Place St Maur at the time, installing water jets, it was moved back to West Park. Once all the theatre building works are completed then it will be revisited with a view to relocate the event to the Esplanade."*

**15. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -**

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

**15.1 Joint Consultative Sub-Committee (Staffing)**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, R. Nash, P. Ralph, P. Wells, P. Woodall and Mrs. G. Yeates and the three senior Officers to the Joint Consultative Sub-Committee (Staffing).

**15.2 Bognor Regis Town Hall Working Party**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; D. Dawes, N. Smith, P. Wells, M. White and P. Woodall to the Bognor Regis Town Hall Working Party.

**15.3 Bognor Regis Town Centre Action Group**

Members unanimously **RESOLVED** to **APPROVE** the appointments of Cllrs; P. Ralph, P. Wells and Mrs. G. Yeates to the Bognor Regis Town Centre Action Group.

**16. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Town Hall Working Party**
- **Bognor Regis Town Centre Action Group**
- **To note any recommendations from the Environmental and Leisure Committee made at their meeting on 18<sup>th</sup> May 2026 (Min. 9 refers) including recommendations regarding the Terms of Reference for the Allotments Sub-Committee and the Bognor Regis In Bloom Working Group**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 19<sup>th</sup> May 2026 (Min. 8 refers)**

The Deputy Clerk's report, and related appendices, were **NOTED**.

**16.1** Members noted the proposed minor amendments to the Terms of Reference for the Allotments Sub-Committee, as recommended by the Environmental and Leisure, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

**16.2** Members also noted the proposed minor amendments to the Terms of Reference for the Bognor Regis in Bloom Working Group, as recommended by the Environmental and Leisure Committee, relating to delegated authority to approve expenditure within budget, as shown in red on the relevant appendix.

- 16.3** Approving the proposed minor amendments to the Allotments Sub-Committee Terms of Reference, and those in relation to the Bognor Regis in Bloom Working Group, Members **RESOLVED** to **RECOMMEND** to Council that the Terms of Reference as detailed above be adopted with no further amendments suggested.

**17. INTERNAL AUDIT – TO CONSIDER THE INTERNAL AUDIT REPORT 2025/2026 (FINAL UPDATE)**

The Town Clerk's report and Internal Audit Report 2025/2026 (Final Update) were **NOTED**, and Members acknowledged that once again, no significant issues had been raised.

Noting that no actions are required, Members unanimously **AGREED** to **RECOMMEND** the Internal Audit Report 2025/2026 (Final Update) to Council for approval.

**18. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2025/26**

The Chair welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd., Accountant to the Town Council, and invited him to present the Annual Accounts for the year 2025/26.

Mr. Kemp advised that there had been a small deficit of £8,000 but that £30,000 had gone into Earmarked Reserves and income was stable. Expenditure was under control, up 6.35% on the previous year.

Whilst Mr. Kemp declared the Town Council's finances to be sound, he warned that they would not take a hit such as buying Bognor Regis Town Hall. Members, therefore, asked for suggested ways in which the Town Council could purchase the building. In response, Mr. Kemp declared that the Town Hall was an asset in public ownership and he could not, therefore, see how Arun District Council could justify putting a price tag on the building were the Town Council to seek possession, and the building thereby remain in public ownership.

There being no further questions, the Chair thanked Mr. Kemp for his attendance and contribution to the meeting. The Committee also expressed its thanks to Mr. Kemp and the Town Clerk for their work in relation to the accounts.

**19. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2026 INCLUDING: -**

The Town Clerk's report and the relating appendices were **NOTED**.

**19.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) and to recommend approval to Council**

Members unanimously **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2025/2026 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and unanimously **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**19.2 To consider and agree the Council's response to each Statement on the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR)**

Having considered the Town Clerk's report, which detailed the accounting statements to be agreed, Members unanimously **RESOLVED** to **RECOMMEND** answering 'Yes' to Statements 1 to 8 and Statement 10, on the Annual Governance Statement, having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to the Town Council.

**19.3 To Recommend Approval to Council of the Annual Governance Statement for 2025/2026 (Section 1 of the AGAR) and that Section 1 be signed by the Chair of the meeting of the Council approving the Annual Governance Statement and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2025/2026 and that Section 1 is signed by the Chair of the meeting of the Council approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

**19.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2026 and agree that these be signed by the Chair of the meeting of the Council approving the accounts and by the Town Clerk**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2026 and **RESOLVED** that these be signed by the Chair of the meeting of the Council approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

**19.5 To consider the Accounting Statements for 2025/2026 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2025/2026 as detailed in Section 2 of the AGAR.

**19.6 To Recommend Approval to Council of the Accounting Statements for 2025/2026 (Section 2 of the AGAR) and that Section 2 be signed by the Chair of the meeting of the Council approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members unanimously **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2025/2026 and unanimously **RESOLVED** that Section 2 is signed by the Chair of the meeting of the Council approving the Accounting Statements, which follows on immediately from this meeting.

Members further unanimously **RESOLVED** to **NOTE** that the Accounting Statements for 2025/2026 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

***Mr. Kemp left the Meeting***

**20. TO REVIEW THE TOWN COUNCIL'S GRANT AWARDING POLICY AND GRANT AID APPLICATION FORM, AND AMEND IF REQUIRED**

The Deputy Clerk's report and the related appendices were **NOTED**.

Members unanimously **APPROVED** the Grant Awarding Policy and Grant Aid application form for Grant Aid 2026, without any further amendments to those identified in red in the attached appendices.

**21. TO RECEIVE THE TOWN FORCE REPORT**

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

The Chair read out a further update from the manufacturer of the Town Council's cherry picker, received the day of the meeting, which confirmed that further investigations had been undertaken. A base unit associated with a relay system had been replaced after intermittent faults were identified, with the voltage output repeatedly dropping approximately every 20 minutes. Following replacement of the unit, the machine was tested continuously for approximately four hours in all operating directions without fault. However, the manufacturer was unable to fully explain why replacing the component had resolved the issue and could not therefore guarantee that the underlying cause had been conclusively identified. Further testing is scheduled to take place, after which a further update will be provided.

Following a question, it was clarified that in the meantime, whilst the owned cherry picker was out of action, the Town Council have hired a cherry picker ad hoc as required.

Members **AGREED** to take no further action, at this time, in relation to the Town Council's cherry picker.

**22. BOOM COMMUNITY BANK INCLUDING: -**

*Having become aware of an Interest, Cllr. Dawes declared a Disclosable Pecuniary Interest as a customer of Boom Community Bank and stated that he would not participate or vote on this agenda item*

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

**22.1** Members **RESOLVED** to **AGREE** that the Town Council's Boom Community Bank fund be topped up by £950, to be funded from General Reserves, thereby returning the balance to the original funding amount of £25,500.

**22.2** Members discussed the value of the scheme and debated whether to automatically top up the fund each year.

A proposal by Cllr. Smith, seconded by Cllr. White, that budget provision should be made in future years to account for any annual top up required, automatically set at £1,000 each year without decision, was voted on, and Members **DISAGREED**.

A proposal by Cllr. Ralph, seconded by Cllr. Wells, that budget provision should be made in future years to account for any annual top up required, but that a decision be made annually by the Committee regardless of value, was voted on, and Members **AGREED**.

**23. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MARCH AND APRIL 2026**

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

Members queried the poor uptake of DISC by national chains and inconsistent radio usage. It was clarified that some Town Centre businesses were not using the radios consistently, and that regional and national chains had been more resistant to adopting DISC. Members noted, however, that extensive efforts had been made by the ADC Officers responsible for DISC, and that progress had been made over the last year, albeit slowly.

**24. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR MARCH, APRIL AND MAY 2026 (IF AVAILABLE)**

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 March and April 2026, was **NOTED**.

The report for May was not available but would be presented at a future meeting.

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

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

Members discussed various Town Centre issues including drug use and littered drug paraphernalia associated with an alleyway between Sudley Road and London Road Precinct, graffiti, stickers on lampposts and benches along the promenade, and the lifts at Fitzleet Multi-Storey Car Park. Members expressed frustration that these issues were not new and that little effective action has been taken by the relevant authorities.

Officers were asked, and it was **AGREED**, to send a letter to the Deputy CEO of Arun District Council, Karl Roberts, asking that action be taken to address the issues at Sudley Road as soon as possible. Furthermore, that Arun writes to the Halifax, in the Precinct, to ask the banking company to take action in relation to the rough sleeping that takes place in the doorway of their building. The Town Clerk also agreed to raise the matter with Karl Roberts, in person, at the next Liaison Meeting.

Members were asked by the Chair to report these incidents not only to the relevant authorities but also into the Town Council as they happen so that they could be collated and evidenced if further action is not taken.

**26. TO CONSIDER ANNUAL REVIEW AND RECOMMEND TO COUNCIL THE RISK MANAGEMENT POLICY**

The Town Clerk's report, and the current Risk Management Policy attached, was **NOTED**.

Having reviewed the Policy, Members unanimously **AGREED** to **RECOMMEND** the Risk Management Policy to the Council without any amendments.

**27. TO RATIFY THE ADDITIONAL COST OF COMMUNITY WARDEN PROVISION FOR THE MONTH OF APRIL 2026**

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

Members unanimously **RATIFIED** the additional cost of £4,680 plus VAT for Community Warden Provision for the month of April 2026, to be funded from the Community Warden budget for 2026/2027.

**28. FINAL UPDATE AND RATIFICATION OF EXPENDITURE ON EVENTS PROGRAMME FOR 2025, DEFERRED FROM THE MEETING HELD ON 30<sup>th</sup> MARCH 2026 (MIN. 175 REFERS)**

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

Members further unanimously **NOTED** the finances for the majority of Town Council events in 2025, excluding Drive Through Time, which would be brought to the meeting to be held on 27<sup>th</sup> July 2026, at which point Members will be invited to ratify expenditure on the events programme for 2025..

**29. UPDATES TO: - FLAG FLYING POLICY; LEGIONELLA POLICY; SOCIAL MEDIA POLICY; TRAINING AND DEVELOPMENT POLICY; VOLUNTEERING POLICY; WHISTLEBLOWING POLICY; WORKING FROM HOME POLICY**

The Deputy Clerk's report, including the relevant appendices, was **NOTED**.

- 29.1** It was further **NOTED** that consideration of the Social Media Policy and Training and Development Policy had been **DEFERRED** to a future meeting, as Officers needed to carry out further work in relation to the updates required.

Following a suggestion from a Member to include additional changes to the Working From Home Policy, it was **AGREED** to **DEFER** consideration of this Policy to the next meeting.

- 29.2** Members **AGREED** to **RECOMMEND** to Council the adoption of the Flag Flying Policy, Legionella Policy, Volunteering Policy and Whistleblowing Policy as attached and without amendment.

**30. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2026**

The Town Clerk's report, including the appended summary of the Earmarked Reserves as at 31<sup>st</sup> March 2026, was unanimously **NOTED**.

Members were reminded that expenditure identified for various specific projects by the Council's committees, which cannot be funded by the end of the financial year for whatever reason, are placed in Earmarked Reserves until the funding can be released. If it is established that the funds are no longer required for this specific purpose, then the funds are to be returned to General Reserves instead of being used for an alternative proposal.

**31. TO CONSIDER A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE THAT THE £2,510 OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FOR CHRISTMAS ACTIVITIES BE DRAWN FROM GENERAL RESERVES (MIN. 88 OF THE ENVIRONMENTAL AND LEISURE COMMITTEE MEETING HELD 23<sup>rd</sup> MARCH 2026 REFERS)**

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

Members **NOTED** the overspend of the Equipment Maintenance Budget from Christmas Activities of £2,510 and unanimously **RESOLVED** to **AGREE** that this be drawn from General Reserves.

**32. ROLLING CAPITAL PROGRAMME INCLUDING: -**

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

**32.1 To ratify expenditure of £124.17 excluding VAT for a LOGIK undercounter fridge**

Members unanimously **RATIFIED** expenditure of £124.17 excluding VAT for the purchase of a LOGIK undercounter fridge.

**33. FINANCIAL REPORTS INCLUDING: -**

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

**33.1 To note Committee I&E Reports for the month of April 2026 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of April 2026.

**33.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of March and April 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**.

**34. CORRESPONDENCE**

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

**35. 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 28 (contractual).

**36. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS INCLUDING RECOMMENDATION TO COUNCIL FOR APPROVAL OF ANY ACTION IN RELATION TO IRRECOVERABLE SUMS IN LINE WITH FINANCIAL REGULATION 13.3**

The Committee **NOTED** the list (confidential). The Town Clerk confirmed that no action, in relation to irrecoverable sums, was necessary at this time.

***The Meeting closed at 7.25pm***