



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 21st SEPTEMBER 2026

PRESENT:

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

IN ATTENDANCE:

Mrs. J. Davis (Town Clerk)

The Meeting opened at 6.36pm

70. 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.

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

Apologies for absence were received from Cllrs. P. Botterill, D. Dawes and F. Oppler, with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

72. 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.

Cllrs. Goodheart, White and Mrs. Yeates declared an Ordinary Interest in Agenda item 14 as Town Council Representatives to the Bognor Regis Heritage & Arts Partnership Board

Cllr. Wells declared a Pecuniary Interest in Agenda item 21 as a retailer selling the parking discs

73. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27th JULY 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 27th July 2026, and these were signed by the Chair.

74. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There was no one seated in the public gallery, therefore, the meeting was not adjourned.

75. CLERK'S REPORT FROM PREVIOUS MINUTES

75.1 27th July 2026 – Min. 52 Police presence in Bognor Regis

Having received the Community Warden report, Members expressed concern over a perceived reduction in visible police presence within Bognor Regis and unanimously agreed to write to Sussex Police expressing these concerns, and to invite a representative to attend a future meeting of Full Council to discuss these matters.

A copy of the letter received from Sussex Police, in response to the Town Council's letter, was circulated to all Councillors by the Town Clerk. It is anticipated that there will be representation from Sussex Police at the Council Meeting on 2nd November 2026.

76. PROPOSALS FOR EVENTS PROGRAMME FOR 2027 INCLUDING CONSIDERATION OF BUDGETS. ALSO, TO RECEIVE PRELIMINARY PLANS FOR AN EVENT TO CELEBRATE THE 100th ANNIVERSARY OF

THE TITLE 'REGIS' BEING BESTOWED UPON BOGNOR INCLUDING CONSIDERATION OF A BUDGET

The Events Officer's report, providing an outline programme of events in 2027, was **NOTED**.

It was suggested that a pre-meeting between Officers and Councillors around event programming, and new ideas, would be beneficial in the future, prior to the recommendation of any budgets. It was **AGREED** that this would be implemented after the elections in May 2027, ahead of programme planning for events in 2028.

- 76.1** It was unanimously **AGREED** to **RECOMMEND** a budget of £5,500 for the 2027 Book Day event.
- 76.2** A budget of £3,150 was unanimously **AGREED** to be **RECOMMENDED** for the 2027 Proms in the Park event.
- 76.3** Members **DEFERRED** any decision on the lighting of the seafront Beacon Brazier, and the recommendation for a budget of £3,000, in relation to the Sussex 1550, to the next meeting. Officers were asked to determine which other councils would be taking part in the event, and to provide a breakdown of how the recommended budget would be spent.
- 76.4** It was **AGREED** to **RECOMMEND** a budget of £5,500 for the Drive Through Time event on the condition that the event was relocated to The Esplanade for 2027, subject to approval from the relevant authorities.
- 76.5** In discussing the Hampshire Avenue Fun Week, comments were made about the 2-hour summer play sessions that were offered by Bersted Parish Council, which coincided with the Town Council's Fun Week.

Cllrs. Wells and Mrs. Yeates declared an Ordinary Interest as Members of Bersted Parish Council

A budget of £6,500 was **AGREED** to be **RECOMMENDED** for the Hampshire Avenue Fun Week with Officers asked to liaise with Bersted Parish Council to ensure that the two events complemented one another.

Cllr. Goodheart declared an Ordinary Interest as Vice-Chair of Trustees for the Bognor Regis Youth & Community Centre, located across the road from the Hampshire Avenue Fun Week site

- 76.6** For the Funshine Day 2027 events, a budget of £5,250 was **AGREED** to be **RECOMMENDED**.
- 76.7** A Member asked whether, aside from mention of the Town Council's sponsorship being included in publicity material, there could be something more prominent at the event which identified the Town Council as the sponsor, such as the BRTC branded gazebo.

Comment was made that utilising the gazebo would require Council staff being present and the suggestion of providing the Rotary Club with a BRTC branded flag, to be displayed at each concert, was suggested as an alternative.

Members **DISAGREED** with the Officer recommendation for a budget of £3,250 for the 2027 Sunday Afternoon Concerts and instead **AGREED** to **RECOMMEND** a budget of £3,150.

76.8 A budget of £6,300 was **AGREED** to be **RECOMMENDED** for the 2027 Christmas Illuminations Switch-On event.

76.9 Whilst it was **AGREED** to **RECOMMEND** that a budget of £2,625 be allocated for the 2027 Carols in the Park event, Members asked for Officers to report back, at the next meeting, with a breakdown of the planned expenditure.

76.10 Members unanimously **AGREED** to hold an event/events to mark the 100th anniversary, on the 29th July 2029, of the title 'Regis' being bestowed upon Bognor, agreeing that this was a unique opportunity to promote the town and that the proposed meeting of stakeholders be arranged as soon as possible.

Whilst it was hoped that stakeholders would work with the Town Council, and make their own financial contribution towards the celebrations, given the significance of the anniversary, Members **AGREED** to **RECOMMEND** a budget of £5,000 in the 2027/28, 2028/29 and 2029/30 Financial Years, thereby building a total funding pot of £15,000.

77. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR MAY AND JUNE 2026 (DEFERRED FROM THE PREVIOUS MEETING) AND JULY AND AUGUST 2026 (IF AVAILABLE) – MIN. 52 REFERS

The Deputy Clerk's report, including the Community Warden report from the Bognor Regis BID for May, June, July and August 2026, was **NOTED**.

78. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR JULY AND AUGUST 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 July and August 2026, was **NOTED**.

79. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD; UPDATE IN RELATION TO LETTER SENT TO HALIFAX IN RELATION TO ROUGH SLEEPING IN LONDON ROAD PRECINCT – MIN. 54 REFERS

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

Members **RESOLVED** to write to Arun District Council and ask that they invoke the legal powers available to them by serving the Landlord of the property with a Section 215 Notice, under the Town & Country Planning Act 1990, to make the frontage more presentable.

80. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 23rd JULY 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 23rd July 2026 that had been previously circulated to Councillors, was **NOTED**.

81. TO NOTE THE NOTES OF THE ADC/BRTC LIAISON MEETING HELD ON 15th SEPTEMBER 2026 (IF AVAILABLE) AND AGREE ANY NEXT STEPS

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

As the Notes of the Liaison Meeting held on 15th September 2026 were not available, the noting of them was **DEFERRED** to a future meeting.

82. TO RECEIVE THE TOWN FORCE REPORT

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

83. TO CONSIDER A REQUEST FROM THE BOGNOR REGIS HERITAGE & ARTS PARTNERSHIP BOARD FOR A RENEWED 3-YEAR FUNDING AGREEMENT (MIN. 78 OF THE MEETING HELD ON 20th NOVEMBER 2023 REFERS)

Cllr. Goodheart redeclared an Ordinary Interest

Cllr. Wells declared a Pecuniary Interest having recently carried out work on behalf of the Bognor Regis Heritage & Arts Partnership Board

The Deputy Clerk's report, and the letter from the Board detailing their request, was **NOTED**.

Members **RESOLVED** to **AGREE** to enter into another 3-year Funding Agreement with the Bognor Regis Heritage & Arts Partnership Board, effective from 1st April 2027.

84. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS INCLUDING RATIFICATION OF ANY EXPENDITURE (MIN. 62 REFERS)

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

Members thanked Officers for their work and **AGREED** to **RATIFY** the expenditure of £98 (excluding VAT) for the road closure ahead of the possible Christmas Market on 12th – 13th December 2026.

85. TO CONSIDER UPDATES TO THE QUALITY POLICY AND THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY

The Deputy Clerk's report, and the draft policies attached, was **NOTED**.

Members **AGREED** to **RECOMMEND** to Council the adoption of the Quality Policy and the Poster, Banner and Outdoor Display Opportunities Policy as attached and without amendment.

86. TO UNDERTAKE THE ANNUAL REVIEW OF THE TOWN CRIER ROLE, AND TO A CONSIDER REQUEST FROM THE TOWN CRIER TO PARTAKE IN THE ST WILFRID'S HOSPICE FIREWALK

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

86.1 Members **AGREED** that no changes to the role of the Town Crier were needed.

86.2 It was **AGREED** that the Town Crier could take part in the St. Wilfrid's Fire Walk on Friday 16th October, and further **RESOLVED** to **AGREE** to cover the £25 entry fee from the Town Crier Budget.

87. TO CONSIDER ANY INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2027 TOWN NEWSLETTER

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

It was **AGREED** to produce a condensed A4, 4-page version, with QR code for the full edition, for the 2027 Town Newsletter.

Members considered the Officer's suggested articles for the 2027 Town Newsletter and **AGREED** that, where space allowed, the following articles be included in the publication, in addition to the usual content (i.e. Mayor's Message, Budget Report, Events Diary): -

- Standing for Election in 2027
- Regeneration projects
- 100th Anniversary of Bognor 'Regis' – plans for 2029
- Twinning - 40th Anniversary of twinning with Weil am Rhein, Germany
- The Wombles of Bognor Regis in Bloom
- Councillor Drop-In Surgeries

88. FINANCIAL REPORTS INCLUDING: -

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

88.1 To note Committee I&E Reports for the month of August 2026 - previously copied to Councillors

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

88.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of July and August 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**.

89. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK (IF AVAILABLE) – MIN. 22 REFERS

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

90. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST FOR A FINANCIAL CONTRIBUTION TOWARDS THE LOSS OF PARKING REVENUE ARISING FROM THE INCREASE IN THE PARKING DISC SCHEME FROM TWO HOURS TO THREE HOURS (REFERRED FROM THE COUNCIL MEETING HELD 7th SEPTEMBER 2026 – MIN. 99 REFERS)

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

Cllr. Wells redeclared his Pecuniary Interest and left the Meeting

The Vice-Chair, Cllr. Mrs. Yeates, took the chair.

Members unanimously **DISAGREED** with making a financial contribution towards the loss of parking revenue arising from an increase in the scheme from two hours to three hours, as requested by Arun District Council.

Cllr. Wells returned to the Meeting and retook the chair

91. TO CONSIDER ANY RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE IN RELATION TO ANY OVERSPEND OF THE EQUIPMENT MAINTENANCE BUDGET FROM CHRISTMAS ACTIVITIES

Members **AGREED** the recommendation that 3 additional catenary wires in London Road be utilised to enhance the Christmas Illuminations and further **RESOLVED** to **AGREE** that the total overspend of the Equipment Maintenance Budget for the remaining two years, of £1,920, be drawn from General Reserves.

92. CORRESPONDENCE

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

- 93.** It was **RESOLVED** to vary the order of business to take the Additional Agenda item next.

94. TO CONSIDER THE PROVISION OF A CHRISTMAS TREE ON THE BALCONY OF BOGNOR REGIS TOWN HALL AND TO AGREE FROM WHICH BUDGET THIS COULD BE FUNDED

Members **RESOLVED** to **AGREE** to cover the cost of a Christmas tree on the Town Hall balcony, at an estimated cost of £505, from General Reserves.

95. 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 25 (contractual).

96. 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 7.58pm