BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 16th NOVEMBER 2026

PRESENT: Cllrs: P. Botterill, D. Dawes, S. Goodheart, F. Oppler, P. Ralph, N. Smith, Mrs. J. Warr, M. White (From Min. 98) and Mrs. G. Yeates

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
Miss. K. Fitzpatrick (Events Manager) (part of meeting)

The Meeting opened at 6.30pm

97. WELCOME BY CHAIR

Due to the Chair, Cllr. P. Wells having given apologies, the Vice-Chair, Cllr. Mrs. G. Yeates took the 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.

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

Apologies for absence were received from Cllrs. Barrett and Wells with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

Cllr. White arrived to the Meeting

99. 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

100. TO APPROVE THE MINUTES OF THE MEETING HELD ON 21st SEPTEMBER 2026

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 21st September 2026, and these were signed by the Chair.

101. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

102. CLERK'S REPORT FROM PREVIOUS MINUTES

The Clerk had nothing to report from the previous Minutes.

103. FURTHER CONSIDERATION OF PROPOSALS, AND SUGGESTED BUDGETS, FOR EVENTS PROGRAMME FOR 2027 INCLUDING:- TO FURTHER CONSIDER TAKING PART IN THE SUSSEX 1550 ANNIVERSARY EVENT AND TO RECEIVE A BREAKDOWN OF HOW THE RECOMMENDED BUDGET WOULD BE SPENT, DEFERRED FROM THE PREVIOUS MEETING (MIN. 76.3 REFERS); TO FURTHER DISCUSS THE BUDGET FOR THE DRIVE THROUGH TIME EVENT, CONDITIONED ON THE RELOCATION OF THE EVENT TO THE ESPLANADE (MIN. 76.4 REFERS); TO RECEIVE A BREAKDOWN OF PLANNED EXPENDITURE FOR THE 2027 CAROLS IN THE PARK EVENT AS REQUESTED AT THE PREVIOUS MEETING (MIN. 76.9 REFERS)

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

103.1 To further consider taking part in the Sussex 1550 anniversary event and to receive a breakdown of how the recommended budget would be spent, deferred from the previous meeting (Min. 76.3 refers)

Members sought clarification on the proposed celebrations and were advised that Sussex 1550 was a wider initiative under which Bognor Regis would participate, with the principal request being to light the town's beacon alongside other participating towns and parishes. It was noted that the Council proposed to organise additional entertainment to coincide with the beacon lighting, as detailed in the report.

Members expressed a desire for surrounding parishes to be invited to participate in the event and suggested that the Alexandra Arts Centre could also be involved, given its proximity to the beacon. Officers agreed to explore this possibility, although it was acknowledged that any involvement would be dependent upon the completion of the ongoing renovation works.

It was further clarified that Arun District Council had confirmed that the sauna currently situated near the beacon could be relocated to accommodate the event.

Following discussion, Members **AGREED** that the Council participate in the Sussex 1550 anniversary celebrations, including the lighting of the town's beacon, with neighbouring parish councils to be invited to attend.

Members further **AGREED** to **RECOMMEND** a budget of £3,000 for the event.

103.2 To further discuss the budget for the Drive Through Time event, conditioned on the relocation of the event to The Esplanade (Min. 76.4 refers)

Members thanked the Events Manager for the detailed report outlining the practical difficulties associated with relocating the 2027 Drive Through Time event to The Esplanade.

Members acknowledged the constraints identified and considered that relocation may be more viable in future years, once the various issues had been addressed.

The Events Manager suggested that exhibitors be consulted to establish their views on the potential relocation, particularly given that a significant attraction of the current event was the opportunity to remain alongside their vehicles whilst watching the Silverstone Formula 1 race on a big screen located nearby. Members considered this a sensible approach to informing any future decision.

Following discussion, Members considered that West Park remained the most suitable location for the event in 2027, with any future relocation to be

considered in light of exhibitor feedback and the practical restrictions associated with The Esplanade.

Members **AGREED** that the Drive Through Time event should continue to be held at West Park in 2027.

103.3 To receive a breakdown of planned expenditure for the 2027 Carols in the Park event as requested at the previous meeting (Min. 76.9 refers)

Members **NOTED** the breakdown of anticipated expenditure for the 2027 Carols in the Park event, as detailed in the report.

It was further confirmed that the 2026 Carols in the Park event would take place on 13th December.

104. TO RECEIVE AND NOTE THE MONTHLY COMMUNITY WARDEN REPORT, FROM THE BOGNOR REGIS BID, INCLUDING BUSINESS CRIME REPORTING THROUGH DISC, FOR SEPTEMBER AND OCTOBER 2026 (IF AVAILABLE)

Cllr. D. Dawes declared an Ordinary Interest as a BID Levy payer

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

It was further **NOTED** that, unfortunately, the Bognor Regis BID had been unable to provide the monthly BID Community Warden reports for September and October 2026 in time for the meeting. Members expressed disappointment that the reports had not been provided in a timely manner and felt that the BID could be taking a more proactive role in the town, with a greater visible presence and level of engagement from the BID Facilitator.

Members unanimously **AGREED** to **DEFER** the noting of these reports to a future meeting.

105. TO RECEIVE AND NOTE THE MONTHLY REPORT FOR THE TOWN COUNCIL'S COMMUNITY WARDEN FOR SEPTEMBER AND OCTOBER 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 September and October 2026, was **NOTED**.

106. REPORT ON TOWN CENTRE ISSUES INCLUDING: - ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD; TO RECEIVE AN UPDATE ON CORRESPONDENCE SENT TO ARUN DISTRICT COUNCIL RELATING TO THE POSSIBILITY OF ISSUING A SECTION 215 NOTICE ON THE FORMER HALIFAX PREMISES ON LONDON ROAD

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

Members received a further update regarding the former Halifax premises on London Road, including the potential use of powers under Section 215 of the Town and Country Planning Act 1990 by Arun District Council.

Reference was made to correspondence received from Arun District Council's Anti-Social Behaviour (ASB) Lead, which indicated that two complaints had also been received from the local MP and that work was continuing behind the scenes to address the ongoing issues.

Members were informed that ADC Officers were due to visit the site later in the week. It was therefore considered prudent to await feedback from this visit before determining whether any further action should be pursued.

Whilst Members expressed sympathy for the individual concerned, they acknowledged that the current situation could not be allowed to continue indefinitely.

Members **AGREED** to await further feedback from ADC following the site visit before considering any further action.

107. TO NOTE THE MINUTES OF THE BOGNOR REGIS TOWN CENTRE ACTION GROUP MEETING HELD ON 17th SEPTEMBER 2026

The Deputy Clerk's report, along with the Notes of the Action Group Meeting held on 17th September 2026 that had been previously circulated to Councillors, was **NOTED**.

108. TO RECEIVE THE TOWN FORCE REPORT

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

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

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

Members acknowledged the efforts made to establish a regular market provision in the town but expressed the view that consideration may need to be given to whether this should continue to be pursued.

Reference was also made to the Council's potential acquisition of a building in the future and the significant Officer resources that this could require. Members acknowledged that, in light of these potential commitments, the establishment of a regular market may need to be given a lower priority in the short term.

It was suggested that Officers maintain contact with the existing interested parties should any further opportunities arise.

Following discussion, Members **AGREED** to **DEFER** the provision of markets for the time being and **RESOLVED** to **RECOMMEND** that the remaining budget be ringfenced for future markets.

Members further **AGREED** to **RATIFY** expenditure of £2,156 in relation to the 2026 Christmas Switch-On Market, on 28th November 2026, and the Christmas Market on 12th December 2026, as detailed in the report.

110. TO CONSIDER A RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE THAT A SUITABLE BUDGET BE AGREED FOR THE ADOPTION AND MAINTENANCE OF UP TO TWO BUS SHELTERS (MIN. 95 OF THE PLANNING AND LICENSING COMMITTEE MEETING HELD ON 13th OCTOBER 2026 REFERS)

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

Members expressed support for the proposal and unanimously **AGREED** to **RECOMMEND** a budget of £500 for the adoption and maintenance of up to two bus shelters.

111. TO CONSIDER THE DEVELOPMENT OF A BUSINESS PLAN INCLUDING THE ESTABLISHMENT OF A WORKING PARTY, REFERRED FROM COUNCIL (MIN. 96 OF THE TOWN COUNCIL MEETING HELD ON 7th SEPTEMBER 2026 REFERS)

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

Members understood the merits of having a Business Plan, but given the forthcoming Town Council elections in May 2027, Members **AGREED** to **DEFER** consideration of the item until after the elections.

112. COUNCIL POLICIES INCLUDING:- TO CONSIDER ANY PROPOSED CHANGES TO POLICIES REVIEWED SINCE THE LAST MEETING AS PART OF A REGULAR REVIEW; TO RE-CONSIDER THE POSTER, BANNER AND OUTDOOR DISPLAY OPPORTUNITIES POLICY FOLLOWING A RECOMMENDATION FROM THE ENVIRONMENTAL AND LEISURE COMMITTEE (MIN. 46 REFERS); TO NOTE THAT THE ANNUAL REVIEW OF THE TOWN COUNCIL'S HEALTH & SAFETY POLICY MANUAL HAS BEEN UNDERTAKEN, WITH CHANGES TO BE AGREED AND THE POLICY STATEMENT TO BE SIGNED BY THE CHAIR OF THE COMMITTEE

The Deputy Clerk's report, including the polices, manual and statement appended, was **NOTED**.

112.1 Members **AGREED** to **RECOMMEND** to Council the Biodiversity and Environmental Policy subject to minor adjustments being made to include specific reference to hedgehog highways and bee bricks, and to strengthen the wording relating to hedge cutting during the bird nesting season.

112.2 Members **AGREED** to **RECOMMEND** to Council the adoption of the Community, Social and Engagement Policy, Member/Officer Protocol, Smoke Free and Vaping Policy, Officers Code of Conduct and Poster, Banner and Outdoor Display Opportunities Policy (to be renamed Outdoor Display Opportunities Policy), without further amendments.

112.3 Members **NOTED** the Health & Safety Policy Manual as appended. Members **FURTHER NOTED** that the Policy Statement would be signed by the Chair of the Policy and Resources Committee.

113. ROLLING CAPITAL PROGRAMME INCLUDING:-

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

113.1 To ratify expenditure of £1,459.87 excluding VAT for Draytek modem
Members unanimously **RATIFIED** expenditure of £1,459.87 excluding VAT for the purchase of a Draytek modem.

114. FINANCIAL REPORTS INCLUDING: -

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

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

114.2 To note verification of bank reconciliations with the Town Council's Current account, Mayor's Charity account and Commercial Card account for the months of September and October 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**.

115. TO RECEIVE AN UPDATE IN RELATION TO BOOM COMMUNITY BANK – MIN. 89 REFERS

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

116. CORRESPONDENCE

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

117. 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 22 (contractual), Agenda item 23 (staffing) and Agenda item 24 (contractual).

118. TO CARRY OUT A REVIEW OF THE COMMUNITY WARDEN SERVICE AHEAD OF THE 2027-2028 MUNICIPAL YEAR (MIN. 61 REFERS)

Members **AGREED** to **DEFER** this item to the next meeting.

119. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 26th OCTOBER 2026

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

The Committee **AGREED** to **RATIFY** the recommendations in relation to the following: -

119.1 That, following the promotion of a Town Force Team Member, the vacancy for a fourth, full-time Town Force member be advertised in January 2027, at SCP 5 with the successful candidate expected to start in March 2027.

119.2 That the PA System Operator's hourly rate be increased from £25 per hour to £30 per hour, with immediate effect (resulting in a total annual increase of approximately £250).

120. 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 7.55pm