



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: clerk@bognorregis.gov.uk

MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING

HELD ON WEDNESDAY 11th JUNE 2025

PRESENT:

Cllr. B. Waterhouse (Chair); Cllrs: D. Dawes, S. Goodheart (during Min. 37), F. Oppler, N. Smith, Mrs. J. Warr, P. Wells, M. White and Mrs. G. Yeates

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
4 Members seated in the public gallery

The Meeting opened at 6.30pm

34. 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.

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

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

36. 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.

Mrs. G. Frost declared an Ordinary Interest in Agenda item 6 as the current Town Clerk

37. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

There were no questions or statements from those seated in the public gallery and the Chair did not, therefore, adjourn the meeting.

38. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) – (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 6 (staffing).

39. TO CONSIDER THE PROPOSED APPOINTMENT FOR THE NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER, AND TO RECOMMEND THEIR APPOINTMENT TO COUNCIL

The Chair confirmed that the Mayor, who had chaired the Interview Panel the previous day, would briefly explain the process that had been undertaken, with Members including those in attendance seated in the public gallery given the opportunity to ask any questions. A vote would then be taken by the Committee to approve the recommendation that would be made to Full Council regarding the appointment of the new Town Clerk and Responsible Financial Officer.

The Mayor confirmed the number of applications that had been received for the position and identified how many had been shortlisted for interview. Assistance was provided on the day by the CEO of West Sussex Association of Local Councils (WSALC), Trevor Leggo, who guided the 5 Members of the Interview Panel through a fair and robust process with each applicant. In the morning, interviewees were asked to make a presentation to the Panel to

Describe the challenges and opportunities facing the Town Council over the next 3 years. Whilst each applicant made their presentation the others were given the opportunity to meet with the various groups of Town Council staff. Interviews were then held in the afternoon with each candidate scored on the various elements of the interview process throughout the day. Taking account of the scores and views of the individual members of the Interview Panel, a unanimous decision was then reached on the recommended appointment.

The Chair thanked the Mayor for her briefing of the day and for chairing the interviews, which he felt had been a very open and fair process. He also commended the Town Clerk and CEO of WSALC for all their work and preparation for the day. A big thank you was also extended to members of the Civic Office staff for their assistance in providing lunch for the Interview Panel and candidates, which was well received.

The Chair then invited questions from those Members present and following further discussion it was proposed and seconded and unanimously **RESOLVED** to **RECOMMEND** to Full Council that Mrs. Joanne Davis be appointed as Town Clerk and Responsible Financial Officer to the Town Council, with effect from 1st October 2025, following the retirement of the current Town Clerk on a starting salary of SCP 53 as advertised.

The Meeting closed at 6.45pm