



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON TUESDAY 16th SEPTEMBER 2025

PRESENT:

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

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Deputy Clerk)

The Meeting opened at 6.32pm

61. 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.

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

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

No apologies for absence were received from Cllr. Mrs. Warr. This absence could not, therefore, be approved.

63. 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 Interest in Agenda item 6

64. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

65. 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).

66. TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 16th SEPTEMBER 2025, PRIOR TO THE POLICY AND RESOURCES COMMITTEE MEETING

The Clerk gave a verbal report on the recommendations from the Joint Consultative Sub-Committee (Staffing) which was **NOTED**.

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

- 66.1** That the Event Duty Officer be offered a 2-year Fixed Term, full-time contract, effective 1st October 2025, remunerated on SCP 6 (£25,989).

- 66.2** That, in principle, a part-time horticultural role be developed and that the Clerk be given Delegated Authority to enter into negotiations with the relevant member of staff to agree on a proposed salary ranging between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata), with a report to be brought back to a future meeting for further consideration.
- 66.3** That the services of the retiring Town Clerk be retained after 30th September 2025, until such time that a new Deputy Clerk is in post, with further details to be brought to a future meeting.

The Meeting closed at 6.44pm