



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING

HELD ON MONDAY 16th MARCH 2026

PRESENT: Cllrs: J. Barrett, D. Dawes (during Min. 167),
S. Goodheart, F. Oppler, Mrs. J. Warr, P. Wells, M. White
and Mrs. G. Yeates (from Min. 163)

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 5.04pm

162. WELCOME BY CHAIR

Due to the recent sad passing of Cllr. Bob Waterhouse, the Vice-Chair, Cllr. Wells, 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.

Cllr. Mrs. Yeates arrived to the Meeting

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

The Town Clerk reported that Cllr. D. Dawes had given his apologies to advise that he may be late to the meeting.

Apologies for absence were not received from Cllr. N. Smith, therefore, this absence could not be approved.

164. 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

165. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

166. 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 6 (contractual).

167. COMMUNITY WARDEN SERVICE - TO CONSIDER AND AGREE THE AWARD OF THE CONTRACT FOR 2026/2027 - MIN. 123.2 REFERS

The Town Clerk's confidential report, and the appendix detailing the evaluation results of the tender bids received, was **NOTED**.

Cllr. Dawes arrived to the Meeting

Members were advised of the process undertaken by the Town Clerk and Deputy Clerk, in line with the previous year, to assess the three tender bids received for the Community Warden Service for the period 1st April 2026 to

31st March 2027.

Clarification was provided on the scoring methodology applied, including the differences between the bids in respect of both quality and price.

Members unanimously **RESOLVED** to **AGREE** the award of the contract for the provision of the Bognor Regis Community Warden Service commencing 1st April 2026 to 31st March 2027 to Tender Bid 3.

The Meeting closed at 5.18pm