



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE EXTRAORDINARY POLICY AND RESOURCES

COMMITTEE MEETING HELD ON MONDAY 18th MAY 2026

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

IN ATTENDANCE: Mr. M. Hirst (Deputy Clerk)

The Meeting opened at 6.02pm

1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE-CHAIR OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD ON 11th MAY 2026

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

It was further **NOTED** that Cllr. P. Wells was elected Chair and Cllr. Mrs. G. Yeates was elected Vice-Chair of this Committee at the Annual Town Council Meeting held on 11th May 2026.

2. 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.

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

Apologies for absence from the Town Clerk were **NOTED**.

Apologies for absence were not received from Cllr. J. Barrett, therefore, this absence could not be approved.

4. 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

5. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

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

6. 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 8 (contractual).

7. TO RESOLVE TO SUSPEND STANDING ORDERS (S.O. 7A) TO CONSIDER REVISITING THE PREVIOUS DECISION, OR MAKING FURTHER COMMENT, FOLLOWING FURTHER INFORMATION BECOMING AVAILABLE, IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT AWARD – MIN. 167 REFERS

- 7.1** Members unanimously **RESOLVED** to suspend Standing Orders to allow for the Deputy Clerk to provide an update on Community Warden Service contract award for 2026/2027.

7.2 In light of the new information received, Members **RESOLVED** to further consider their previous decision, and Standing Orders were therefore reinstated.

8. TO RECEIVE AN UPDATE IN RELATION TO THE COMMUNITY WARDEN SERVICE CONTRACT FOR 2026/2027, AGREEING NEXT STEPS AND APPROVE ANY RELATED EXPENDITURE – MIN. 167 REFERS

The Town Clerk's confidential report, as read by the Deputy Clerk, was **NOTED**.

Members were informed of the difficulty experienced in commencing the Community Warden Service since the contract award to Tender Bid 3 (Min. 167 refers) and noted the concern of the Town Clerk and Deputy Clerk of the ability of the contractor to fulfil their obligations.

Members, further noted, as detailed in confidential report, the Officer recommendation that the Council revoke the contract award to Tender Bid 3 and move to appoint the second highest scoring bidder (Tender Bid 1).

It was clarified for Members that the scoring between the two bids was very similar, and that the cost of Tender Bid 1 was still within the budget allocation set by the Council.

Members therefore **RESOLVED** to **AGREE** to revoke the awarding of the Community Warden Service contract previously made to Tender Bid 3 and enter into a contract from 25th May 2026 until 31st March 2027 with Tender Bid 1.

The Meeting closed at 6.18pm