BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, 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 MONDAY 29th JUNE 2026

PRESENT: Cllr. P. Wells (Chair), Cllrs: J. Barrett, P. Botterill, D. Dawes (from Min. 41), F. Oppler, N. Smith, Mrs. J. Warr and M. White

IN ATTENDANCE: Mrs. J. Davis (Town Clerk)
Mr. M. Hirst (Deputy Clerk)
1 Member sat in the public gallery

The Meeting opened at 6.34pm

37. 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.

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

Apologies for absence were received from Cllr. P. Ralph and Mrs. G. Yeates, with the Town Clerk recommending that the reasons given were acceptable. These absences were therefore unanimously **APPROVED** by Members.

Apologies for absence were not received from Cllr. S. Goodheart, therefore, this absence could not be approved.

39. 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

40. ADJOURMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

The Member seated in the public gallery did not wish to raise any questions nor make a statement, therefore the meeting was not adjourned.

Cllr. Dawes arrived at the Meeting

41. TO RECEIVE AN UPDATE ON MARKETS IN THE TOWN CENTRE AND AGREE ANY NEXT STEPS

The Deputy Clerk's report, and the summary of options available from market providers attached, was **NOTED**.

Members considered the proposals presented. Having sought assurances from Officers around the experience and reputation of each provider, comment was made around the possibility that occasional markets would draw more people in whereas regular markets could be at risk of buyer lethargy.

Clarification was sought on the anticipated number of stalls, with the question asked as to how arrangements could complement the BID's existing market provision. The London Road Precinct was considered as a potential location for the occasional markets on a Saturday, however, it was noted that the BID has a licence to operate a market here on this day. Officers were asked to determine whether there was any scope with this option.

Members **RESOLVED** to **AGREE** that Company C be invited to deliver the Town Council's themed markets and that Officers continue to engage with Company B for a potential regular market provision, with a report to be brought back to a future meeting. It was also **AGREED** that Officers write, out of courtesy, to the Bognor Regis BID updating them on the Town Council’s plans in relation to market provision in the Town Centre.

42. **TO RECEIVE AN UPDATE IN RELATION TO THE PROPOSAL FOR A BIG SCREEN EVENT TO BE BROADCAST, SHOULD ENGLAND MAKE IT INTO THE FIFA WORLD CUP FINAL IN JULY 2026, AND AGREE ANY NEXT STEPS – MIN. 154 REFERS**

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

Members expressed disappointment that there had been significant opposition from licensed premises within the town, to the proposal to hold a public screening in the Town Centre. It was felt that there was likely to be considerable public demand for a screening, should England reach the FIFA World Cup Final. Furthermore, those wishing to come together collectively, such as families with young children, may not wish to gather in pubs but would prefer to do so in an outdoor space.

Having noted the Events Manager’s suggestion to relocate the screening from the Town Centre, to West Park (subject to Arun District Council’s approval), and in further noting the concerns raised by them in relation to the additional resources required, Members **RESOLVED** to **AGREE** that the previously agreed budget of £3,000 be increased to £5,000, funded from General Reserves, to enable the Big Screen event to go ahead, should England make it into the World Cup Final on Sunday 19th July 2026.

43. **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 8 (staffing) and Agenda item 9 (contractual).

44. **TO RATIFY ANY RECOMMENDATIONS FROM THE JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) MEETING HELD ON 29th JUNE 2026**

The Town Clerk gave a confidential 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: -

44.1 That, with the proposed job description having been recommended for approval, the services of the retiring Town Force Supervisor be retained through recruitment to a part-time (22.5 hours per week) horticultural role, commencing 1st October 2026, remunerated on a starting annual salary of between Pay Scale SCP 8 (£26,824) and SCP 9 (£27,254) (pro rata).

Members wished to put on record their sincere thanks for the excellent work that the member of staff had delivered over their many years with the Council.

44.2 That the resulting vacancy for Town Force Supervisor, effective 1st October 2026, be advertised internally utilising the job description proposed and recommended at a salary ranging between Pay Scale SCP 16 (£30,518) and SCP 23 (£34,434).

44.3 That the Town Council's contractual employer notice period be amended to one month for the first four years following the successful completion of probation, with the notice period increasing thereafter in line with the statutory minimum entitlement.

44.4 That the Allotments and In-Bloom Officer's contracted hours be increased from 15 hours per week to 18 hours for a six-month trial period.

45. **TO RECEIVE AN UPDATE AND ANY RECOMMENDATIONS FROM THE BOGNOR REGIS TOWN HALL WORKING PARTY AND TO AGREE FURTHER ACTIONS – MIN. 160 REFERS**

Cllr F. Oppler and Mrs. J. Warr declared an Ordinary Interest as Members of Arun District Council and stated they would take no part in discussions or vote

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

There were no recommendations.

The Meeting closed at 7.35pm