



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING**

### **HELD ON MONDAY 5<sup>th</sup> FEBRUARY 2018**

#### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during Min. 142), M. Smith and P. Woodall (from Min. 142).

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Assistant Clerk)  
1 Councillor in the public gallery  
Mrs. J. Smith (Town Crier) for part of meeting

***The Meeting opened at 6.30pm***

#### **140. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement. There were apologies for absence received from Cllr. Mrs. J. Warr who was on annual leave and Cllr. P. Dillon who was attending another meeting. Cllr. S. Goodheart had also advised the Clerk that he may be late arriving to the meeting.

#### **141. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary interests that they may have in relation to items on this Agenda

Members and Officers should declare an interest by stating:-

- a) The item they have an interest in
- b) Whether it is an Ordinary interest and the nature of the interest
- c) Whether it is also a Disclosable Pecuniary interest

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of interest to be accurately recorded in the

Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

The Chairman reminded Members to declare their interests as any arise or again at the relative point in the meeting if they have already. In addition, the Chairman advised the Councillor in the public gallery that he too would need to declare any interests if he had any and leave the room if Disclosable Pecuniary.

***Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 27, as the tenant of the Picturedrome Cinema***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 27, as an employee of the Picturedrome Cinema***

***Cllr. J. Brooks, in the public gallery, declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot***

**142. TO WELCOME JANE SMITH, TOWN CRIER FOR BOGNOR REGIS, AND TO INVITE HER TO REPORT ON HER RECENT ATTENDANCE AT THE 65<sup>th</sup> NATIONAL TOWN CRIERS COMPETITION HELD IN HASTINGS**

The Chairman welcome Jane Smith, Town Crier for Bognor Regis and adjourned the meeting from 6.32pm to 6.45pm to allow Members to hear about her recent attendance at the 65<sup>th</sup> National Town Criers Competition held in Hastings.

Members heard that the competition had been an excellent event which took place on Hastings Day, 14<sup>th</sup> October 2017 at the end of the Hastings Week festivities. The accolade of Best Dressed Town Crier was presented to Mrs. Smith and included an award of silverware, which will have to be returned at the event later this year.

Members commended Mrs. Smith on all her work and enthusiasm for the role and the benefits in promoting the Town and encouraging visitors.

Members noted that, in Mrs. Smith's opinion, competitions can be an excellent way of promoting the area, especially those events that have high footfall as usually, each competition includes an element of "Crying" about your own Town. However, with 19 competitions held each year, it is sensible to be selective about which should be attended, and Mrs. Smith felt that four or five competitions each year would be adequate.

A Member queried the Town Crier's attendance at events outside of the Town boundary and it was acknowledged that this does occur, but consideration must be given to any resident Town Crier for the places that are visited, and correct protocol followed.

It was noted that anyone can request that the Town Crier attend an event and those within the six Wards of Bognor Regis would attract only a nominal fee to cover expenses and the first hour of attendance. However, with regard to a question whether commercial work was undertaken, whilst this can be accommodated it would attract an appropriate full-scale fee.

Finally, Members sought Mrs. Smith's opinion on the proposal that nominated charities may be exempt from charges and she stated that she was keen to assist where possible but further investigation of any proposed charities would be necessary.

The Chairman thanked Mrs. Smith for taking the time to address the Committee and it was noted that the issue of competitions and nominated charities would be discussed later in the meeting.

***Mrs. Smith left the meeting***

**143. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> DECEMBER 2017**

The Minutes of the Meeting held on 4<sup>th</sup> December 2017 were approved as a correct record and signed by the Chairman.

**144. ADJOURNMENT FOR PUBLIC QUESTION TIME**

***Meeting adjourned at 6.50pm***

A Member in the public gallery spoke about his desire to see any planters not currently included within the sponsorship programme either utilised for sponsorship opportunities or used to promote the 2 Hour Free Parking Scheme and this would be referred to the Town Force Manager. The Member also highlighted the movement of the decking on the seafront, as referred to in the Town Force Report and expressed disappointment that the cost was to be borne by the Town Council.

***Meeting reconvened at 6.54pm***

**145. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS**

**145.1 Annual Town Council Meeting 8<sup>th</sup> May 2017 – Min. 33.1 – Correspondence re: Wifi and CCTV**

As agreed at that meeting, once costs etc were known, this matter would be referred to the Policy and Resources Committee for further discussion. Members are advised that Officers continue to chase ADC for the financial details and once received will refer the subject to this Committee.

**145.2 31<sup>st</sup> July 2017 – Min. 37 – Public Question Time, Question regarding banners on lampposts in London Road**

As a result of a query raised during Public Question time and following further investigation, ADC confirmed by email on 4<sup>th</sup> August 2017 that responsibility/ownership of the columns in question was to be handed back to WSCC/SSE and it would be for them or the BID to decide if the banner arms should be reinstated.

**145.3 21<sup>st</sup> November 2017 – Min. 117 – Tablets**

Subsequent to the meeting, it was felt by Officers that as all-but-one of the tablets are to remain in the Town Council offices, there would not appear to be a current need to proceed with the IT support at a cost of £240 per annum. This will, of course, remain under review and a report made to Council should it be necessary to alter this course of action.

With regard to the issues with Cllr. Mrs. Warr’s hardware, it has been agreed that the Civic & Office Manager will visit Cllr. Mrs. Warr at home to see if she can resolve the issue before incurring costs from the Town Council’s IT support provider. However, this visit has not yet taken place and will be arranged with Cllr. Mrs. Warr in the near future.

**145.4 21<sup>st</sup> November 2017 – Min. 121 – Political Parity**

This issue was referred to at the Full Council Meeting held 8<sup>th</sup> January 2018 (Min. 135.3 refers) and as a result will be considered as an agenda item by the Full Council at the meeting scheduled for 12<sup>th</sup> March 2018.

**145.5 21<sup>st</sup> November 2017 – Min. 122 – Car Parking**

As instructed, a letter was sent to ADC requesting an extension of the 2 Hour Free Parking Scheme to include all ground level car parks and an acknowledgment has been received but no further communication.

**146. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager’s report was noted.

***Cllr. Cunard declared an Ordinary Interest in this item as sponsor of one of the Christmas Trees***

Cllr. Cunard expressed his disappointment at the theft of the Christmas star from the tree he sponsored by the Railway Station but did feel that the picket fencing had been a great addition to the appearance of both of the sponsored trees provided by the Town Council and hoped that this would be used again in future years.

**147. TO NOTE AND RECEIVE A REPORT REGARDING THE REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION IN MAY 2018**

The Assistant Clerk’s report was noted.

A Member queried who the current Data Controller, under the Data Protection Act 1998 was and the Town Clerk confirmed that she undertook this role.

Members noted that a further report, including recommendations as to how to proceed, should be presented to this Committee at the next meeting in April.

**148. TO CONSIDER ARUN DISTRICT COUNCIL'S REQUEST THAT THEIR REVISED CODE OF CONDUCT BE ADOPTED BY BOGNOR REGIS TOWN COUNCIL AND TO RECEIVE A REPORT FROM L.C.S. LTD ON THE ISSUE - MIN. 119 REFERS**

The Assistant Clerk's report was noted.

Members discussed at length the proposal before them and considered the recommendations of L.C.S. Ltd on this issue.

With regard to training, the Town Clerk reported that this had been arranged following the 2015 election, with the majority of Councillors attending. However, it was agreed that a refresher course may be appropriate and that L.C.S. Ltd be asked if they would be available to carry this out on an occasion when they are undertaking other works at the Town Council offices.

Members subsequently **RESOLVED** to **RECOMMEND** to Council that:

- the Council should not adopt the revised Arun District Council Code of Conduct;
- a fourth appendix (as circulated with the report) relating to Planning, be attached to the Town Council's existing Code of Conduct;
- a training refresher on the application of the Code and ethical framework should be offered to all Councillors.

**149. TO RECEIVE DETAILS, INCLUDING COSTS, OF EQUIPMENT TO REGISTER FOOTFALLS AT EVENTS - MIN. 81 REFERS**

The Assistant Clerk's report was noted.

Members discussed the benefits of gauging footfalls, the use of the data and the need for benchmarking to compare days when events take place to days when no events take place. Concern was expressed that whilst collection of data may be straightforward, analysis was more complex and as events are so dependent on the weather, any data collected may not be usable.

Following discussion, it was **AGREED** that this issue will be referred to the Events, Promotion and Leisure Committee for further consideration

including identification of funding for any expenditure from within their budget.

**150. TO RECEIVE AN UPDATE ON THE PROPOSAL FOR BILLY BULB TO BE LOCATED FOR THE SUMMER MONTHS ON A TOWN ROUNDABOUT AND TO AGREE EXPENDITURE FOR REFURBISHMENT WORKS - MIN. 88 REFERS**

***Cllr. Brooks, in the public gallery, left the room at 7.04pm having earlier declared a Disclosable Pecuniary Interest in Agenda Item 11, as a supplier for the Billy Bulb mascot***

The Assistant Clerk's report was noted.

***Cllr. Cunard left the room at 7.05pm***

Members discussed the decision by WSCC Highways to not permit the siting of the mascot on a roundabout and whether this should be challenged but following a vote it was decided not to proceed with any challenge.

Following the debate, it was **RESOLVED** to **APPROVE** expenditure of £475.16 for the refurbishment works already undertaken and that this should be funded through the remaining balance of the mascot's maintenance budget.

With regard to further fabrication works, whilst Members **AGREED** that quotations be requested for consideration at a future meeting, it was felt that any expenditure should be met through Crowdfunding rather than through Town Council budgets.

***Cllr. Brooks, returned to the public gallery at 7.10pm***

***Cllr. Cunard returned to the meeting***

**151. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 22<sup>nd</sup> NOVEMBER 2017 (IF AVAILABLE)**

The notes of the meeting were not yet available.

**152. TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12<sup>th</sup> JUNE 2017 (MIN. 12 REFERS) THAT £500 BE VIRED FROM THE BOGNOR REGIS BRAND BUDGET TO THE PROMS IN THE PARK BUDGET**

The Assistant Clerk's report was noted.

Members **RESOLVED** that £500 be vired from the Bognor Regis Brand Budget to the Proms in the Park Budget to fund the expenditure incurred for the provision of a second band at the Proms event.

**153. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 19<sup>th</sup> MARCH 2018**

The Assistant Clerk's report was noted.

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7pm on Monday 19th March 2018, in the Council Chamber at the Town Hall;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- That no presentations are made to allow for Community Engagement instead;
- Sussex Police & Crime Commissioner, who has already accepted the invitation to attend, shall take questions from the public;
- The Chairman of each Committee be asked to attend to answer any questions from the public.

**154. INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19; TO REVIEW THE 2018/19 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION**

**154.1 To review letter of engagement and reconfirm appointment of internal auditor for 2018/19**

The Assistant Clerk's report was noted. Members reviewed the letter of engagement circulated at the meeting and **RESOLVED** to **RECOMMEND APPROVAL** to reconfirm the appointment of Auditing Solutions Ltd. as the Town Council's Internal auditor for 2018/2019.

**154.2** The Assistant Clerk's report was noted. Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2018/2019 to the Town Council.

**155. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/ REVIEW OF RISKS**

The Assistant Clerk's report was noted.

Members considered the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018.

A Member queried how the transfer from paper to electronic records was progressing. The Town Clerk advised that great inroads to the historic paperwork had been made but there was more to be completed.

A Member asked for confirmation of how Town Council Assets, such as benches, were recorded and if there was a map available to enable them to be identified. The Town Clerk reported that the benches on the seafront included "BRTC" into the ironwork. The situation regarding the more recent bench installations funded through the Ward Allocation was queried and the Town Clerk confirmed that these would not include the identifying metalwork. However, all benches would be included on the asset register and would form part of the routine inspections carried out by Town Force on all Town Council assets. Cllr. Goodheart requested that a copy of the relevant map identifying the benches be provided.

Members subsequently **RESOLVED** to **RECOMMEND** that the Action Plan and Overall Summary of the Annual Assessment/Review of Risks for 2017/2018 be referred to the Town Council for **APPROVAL**. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council and the Town Clerk.

**156. TO RATIFY EXPENDITURE OF £100 FROM THE MAYOR'S EXTRA ALLOWANCE AS A DONATION TO ST WILFRID'S HOSPICE IN MEMORY OF THE LATE DOUGAL MACONACHIE, COUNCILLOR FOR BOGNOR REGIS TOWN COUNCIL**

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the expenditure of £100 from the Mayor's Extra Allowance as a donation to St Wilfrid's Hospice in memory of the late Dougal Maconachie.

**157. TO DISCUSS THE JWAAC HIGHWAYS AND TRANSPORT SUB GROUP AND IMPLICATIONS FOR THE TOWN COUNCIL ARISING FROM POSSIBLE CHANGES TO THE GROUP'S MEMBERSHIP**

The Assistant Clerk's report was noted.

Following discussion Members **AGREED** that, as previously advised to JWAAC, the Town Council wished to continue with the Highways and Transport Sub Group. Furthermore, Members would be willing to look at a set up similar to JEAAC i.e. administered by the Town and Parish Councils in the area in that they provide including administrative support for the meeting including the venue, coordinating the agenda and taking minutes and with each Town or Parish Council undertaking the role for one year on a rotational basis.

Members requested that Cllr. Goodheart, who would be attending the next JWAAC meeting on 6<sup>th</sup> February 2018, relay these comments to the Committee when discussing the future of the Sub Group.



**158. TO RECEIVE A REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING AN UPDATE ON THE BID**

The Projects Officer's report was noted.

Members discussed at length the reasons for and against becoming a member of the BID company.

Following lengthy debate and a vote, it was **RESOLVED** that the Town Council should not become a member of the BID company.

Members did state that they hoped that the BID Board would extend an invitation to the Town Council to attend Board Meetings as a non-voting observer to facilitate future partnership working between the two organisations.

**159. TO RATIFY THE DECISION TAKEN BY THE TOWN CLERK, MAYOR AND CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE TO PROCEED WITH THE ISSUE OF POLLING CARDS FOR BOTH WARD BY-ELECTIONS**

The Assistant Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the decision taken by the Town Clerk, Mayor and Chairman of the Policy and Resources Committee to proceed with the issue of Polling Cards for both Ward By-Elections.

**160. TO RECEIVE A REPORT FROM THE CIVIC & OFFICE MANAGER ON THE ACTIVITIES OF THE TOWN CRIER INCLUDING CONSIDERATION OF ATTENDANCE AT FUTURE COMPETITIONS**

The Civic & Office Manager's report was noted.

Members discussed the matters before them at length and subsequently **RESOLVED:**

- That the Bognor Regis Town Crier be permitted to participate in further competitions, with travel expenses paid from the Town Crier's Budget;
- The decision as to which competitions to be attended will be at the discretion of the Town Crier but expenditure for travelling expenses will not exceed £500 in any financial year;
- Any unused funds from the 2017/18 budget should be earmarked along with any income received for the Town Crier;
- That the Town Crier have two charities, each year, for whom only the basic administration charge of £20 plus VAT for the duration of the event would be payable. Furthermore, Members **AGREED** that

one of these charities should be the Mayor's Charity with the other nominated by the Town Crier;

- That an "Annual Review" with the Town Crier be undertaken in the Autumn each year.

**161. TO RECEIVE AN UPDATE ON THE WORKS TO OLBY'S CLOCK AS AGREED AT THE COUNCIL MEETING HELD 3<sup>rd</sup> JULY 2017 - MIN. 57 REFERS**

The Civic & Office Manager's report was noted.

Members welcomed the news that the clock would be reinstalled in the March, when the scaffolding had been removed from the building.

**162. TO CONSIDER THE RECOMMENDATION MADE AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22<sup>nd</sup> JANUARY 2018 THAT FUNDING BE IDENTIFIED FOR A PRIZE OF £100 FOR THE CITIZENS AWARD FOR YOUNG PEOPLE - MIN. 93 REFERS**

The Assistant Clerk's report was noted.

The Chairman reported that whilst he acknowledged the motive behind the recommendation, he questioned the level of the proposed award, especially when considering that the recipient of the Mayor's Civic Award receives no financial prize and the maximum awarded to competition winners through the Bognor Regis in Bloom programme was £25.

Following discussion, it was **RESOLVED** that a prize of £25 in vouchers be awarded to the recipient of the Citizen's Award for Young People.

Members proceeded to discuss how this prize should be funded and subsequently **RESOLVED** that this expenditure should be met through the Civic Fund.

**163. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £3,040 PLUS VAT FOR 4 X DELL OPTIPLEX 3050 REPLACEMENT PCs INCLUDING INSTALLATION AS PART OF THE ON-GOING ROLLING REPLACEMENT PROGRAMME**

The Town Clerk's report was noted.

Following discussion, Members **RESOLVED** to **RATIFY** the cost of purchase and installation of 4 x Dell OptiPlex 3050 replacement PCs at £3,040 plus VAT.

**164. FINANCIAL REPORTS INCLUDING: -**

**164.1 To note Committee I&E Reports for the month of December 2017 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of December 2017.

**164.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of November and December 2017, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations**

The verification of bank reconciliations as detailed was **NOTED**.

**165. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists.

Cllr. Goodheart requested a copy of the Wayne Hemmingway email, a redacted copy of the letter from the local young person and the email from WSCC regarding changes to grant funding.

Cllr. Cosgrove requested a copy of the Wayne Hemmingway email and a redacted copy of the letter from the local young person.

**166. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

***Due to the previously declared interests, Cllrs. Cunard and Mrs. Daniells left the meeting at 7.46pm***

**Director's report, any urgent actions taken for ratification**

The Director's Report was noted and actions taken as detailed were **RATIFIED**.

A Member asked for an update on the Schedule of Works. The Town Clerk reported that these are now nearing completion, but it was noted that no further action will be taken regarding a review of the Managing Agent services going forward, until the outstanding issue arising during the current Agent's tenure is fully resolved.

It was reported that an element of this agenda item would need to be discussed under Confidential Business as it related to a contractual matter.

**167. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 31.1) - (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.31.1) - Agenda items 27 and 29 (contractual).

**168. PICTUREDROME SITE UPDATE - DIRECTOR'S REPORT, ANY URGENT ACTIONS TAKEN FOR RATIFICATION**

The Town Clerk gave a verbal report to Members on two issues relating the Kiosk, 1a Linden Road, which is now vacant.

Following discussion, Members **RESOLVED** to take action as detailed in the Confidential Minute, appended to the file Minutes.

A Member did suggest that whilst the Kiosk is vacant, consideration be given to the use of the space for promotion of the Town Council and events. Furthermore, it was suggested that should no tenant be found, the space be utilised on a permanent basis for Town Council activities although it was acknowledged that the lost income would have to be found from elsewhere.

***Cllrs. Cunard and Mrs. Daniells returned to the meeting at 8.15pm***

**169. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS**

The Committee noted the list (confidential).

***The Meeting closed at 8.17pm***