



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 9th APRIL 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, Mrs. S. Daniells, P. Dillon, S. Goodheart (during Min. 173), S. Reynolds, M. Smith, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
2 Councillors in the public gallery

The Meeting opened at 6.30pm

170. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. There were no apologies for absence.

171. 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.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda Item 26, as the tenant of the Picturedrome Cinema

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda Item 26, as an employee of the Picturedrome Cinema

Cllr. Mrs. Warr declared an Ordinary Interest in Agenda Item 21 as a member of the Bognor Regis Seafront Lights

172. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5th FEBRUARY 2018

The Minutes of the Meeting held on 5th February 2018 were approved as a correct record and signed by the Chairman.

173. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.31pm

A Councillor in the public gallery urged Members to work together and support each other, with all decisions made within the Council Chamber.

Cllr. Goodheart arrived at 6.32pm

A Councillor in the public gallery informed Members that he had circulated notes for Members consideration on several items that came before the Committee this evening.

Meeting reconvened at 6.36pm

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

174.1 5th February 2018 - Min. 145.3 - Tablets

Members were advised that Cllrs. Batley, Brooks and Goodheart have retained their tablets and will therefore be responsible for updating and charging the units prior to meetings.

174.2 5th February 2018 - Min. 161 - Olby's Clock

Members were invited to note that the clock was to be reinstalled the following day, Tuesday 10th April and Town Force will be assisting with the installation.

175. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was noted.

175.1 Members noted that the Town Force team had sourced a boat for planting from Chichester Harbour and therefore it was **AGREED** that a donation of £25 be made to Chichester Harbour Conservancy in recognition of this.

175.2 Following discussion regarding potential sponsorship sites, Members **AGREED** that the Queensway planters should be re-advertised for sponsorship, that adhesive should be used to secure the signs and an annual charge of £200 be levied together with the cost of the sign.

Furthermore, Members **AGREED** that two of the Queensway planters should be used for the promotion of the 2 Hour Free Parking Scheme, that the signage should be affixed using adhesive and the cost of the signs and installations should be met through the 2 Hour Free Parking budget. The exact location of the two planters to be used should be determined by the Car Parking Strategy Working Group.

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

The Deputy Clerk's report was noted including the absolute requirement to appoint a Data Protection Officer (DPO). It was noted that few companies are currently offering the required services, but this may expand as the new Regulations take effect.

Members **RESOLVED** to outsource the function of Data Protection Officer with associated support as detailed in the report, to Company A, with the inclusion of the annual visit, at a cost of £650 plus VAT per annum. Furthermore, Members **RESOLVED** that this expenditure should be met through General Reserves with a specific budget identified when appropriate for the 2019/20 budget.

It was suggested that a six month review of the service be undertaken and a report made back to this Committee on how it was working.

177. TO RECEIVE THE NOTES OF THE CAR PARKING STRATEGY WORKING GROUP MEETINGS HELD 20th FEBRUARY AND 21st MARCH 2018

The Project Officer's report was noted and the following recommendations ratified:

177.1 Members **RESOLVED** to **AGREE** that a letter be sent to Arun District Council to seek the relevant permissions to fix a small informative sticker

to promote the 2 Hour Free Parking Scheme to the relevant pay and display machines.

177.2 Members **RESOLVED** to **AGREE** that a letter be sent to WSCC requesting consideration of providing free or low-cost sponsorship for the promotion of the 2 Hour Free Parking Scheme on out of Town grass verges or roundabouts.

177.3 Members **RESOLVED** to **AGREE** in principle that a letter of support be sent to WSCC endorsing the views of the Civic Society subject to the approval of the Working Group of the final draft.

178. **TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 26th FEBRUARY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING: APPROVAL OF THE APPLICATION FORM AND EXPENDITURE FOR THE BLUE PLAQUE SCHEME; CONSIDERATION OF A TOWN COUNCIL CONTRIBUTION TO THE REYNOLDS CLOCK PROJECT**

The Project Officer's report was noted, and the following recommendations ratified:

178.1 Members **RESOLVED** to **AGREE** with the revised draft of the Blue Plaque Application Form as circulated.

178.2 Members **RESOLVED** to **AGREE** with expenditure totaling £1278.50 plus VAT from the existing Heritage Partnership Finances Budget to fund the purchase and installation of the initial plaques.

178.3 Members **AGREED** in principle to consider making provision for financial funding of between £4,000 and £8,000 for the Reynolds Clock project, subject to the additional match funding being met through crowdfunding. However, before making a final decision, Members requested that a public consultation be carried out, via Facebook, to ascertain the public's appetite for Council expenditure in this regard and to also gauge the potential response to a Crowdfunding appeal. Once in receipt of the feedback, the issue should be referred to this Committee for further debate.

179. **TO RECEIVE AND IF ACCEPTABLE APPROVE THE TERMS OF REFERENCE DRAFTED FOR THE PLAYING OUT SCHEME TOPIC TEAM AS DISCUSSED AT THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 22nd JANUARY 2018 - MIN. 86 REFERS**

The Deputy Clerk's report was noted.

Members **RESOLVED** to **AGREE** that the drafted Terms of Reference for the Playing Out Scheme Topic team be **RECOMMENDED** to **COUNCIL** for adoption.

180. TO RECEIVE THE RECOMMENDATION FROM THE EXTRAORDINARY COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 14th MARCH 2018 REGARDING THE GRANT AID DISCRETIONARY FUND - MIN. 99 REFERS

The Deputy Clerk's report was noted, and Members debated the continuation of this grant initiative and also alternatives such as reincorporating into the standard Grant Aid process.

It was suggested, and Members **AGREED** to continue with this separate initiative for a further year after which the process would be reviewed once again. Members subsequently **RESOLVED** to **AGREE** the revised Guidelines/Criteria and Application Form including the following:

- i) The initiative be re-named, the Flexible Community Fund (FCF)
- ii) Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extraordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- iii) Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- iv) Point 4 of the Guideline/Criteria and Checklist to change, *"small sums between £0 and up to £5,000"* to now read, *"Grants **from** £25.00 will be considered at the discretion of the Committee"*
- v) Point 5 of the Guideline/Criteria and Checklist that the wording be changed to reflect any changes that may be made to the Town Council's Corporate Strategy
- vi) That an extra point be added to include reference to General Data Protection Regulation (GDPR)

The Town Clerk highlighted that the original recommendation from the Committee had included a point (vii) referring to the delegation of approval of small amounts of £100 or less. The Town Clerk reported that as it is not legally possible for delegated authority to be given to individual Members of the Council, and therefore it had been necessary to amend point (vii) to the following:

- vii) On receipt of applications for small amounts of £100 or less, approval will be delegated to the Town Clerk in liaison with the Chairman and Vice-Chairman of the Community Engagement and Environment Committee with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

Members subsequently **RESOLVED** to **AGREE** the revised wording for point (vii).

Members went on to discuss the inclusion of a clause requiring evidence of a local connection and **AGREED** that the Chairman of the Community Engagement and Environment Committee will investigate and report back to the Committee as to whether this is already included or whether an additional clause should be added.

181. COUNCILLOR ALLOWANCES - TO CONSIDER REQUESTS FOR VIREMENT OF BUDGET FOR UNDRAWN ALLOWANCE TO ORCHARD WARD AND HATHERLEIGH WARD ALLOCATION BUDGET

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** to Council the virement of undrawn Members' Allowance to the Orchard Ward and Hatherleigh Ward Allocation budgets.

182. TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 12th FEBRUARY 2018 REGARDING THE EARMARKING AND VIREMENT OF FUNDS (MINS. 105, 106.2, 106.3 & 107 REFER)

The Deputy Clerk's report was noted.

Cllrs. Cunard and Mrs. Daniells declared an Ordinary Interest in any discussions regarding expenditure for a film at the Drive Through Time event due to their employment at the Picturedrome Cinema

182.1 Members **RESOLVED** to **AGREE** that the overspend on events in the 2017/18 financial year of £98.13 be met through General Reserves. The Chairman expressed concern that this was not the first time that there has been an overspend on the events' budgets and asked that a similar request not be made at the end of the 2018/19 financial year.

182.2 Members **RESOLVED** to **AGREE** that £2,000 be vired from the 2018/19 Funshine Days Budget to the Royal Commemoration Budget to fund expenditure for the Royal Wedding event.

182.3 Members **RESOLVED** to **AGREE** that £750 be vired from the 2018/19 Bognor Regis Brand Budget to the Drive Through Time Budget to fund the expenditure incurred for the film element during the evening.

182.4 Members **RESOLVED** to **AGREE** that the underspend from the Town Guide Budget for 2017/18 financial year be earmarked and used towards the distribution costs for the 2018 Event Pamphlet.

183. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (INTERIM UPDATE)

Members **RESOLVED** to **NOTE** the Internal Audit Report 2017-2018 (Interim Update).

184. TO RATIFY RELEASE OF 2018-2019 CCTV PARTNERSHIP FUNDING

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

A Member recalled that previously an offer of a tour of the CCTV monitoring facility had been offered but at that time, no Councillors could attend. It was therefore **AGREED** that the Town Clerk should write to the appropriate Officer at ADC and ask whether such a tour would now be possible.

185. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER

The Projects Officer's report was noted.

186. TO CONSIDER MEMBERSHIP FOR THE DEPUTY CLERK OF THE INSTITUTE OF SAFETY & HEALTH (IOSH)

The Town Clerk's report was noted.

Members **RESOLVED** to **AGREE** that the Deputy Clerk may take membership in IOSH at a cost of £153 per annum.

187. TO CONSIDER THE AMENDED CORPORATE STRATEGY FOLLOWING THE MEETING HELD 27th FEBRUARY 2018 AND TO MAKE RECOMMENDATIONS TO COUNCIL ACCORDINGLY - MIN. 120 OF THE MEETING HELD 21st NOVEMBER 2017 REFERS

The Deputy Clerk's report was noted including the Appendix with the recommended actions arising from the Corporate Strategy Review Meeting held 27th February 2018. It was noted that the decision regarding the weather observations would need to be deferred until later in the meeting and discussed under confidential business, and that the decision taken at that time would need to be incorporated into the final Strategy document.

187.1 With regard to the Wifi remaining within the Corporate Strategy under Priority 1: Project 1 - Promoting the Bognor Regis Brand and Town Area, following debate it was **AGREED** that the entry should be retained by amended to read:

“We will support the provider of a Wifi network for the beach to encourage a new kind of tourism”.

Members **AGREED** that the form that the support should take would need to be agreed by this Committee when appropriate.

NOTE - When considering the support to be provided, due consideration will need to be given to the Partnership, Promotion and Sponsorship Policy.

187.2 Members debated the inclusion of a new Priority 2: referring to partnership working with ADC on improvements to the seafront and promenade and this was **AGREED**.

187.3 With regard to the accrued Seafront Strategy Earmarked Reserves, that had specifically accrued for the possible devolution of services including car parks and concessions and was now recommended for removal from the Strategy, it was **RESOLVED** that these Earmarked Reserves should be returned to General Reserves.

187.4 Members also discussed the possible improvements to the seafront that could be made including improvements to access, and it was suggested that an invitation be extended to the ADC Engineer to give a presentation to Council on possible improvements and any engineering challenges.

187.5 Members noted that the objective regarding BBQs on the beach was recommended for removal and whilst there was no objection to this, it was suggested, and Members **AGREED** that ADC be asked to consider the inclusion of public BBQs within the Linear Park.

187.6 Members **AGREED** that the “Back to the Best of Bognor” strapline should be removed and discussed what, if anything, should replace it. Following debate, it was **AGREED** that the existing “Sunniest Bognor Regis”, as already used on much of the Events promotional material, should be used as the strapline for the Corporate Strategy.

187.7 Having noted the amendments as detailed above, together with the proposed changes as detailed in Appendix 2 of the report, Members **RESOLVED** to **RECOMMEND** to Council the revised Corporate Strategy.

188. TO RECEIVE QUOTATIONS FOR A NEW PHOTOCOPIER CONTRACT AND DETERMINE PREFERRED PROVIDER

The Town Clerk declared an Ordinary Interest as one of the potential suppliers was known to her

The Deputy Clerk’s report was noted. Members were also informed that whilst the machines to be provided were all new machines, the proposal from Company B was a newer model than for Company C.

Following debate, in which it was noted that the costs for Companies B and C were almost identical, Members **RESOLVED** to **AGREE** to instruct Company C for the provision of the 4-year photocopier contract at a quarterly cost of £365 (exc VAT) plus per copy charges.

189. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR ARUN ARTS (YEAR 3 OF 3)

The Deputy Clerk's report was noted.

Cllrs. Cunard, Mrs. Daniells and Dillon declared an Ordinary Interest as Members of Arun Arts Ltd

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 Arun Arts Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year, being the final year of this 3-year agreement.

190. TO RATIFY RELEASE OF 2018/19 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 1 OF 3)

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2018-2019 Bognor Regis Seafront Lights Partnership Funding of £9,000 as agreed as part of the Town Council's budget provision for this financial year, being the first year of this 3-year agreement.

191. TO NOTE DATE OF 23rd APRIL 2018 FOR SAFEGUARDING TRAINING FOR ALL MEMBERS

The Deputy Clerk's report was noted with Members asked to confirm their attendance at this training session as soon as possible.

192. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE PURCHASE OF A WIDE-ANGLE LENS FOR THE TOWN COUNCIL'S CANON EOS 600D CAMERA AT A COST OF £330 PLUS VAT

The Deputy Clerk's report was noted.

Following discussion, Members **RESOLVED** to **RATIFY** the purchase of a wide-angle lens for the Town Council's Canon EOS 600D camera at a cost of £330 plus VAT.

193. FINANCIAL REPORTS INCLUDING: -

193.1 To note Committee I&E Reports for the month of February 2018 - previously copied to Councillors

Members **NOTED** receipt of the financial reports for the month of February 2018.

- 193.2 **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 January and February 2018, 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**.

194. **CORRESPONDENCE**

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

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

Whilst Cllrs. Cunard and Mrs. Daniells had previously declared interests, the Town Clerk informed the meeting that, as there was no report to make, they would not be required to leave the meeting.

Members **NOTED** receipt of the Cinema Theatre Association Bulletin Vol. 52 No. 2 for March/April 2018.

196. **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 28 and 29 (contractual).

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

Cllr. Cunard declared an Interest in the Post Newspapers' sponsorship of a floral display on the Butlins roundabout

The Committee noted the list (confidential).

198. **JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 28th MARCH 2018**

The Town Clerk's confidential report was noted, and Members **RESOLVED** to **RATIFY** the recommendations from the meeting of the Joint Consultative Sub-Committee (Staffing), which included:

- With regard to late arrivals at meetings, that the Chairman's assistance be sought in this regard and when a Member arrives after the start of

the meeting, the Chairman asks for a pause in proceedings while the Member quickly takes their seat, after which the meeting may proceed.

- Maternity cover provision
- The continued inclusion of the weather observation process within the Corporate Strategy

The Meeting closed at 8.09pm