



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 30th JULY 2018

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: S. Reynolds,
M. Smith, M. Stanley, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Civic & Office Manager)
3 Councillors in the public gallery
2 members of the public

The Meeting opened at 6.30pm

39. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and read the Council's opening statement. Apologies for absence were received from Cllr. Brooks who was working.

40. 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

- a) The item they have an interest in
- b) Whether it is a Disclosable Pecuniary or Ordinary interest
- c) The nature of the interest
- d) If it is an Ordinary interest whether they intend to leave the room for the discussion and vote
- e) If it is a Disclosable Pecuniary interest, and therefore must leave the room 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.

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 or Ordinary Interests notifiable under the Council's Code of Conduct, 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 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Stanley declared a Disclosable Pecuniary Interest in Agenda item 18, as Treasurer of CREATE and advised that he would leave the room for this item

41. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4th JUNE 2018 AND THE EXTRAORDINARY MEETING HELD ON 2nd JULY 2018

The Town Clerk informed the Chairman of an amendment to Min. 13 of the Minutes of the Meeting held on 4th June 2018, as reference to the Playing Out Scheme Topic Team had been omitted from the Resolution. The amended sentence to be agreed was:

The Committee did review the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Services Review Topic Team, Playing Out Scheme Topic Team, and Planning and Licensing Committee.

This was **AGREED**.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4th June 2018, with the agreed amendment, and the Minutes of the Extraordinary Meeting held on 2nd July 2018 and these were signed by the Chairman.

42. ADJOURNMENT FOR PUBLIC QUESTION TIME

Meeting adjourned at 6.32pm

A Member in the public gallery spoke about a recent article in a local newspaper concerning Liberal Democrats Councillors and the way in which they were allegedly treated at a District Council Meeting earlier in the month.

A member of the public asked for an update regarding the letter that he had asked the Town Council to write at the Policy and Resources

Committee Meeting held on 4th June 2018 (Min. 9 refers). The Town Clerk advised that an update on this matter would be reported under Matters Arising.

The member of public also spoke of an article that had featured in the latest publication of a local newspaper regarding Arun District Council's proposals for the London Road coach, lorry and car park. He was of the opinion that the development would be doing a disservice to the Town and asked this feeling be supported by the Town Council in writing a letter to ADC.

The Chairman suggested that the matter be raised at the next BRTC/ADC Liaison Meeting, and this was subsequently **AGREED**.

Meeting reconvened at 6.39pm

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

43.1 Extraordinary Meeting 21st November 2017 - Min. 108 - Grant Aid

As the Bognor Birdman event has been cancelled for 2018, as per the terms of the Grant Aid application, the organisers of the event will be returning the cheque awarded earlier this year.

43.2 9th April 2018 - Min. 177.3 - Car Parking Strategy Working Group

Following the decision not to reappoint this Working Group (4th June 2018 Min. 11.2 refers) it should be noted that there has been no opportunity for the letter by the Civic Society to WSCC to be reviewed and Members are invited to confirm how they wish to proceed.

This was **NOTED** by Members.

43.3 9th April 2018 - Min. 184 - CCTV Partnership Funding

On 19th June 2018, ADC relayed the following, received from Sussex Police regarding the CCTV. The upgrade of the CCTV links in Bognor is nearing completion and they are now looking at deploying the new cameras and following tests, it is hoped for the cameras to be replaced shortly. Figures are still awaited regarding the cost of incorporating Wifi into the system and will be provided to Council as soon as they are available.

43.4 4th June 2018 - Min. 9 - Public Speaking

As instructed, the Town Clerk wrote to WSCC with a copy sent to the Chief Executive of ADC regarding possible relocation of the Amenity site. Cllr. Urquhart, Cabinet Member for Environment at WSCC responded to advise that they are reviewing the situation and are considering options to relocate this site elsewhere and will provide updates as the project progresses. ADC responded that they would wish to be involved at the earliest possible date regarding any relocation of the site.

43.5 4th June 2018 - Min. 15 - Annual Governance and Accountability Return (AGAR)

The required documents were published within the appropriate timeframe but no requests for inspection have been received.

43.6 4th June 2018 - Min. 16 - Notice of Motion

The Deputy Clerk had made enquires with the appropriate team at ADC regarding their work with the homeless and was informed that the Homelessness Reduction Act 2018 leaves the same duty on Local Authorities to assess all those who present themselves as homeless but they now have to go further and rather than just assess their housing needs they have to take an holistic approach, taking into account any other issues and working with their partner departments to prepare a personalised Action Plan.

43.7 4th June 2018 - Min. 23 - Arun Arts

A letter has been sent querying the business models, but to date, no response received.

44. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: EVENTS, PROMOTION AND LEISURE COMMITTEE; ALLOTMENTS SUB-COMMITTEE

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** to Council the Terms of Reference for the Events, Promotion and Leisure Committee and the Allotments Sub-Committee as detailed, be adopted.

45. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Deputy Clerk's report and circulation of the Councillor Privacy Statement were noted. Councillor Consent Forms as detailed in the report were also circulated to those present for signing and return.

46. TO RECEIVE THE RECOMMENDATIONS FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11th JUNE 2018 THAT THE UNALLOCATED BOGNOR REGIS BRAND BUDGET BE RETURNED TO GENERAL RESERVES WITH A SIMULTANEOUS RECOMMENDATION THAT THE FUNDS BE REALLOCATED TO THE COMMITTEE FOR A NEW, EVENT RELATED PURPOSE - MINS. 13.1 AND 14 REFER

The Deputy Clerk's report was noted.

Members **AGREED** to **RATIFY** the recommendation that the unallocated Bognor Regis Brand Budget be returned to General Reserves with a simultaneous recommendation that the funds be re-allocated to the

Events, Promotion and Leisure Committee for a new, event related purpose.

47. TO RECEIVE THE TOWN FORCE REPORT INCLUDING REQUEST TO STORE EVENT EQUIPMENT AT THE TOWN FORCE UNIT AND AN UPDATE ON THE PURCHASE OF THE NEW VEHICLE - MIN. 19 REFERS

The Town Force Manager's report was noted.

A Councillor asked whether there was any branding on the marquees and it was confirmed that there was not.

Members **AGREED** to store the ROX equipment free of charge, at the Town Force unit, without accepting any liability and responsibility.

Members further **AGREED** that Town Force time to issue and put away the equipment would come out of the ROX allocation for free Town Force hours for events.

48. TO CONSIDER CURRENT LEVEL OF FIDELITY GUARANTEE INSURANCE HELD BY THE TOWN COUNCIL AND WHETHER ANY INCREASE IS REQUIRED

The Deputy Clerk's report was noted.

Members **AGREED** to **APPROVE** the current level of Fidelity Guarantee Insurance held at £50,000 and confirmed that this level of cover remains appropriate for the Council's requirements given the financial controls that the Council has in place.

49. TO CONSIDER BOGNOR REGIS TOWN COUNCIL FORMALLY RECOGNISING WORLD MENTAL HEALTH DAY; THIS RECOGNITION WOULD COME FROM WEBSITE AND SOCIAL MEDIA PROMOTION AS WELL AS ENABLING LOCAL COMMUNITY GROUPS TO HOLD EVENTS - AS REQUESTED BY CLLR. STANLEY

Councillor Stanley advised Members that he was looking to achieve awareness of Mental Health Day by bringing into perspective projects and events, that support Mental Health Day, taking place in Bognor Regis.

Members **AGREED** that it was a good idea to promote these events on social media platforms providing that by promoting such events there would be no expectation of any financial contribution or commitment from the Town Council. Once having been made aware of any Mental Health Day events that are taking place in Bognor Regis, the Town Council will signpost these on its website and Facebook page.

50. TO CONSIDER BOGNOR REGIS TOWN COUNCIL WORKING ALONGSIDE THE TOWN COUNCIL'S ACCOUNTANT IN ORDER TO MAKE A MORE COMMUNITY FRIENDLY VERSION OF FINANCIAL INFORMATION, WITH A SPECIFIC FOCUS ON LANGUAGE, CONTENT AND FORMAT AND AN AIM TO MAKE THE COUNCIL'S FINANCIAL RECORDS MORE WIDELY ACCESSIBLE AND UNDERSTANDABLE TO THE ELECTORATE - AS REQUESTED BY CLLR. STANLEY

In light of this proposal, prior to the meeting, the Town Clerk had liaised with the Town Council's Accountant regarding the request to vary the financial information to make it more understandable to the electorate.

The Town Clerk read out the following observations, made by the Accountant, to Members:

"The essence of Local Authority reporting is to reflect the Costs of (and Income earned from) the Services that the Council provides to its electors, thereby showing (in effect) where their money is actually spent. It is for this reason that the reports published are clearly denominated into service headings. This is in marked contrast to the private sector where the overwhelming emphasis is on the "bottom line" and how it was earned.

The accounting package that the Council uses is specifically written to produce the reports required to achieve the above objective. The reports are embedded within the software, thereby eliminating the possibility of error in their production arising from the transfer of information from one medium to another.

There are other reports also contained within the software, and alternative means of budgeting (e.g. by phasing monthly).

I would be happy to show Cllr. Stanley the alternative possibilities available but would caution against:

Extraction of data into e.g. specially written Excel reports, the time and effort would inevitably increase the fees chargeable and (more importantly) increase the possibility of incorrect/incomplete reporting and, any attempts to change the current services reporting structure which has served the Council well for many years."

Members discussed at length the pros and cons of the formats currently adopted by the Council in sharing its financial records with the electorate, including the pictorial form used for the Budget Breakdown in the Town Council's Newsletter for 2018.

Following debate, Members **AGREED** to defer any decision on moving forward with this proposal at this time. It was further **AGREED** that the Town Council's Accountant be invited to attend a meeting with Members of the Town Council on one of his contractual visits to consider alternative

options for financial reporting with Members, with further consideration being given to this at the next meeting. This would be subject to the Accountant's availability to meet with Members within the timeframe.

The Chairman asked that the Town Clerk liaise with the Accountant to agree a date on which he would be available to attend a meeting, and that the Clerk update Members accordingly. In the meantime, Cllr. Stanley was asked to gather some examples.

51. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25th APRIL 2018 AND OF THE ANNUAL GENERAL MEETING ON 20th JUNE 2018 (IF AVAILABLE)

The Notes of the meeting held 25th April 2018, and of the Annual General Meeting on 20th June 2018, were not available.

A Member in the public gallery asked the Chairman if he could speak on the item and this was **AGREED** by Members.

The Member in the public gallery spoke of issues with the Chairmanship of ADALC and the future of the organisation.

The Chairman thanked the Member in the public gallery for the verbal report.

52. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS

The Projects Officer's report was noted.

A Member asked whether attendance at the Town Centre Manager Ops Meeting was the remit of Members. The Town Clerk responded by saying that she thought it was the remit of Officers but would seek clarification and report back.

53. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,280 PLUS VAT FOR ROLLING REPLACEMENT OF 3 PC'S

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the purchase of 3 Dell OptiPlex computers at a total cost of £2,280 excluding VAT as part of the on-going rolling replacement programme.

54. **TO RATIFY EXPENDITURE OF £1,350 PLUS VAT FOR IT SECURITY WORK, FOLLOWING AN IT SECURITY ASSESSMENT, IN LINE WITH GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Civic & Office Manager's report was noted.

Members **AGREED** to **RATIFY** the expenditure of £1,350 excluding VAT for the works identified in the IT Security Assessment, as set out in the report, to ensure compliance with GDPR.

Furthermore, Members **NOTED** that this additional expenditure may result in the current IT Support Costs budget being exceeded as a consequence of these necessary works.

55. **TO RECEIVE AND IF ACCEPTABLE APPROVE A DRAFT AGREEMENT FOR FUTURE MAINTENANCE AND POWER SUPPLY TO OLBY'S CLOCK AND TO RATIFY EXPENDITURE (IF AVAILABLE)**

The Town Clerk informed Members that the draft agreement for future maintenance and power supply to Olby's Clock was not yet available.

Members **AGREED** that the item be deferred to a future meeting of the Policy and Resources Committee.

56. **TO RECEIVE A RECOMMENDATION FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 16TH JULY 2018 (MIN. 37 REFERS) THAT THE £10,000 ALLOCATED FOR YOUTH PROVISION BE UTILISED AS MATCH FUNDING**

Cllr. Stanley redeclared a Disclosable Pecuniary Interest and left the meeting

The Deputy Clerk's report was noted.

Members **AGREED** with the **RECOMMENDATION** that the £10,000 allocated for Youth Provision in the 2018/19 budget be utilised as match funding and, as such, referred to in funding applications for future service provision.

Cllr. Stanley returned to the meeting

57. **FINANCIAL REPORTS INCLUDING: -**

57.1 **To note Committee I&E Reports for the month of June 2018 - previously copied to Councillors**

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

- 57.2 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 May and June 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**.

58. **CORRESPONDENCE**

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

The Town Clerk brought to the attention of Members that nominations to the NALC Larger Councils Committee were invited, and that Members were asked to notify the Clerk of any nominations prior to the deadline of 7th September 2018.

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

Cllr. Cunard redeclared a Disclosable Pecuniary Interest and left the meeting

In the absence of the Chairman, Cllr. Stanley as Vice-Chairman took the chair

The Town Clerk's report was noted, and Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

60. **TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 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 21 and 23 (contractual).

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

Members noted the further confidential updates provided by the Town Clerk in relation to 1a Linden Road, the leak that had occurred, and actions taken. It was **AGREED** to **RATIFY** the relating expenditure as detailed in the Clerk's report.

The Town Clerk updated Members on actions taken in relation to the tenancy of 1b Linden Road as previously agreed, detailed in her verbal confidential report. Members noted the costs involved in relation to achieving the required outcome.

62. **TOWN FORCE: REQUEST FOR EARLY CESSATION OF SPONSORSHIP AGREEMENT AND NOTE OF OUTSTANDING DEBTORS**

Cllr. Cunard returned to the meeting

The Deputy Clerk's confidential report was noted together with the list of outstanding debtors (confidential).

Members **RESOLVED** to write-off the two debts identified in the confidential report with immediate effect.

The Meeting closed at 7.40pm