



# **BOGNOR REGIS TOWN COUNCIL**

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## **MINUTES OF THE EXTRAORDINARY MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE**

**HELD ON WEDNESDAY 14<sup>th</sup> MARCH 2018**

**PRESENT:** Cllrs. M. Smith (Chairman), J. Brooks (from Min. 99),  
P. Dillon, Mrs. S. Daniells, D. Enticott, P. Woodall and  
Mrs. J. Warr

**IN ATTENDANCE:** Mrs. S. Hodgson (Projects Officer)

***The Meeting opened at 10.03am***

### **97. CHAIRMAN'S ANNOUNCEMENTS AND APOLOGIES FOR ABSENCE**

No apologies had been received. Members noted that Cllr. J. Cosgrove was no longer sitting on the Committee as it had been agreed at the Council Meeting held on 12<sup>th</sup> March 2018 that Cllr. D. Enticott would take the Labour Party seat. Therefore, as Cllr. Cosgrove had been the Vice-Chairman to the Committee, Members were asked to elect a new Vice-Chairman for this meeting only. It was proposed and seconded that Cllr. P. Woodall be nominated Vice-Chairman for the Extraordinary Meeting of the Community Engagement and Environment Committee. There being no other nominations, it was **RESOLVED** that Cllr. P. Woodall be duly appointed.

### **98. 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.

***There were no declarations of interest at this time***

**99. FURTHER CONSIDERATION OF THE DRAFT OBJECTIVES AND INITIATIVES INCLUDING POSSIBLE CHANGE OF NAME FOR THE GRANT AID DISCRETIONARY FUND AS PROPOSED AT THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE ON THE 22<sup>nd</sup> JANUARY 2018, MIN. 88 REFERS**

Members considered the draft Application Form and draft Guideline/Criteria and Checklist. Following discussion, a number of amendments and additions were proposed as follows:

- The initiative be re-named, the Flexible Community Fund (FCF)
- Point 1 of the Guideline/Criteria and Checklist second sentence to now read, *"It offers financial support for extra-ordinary circumstances for applications that fall outside the criteria of the Town Council standard Grant Aid procedure"*
- Point 3 of the Guideline/Criteria and Checklist to change, *"on an ad hoc basis"* to now read *"on a discretionary basis"*
- 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"*
- 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
- That an extra point be added to include reference to General Data Protection Regulation (GDPR)

Members did not make any amendments to the Application Form.

Members requested Officers make the relevant amendments to the Guideline/Criteria and Checklist and **AGREED** to **RECOMMEND** the amended document and the Application Form to the Policy and Resources Committee for approval.

Members further **AGREED** to **RECOMMEND** to the Policy and Resources Committee that any applications received for small amounts of £100.00 or less, be considered and approved by the Chairman and Vice-Chairman in liaison with the Town Clerk with their decision ratified at the next scheduled Committee Meeting of the Community Engagement and Environment Committee.

***The Meeting closed at 10.37am***