



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE POLICY AND RESOURCES COMMITTEE MEETING

HELD ON MONDAY 4th FEBRUARY 2019

PRESENT:

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove, D. Enticott (until Min. 137), S. Goodheart, S. Reynolds, Mrs. J. Warr and P. Woodall

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)
1 member of the press
2 members of the public (part of the meeting)
3 Councillors in the public gallery:
Cllrs. Mrs. S. Daniells (part of meeting), P. Dillon (part of meeting) and J. Brooks

The Meeting opened at 6.37pm

119. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone present and referred to the Council's opening statement and the Town Clerk made particular reference to procedures in the event of a fire. Apologies for absence were received from Cllrs. Smith and Stanley, both due to work commitments.

In the absence of the Vice-Chairman, Cllr. Stanley, Members **AGREED** that Cllr. Goodheart should take this position for this meeting.

- 120.** Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 4, Adjournment for Public Question Time and Statements.

121. 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 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 24, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Cunard declared an Ordinary Interest in the additional Agenda item as owner of The Bognor Regis Post, the main sponsor to the event running alongside Bognor Birdman

Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 24, as an employee of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Woodall declared an Ordinary Interest in the additional Agenda item

122. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3rd DECEMBER 2018

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3rd December 2018 and these were signed by the Chairman.

123. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 6.41pm

A Councillor in the public gallery spoke in support of funding for the Beach Access Topic Team to be discussed under Agenda item 15, stressed the importance of sponsorship in relation to the report accompanying Agenda item 18 and also asked that the Council ask ADC to provide the temporary toilets on the seafront as soon as possible rather than waiting for the beginning of the season.

A member of the public enquired about signposting for the Town Centre from the promenade, an issue he had taken up with the Town Centre Manager before his departure and asked that this issue be followed up with the BID Board.

Meeting reconvened at 6.47pm

The Chairman suggested that in light of the comments from the member of the public regarding signage to the Town Centre, the Projects Officer be asked to raise the issue at the next BID Board meeting.

As noted previously under Min. 120, the Committee considered the additional Agenda item at this point of the meeting.

124. TO RECEIVE AN UPDATE FROM THE ORGANISERS OF BOGNOR BIRDMAN ON THE EVENT CONTENT AND CONSIDER ANY RESULTING CHANGE TO THE LEVEL OF GRANT AID AWARDED - MIN. 91 REFERS

Cllr. Brooks, seated in the public gallery, declared a Disclosable Pecuniary Interest in the Agenda item due to his involvement with, and being a potential supplier to, the Bognor Birdman event and elected to leave the Meeting

Cllr. Cunard redeclared his Ordinary Interest as a sponsor to the other event running alongside Bognor Birdman

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

Following discussion, whilst the changes to the event were acknowledged, Members **RESOLVED** that the previously agreed Grant Aid sum to Bognor Birdman of £7,500 should remain unaltered.

Cllr. Brooks returned to the Meeting

125. CLERK'S REPORT FROM PREVIOUS MINUTES

125.1 26th November 2018 - Min. 95 - Public Question Time and Statements

A response to the query from the member of the public regarding unsightly buildings in the Town is provided in the report from the Projects Officer on Town Centre Issues under Agenda item 7.

125.2 3rd December 2018 - Min. 118 - Draft Budget Proposals

During the budget discussions, the Town Council's Accountant made reference to an amount of Earmarked Reserve funds that he indicated were for promotion. Unfortunately, some Members felt that these funds were therefore readily available to use for new promotional items going forward however, this is not the case. Earmarked Reserves are held for specific projects that have been identified for projects that do not complete within the year that the funds are budgeted. Having now looked into this particular Promotions Earmarked Reserve it would appear that some of the projects may not now proceed or have completed and the funds originally set aside were not fully utilised for the project originally identified. It would now be for the Policy and Resources Committee to consider this and agree that these unused funds are returned to General Reserves.

The Committee Clerk for the Events, Promotion and Leisure Committee has included an item on the agenda for the meeting to be held next Monday to enable the Committee to consider whether a budget for promotion is now needed, its purpose and also the level of funding they wish to request. Subject to the outcome of the discussion, a recommendation requesting that a budget be identified could then be put to the next Policy and Resources Committee in April.

126. TO RECEIVE THE TOWN FORCE REPORT

The Town Force Manager's report was **NOTED**.

A Member queried when the inspection of the beacon column and paint stripping of the basket would be undertaken. Members noted that, as stated in the report, the inspection was scheduled for 8th February 2019 and the paint would be stripped in the meantime, as weather permitted.

A Councillor asked if it would be possible to view the asset register. The Clerk suggested that he contact the Town Force Manager to arrange a time for him to come in and review the folder.

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

The Projects Officer's report was **NOTED**.

Members noted that, as per the "Any Other Business" of the meeting held 17th January 2019, the BID Board had no intentions of resurrecting the Old Town Working Group at this time.

Members were concerned that without this Working Group, aspirations for the area may not be realised and it was therefore **AGREED** that the BID be asked to give details of their plans for the Old Town and a report made back to this Committee in due course.

128. TO RECEIVE A REPORT FOLLOWING THE DATA COMPLIANCE VISIT HELD 11th DECEMBER 2018 AND TO REVIEW CONTRACT FOR DATA PROTECTION OFFICER SERVICES - MIN. 176 OF MEETING HELD 9th APRIL 2018 REFERS

The Deputy Clerk's update, including the report following the Data Compliance Visit on 11th December 2018, were **NOTED**.

Following discussion, it was **AGREED** that the DPO Services contract would be renewed for a further year for 2019/20 at an estimated cost of £650, to be funded from General Reserves.

129. TO CONSIDER THE RESPONSE RECEIVED FROM ADC REGARDING THE TOWN COUNCIL'S DESIRE TO TAKE OVER MAINTENANCE OF THE STEYNE GARDENS AS REFERRED FROM THE COUNCIL MEETING HELD ON 7th JANUARY 2019 - MIN. 200.1 REFERS

The Deputy Clerk's report was **NOTED** including copies of the relating correspondence.

A Member expressed his disappointment that Bognor Regis has no ornamental gardens, a mainstay of a traditional, British seaside resort and wished to resist the offer to add more trees to the area.

The potential for partnership working with ADC was discussed and the long-term maintenance contract that is already in place was noted.

A suggestion was made that ADC's Director of Services be invited to attend a meeting of the Committee to discuss how the Town Council could work with the District Council to improve the Town. However, following discussion it was **AGREED** that before any invitation is offered, a letter be sent to the Director to ask, without prejudice, if there could be any movement within the existing contract to offer an opportunity for the Town Council to take on all planting at the Gardens, and associated costs. Members asked that the response be referred back through this Committee for discussion about any subsequent action including an invite to attend a meeting.

130. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 19th DECEMBER 2018

The Deputy Clerk's report, including the circulated notes of the ADALC meeting held 19th December 2018, were **NOTED**.

131. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 24th JANUARY 2019

The Deputy Clerk's report, including the circulated notes of the HPB meeting held 24th January 2019, were **NOTED**.

132. TO NOTE THE POSTPONEMENT OF THE MEETING ARRANGED WITH THE TOWN COUNCIL'S ACCOUNTANT AND AGREE FURTHER ACTION - MINS. 50 AND 67.7 REFER

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

Following discussion it was **AGREED** that, prior to any decision being taken regarding a further meeting, Members should email the Town Clerk with questions and queries, before the end of Friday 8th February, for relaying to the Accountant for response.

133. TO NOTE EMAIL TO CHAIRMAN OF THE COMMITTEE FROM ARUN ARTS LTD AND AGREE ANY ACTION ARISING - MIN. 91 REFERS

Cllr. Cunard declared an Ordinary Interest in this item as a member of Arun Arts

Cllr. Brooks (in the public gallery) declared an Ordinary Interest in this item as a member of Arun Arts

The Deputy Clerk's report, including the circulated email from Arun Arts Ltd, were **NOTED**.

Members **RESOLVED** to suspend Standing Orders (S.O. 16.1 refers) to enable them to give consideration to the request from Arun Arts that the rejection of their Grant Aid application be reconsidered.

Following discussions, Members **RESOLVED** that they did not wish to revisit the previous decision and as a result Standing Orders were reinstated.

Members debated at length the reasons for the rejection of the Arun Arts Grant Aid application for 2019, including comments regarding the setting of a precedent, the benefit the theatre brings to the Town and the clear process by which applications are assessed and determined.

Members subsequently **AGREED** that a response be sent to the Chairman of Arun Arts explaining that the previous decision stands but inviting them to apply later this year for the 2020 Grant Aid awards.

134. TO RECEIVE THE MOTION REGARDING THE PHOENIX CENTRE AS REFERRED FROM THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 21st JANUARY 2019 - MIN. 97 REFERS

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

A Member reported that he had recently attended, as the Town Council's representative, meetings and working groups of the Integrated Prevention and Earliest Help (IPEH) - Arun Hub which he found to be extremely

interesting. It was noted that there appears to be a real appetite to work together and therefore the Member suggested to keep the matter on the table but take no immediate action until more information is known.

Members therefore **AGREED** that a watching brief on this matter should be undertaken by the Community Engagement and Environment Committee with an appropriate Agenda item for that Committee in due course.

135. TO RECEIVE THE RECOMMENDATION OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE MEETING HELD 12th NOVEMBER 2018 (MIN. 76.1 REFERS) THAT THE ACCOUNTANT BE ASKED TO IDENTIFY FUNDS THROUGH ANY BUDGET SAVINGS AVAILABLE FROM WITHIN THE COMMITTEE'S EXISTING BUDGET TO MEET ANY EXPENDITURE ASSOCIATED TO THE PROPOSAL TO HIRE A MINI-DIGGER TO INVESTIGATE EXISTING RAMPS AT THE BEACH IF REQUIRED

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

Following discussion, it was **AGREED** that in the event that any funds are required before the new budget becomes available from 1st April 2019, whilst this will have to be met from General Reserves in the interim, an adjustment should be made to the 2019/20 budget to account for this.

136. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 18th MARCH 2019

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

Following discussion Members **RESOLVED**:

- To hold the Annual Elector's Meeting at 7.30pm on Monday 18th March 2019, in the new screen at the Picturedrome Cinema;
- The Agenda should allow for the standard business including approval of the previous Minutes, Annual Report, Accounts and any Resolutions received;
- The Chairman of each Committee be asked to attend to answer any questions from the public;
- Consideration of the responses to the Town Council's regeneration survey;
- An invitation be extended to the Leader of WSCC, Cllr. Louise Goldsmith, to receive questions from Electors.

Cllr. Enticott left the Meeting

137. INTERNAL AUDIT INCLUDING: TO REVIEW LETTER OF ENGAGEMENT AND RECONFIRM APPOINTMENT OF INTERNAL AUDITOR FOR 2019/20; TO REVIEW THE 2019/20 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION

137.1 To review letter of engagement and reconfirm appointment of internal auditor for 2019/20

The Deputy 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 2019/2020.

137.2 The Deputy 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 2019/2020 to the Town Council.

138. TO CONSIDER INTERNAL AUDIT REPORT 2018 - 2019 (INTERIM UPDATE)

The Deputy Clerk's report, which included a response from the Internal Auditor regarding sponsorship from suppliers to events, and the second Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the Interim Audit report.

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

The Deputy Clerk's report was **NOTED**. Members considered the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2018/2019 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.

140. TO CONSIDER IDENTIFICATION OF FUNDING FOR ROYAL BRITISH LEGION POPPIES ON LAMPPOSTS ALONG THE SEAFRONT AS REFERRED FROM THE COUNCIL MEETING HELD 7th JANUARY 2019 - MIN. 192 REFERS

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

Following discussion, Members **AGREED** that the expenditure of £60 plus VAT for the purchase and installation of the poppies should be met. Members were asked to **NOTE** that this expenditure would be met by the Civic Fund.

141. IMPACT ASSESSMENT OF BREXIT ON THE TOWN COUNCIL - CHAIRMAN TO REPORT

The Chairman suggested, and Members **AGREED**, that Officers investigate any potential impact on the Town Council of Brexit considering subjects such as staffing and suppliers and informed the meeting that an online tool is available to assist with this review.

142. FINANCIAL REPORTS INCLUDING: -

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

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

142.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the month of December 2018, undertaken by the Chairman of the Policy and Resources Committee in line with the Council's Financial Regulations

The verification of the bank reconciliation as detailed was **NOTED**.

142.3 To note that owing to a technical error it had not been possible to process the accounting detail for November 2018 in the usual way. As a result, all financial transactions for November and December 2018 have therefore been combined into the monthly income and expenditure and financial reports for December 2018.

The update from the Town Clerk was **NOTED**.

143. CORRESPONDENCE

The Committee noted receipt of correspondence as detailed in the lists. Cllrs. Goodheart and Woodall requested that a copy of the Regis School Newsletter be forwarded to them.

Cllr. Goodheart requested that details of the Spring Conference be forwarded to him.

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

Members noted that whilst Cllrs. Cunard and Reynolds had previously declared Disclosable Pecuniary Interests in this item, as no discussion was to take place and no further reports provided other than that already included in the Director's published report, neither Member would be required to leave the meeting.

The previously circulated Director's report was **NOTED**.

145. 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 26 and 27 (contractual).

146. 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 Deputy Clerk's report was **NOTED**, and a copy of the confidential draft Deed was circulated to Members for their consideration.

It was subsequently **AGREED** that the draft Deed was acceptable and should now be shared with the building owner for their comment.

Members noted that the estimated cost for the preparation of the document was £600 to £700. Members therefore **AGREED** that a sum of £1,000 should be allocated for this exercise. This may, in part, be funded from any unused Legal Expenses budget with any additional expenditure funded from General Reserves.

147. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential).

The Meeting closed at 8.19pm