



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 8<sup>th</sup> APRIL 2019**

### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove (from Min. 149 until Min. 160), S. Goodheart (from Min. 149), S. Reynolds and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk) - until Min. 174  
2 members of the public (part of the meeting)  
1 Councillor in the public gallery: Cllr. J. Brooks

### ***The Meeting opened at 6.31pm***

**148.** As the Vice-Chairman, Cllr. Stanley was not in attendance Members **AGREED** that Cllr. Woodall should take this position for this Meeting.

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

The Chairman welcomed everyone present, referred to the Council's opening statement and made particular reference to procedures in the event of a fire.

***The Chairman adjourned the Meeting at 6.32pm as Cllrs. Cosgrove and Goodheart, who had notified in advance that they may be late, joined the Meeting***

### ***The Meeting was reconvened at 6.34pm***

Apologies for absence were received from Cllr. Mrs. Warr who was on annual leave, Cllr. Smith who had a prior engagement and Cllr. Stanley who was working.

The Town Clerk read the following statement:

*"Members are invited to note that no apologies have been received from Cllr. Enticott. At the Full Council Meeting held on 11<sup>th</sup> March 2019, having received recommendations from an Assessment Panel Hearing into complaints made against Cllr. Enticott, Members resolved to suspend Cllr. Enticott from all Committees and Sub-Committees of the Council for the remainder of the term of this Administration. This will be reviewed again at the Annual Town Council Meeting."*

**150.** Following a proposal from the Chairman, Members **RESOLVED** to vary the order of business and take the additional item after Agenda item 15.

**151. 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 21, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item***

***Cllr. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 21, as an employee of the Picturedrome Cinema and advised that he would leave the room for this item***

**152. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> FEBRUARY 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 4<sup>th</sup> February 2019 and these were signed by the Chairman.

**153. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***Meeting adjourned at 6.36pm***

A member of the public commented on the arrival of the temporary toilets on the seafront.

***Meeting reconvened at 6.38pm***

**154. CLERK'S REPORT FROM PREVIOUS MINUTES**

**154.1 4<sup>th</sup> February 2019 - Min. 123 - Signposting for the Town Centre**

The Projects Officer had raised this issue verbally with the BID Chairman and a response is awaited.

**154.2 4<sup>th</sup> February 2019 - Min. 127 - Old Town Area**

Members were asked to note that an update on the BID Board's aspirations for the Old Town Area will be included within the report from the Projects Officer under Agenda Item 13.

**154.3 4<sup>th</sup> February 2019 - Min. 146 - Olby's Clock**

The draft agreement between the Town Council and the building owner is now with their mortgage provider and it is hoped that this matter will be finalised shortly.

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

The Town Force Manager's report was **NOTED** including the notification of the repairs to the seafront beacon, expenditure for which would be ratified later in the meeting.

A Member asked if there was any opportunity to change the plans for the beacon but Members were advised that due to the Health & Safety risks, lengthy lead time for the works to be carried out and to ensure that the location was not left empty for any length of time, the works had already been instructed under the Clerk's delegated authority. However, as detailed in the circulated report, the issue of the method of lighting the beacon i.e. wood or gas burner, would be an issue for consideration by the Events, Promotion and Leisure Committee at a future meeting.

Members went on to discuss the changes to the Street Scene Partnership (SSP) with West Sussex County Council (WSSCC) and specifically the future arrangements for graffiti removal. Members expressed their disappointment at the cessation of the "clear all" approach which results in the new SSP only funding the removal of graffiti and flyposting from WSSCC owned assets.

Following a full debate, Members **REJECTED** the proposal that the Town Council fund removal of graffiti from commercial, domestic and statutory undertakers' assets within the BRTC area. Members **AGREED** that, where

possible, contact should be made with the asset's owner and a graffiti removal chargeable service offered. It was also suggested that the Town Council's website include details of the graffiti removal service that Town Force can offer including details of charges and, for ease and convenience, consideration given to potential payment methods. Furthermore, Members **AGREED** that the Bognor Regis BID should be approached to ascertain if there is any appetite for a contract with the Town Council for the removal of all graffiti and flyposting, within the BID area, that is not covered by the SSP, on an annual fee basis. Members noted that regular updates would be provided on this issue through the Town Force Manager's regular report.

Finally, Members **AGREED** that the Town Council would fund the continuation of regular checks on graffiti hotspots within the BRTC area.

**156. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 5<sup>th</sup> MARCH 2019**

The Projects Officer's report, including the circulated notes of the HPB Meeting held 5<sup>th</sup> March 2019, were **NOTED**.

**157. TO RATIFY RELEASE OF 2019-2020 CCTV PARTNERSHIP FUNDING**

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

Members **RESOLVED** to **RATIFY** the release of the 2019-2020 CCTV Partnership Funding of £2,000 as agreed as part of the Town Council's budget provision for the next financial year.

**158. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 103 REFERS**

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

Following discussion, Members **AGREED** to **RECOMMEND** to Council the the use of ".gov.uk" email addresses together with a Members Area of the Town Council website and furthermore, **AGREED** to **RATIFY** expenditure of £75 plus VAT for the designing of the Members Area on the Town Council website.

**159. TO RECEIVE THE RECOMMENDATION FROM THE EVENTS, PROMOTION AND LEISURE COMMITTEE MEETING HELD 11<sup>th</sup> FEBRUARY 2019 (MIN. 91 REFERS) REGARDING THE IDENTIFICATION OF A NEW PROMOTIONS BUDGET FOR THE 2019/20 FINANCIAL YEAR TO FUND THE PURCHASE, INSTALLATION AND MAINTENANCE OF POSTER BOARDS ON THE SEAFRONT SHELTERS AND TO ALSO UPDATE THE GATEWAY BANNERS AND SIGNS**

Members received the report including the recommendation from the Events, Promotion and Leisure Committee Meeting held 11<sup>th</sup> February 2019

(Min. 91 refers) that a Promotions Budget of £8,000 be identified to fund the specific works as detailed.

The Town Clerk informed Members that if the Committee was minded to approve the recommendation, following a review of the Earmarked Reserves (EMR), it had been possible to identify a sum of £5,849 that was no longer required as EMRs, which could be returned to General Reserves and then reallocated to the new budget. This would result in the balance of £2,151 having to be funded from General Reserves.

The recommendation was discussed at length with some Members expressing their opinion of the need for a budget to reboot the promotional aspects of the Town Council and to publicise events and activities in the Town. However, concern was also expressed about the lack of detail of the costs involved and the need to demonstrate the tangible benefits of undertaking this exercise. It was suggested that more detailed proposals on the costs and the benefits should be prepared prior to any approval of a new budget.

***With the agreement of Members, the Meeting was adjourned at 7.12pm to allow a Councillor in the public gallery to speak on this matter***

The Councillor reported that the necessary permissions had been obtained from ADC, who own the seafront shelters, and expressed his reasoning for supporting the need for this new budget.

***Meeting reconvened at 7.15pm***

Following further debate, it was proposed to take the vote in two parts as follows:

Part 1: It was proposed and seconded that the identified EMRs of £5,849 be returned to General Reserves and reallocated as a Promotions Budget for the specific purposes as identified within the original recommendation;

Part 2: It was proposed and seconded that the balance required of £2,151 be funded from General Reserves.

It was subsequently **RESOLVED** to **REJECT** the proposal of Part 1 and therefore a vote on Part 2 was not required.

It was subsequently **AGREED** that this issue will be referred back to the Events, Promotion and Leisure Committee for more detailed analysis of the costs and benefits of the proposed activities, with a revised recommendation to be submitted to this Committee at a future meeting for further consideration.

***Cllr. Cosgrove gave his apologies and left the Meeting***

**160. TO NOTE THE RESPONSE FROM ADC REGARDING STEYNE GARDENS AND AGREE ANY FURTHER ACTION - MIN. 129 REFERS**

The Deputy Clerk's report was **NOTED** including the response received from the Director of Services at ADC as previously circulated.

Following discussion it was **AGREED** that the matter should be referred to the Bognor Regis In Bloom Sub-Committee for consideration and liaison with ADC's Parks & Cemeteries Manager.

**161. TO REVIEW THE USE OF VARIABLE DIRECT DEBITS, STANDING ORDER MANDATES, BACS PAYMENTS AND OTHER RECURRING PAYMENTS AS REQUIRED UNDER 6.6, 6.7 AND 6.8 OF THE FINANCIAL REGULATIONS**

The Deputy Clerk's report was **NOTED** and Members **APPROVED** the continued use of the listed Direct Debits, Standing Order Mandates and other recurring payments.

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

The Projects Officer's report was **NOTED** including the statement from the BID Chairman confirming that the Old Town Working Party would not currently be reinstated and giving details of their plans for that specific area of the Town.

A Member asked if any BID Board members were compensated for their time and effort for the BID or whether their input was solely voluntary, and this will be investigated.

Finally, a Member asked if there was any update regarding the funds that the Town Council had agreed to pass to the BID for an event. The Deputy Clerk informed Members that the cheque had only recently been sent to them and no further details were known at this time. Discussion then took place regarding the final agreement for this financial contribution and it was **AGREED** that Members would be emailed with further details of the Events, Promotion and Leisure Committee decision.

**163. TO RECEIVE THE ACTION PLANS ARISING FROM THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM INCLUDING THE POLICY STATEMENT TO BE SIGNED BY THE CHAIRMAN OF THE POLICY AND RESOURCES COMMITTEE**

The Deputy Clerk's report, including the Health & Safety Action Plans, were **NOTED**.

A Member asked for an update regarding the identified High-Risk item at the Town Force Lock Up. The Deputy Clerk informed Members that she is

awaiting a response to her recent email highlighting the breaches of legislation that had been identified and will continue to chase, with a report back to this Committee in due course.

Members also received and **NOTED** the Health & Safety Policy Statement, to be signed by the Chairman of the Policy and Resources Committee.

**164. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR BOGNOR REGIS SEAFRONT LIGHTS (YEAR 2 OF 3)**

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RATIFY** the release of the 2019/20 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 second year of this 3-year agreement.

**165. TO RATIFY RELEASE OF 2019/20 PARTNERSHIP FUNDING FOR THE BUSINESS WARDEN SCHEME AS AGREED AT THE COUNCIL MEETING HELD 5<sup>th</sup> NOVEMBER 2018 (MIN. 134.3 REFERS)**

Members **RESOLVED** to **RATIFY** the release of the 2019/20 Business Warden Scheme Partnership Funding of £10,000 as agreed as part of the Town Council's budget provision for this financial year.

**166. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE FOR THE REPLACEMENT OF THE BEACON POST AND BASE PLATE TOGETHER WITH REFURBISHMENT OF THE BASKET AT A COST OF £4,220.41 PLUS VAT**

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** expenditure from the Rolling Capital Programme for the replacement of the beacon post and base plate together with refurbishment of the basket at a cost of £4,220.41 plus VAT.

**167. TO AGREE RESPONSES TO JWAAC CLC HIGHWAYS & TRANSPORT SUB GROUP SURVEY FOR RETURN BEFORE 15<sup>th</sup> APRIL 2019**

The Deputy Clerk's report, including the survey from WSCC to review the effectiveness of the Highways & Transport Sub Group, was **NOTED**. Some Members expressed their desire to see the Highways & Transport Sub Group, remerged with the overarching JWAAC.

Following discussion, the responses were **AGREED** as detailed on the copy of the questionnaire that is appended to the File Minutes.

**168. TO RATIFY DONATION TO CHARITY IN MEMORY OF THE LATE ALDERMAN MRS. SYLVIA OLLIVER AS AGREED AT THE COUNCIL MEETING HELD 11<sup>th</sup> MARCH 2019 (MIN. 213 REFERS)**

The Deputy Clerk's report was **NOTED**, and Members **RATIFIED** the donation of £100 to St Wilfrid's Hospice in memory of the late Alderman Mrs. Sylvia Olliver, a past Member of Bognor Regis Town Council.

**169. FINANCIAL REPORTS INCLUDING: -**

**169.1 To note Committee I&E Reports for the month of February 2019 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of February 2019.

**169.2 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 2019, 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**.

**170. CORRESPONDENCE**

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

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

*Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interests and left the Meeting*

*In the absence of the Chairman Cllr. Cunard, the Vice-Chairman Cllr. Woodall took the Chair*

*Members noted that the Meeting was now non-quorate and therefore no decisions could be made*

The previously circulated Director's report and actions taken were **NOTED**.

A Member asked if there was any update about the situation regarding one of the tenants but was informed by the Town Clerk that this matter was contractual and could not be discussed in the open meeting.

*Cllrs. Cunard and Reynolds rejoined the Meeting*

*Cllr. Cunard retook the Chair*



**172. 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 23 and 24 (contractual).

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

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

**174. JOINT CONSULTATIVE SUB-COMMITTEE (STAFFING) - CONSIDERATION OF THE RECOMMENDATIONS MADE AT THE MEETING HELD ON 21<sup>st</sup> MARCH 2019**

The Town Clerk's confidential reports with recommendations from the Joint Consultative Sub-Committee (Staffing) Meeting held on 21<sup>st</sup> March 2019, circulated to those present for consideration were noted.

Following discussion, Members **RESOLVED** to **RATIFY** the recommendations from the Joint Consultative Sub-Committee (Staffing), Agenda item 9 and **AGREED** that these be effective from 1<sup>st</sup> April 2019.

It was further **RESOLVED** to **RATIFY** the Annual Pay Increments for 2019 incorporating the National Salary awards to be implemented from 1st April 2019 including the annual review of any salaries not covered in this way.

***The Meeting closed at 8.30pm***