



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 3rd FEBRUARY 2020

PRESENT:

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, J. Erskine, S. Goodheart, H. Jones and P. Woodall

IN ATTENDANCE:

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

The Meeting opened at 7.09pm

116. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE

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

Apologies for absence were received from Cllrs. Mrs. J. Warr and Ms. A. Sharples who were on annual leave and Cllr. A. Cunard who was unwell.

117. 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. Goodheart declared an Ordinary Interest in Agenda items 14 and 15

118. TO APPROVE THE MINUTES OF THE MEETING HELD ON 2nd DECEMBER 2019

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 2nd December 2019 and these were signed by the Chairman.

119. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS

Meeting adjourned at 7.11pm

A Councillor in the public gallery spoke about the graffiti in the Town.

A Member of the public spoke about the graffiti in the Town; raised concerns about the changes to the roundabout sponsorship scheme with WSCC; and requested that the Police and Crime Commissioner, Mrs. Katy Bourne, be invited to attend a meeting of the Council and explain the forthcoming increase in the Police precept, in light of the recent crime occurrences at commercial premises within the Town.

Meeting reconvened at 7.20pm

Members subsequently noted that a full report on graffiti and roundabout sponsorship would be made at the next meeting.

120. CLERK'S REPORT FROM PREVIOUS MINUTES

Members noted the following reports as circulated to all via email prior to the meeting:

120.1 8th April 2019 - Min. 155 - Offer of Graffiti services to the BID

A response is still awaited from the BID.

120.2 30th September 2019 - Min. 75 - Planting in Steyne Gardens

Following the Committee's decision not to make a contribution to ADC for their planting at Steyne Gardens, a report was made by ADC's Parks Officer at a recent Bognor Regis in Bloom Meeting on ADC's plans for the garden. This includes the resurfacing of tarmacked area; three-year phased refurbishment of the hedge; replacing existing griselinia shrubs; provisional plans to transform the four small bedding areas into two long herbaceous bedding areas; and planting good quality lavender plants into other bedding areas.

121. TO RECEIVE THE TOWN FORCE REPORT

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

121.1 Following discussion Members **REJECTED** the proposal to purchase an electric vehicle for Town Force at the current time but that the situation should be revisited in 18 months, when it was hoped the technology would have moved on to provide a vehicle more suitable for the Town Council's activities. It was also noted that this would be in time for budgetary planning for the 2022/23 financial year, in the event that a decision to then proceed is taken.

121.2 Members noted the Town Clerk's suggestion that a Mobile Tower Scaffold should be purchased and funded from the Rolling Capital Programme, and following discussion **AGREED** to proceed, with the costs ratified at a future meeting.

121.3 A Member asked if it would be possible to see the Beacon wind shields in situ. The Deputy Clerk advised that this could be arranged in the spring/early summer when conditions improve, and the wind speed falls within the safety parameters for the cherry picker.

122. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 11th DECEMBER 2019

The Deputy Clerk's report, including the notes of the Heritage Partnership Board Meeting held 11th December 2019, was **NOTED**.

A Member commented that the unveiling of the blue plaque for Sir Richard Hotham at Hotham House had been well-attended and a superb event.

123. TO NOTE THE JOINT ACTION GROUP (JAG) MEETINGS HELD ON 19th DECEMBER 2019 AND 24th JANUARY 2020

The Projects Officer's report, including confirmation that the notes and action plans from the meetings would be available to Members in the Town Council offices, was **NOTED**.

124. TO RECEIVE AND IF ACCEPTABLE RECOMMEND TO THE COUNCIL THE ADOPTION OF REVISED STANDING ORDERS FOR THE TOWN COUNCIL BASED ON THE RECOMMENDED MODEL PROVIDED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS TOGETHER WITH FINANCIAL REGULATIONS AND STANDING ORDERS FOR CONTRACTS INCLUDING RECOMMENDED AMENDMENTS

The Deputy Clerk’s report, including the circulated revised Standing Orders together with amended Financial Regulations and Standing Orders for Contracts, was **NOTED** and following discussion:

124.1 Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the revised Standing Orders as circulated based on the NALC model.

124.2 Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** the adoption of the updated Financial Regulations and Standing Orders for Contracts as circulated.

125. TO FURTHER CONSIDER THE LEVEL OF FIDELITY GUARANTEE INSURANCE (MIN. 100 REFERS)

The Deputy Clerk’s report, including details of the costs involved for the requested levels of Fidelity Guarantee Insurance, was **NOTED**.

Following discussion, Members **AGREED** to proceed with an increase in cover to £150,000 at an additional cost of £183.92 per annum pro rata for the 2020/21 financial year, **NOTING** the likelihood of an overspend of both the 2019/20 and 2020/21 insurance budget as a result of this increase.

126. INTERNAL AUDIT INCLUDING: TO REVIEW THE 2020/21 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION; TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2020/21 MUNICIPAL YEAR

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

126.1 To review the 2020/21 Annual Audit Plan and to consider any additional items for inclusion

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 2020/21 to the Town Council.

126.2 To review provider of Internal Audit function and confirm appointment for a three-year period commencing with the 2020/21 municipal year

Following discussion over the quotations received and the service each company was offering, Members **RESOLVED** to **APPROVE** the

reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2020/21 financial year.

127. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 16th MARCH 2020

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

Following discussion, the following was **AGREED**:

- a) The venue should be the Council Chamber in the Town Hall.
- b) The start time should be 7.30pm.
- c) Chief Inspector Jon Carter, District Commander (Chichester and Arun Districts) Sussex Police should be invited to attend and to address and take questions from the audience.
- d) If CI Carter is unable to attend, that an invitation be extended to Rolls Royce to send a speaker to the meeting.

128. 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 2019/2020.

Members subsequently **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2019/2020 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.

129. TO APPROVE EXPENDITURE FOR TRAVEL AND ATTENDANCE BY CLLR. GOODHEART TO THE NALC SPRING CONFERENCE AS A COUNCILLOR APPROVED DUTY

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

Following discussion, Members **AGREED** to expenditure of £210 (ex VAT) for a non-refundable early bird booking for Cllr. Goodheart to attend the NALC Spring Conference on 17th March 2020 as an Approved Duty together with required expenditure for travel to the event, estimated to be £70.

Members also **AGREED** that an item should be included on the Agenda for the next Committee meeting to allow for Cllr. Goodheart to report back to Members on the Conference.

130. HIGH STREET INNOVATION FUND AS REFERRED FROM THE COUNCIL MEETING HELD 6th JANUARY 2020 (MIN. 164.1 REFERS)

The Deputy Clerk's report, including the ADC reports as circulated upon which the report submitted to the Town Council's Policy and Resources Committee Budget Meeting was based, was **NOTED**.

131. TO CONSIDER A CONTRIBUTION TO BOGNOR REGIS REGENERATION BOARD AS REFERRED FROM THE COUNCIL MEETING HELD 6th JANUARY 2020 (MIN. 172.2 REFERS)

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

Members considered the request from the Bognor Regis Regeneration Board (BRRB) and, following lengthy discussion, **REJECTED** the proposal of an annual contribution to the Board of £5,000.

Whilst it was acknowledged that this decision may be a disappointment to the Board, Members hoped that a way could be found for the BRRB to continue to actively engage with the Town Council, as has happened historically through Councillor and Officer attendance at their meetings.

Cllr. Erskine abstained from the vote.

132. FURTHER TO THE REPORT PRESENTED TO COUNCIL ON 5th NOVEMBER 2018 (MIN. 156 REFERS) TO CONSIDER THAT A FURTHER FULL AND FINAL ACCOUNT OF THE COSTS SHOULD BE DRAWN UP IN RELATION TO THE EXTENSION TO PROVIDE A FOURTH SCREEN AT THE PICTUREDROME SITE

The Town Clerk's report, including the Redevelopment of the Picturedrome Cinema Procurement Update - Finance Report circulated to Council at the meeting held 5th November 2018, was **NOTED**.

Following discussion it was **AGREED** that a further full and final account of the costs should be published in relation to the extension of the Picturedrome, **NOTING** that litigation is still pending which may affect the final figures.

The Town Clerk informed Members that this will be actioned immediately but may take some time to collate, as the input of the Accountant would be required and would also be subject to his availability with the end of the financial year fast approaching for Town and Parish Councils.

133. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £2,145 PLUS VAT FOR REPLACEMENT OF 13 NO. TIMERS FOR FESTIVE LIGHTING

The Town Clerk's report was **NOTED** and Members subsequently **RATIFIED** expenditure for the replacement of 13 No. timers for the Festive lighting at a cost of £2,145 plus VAT.

134. FINANCIAL REPORTS INCLUDING:-

134.1 To note Committee I&E Reports for the month of December 2019 - previously copied to Councillors

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

134.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of November and December 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**.

135. CORRESPONDENCE

The Committee **NOTED** receipt of correspondence as detailed in the lists.

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

The Director's report as published was **NOTED**.

With regard to potential railings at the cinema, Members noted the response from the Area Highway Manager (WSCC) and **AGREED** that the costs for a feasibility study be investigated and the matter referred back to this Committee for further consideration.

It was also **AGREED** that after costs have been investigated and considered by Members, should the feasibility proceed, all types of pedestrian protection be considered and the study should not be restricted to Pedestrian Guard Railings (PGR). Furthermore, WSCC Highways should be asked for a definition of "Highway compliant" and the resulting impact on design.

137. 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 item 23 (contractual).

Cllr. Brooks, seated in the public gallery, left the Meeting

138. TOWN FORCE: NOTE OF OUTSTANDING DEBTORS

The Committee **NOTED** the list (confidential) and with regard to the highlighted sponsor, Members **RESOLVED** that the final quarter payment of £510 be written off.

The Meeting closed at 8.35pm