



# 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](mailto:bognortc@bognorregis.gov.uk)

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

### **HELD ON MONDAY 15<sup>th</sup> OCTOBER 2018**

#### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Cosgrove,  
S. Goodheart, S. Reynolds, M. Stanley and  
Mrs. J. Warr

#### **IN ATTENDANCE:**

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

*The Meeting opened at 6.32pm*

#### **63. 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. Smith who was working away and Cllr. Woodall who had a prior engagement. No apologies were received from Cllr. Enticott.

#### **64. 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. Reynolds declared a Disclosable Pecuniary Interest in Agenda item 21, as a contractor to the Picturedrome Cinema and advised that he would leave the room for this item***

**65. TO APPROVE THE MINUTES OF THE MEETING HELD ON 30<sup>th</sup> JULY 2018**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 30<sup>th</sup> July 2018, and these were signed by the Chairman.

**66. ADJOURNMENT FOR PUBLIC QUESTION TIME**

***Meeting adjourned at 6.36pm***

A Councillor in the public gallery spoke regarding the use and ownership of banner sites in London Road and around the Town, requesting that this be clarified; the future use of the gateway signs; and the inclusion of 2 Hour Free Parking publicity on vacant roundabout sponsorship signs;

A Councillor in the public gallery requested that he be afforded an extension to the permitted time to speak under Agenda item 9 and this was **AGREED**.

The Chairman of the BID Board, seated as a member of the public in the gallery, responded to the query regarding the banners in London Road and confirmed that there is a joint sharing agreement in place and the banners may be used by the Town Council. With regard to the Gateway signs, the BID would be willing to pay to bring them into uniformity.

A member of the public spoke regarding the seafront lights requesting that these be left on during the Christmas period. The Chairman reported that this had been considered previously with the BRSFL organisers, but substantial costs were involved. This suggestion will, however, be noted when the funding agreement is reviewed.

A Councillor in the public gallery referred to a heritage project by the Royal Sussex Regiment and asked that the Council considers being involved with this.

A Councillor in the public gallery spoke regarding the poppies on the lamp post columns that had been erected last year and it was noted that this was carried out by the Royal British Legion under permission from ADC.

***Meeting reconvened at 6.50pm***

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

**67.1 4<sup>th</sup> December 2017 - Min. 138 - Budget**

Members were invited to note that NALC had confirmed that the Local Government Finance Settlement 2019 to 2020: Technical Consultation proposed to again defer the setting of referendum principles for local councils.

**67.2 4<sup>th</sup> June 2018 - Min. 10.1 - CCTV**

ADC have advised that the upgrade of the Bognor Regis CCTV equipment has now been completed with the result being significantly higher picture quality. However, details are still awaited of the cost to incorporate Wifi into the network.

**67.3 4<sup>th</sup> June 2018 - Min. 19 - Town Force Report**

Council is still awaiting confirmation as to how the Landlord wishes to proceed with regard to the future use of the caged area at the Southern Cross Industrial Estate. The Town Force team continue to use the area whilst awaiting further details from the Landlord's agents.

**67.4 30<sup>th</sup> July 2018 - Min. 42 - Public Speaking**

A member of the public has been in touch with the Town Council to clarify his comments made during public question time, as recorded in the Minutes of the Policy and Resources Committee Meeting held 30<sup>th</sup> July 2018 (Min. 42 refers). The member of public has informed the office that he is supportive of the development, in principle, as student flats on this site would be near to the University campus, and within walking distance of the Town Centre which could be of benefit to local businesses. The member of public also suggested that elevating the flats on stilts would allow for the whole of the ground level to be devoted to public car parking, (with perhaps some student parking), the provision of which would be doing a service to the Town, taking

into account the extra spaces gained from the lorry park. This issue was further raised at the BRTC/ADC Liaison Meeting held on 4<sup>th</sup> September at which the Leader of the Council had advised that the Cabinet decision had been for 200/300 student units but with the existing number of car parking spaces maintained, as would be the visual entrance to Hotham Park.

**67.5 30<sup>th</sup> July 2018 - Min. 43.1 - Grant Aid**

The Grant awarded to the Bognor Birdman event 2018 has now been returned.

**67.6 30<sup>th</sup> July 2018 - Min. 45 - GDPR**

Signed Councillor Consent forms are still outstanding from Cllrs. Batley and Lineham.

**67.7 30<sup>th</sup> July 2018 - Min. 50 - Town Council Financial Information**

The meeting with the Accountant is planned for 3<sup>rd</sup> December, during one of his scheduled visits. Cllr. Stanley confirmed that he would be available to attend.

**67.8 30<sup>th</sup> July 2018 - Min. 52 - Report from the Projects Officer on Town Centre Issues**

As requested, it has been confirmed that attendance at the Town Centre Ops meetings (which no longer take place) was for Officers only, to enable a report back to Council. With regard to the BID Management Board, they have specifically requested that for both ADC and BRTC only Officers are in attendance to enable a report back to Council.

**68. ADJOURNMENT TO ALLOW FOR REPORT FROM OUTGOING TOWN CENTRE MANAGER, MR. T. RAHMAN**

Members were advised that unfortunately, after the publication of the Agenda for the meeting, Mr. Rahman had advised that he would not be able to attend. However, a written report was provided which was **NOTED** by Members.

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

The Town Force Manager's report was noted.

**70. TO RECEIVE TERMS OF REFERENCE FOR THE BEACH ACCESS TOPIC TEAM AND IF ACCEPTABLE RECOMMEND TO COUNCIL**

Members received the draft Terms of Reference and **RESOLVED** to **RECOMMEND** to Council that these be adopted.

**71. TO RECEIVE THE NOTES OF THE MEETINGS OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25<sup>th</sup> APRIL 2018 AND 19<sup>th</sup> SEPTEMBER 2018 AND OF THE ANNUAL GENERAL MEETING ON 20<sup>th</sup> JUNE 2018 (IF AVAILABLE). TO ALSO INCLUDE AN ADJOURNMENT TO RECEIVE A VERBAL REPORT FROM CLLR. GARDINER ON THE ADALC CONFERENCE HELD 4<sup>th</sup> OCTOBER 2018**

The Notes of the meeting held 25<sup>th</sup> April 2018 were received by Members.

The Notes of the Annual General Meeting on 20<sup>th</sup> June 2018 and the most recent meeting held on 19<sup>th</sup> September 2018, were not available.

***The Chairman adjourned the meeting at 6.58pm to allow Cllr. Gardiner to address the Committee regarding the ADALC Conference held 4<sup>th</sup> October 2018***

It was noted that as agreed previously (Min. 66 refers), Cllr. Gardiner would be afforded additional time to a maximum of 5 minutes to speak on this matter.

Cllr. Gardiner reported that ADALC had recently had resignations from the Chairman, Secretary and Treasurer. A new Secretary had now been appointed but without the other posts being filled, the Association would be unable to function. Therefore, at the conference held on 4<sup>th</sup> October various options for the future of the Association were considered including it being dissolved; an amalgamation with the Chichester Association; and a model of one meeting per year with the Executive meeting three times a year. Members were therefore asked for their opinion on the future of the Association which would be fed back to the next ADALC meeting.

***The Chairman reconvened the meeting at 7.02pm and thanked Cllr. Gardiner for his report***

Members went on to discuss the advantages and disadvantages of ADALC and the suggestions for its continuance. The role of JWAAC and JEAAC was discussed as well as the need for greater cooperation and partnership working between the Parish and Town Councils in the District.

Following debate, it was proposed and **AGREED** that the Town Council should not support the continuance of ADALC but rather increase dialogue with the neighbouring Parishes and Towns through existing committees such as JWAAC and JEAAC, as well as ad hoc contact and communication as circumstances dictate.

**72. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID MANAGEMENT BOARD INCLUDING CONSIDERATION OF A CONTRIBUTION BY THE TOWN COUNCIL TO THE BUSINESS WARDEN COSTS**

The Projects Officer's report was noted, and Members also received a letter from the Chairman of the BID Board giving more details about the Business Warden Scheme and the financial assistance of £10,000 per annum being sought from the Town Council.

Members considered the issue of future funding contributions to the Business Warden Scheme and **RESOLVED** to **RECOMMEND** to Council support for the Business Warden Scheme including a financial contribution, with the level of contribution considered as part of the 2019/20 budget discussions.

**73. TO CONSIDER AMENDMENTS TO THE STANDING ORDERS AND WORDING OF AGENDAS - COUNCIL MEETING 3<sup>rd</sup> SEPTEMBER 2018, MIN. 104.1 REFERS**

The Deputy Clerk's report was noted including the changes to the wording of agendas relating to statements as well as questions from the public and the use of "Clerk's Report" rather than "Matters Arising". Members also noted that the Town Clerk will be looking to present to the new administration in May 2019, revised Standing Orders based on the NALC recommended model but tailored to accommodate Bognor Regis Town Council's own requirements.

Following discussion, Members unanimously **RESOLVED** to **RECOMMEND** to Council the adoption of the revised Standing Orders incorporating the following amendments:

- 73.1** 23.1 of the Standing Orders be amended to read "*A member who has proposed a resolution that has been referred to any committee, of which (s)he is not a member, may speak for three minutes at the beginning of the specific agenda item to explain her/his resolution to the committee but shall take no further part in the debate and will not vote.*"
- 73.2** 31.7 of the Standing Orders be amended to read "*A period not exceeding fifteen minutes shall be allowed for all meetings of the Council at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the fifteen minutes, the Council will commence business forthwith. Priority will be given to those who have submitted questions/statements in writing in advance. Speakers must give their name before stating their question or making their statement and may speak for up to a maximum of two minutes each*"

*or five minutes if speaking on behalf of a group or organisation. The meeting will be formally adjourned during such period."*

- 73.3** 31.8 of the Standing Orders be amended to read "A *period not exceeding sixty minutes shall be allowed for meetings of the Community Engagement and Environment Committee only at which members of the public can ask questions or make statements, provided that if there are insufficient questions/statements to fill the sixty minutes, the Committee will commence business forthwith. The meeting will be formally adjourned during such period."*

**74. DISTRIBUTION OF CONFIDENTIAL PAPERS - MIN. 121 OF COUNCIL MEETING 3<sup>rd</sup> SEPTEMBER 2018 REFERS**

The Town Clerk's report was noted.

Members fully debated the issues surrounding the responsibilities and liabilities arising from the issue of confidential reports prior to the meetings. Some Members felt that their issue in advance was necessary to enable Councillors to carry out their role effectively, whilst concern was also expressed about the liability that Councillors could be exposed to through having confidential papers in their possession.

The subject of data protection, and specifically in relation to GDPR, was highlighted especially the risks involved with emailing to non-secure, personal email addresses, as are currently used by all Councillors.

The Deputy Clerk also reported that consideration would need to be given to the disposal of confidential papers and that Members would need to give written confirmation that all printed paperwork would be securely disposed of (shredded or incinerated) or returned to the Town Council for disposal.

Following discussion, it was **AGREED** that the issue be deferred and referred back to this Committee following research by Officers regarding the following:

- i) Proposal to issue confidential reports in advance
- ii) Use of ".gov.uk" email addresses for all Councillors to receive and send emails securely for Council business only, including details of any costs, password protection and any other methods of security
- iii) Data Protection implications, compliance with GDPR and the Data Protection Act 2018 and steps that could be taken to mitigate any risks

**75. TO RECEIVE AN UPDATED ACTION PLAN FOR THE CORPORATE STRATEGY - MIN. 187 OF POLICY AND RESOURCES COMMITTEE MEETING HELD 9<sup>th</sup> APRIL 2018 REFERS**

The Deputy Clerk's report, including the updated Action Plan as circulated to all Members prior to the meeting was **NOTED**.

**76. TO RECEIVE DETAILS OF A THREE-YEAR CONTRACT FOR CHRISTMAS LIGHTING IN THE TOWN, INCLUDING EXPECTED COSTS (EVENTS, PROMOTION AND LEISURE COMMITTEE EXTRAORDINARY MEETING 19<sup>th</sup> JULY 2018 - MIN. 26 REFERS), AND TO DISCUSS AND MAKE RECOMMENDATIONS REGARDING ANY NECESSARY BUDGETARY REQUIREMENTS FOR 2019/20 TO ENABLE FUNDING OF THIS EXERCISE**

The Deputy Clerk's report was noted.

Members considered the three options put forward, including costings for the three-year contract with each option incorporating a standard or an enhanced lighting display, a canopy of lights at the junction of London Road/High Street, and/or a stand-alone illumination.

Members debated the issue at length with concern expressed about the level of expenditure that would be required to facilitate any of the options; problems with the canopy in bad weather; importance of making the Town Centre area festive; and what businesses would prefer.

Following discussion, it was proposed and subsequently **AGREED** to **RECOMMEND** to Council that Option 2 be the preferred choice and that a sum of £31,500 be allocated within the 2019/20 budget to facilitate this. This sum includes a contingency provision to cover any additional works that may be required owing to poor weather resulting in emergency call outs.

Members also **AGREED** to **RECOMMEND** to Council that any unused funds from the contingency element be Earmarked for use in future years.

**77. TO NOTE THE TIME AND DATE OF 2.00PM ON MONDAY 19<sup>th</sup> NOVEMBER 2018 FOR AN EXTRAORDINARY POLICY AND RESOURCES COMMITTEE MEETING AT WHICH APPLICATIONS FOR GRANT AID 2019 WILL BE CONSIDERED**

The Deputy Clerk's report was noted, and the date and time for the meeting of 2.00pm on 19<sup>th</sup> November was noted by those present.



**78. CONSIDERATION OF INPUT FROM THE COMMITTEE FOR THE CONTENT OF THE 2019 TOWN NEWSLETTER**

The Civic & Office Manager's report was noted.

It was suggested that no article on the Twinning Association be included but rather that space be given to editorial on the youth activities supported by the Town Council including the formation of CREATE and the play sessions held over the summer months. Members were asked for any further suggestions on the content to be brought to the next meeting of this Committee in November.

Members also **AGREED** that a competition should be held to find a cover photo for the newsletter as detailed in the report.

With regard to the production of the 2019 edition, Members **AGREED** to continue with the same format as in 2018 namely A4, 8-page, publication in a matte finish.

**79. TO RECEIVE AN UPDATE ON 2 HOUR FREE PARKING FOR 2019 AND REAFFIRM THE COUNCIL'S SUPPORT FOR THE SCHEME**

The Deputy Clerk's report was noted.

Members **AGREED** to reaffirm the Town Council's support for the 2 Hour Free Parking Scheme and **NOTED** that the Town Council's contributions to the Scheme will continue as before.

**80. TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (INTERIM UPDATE) - IF AVAILABLE**

The Deputy Clerk's report, and First Interim Audit report for 2018-2019, were **NOTED**. Members were pleased to note that no significant issues had been identified within the report.

**81. FINANCIAL REPORTS INCLUDING: -**

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

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

**81.2 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 July and August 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**.

**82. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists including the items highlighted by the Town Clerk.

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

*Cllrs. Cunard and Reynolds redeclared their Disclosable Pecuniary Interest and left the meeting*

*Cllr. Mrs. Daniells, whilst only in the public gallery, also left the meeting in acknowledgment of her own Disclosable Pecuniary Interest in the following agenda item as an employee of the Picturedrome*

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

The previously circulated Director's report was noted, and actions taken as detailed were ratified. Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

**84. 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, 23 and 24 (contractual).

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

The Director's confidential report was noted, and actions taken as detailed were ratified. Members **AGREED** to grant landlord consent for the additional minor alterations to Kiosk 1a as detailed in the report.

*Cllrs. Cunard and Reynolds returned to the meeting and Cllr. Mrs. Daniells returned to the public gallery*

**86. TO RECEIVE ANY UPDATE ON POTENTIAL PROPERTY PURCHASE**

The Town Clerk's confidential report was noted.

Following discussion, Members **RESOLVED** to **RECOMMEND** to Council that the required expenditure for property purchase be funded by the Economic Development Fund.

The funding of any future works/alterations to any property was discussed and Members noted that a decision would be taken about how to fund further expenditure when details are known.

Members also noted and discussed potential uses for the premises.

Finally, Members noted the visit by the Support officer from the AHF on 14<sup>th</sup> November 2018 and all Members were urged to attend the briefing session.

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

The Committee noted the list (confidential).

***The Meeting closed at 8.14pm***