



# **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 ONLINE POLICY AND RESOURCES COMMITTEE MEETING**

**HELD ON MONDAY 6<sup>th</sup> JULY 2020**

### **PRESENT ONLINE:**

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (part of meeting), H. Jones, Ms. A. Sharples, Mrs. J. Warr and P. Woodall (from Min. 140)

### **IN ATTENDANCE ONLINE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mrs. J. Davis (Civic & Office Manager and Meeting Host)  
1 member of the public (Online for part of the meeting)

***The Meeting opened at 6.30pm***

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

The Chairman welcomed everyone to the Online Meeting being held in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 and reminded Members that the Meeting was being recorded by Bognor Regis Town Council, live streamed via Facebook and may also be recorded or filmed by any member of the public.

The Chairman advised that in the event of any loss of internet coverage or power cuts, steps would be taken to recover the connection. However, if connection could not be re-established the meeting would stand adjourned at the point of loss of connection, to be reconvened and continued at a publicised time in the future.

Finally, Members were reminded of the protocol for the Online Meeting, details of which had been circulated to all previously.

There were no apologies for absence from Cllr. Woodall.

### **140. 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 an Ordinary Interest in Agenda item 8 as the owner of Post Newspapers, a previous sponsor of a roundabout***

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 13 due to his involvement with Rox***

***Cllr. Woodall joined the Meeting and apologised for being late***

**141. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2020**

Members noted that Cllr. Mrs. Warr abstained from the vote as she was not present at the previous meeting.

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 3<sup>rd</sup> February 2020 and these were signed by the Chairman.

**142. ADJOURNMENT FOR THE CHAIRMAN TO READ PUBLIC QUESTION AND STATEMENTS SUBMITTED IN ACCORDANCE WITH THE REQUIREMENTS**

The Chairman informed Members that there had been no correspondence received from members of the public regarding items on the Agenda.

However, it was noted that questions had been received from a Councillor not on this Committee and the Chairman stated that, as he had notified to all Members previously, he would be responding to the Member by email, copied to all.

For transparency, the questions received were as follows: -

Does the Chairman agree that many of the items on this evening's Agenda, particularly Item 7 - BID proposals, should first be discussed by our E,P&L Committee which has responsibility under its Terms of Reference which include: -

Promotion and protection of the Brand image including advertising campaigns  
Working in partnership with others to promote the Bognor Regis Brand  
Determining the Town Council's Events Strategy

and that a meeting of E, P&L should be arranged quickly so that items which fall under the E,P&L Committee's Terms of Reference can be properly discussed by Members and recommendations made?

Also, is the Chairman aware that there is a Town Council policy in place for the colour of all our street furniture and which, following successful negotiation, was also adopted by WSCC for all its lampposts throughout our Wards and beyond. If changes are to be made to the colour of planters or other items of street furniture owned by us, then shouldn't this policy first be reviewed?

Regarding Agenda Item 5.

Is the Chairman aware that the previous Council agreed that all our roundabout, verge and planter signs, whilst unsponsored, would carry signage promoting our 2 Hour Free Parking Scheme and will he now look at why this has not happened, and how we can make it happen, given the importance of promoting businesses in our Town at this time?

Regarding Item 7.

Is the Chairman aware that an enormous amount of work was done on the actual cost to Arun of the 2 Hour Free Parking Scheme. This included installing meters in two car parks which are still operational. With the data collected we showed that Arun Council had grossly overestimated its costs in lost ticket sales which in turn saved our Town Council around £90,000 over 5 years before BID took over responsibility for the scheme.

Given it is a BID priority to extend free parking and it has recently been awarded £57,000 of extra Government funding to boost business during Covid19, is the Chairman satisfied that a contribution of £3,250 from Town Council funds is both justified, and based on actual likely parking ticket losses, properly negotiated with Arun Council?

**143.** The Chairman proposed, and Members **AGREED**, in accordance with Standing Order 10(a)(vi), to change the order of business for this Meeting and take Agenda item 7 next, to enable the planters situation to be resolved prior to discussing West Street as referred to in the Town Force report.

**144. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD AND RATIFICATION OF CONTRIBUTION TO EXTENSION OF CAR PARKING DISC SCHEME**

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

Prior to moving to the numerous decisions detailed in the report, the Chairman invited Members to speak on the proposals within the scoping report from the BID, with the following comments made:

- What other locations for the grey planters had been considered and, if the Community Gardeners had not already been approached, could these be used by them at the Sunken Gardens?
- The colour scheme of the planters is out of keeping with the rest of the Town and does not align with the Victorian or green themes;
- It was confirmed that it was the BID's proposal to change the planters and the cost would not fall to the Town Council;
- The use of banners in Queensway should be seen as a way of promoting opportunities and events;
- Members questioned the number of hanging baskets in Queensway that would be replaced by banners, as the report referred to "some". Furthermore, it was suggested that 50% would be an appropriate amount.

**144.1** Members **AGREED** the proposal that the BID replace the existing BRTC owned grey plastic planters in the Queensway.

**144.2** Having agreed to the replacement of the planters Members further **AGREED** that the new planters are "gifted" to the Town Council to replace the existing ones with the BID covering the full cost of purchase, delivery and installation of the new planters and for BRTC to continue to plant and maintain as per the existing Baseline Service Agreement.

- 144.3** With regard to the future of the grey planters Members **AGREED** that these should be relocated within the Town with re-siting costs covered by the BID.
- 144.4** Members unanimously **AGREED** the proposal to work with the BID to produce banners on a seasonal rotation throughout the Town.
- 144.5** Having agreed to work with the BID to produce banners on rotation, Members further **AGREED** to fund the Gateway Banner sites at a projected cost of £1,210 plus VAT. It was further **AGREED** that this should be funded through the use of the Promotions Earmarked Reserves.
- 144.6** Members **AGREED** the proposal to replace up to 50% of the hanging baskets in the Queensway with Banners and furthermore, **AGREED** that this should be executed by the BID under the Town Council's current Third-Party Agreement with SSE.
- 144.7** Members unanimously **AGREED** that Officers should liaise with the BID regarding a contract with them to reflect these decisions.
- 144.8** With regard to the ratification of the contribution to extend the Parking Scheme from 2 to 3 hours, the Town Clerk updated Members that just before the meeting, an email had been received from the BID Administrator to notify that ADC had rejected the proposal to extend the scheme. However, as the decision had already been taken via email, the ratification would proceed so that, in the event that circumstances change, any decision could still be implemented.

A Member also queried how this would be funded and, after a brief debate, it was confirmed that, as stated in the original email to Committee Members and also in the report, it was intended to fund this through the unused Events 2020 budgets.

Members **RATIFIED** the contribution of £3,250 from the Town Council for the extension of the Parking Scheme, with the decision having been taken via email due to the urgency of the decision.

## **145. TO RECEIVE THE TOWN FORCE REPORT**

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- With regard to a discount to sponsors, this could assist local businesses and promote loyalty to the Council;
- Graffiti is a big issue that needs addressing;

- The Town Council's Corporate Strategy includes a desire to improve civic pride and graffiti has an impact on this;
- The planters in West Street could brighten the area, gain sponsorship income and assist local residents with the issue of parking on pavements.

**145.1** Following discussion Members unanimously **AGREED** to revisit, and therefore reinstate, the "Clear All" approach for graffiti.

**145.2** Members **AGREED** the consideration of a discount for planting sponsors in light of the COVID pandemic and furthermore, **AGREED** that this should equate to one quarter or three months charges.

**145.3** With regard to the possibility of planters located in West Street, Members unanimously **AGREED** that WSCC should be approached regarding permission and furthermore, Members **AGREED** that the planters should be filled with shrubs with the Accountant asked to identify funding to meet any additional costs.

**146. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD ON 5<sup>th</sup> FEBRUARY 2020 AND A REPORT FROM THE ONLINE MEETING HELD ON 10<sup>th</sup> JUNE 2020**

The Deputy Clerk's report, which included the notes and recommendations from the Heritage Partnership Board Meeting held 5<sup>th</sup> February 2020 and the report from the Online Meeting held on 10<sup>th</sup> June, was **NOTED**.

**146.1** Members unanimously **AGREED** that the Town Council should initially set up a Twitter and Instagram account on behalf of the BRHPB and pass administration to them for the day to day running.

**146.2** Members unanimously **AGREED** that a decision regarding an Ambassador Scheme be deferred due to the ongoing COVID restrictions.

**147. TO RECEIVE A REPORT ON CHANGES TO THE SPONSORSHIP OF THE ROUNDABOUTS AND AGREE HOW TO PROCEED**

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The loss of the roundabout sponsorship is a major blow for the Town and may have serious impacts on the budgets;
- That sponsorship is increasingly difficult to secure and the impact of COVID-19 may make this more problematic;

- That an alternative for costly planting could be for only undertaking required grass cutting to ensure the roundabouts are safe with wildflower seeds sown;
- With regard to the Billy Bulb mascot, caution was urged about how much should be spent on this;
- The mascot is very popular with locals and visitors;
- An alternative home may be difficult to find and what would happen until another location is secured as he has to be kept under cover.

**147.1** Members fully debated the issue of the changes to the roundabout sponsorship arrangement with WSCC and subsequently **AGREED** to Option 1: namely to continue maintaining the same, high standard of the roundabouts without changing Town Force practices (fortnightly grass cutting in the growing season, less frequent cuts for the rest of the year, grass collected and disposed of as green waste) with the Town Council funding any shortfall.

**147.2** With regard to the storage of Billy Bulb, Members **REJECTED** the proposal for the continuation of storage at the current location at a cost of £1,036 plus VAT. It was noted that the matter would now be referred to the Events, Promotion and Leisure Committee at the next meeting for a decision to be taken as to the future storage of the mascot.

**148. TO APPROVE THE SIGNING OF THE HEALTH & SAFETY POLICY STATEMENT FOLLOWING THE ANNUAL HEALTH & SAFETY INSPECTION BY ELLIS WHITTAM, THE ACTION PLANS FROM WHICH WERE RECEIVED BY THIS COMMITTEE AT THE MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019 - MIN. 104 REFERS**

The Deputy Clerk's report, including the Policy Statement, was **NOTED** and Members subsequently **NOTED** that this would be signed by the Chairman of the Policy and Resources Committee.

**149. TO RATIFY RELEASE OF 2020-2021 PARTNERSHIP FUNDING FOR CCTV, BOGNOR REGIS SEAFRONT LIGHTS (YEAR 3 OF 3), BUSINESS WARDENS, SCYP GRANT 1<sup>st</sup> QUARTER AND TO CONSIDER REQUEST FROM BOGNOR REGIS SEAFRONT LIGHTS TO CONTINUE THE PARTNERSHIP FUNDING FOR A FURTHER 3 YEARS**

***Cllr. Mrs. Warr declared an Ordinary Interest as a member of the Bognor Regis Seafront Lights Committee (BRSFL)***

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

Prior to moving to the decisions detailed in the report, the Chairman invited Members to speak, with the following comments made:

- The current arrangement with BRSFL had worked well but should the Committee consider increasing the annual grant to keep pace with inflation. The organisers are providing a service to the Town and that without them the burden would likely fall to the Town Council;
- Other community organisations have not benefitted from a longer-term agreement and maybe the Committee should consider these groups before offering a new agreement to BRSFL;
- A Member stated the importance of seafront lights and how they demonstrated that the Town is "open for business". It was therefore suggested that, as had been mentioned at previous meetings, BRSFL organisers be asked once again to consider leaving the lights on for longer during the winter. However, caution was urged by a Member on continuing to push this point as they have, on numerous occasions, rejected the proposal;
- A suggestion was made that a one-off additional grant of £5,000 be made to the BRSFL;
- It was confirmed by the Town Clerk that the request from BRSFL stated that they were looking for " ...exactly the same terms, and conditions for the same amount".

**149.1** Members **RATIFIED** the contribution of £2,000 for CCTV.

**149.2** Members **RATIFIED** the contribution of £9,000 to Bognor Regis Seafront Lights (BRSFL), noting that this was the final payment of the 3-year agreement.

**149.3** Members **RATIFIED** the contribution of £10,000 for Business Wardens.

**149.4** Members **RATIFIED** the contribution of £2,500 as the first quarter payment to Sussex Clubs for Young People towards CREATE activities.

**149.5** Having noted that the payment made to BRSFL was the final of a 3-year agreement, Members **AGREED** to the request from BRSFL for the continuance of their previous agreement for a further 3 years on the same terms and conditions, with Cllr. Mrs. Warr abstaining from the vote due to her previously declared Interest.

**150. ROLLING CAPITAL PROGRAMME - TO RATIFY EXPENDITURE OF £1,580 PLUS VAT FOR 3 LAPTOPS AND A MONITOR AND £1,856.23 PLUS VAT FOR A MOBILE TOWER UNIT**

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

**150.1** Members unanimously **AGREED** to **RATIFY** expenditure of £1,580 plus VAT for 3 laptops and a monitor.



**150.2** Members unanimously **AGREED** to **RATIFY** expenditure of £1,856.23 plus VAT for a Mobile Tower Unit, the purchase of which was agreed at the Committee Meeting held on 3<sup>rd</sup> February 2020 (Min. 121.2 refers).

**151. TERMS OF REFERENCE CLIMATE CHANGE TOPIC TEAM RECOMMENDATION FROM CE&E MEETING 22<sup>nd</sup> JUNE 2020, MIN 97.2.1 REFERS**

The Town Clerk's report, which included the circulated Terms of Reference for the Climate Change Topic Team, was **NOTED** and Members subsequently unanimously **AGREED** to **RECOMMEND** the Terms of Reference to Council.

***Cllr. Goodheart having previously declared an Ordinary Interest in the following item, restated his Interest and left the Meeting for the following item***

**152. ROX GRANT - REQUEST FOR CHANGE OF USE OF FUNDS AWARDED THROUGH GRANT AID**

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

Having discussed the issue, Members **REJECTED** the request from ROX to retain their Grant Aid 2020 funding. However, it was **AGREED** that terms be offered to ROX such as those afforded to other recipients and as agreed at the Town Council Meeting held on 8<sup>th</sup> June 2020 (Min. 227 refers) namely:

- i) That the funds may be earmarked for release in 2021, without the need for resubmission of a full application but would instead be subject to receipt of written confirmation that the event/project would be going ahead in 2021, together with confirmation of the procedures to be adopted in line with any COVID-19 related Government guidelines in place at that time;
- ii) If they were able to schedule an event/project before April 2021, they would be able to access their funding upon request to the Town Clerk.

**Note:** Subsequent to the Meeting it was noted that the cheque sent to ROX for their Grant Aid 2020 award had not been received and the re-issue of a replacement was being held until the above decision had been made, with the ROX organisers aware of the situation.

***Cllr. Goodheart rejoined the Meeting***

**153. FINANCIAL REPORTS INCLUDING:-**

**153.1 To note Committee I&E Reports for the month of May 2020 - previously copied to Councillors**

The Town Clerk's report, including the highlighting of where details of the unused Events Budget for 2020/21 could be found, was **NOTED**.

Members **NOTED** receipt of the financial reports for the month of May 2020.

**153.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of January, February, March, April and May 2020, 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**.

**154. CORRESPONDENCE**

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

**155. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (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 with broadcasting live to Zoom and social media streaming also terminated (S.O. 3d) - Agenda item 17 (contractual).

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

The Committee **NOTED** the list (confidential) and the update as provided by the Town Clerk.

***The Meeting closed at 8.21pm***