

*Established in 2007, the Board is an independent, non-profit organisation.*  
[www.bognorregisregenerationboard.com](http://www.bognorregisregenerationboard.com)  
Chairman: Raof Daud

## ANNUAL REPORT 2021/22

This report seeks to give an overview of the Bognor Regis Regeneration Board's (Board) activities for the financial year ending 30<sup>th</sup> April 2022, in accordance with the agreed responsibilities of the Board's Management Committee.

### Strategy

Development of a corporate strategy, setting out the Board's vision, values, objectives and strategic priorities has taken place over the last year. Work with partners to identify town centre priorities and that of the wider Bognor Regis area is also in hand and the objectives of the Board and its Executive Director are being reviewed to enable alignment with key stakeholders to ensure a collaborative and co-ordinated approach to the delivery of these shared areas of opportunity. In January 2022 a review of staffing requirements was undertaken. The creation of the Executive Director post, in place of the previous Advisor position, is a reflection of the dynamic role in strategy and facilitation that the Board is now focusing on.

### Delivery & Performance

Delivery against objectives is monitored by the Management Committee, through the Chair's continued management of the Executive Director. Quarterly reports on activity are circulated to the membership and a robust appraisal process is in place. The Board continues to be active and consistent in its response to local consultations using its Regeneration Framework and shared Town Values as filters. The Board facilitates agile delivery through its hosting of the Town Centre Forum, an informal discussion group of stakeholders, in support of the Town Centre Taskforce formed in partnership with the BR BID and Bognor Regis Town Council.

In particular, the Board has spearheaded the engagement of local partners in the proposed review of ADC's Masterplan, working with the Forum members to encourage early representation around the key principles and town centre priorities. BRRB has also led a collaborative approach to the development of a wayfinding strategy for the town centre, securing funding through multiple partners.

### Finance & Risk

The Board carries forward a fund of £59,800.27 at the year-end of 30<sup>th</sup> April 2022, against £43,593.47 at 1<sup>st</sup> May 2021, an increase of £16,206.80 or 37%. Membership contributions were secured from West Sussex CC and Bognor Regis TC as existing members and consequently, membership income rose by 25% against budget. This has supported longer term financial planning and sustainability.

Risks have been reviewed and addressed through the creation of a ringfenced contingency reserve of £10,000 and post-incorporation, the acquisition of appropriate Employers Liability and Public Liability insurance. A robust system of internal controls is in place, through the implementation of the agreed spending authority policy, a payment request system and associated mandate arrangements with Lloyds Bank plc. Quarterly Income & Expenditure reports are reviewed by the Management Committee and a detailed budget agreed for 2022/23.

## **Governance**

A strong governance framework is now in place with a board of Directors responsible for ensuring the Company remains compliant with statutory and financial filings. A structure chart has been agreed and circulated to all members to ensure a thorough understanding of how both the Company (BRRB Ltd) and the BRRB Membership organisation are managed, with line management of the Executive Director through the Chair supporting both strategy and operations. Minutes of the BRRB Members meetings are published online. Once the new website is live, the Board's governance documents will be available to view.

## **Membership**

The current membership is active and engaged, with overall funding increased. Two membership levels have been created, Full and Associate, to determine between funding members who have full voting rights and non-funding members with confirmation of status taking place in the first quarter of 2022/23. The Board has developed its role as a facilitator over the last year, bringing members together through the creation of the Town Centre Forum and a collaborative approach to local projects and initiatives. The Board continues to be open for recruitment of new members and is actively pursuing its objective of being inclusive.

## **Company Directors**

The Company has appointed five directors, one of whom (the Executive Director) also acts as Company Secretary. A role description has been agreed to ensure all directors are aware of and able to fulfil their responsibilities. The responsibility for strategy, employment and budget setting has been delegated to the Management Committee with the directors acting on decisions of the Management Committee to ensure implementation and statutory compliance is observed.

## **Reputation, Policies & Procedures**

The development of strong policies and procedures to support the smooth and transparent running of the Board is ongoing. Strong progress has been made in raising the Board's profile as an independent voice for Bognor Regis through the Board's activities as a facilitator. The Board continues to champion the shared town values, our Regeneration Framework and through our work with the Town Centre Forum, the development of strategic priorities for Bognor Regis.

## **Summary**

The Board has raised its profile and activity levels over the last year and is consolidating a reputation for independence, ambition and consistency. With clear objectives and an agreed strategic approach to membership recruitment and financial planning, the Board is in a good position to develop its role as a strong local partner over the coming year.

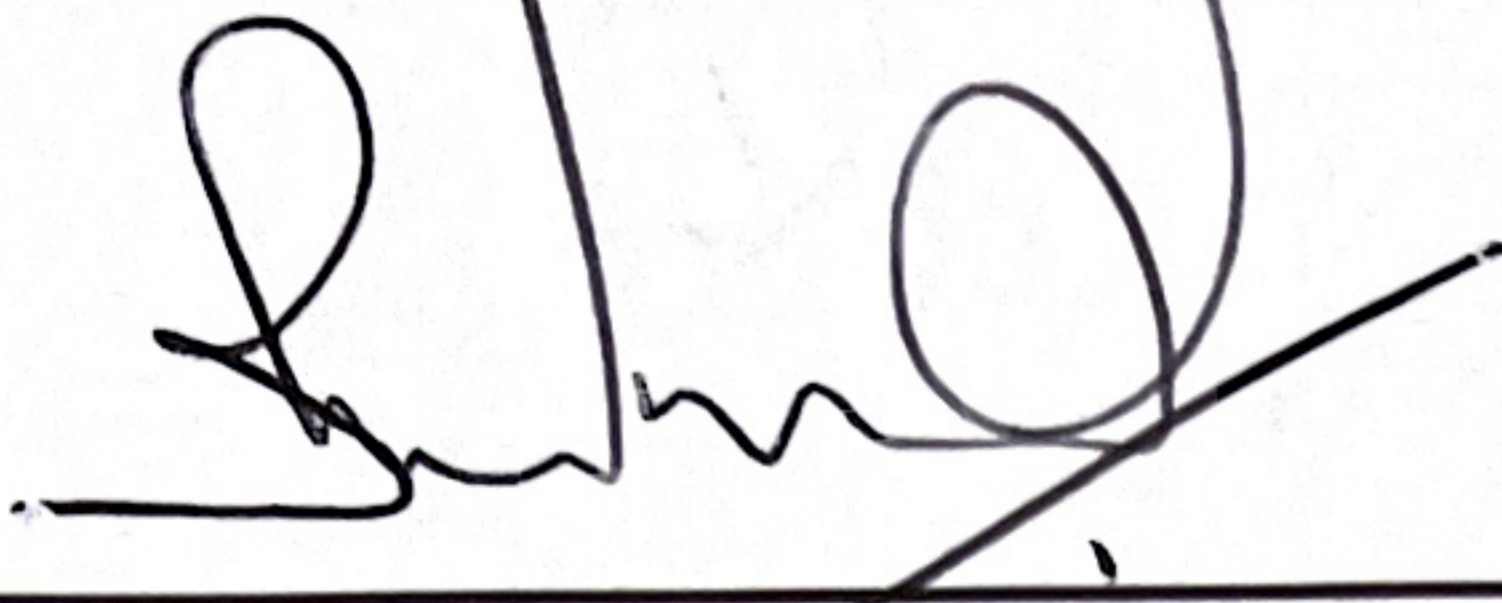
On behalf of the Management Committee, I would like to acknowledge the enduring support of all our members towards the success of the Board; those that contribute towards our funds, those that provide their time to stand as Management Committee members and Directors, those that participate in and contribute towards our activities and so on.

Finally, thanks go to our Executive Director, Rebecca White for her tireless enthusiasm, energy and hard work which defines the Board and its tenacity to facilitate improvement and regeneration for the benefit of Bognor Regis and its community.

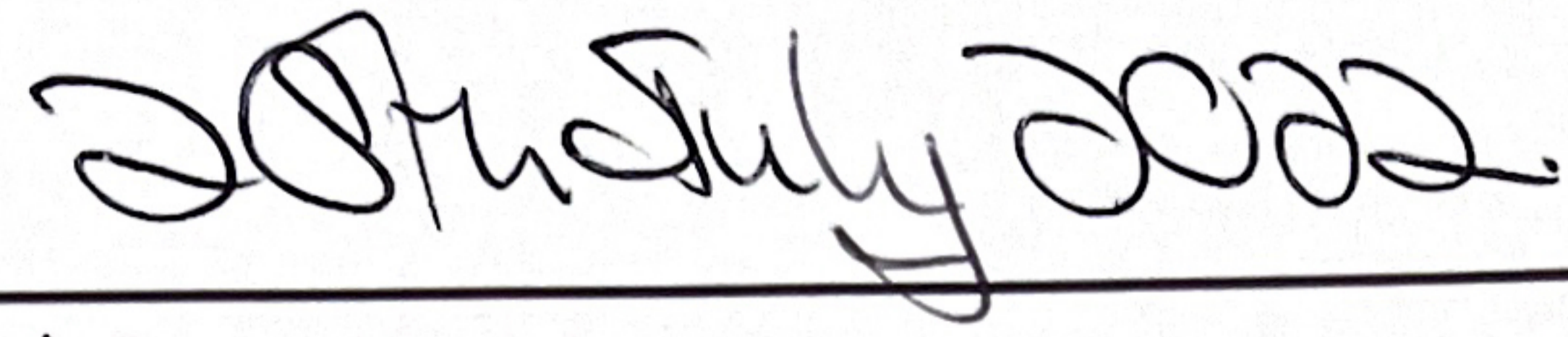
On a personal note, I am truly honoured to have served as Chair of the Board and appreciate all the support our members, partners and stakeholders have given during my tenure.

**Raof Daud**  
**Chair**  
**24<sup>th</sup> June 2022**

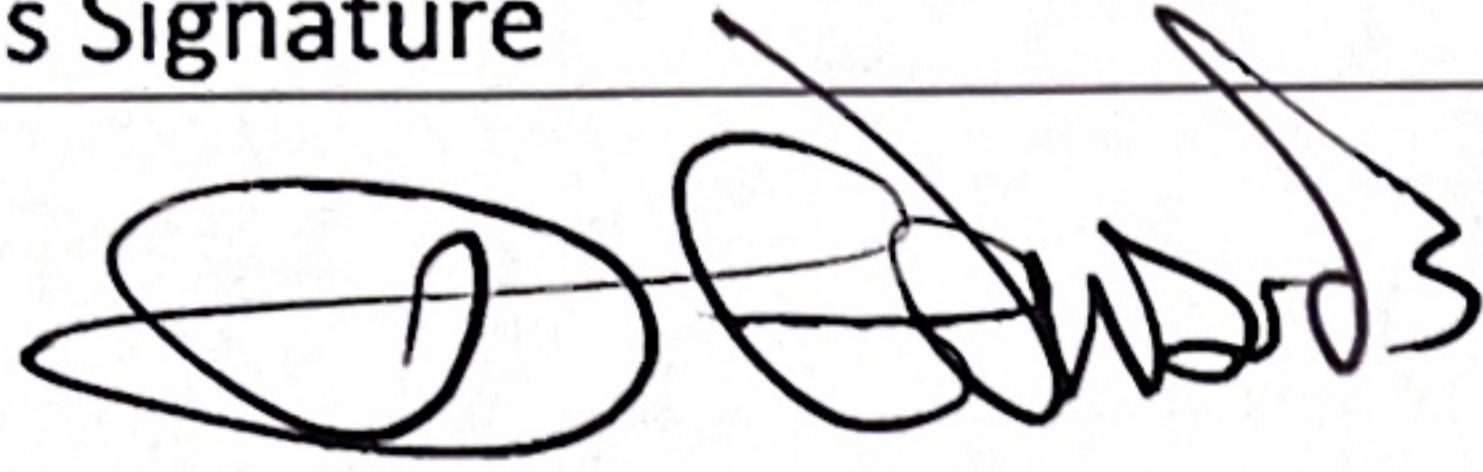
I confirm that the Annual Report as presented was approved by the membership at the BRRB AGM of 20<sup>th</sup> July 2022.



Chair's Signature



Date



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