



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON MONDAY 4<sup>th</sup> JUNE 2018**

### **PRESENT:**

Town Mayor: Cllr. S. Reynolds; Cllrs: J. Brooks, A. Cunard,  
Mrs. S. Daniells, J. Cosgrove, P. Dillon, T. Gardiner, S. Goodheart, and  
Mrs. J. Warr

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)

*The Meeting opened at 8.49pm*

### **50. WELCOME BY TOWN MAYOR AND APOLOGIES FOR ABSENCE**

The Mayor welcomed all those present and read the Council's opening statement. Apologies for absence were received from Cllr. Batley who was working, Cllrs. Enticott and Stanley for family reasons and Cllr. Woodall who was unwell.

In the absence of the Deputy Mayor, it was **AGREED** that Cllr. Cunard should act as Vice-Chairman for this meeting.

### **51. 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, not already recorded on their Register of Interests Form, within 28 days.

***There were no Declarations of Interest***

**52. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2018 INCLUDING:**

- 52.1 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the review of the effectiveness of the system of Internal Control and to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR)**

Members noted the recommendation from the Policy and Resources Committee confirming that having further reviewed the system of Internal Control, the systems that the Council has in place are effective and adequate.

Members therefore **RESOLVED** to **APPROVE** the review of the effectiveness of the system of Internal Control undertaken and confirm that the systems that the Council has in place are effective and adequate.

The Annual Internal Audit Report for 2017/2018 prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd. was also formally noted.

- 52.2 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2017/2018. To further RESOLVE that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk**

Members considered the recommendation from the Policy and Resources Committee and **AGREED** to confirm "yes" as the Council's response to Statements 1 to 8 on the Annual Governance Statement for 2017/2018, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2017/2018 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further **RESOLVED** that Section 1 would now be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk.

- 52.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31<sup>st</sup> March 2018 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk**

Having regard to the recommendation of the Policy and Resources Committee, Members **RESOLVED** to **APPROVE** the Financial Statements for year ended 31<sup>st</sup> March 2018 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

- 52.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2017/2018. To further RESOLVE that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members noted the recommendation from the Policy and Resources Committee and **RESOLVED** to **APPROVE** the Accounting Statements for 2017/2018.

It was further **RESOLVED** that Section 2 should now be signed by the Chairman of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2017/2018 were previously signed by the RFO prior to presentation for approval.

***The Meeting closed at 8.51pm***