



# BOGNOR REGIS TOWN COUNCIL

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

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

#### **PRESENT:**

Cllr. A. Cunard (Chairman); Cllrs: J. Brooks,  
J. Cosgrove, Mrs. S. Daniells, S. Goodheart (during  
Min. 7), S. Reynolds and Mrs. J. Warr

#### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
2 Councillors in the public gallery  
1 member of the public

*The Meeting opened at 6.30pm*

#### **6. 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. M. Stanley for family reasons and Cllr. P. Woodall who was unwell. In the absence of Cllr. Stanley, Members **AGREED** that Cllr. Cosgrove would act as Vice-Chairman for this meeting.

#### **7. 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, 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 26, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item***

***Cllr. Cunard also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts***

***Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 26, as an employee of the Picturedrome Cinema and advised that she would leave the room for this item***

***Cllr. Mrs. Daniells also declared an Ordinary Interest in Agenda item 18 as a member of Arun Arts***

***Cllr. Brooks declared Disclosable Pecuniary Interests in Agenda item 21 as his Company had worked on Billy Bulb in the past and he would leave the room if the discussion became relevant and Agenda items 6 and 8, relating to the Car Parking Strategy Working Group as he had received recompense for batteries for the data loggers in the Fitzleet and Lyon Street car parks***

***Cllr. Brooks also declared an Ordinary Interest in Agenda item 18 as a volunteer for Arun Arts***

***Cllr. Goodheart declared an Ordinary Interest in any discussion relating to regeneration due to his involvement with 4BR***

***Cllr. Reynolds declared an Ordinary Interest in any discussions concerning the activities of ADC due to his position as a Member of Arun District Council***

**8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 9<sup>th</sup> APRIL 2018 AND THE EXTRAORDINARY MEETING HELD ON 22<sup>nd</sup> MAY 2018**

The Minutes of the Meeting held on 9<sup>th</sup> April 2018 and the Extraordinary Meeting held on 22<sup>nd</sup> May 2018 were approved as a correct record and signed by the Chairman.

## 9. ADJOURNMENT FOR PUBLIC QUESTION TIME

### *Meeting adjourned at 6.35pm*

A Councillor in the public gallery spoke about the continuing issues with the train network and the current debate within Parliament.

A member of the public asked that the Town Council write to both WSCC and ADC regarding the amenity site on the Shripney Road, the impact of queuing traffic on the local businesses in that area and the suggestion that the site is moved elsewhere to a more suitable location. Members noted the request and agreed to write a letter. A Member also suggested that this be raised at the forthcoming JWAAC meeting.

### *Meeting reconvened at 6.37pm*

## 10. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT SEPARATE AGENDA ITEMS

### 10.1 9<sup>th</sup> April 2018 - Min. 184 - CCTV

The Town Clerk relayed an update from ADC on the CCTV upgrade and furthermore, informed Members that two Members had attended a tour of the CCTV Control Centre at Lewes. Cllr. Reynolds reported that the tour had lasted for 2½ hours and that the forthcoming upgrade would improve the service.

## 11. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING: -

The Deputy Clerk's report was noted.

### 11.1 **Joint Consultative Sub-Committee (Staffing)**

Members **RESOLVED** to **APPROVE** the appointments of Cllrs: S. Reynolds, P. Woodall, A. Cunard, P. Dillon, Mrs. J. Warr, J. Cosgrove, and the three senior Officers.

A Member queried how many Members were required to form a Group and was informed that the minimum was two.

### 11.2 **Car Parking Strategy Working Group**

Members discussed the future of the Working Group in light of the BID's own plans on this issue and after a full debate **RESOLVED** to dissolve the Group.

It was noted that Cllr. Brooks has continued to take readings from the data loggers at the Fitzleet and Lyon Street car parks and discussion took place as to whether this task should be passed onto Town Force.

Finally, Members discussed appointing a Town Council representative to the BID's parking forum and it was **RESOLVED** to **APPROVE** that this should be Cllr. Brooks.

### 11.3 **Future Office Provision Working Group**

Members discussed the need for this Group, whether it should be dissolved, or its membership extended. Following debate, it was **RESOLVED** that the Working Group should be dissolved with future matters considered by Full Council.

### 12. **TO REVIEW THE RE-APPOINTMENT OF THE MAYORALTY SELECTION COMMITTEE AS REQUESTED AT THE ANNUAL TOWN COUNCIL MEETING HELD 14<sup>th</sup> MAY 2018 (MIN. 8 REFERS) AND, IF REQUIRED, REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE, MAKING RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL AS APPROPRIATE**

The Deputy Clerk's report was noted.

Members discussed, at length, the advantages and disadvantages of the role of this Committee with various alternatives considered such as having both Mayor and Deputy Mayor appointments considered at either the March Council Meeting or at the Annual Meeting in May each year, continuing with the Committee but altering its membership or, nominations submitted in advance.

Following a full debate, Members **RESOLVED** to reappoint the Committee for the 2018/19 municipal year with the membership to remain as the Group Leaders.

Members then reviewed the Terms of Reference and **RESOLVED** to **RECOMMEND** that these be recommended to Council with no changes.

### 13. **TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Car Parking Strategy Working Group**
- **Future Office Provision Working Group**
- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 21<sup>st</sup> May 2018 (Min. 4 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Playing Out Scheme Topic Team**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 15<sup>th</sup> May 2018**

The Deputy Clerk's report, including the minor recommended amendments was noted. Due to the decision taken under Mins. 11.2 and 11.3 regarding the dissolution of the Car Parking Strategy Working Group and the Future Office Provision Working Group, the Terms of Reference for these were not reviewed.

The Committee did review the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Services Review Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

**14. TO CONSIDER INTERNAL AUDIT REPORT 2017-2018 (FINAL)**

The Town Clerk's report and Internal Audit Report 2017-2018 (Final) were noted, and Members acknowledged that, once again, no significant issues had been raised.

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

The Town Clerk's report was noted.

**15.1 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2017/2018 (Page 3 of the AGAR) and to recommend approval to Council**

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2017/18 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**15.2 To consider the Council's response to each Statement on the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR)**

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

**15.3 To Recommend Approval to Council of the Annual Governance Statement for 2017/2018 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2017/2018 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

- 15.4 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2018 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2018 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

- 15.5 To consider the Accounting Statements for 2017/2018 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2017/2018 as detailed in Section 2 of the AGAR.

- 15.6 To Recommend Approval to Council of the Accounting Statements for 2017/2018 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2017/2018 and **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further **RESOLVED** to **NOTE** that the Accounting Statements for 2017/2018 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

A Member raised a query regarding the Fixed Assets as detailed on Section 2 of the AGAR. The Chairman reminded everyone that the Town Clerk had informed Members that any queries on the accounts needed to be submitted the previous week to enable the query to be relayed to the Town Council's Accountant. The Member agreed to email in his query for answer after the meeting.

- 16. NOTICE OF MOTION (S. O. 9.0) PROPOSED BY CLLR. J. COSGROVE SECONDED BY CLLR. A. CUNARD AS REFERRED FROM THE COUNCIL MEETING HELD 12<sup>th</sup> MARCH 2018 - MIN. 177 REFERS**

*"The Council asks the P&R Committee, in consultation with the CE&E Committee to consider approaches that the Council might take, including in consultation with other local parishes,*

***community groups etc. concerning the issue of homelessness in the area, and to report and make recommendations accordingly.***

Cllr. Cosgrove spoke as proposer for the Motion referring to the issues facing the Town in this regard and the efforts of local community groups. The level of coordination between the various support groups and statutory authorities was discussed with Members noting that ADC have a very active unit already working with homeless people. The Town Clerk also reported that the head of the ADC unit has agreed for some of her staff to attend Town Council surgeries to interact with those affected by this issue and the suggestion was made that the ADC team be invited to attend a meeting of the Community Engagement and Environment Committee to update Members on their work.

Members discussed what, if anything, that the Town Council could add to the work already being undertaken and also, how much of an issue this is for neighbouring parishes with the opinion expressed that it is more localised in the Town centre.

Members also noted that a member of the community had addressed the Community Engagement and Environment Committee at the meeting held 21<sup>st</sup> May (Min. 9 refers) to speak about Community 4 Community, an initiative similar to the Local Area Network (LAN) which would include information on all relevant services within the area. The Committee has agreed to continue to look into this initiative with Members asked to report back at the next meeting.

Following debate, Members **AGREED** that the Community Engagement and Environment Committee should continue to monitor this issue.

**17. TO RECEIVE, AND IF ACCEPTABLE, RECOMMEND THE ADOPTION OF A DATA PROTECTION POLICY AS REQUIRED BY GDPR**

The Deputy Clerk's report was noted.

Members **RESOLVED** to **RECOMMEND** the adoption of the Data Protection Policy.

**18. TO CONSIDER FUTURE PROTOCOL TO FLY THE TOWN COUNCIL FLAG ON THE MAYOR'S BIRTHDAY AND MAKE SUITABLE RECOMMENDATION TO COUNCIL**

The Deputy Clerk's report was noted.

Members discussed the issue and an alternative of flying the Town Council Flag on the day of the Annual Town Council Meeting, when the Mayor is appointed each year.

A Member suggested that the Council should support and promote the erection of flagpoles throughout the Town to enable more flags to be flown

and it was **AGREED** that this should be referred to the Community Engagement and Environment Committee for further consideration.

Following debate, it was **RESOLVED** to **RECOMMEND** to Council that the Town Flag should be flown on the Mayor's birthday.

19. **TO RECEIVE THE TOWN FORCE REPORT INCLUDING CONSIDERATION OF PURCHASE OF NEW VEHICLE FOLLOWING CURRENT LEASE CONTRACT EXPIRATION**

The Town Force Manager's report was noted.

Members noted the two options regarding the caged area, currently used by the Town Council under a Deed of Variation and **RESOLVED** that should the suggestion to swop spaces be declined by the Landlord, a new Lease for the space should be entered into with rental of £100 per month.

It was noted that as these additional costs may result in total expenditure for the year being more than the existing budget available for rental, excess costs will need to be met through General Reserves for the remainder of this financial year and appropriate provision made within the 2019/20 budget.

Furthermore, Members noted the £1,350 plus VAT for the solicitor's and surveyor's fees and **AGREED** that this cost be met from the Legal Fees Budget with any expenditure in excess of the budget met through General Reserves.

Members went onto discuss the purchase of a replacement van, following the expiration of the current lease in August 2018. Members noted that the outright purchase rather than a new lease agreement was being considered once again, as the mileage on the vehicles was very low and therefore the vehicles could be retained longer than the standard lease period and therefore the cost spread over a longer period.

Following discussion, Members **RESOLVED** to proceed with the purchase of a new Ford Transit single cab tipper 350 base L2 RWD 2.0 TDCI 130PS by accepting the quotation from supplier F, at a cost of £20,393.88.

20. **TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 9<sup>th</sup> MAY 2018 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING INCLUDING FEEDBACK FROM THE CONSULTATION REGARDING THE REYNOLDS CLOCK PROJECT - MIN. 178.3 REFERS**

The Project Officer's report and the notes of the Heritage Partnership Board Meeting held 9<sup>th</sup> May 2018 were received.

Members considered the responses received to the Facebook consultation regarding the clock proposal and a Member expressed regret at the way



this had been received by the wider population. Whilst the reasoning behind the questions was accepted, unfortunately this may have reflected badly on the building's owners when in fact it had been the HPB that had approached the business with the proposition of their building housing the clock.

Following discussion, it was **AGREED** that, considering the feedback received, the project would not be supported by the Town Council and no funding provided.

However, it was **AGREED** that a letter would be sent to the building owner thanking them for the support they had shown to the project.

**21. TO CONSIDER AND MAKE RECOMMENDATION TO COUNCIL ON AMENDMENTS TO STANDING ORDERS AND STANDING ORDERS FOR CONTRACTS**

The Deputy Clerk's report was noted.

Members considered the proposed amendments following the revisions to the NALC Model and furthermore, considered the suggestion to limit meetings to 2 hours.

Members discussed the issue with comments including the duty of care to staff, the avoidance of draconian measures, the need to stick closely to the agenda and the impact on decisions made at the end of very lengthy meetings.

Whilst Members agreed that there should be a time limit it was felt that this should be accompanied by a provision to enable a short extension, if required for urgent business, of up to 15 minutes.

It was therefore **AGREED** that the following be inserted into the Standing Orders under Section 1.0 - Meetings of the Council:

*All meetings must conclude within two hours of starting, except the Community Engagement and Environment Committee which may be extended to two and a half hours. This time limit may be extended for any meeting by a maximum of 15 minutes for the conclusion of urgent business. Any business not completed within the set time frame would need to be referred to the next meeting.*

Members subsequently **RESOLVED** to **RECOMMEND** the adoption of the revised Standing Orders and Standing Orders for Contracts incorporating all six of the NALC recommended amendments together with a new time limit clause.

## 22. GRANT AID 2019 INCLUDING: -

- To review current guidelines/criteria, including requirement for a Child Protection and Vulnerable Adult Policy (Meeting held 21<sup>st</sup> November 2017 - Min. 108 refers), application form and amend if required
- Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered
- Review of the Guidelines for the Flexible Community Fund (formally Grant Aid Discretionary Fund) - Min. 155 of the Committee Meeting held 3<sup>rd</sup> April 2017 refers

The Deputy Clerk's report was noted.

It was noted that the appropriate references to GDPR had been taken into account in the letter and application form.

Members considered the Guidelines and Criteria and **AGREED** the following amendments:

- With regard to the requirement for the presentation of a Child Protection and Vulnerable Adult Policy, many applicants do not have any such documentation as their work would not involve contact with children or vulnerable adults. Therefore, a question will be included on the application form to ask if the organisation has contact with either of these two groups and only if answering yes, will they be required to submit the copies of the policy
- With regard to the request for sight of Audited Accounts, the application form and criteria should be amended to refer to both Audited and Certified types of account with "*delete as appropriate*".

A lengthy debate took place about the process for the submission of applications and the supporting documentation and Members were informed that for the 2019 Grant Aid awards and going forward, only hard copy applications would be accepted. Notification of this will be included in the documentation issued and anyone emailing into the Town Council will be advised that they will need to provide a hard copy. It was noted that the reasoning behind this is the time and cost to the Town Council to print everything off, the inability to be certain that everything that has been sent has been received and Data Protection issues with the transmission of unencrypted sensitive information such as bank statements.

Concern was also expressed about identifying who benefits from the award of a grant and whether the end users are from within the six Wards. It was therefore also **AGREED** that a map of the Wards be included within the application pack and applicants asked to confirm if their organisation is based within the identified area and furthermore, how many of the organisation's members were from within the six Wards.

Following discussion, and subject to agreement of the final documents by the Chairman, it was **RESOLVED** to proceed with the Grant Application Form, Criteria and Guidelines incorporating the previously agreed amendments relating to children and vulnerable adults, the copy accounts and the confirmation of the organisation base within the six Wards.

Members noted and **AGREED** the date of 19<sup>th</sup> November 2018 for an Extraordinary meeting of the Committee to determine the grant recipients.

Finally, Members noted the Deputy Clerk's comments regarding the review of the Flexible Community Fund (FCF) and **AGREED** that the next review should take place in June 2019.

**23. TO RECEIVE A REPORT FROM ARUN ARTS LTD - 21<sup>st</sup> NOVEMBER 2017 MIN. 113.2 REFERS**

The Town Clerk read two reports from the Trustees detailing their recent achievements, the current activities at the Theatre and centre and their future plans. It was noted that an EGM is to be held shortly, and any questions may be directed through Town Councillors who are also members of Arun Arts. Congratulations were given to all those involved for their hard work, including the Trustees. Whilst members thanked the Trustees for the detailed reports, a desire was expressed for a more business-like report including statistics etc.

A Member asked, and the Committee **AGREED**, that the Town Clerk make further enquiries with the Trustees to ascertain the responsibilities and duties of the two, distinct legal entities in operation, namely Arun Arts Ltd and the Regis Centre Ltd.

**24. TO REVIEW THE ELECTRONIC ISSUE OF AGENDAS - 21<sup>st</sup> NOVEMBER 2017 MIN. 117 REFERS**

The Deputy Clerk's report was noted.

Members discussed the benefits and disadvantages of issuing agendas and reports in hard and electronic format.

Following the debate and a vote, it was **AGREED** by a majority to make no changes to the current process of electronic agenda issue.

**25. TO RECEIVE THE NOTES OF THE MEETING OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD 25<sup>th</sup> APRIL 2018 (IF AVAILABLE) AND TO NOTE THE DATE OF THE ANNUAL GENERAL MEETING ON 20<sup>th</sup> JUNE 2018**

The Town Clerk's report was noted, along with the date of the AGM being held on 20<sup>th</sup> June 2018.

The Notes of the meeting held 25<sup>th</sup> April were not available, but a Member in the public gallery advised that they should be received this week.

**26. ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING - MIN. 17 OF MEETING HELD 6<sup>th</sup> JUNE 2016 REFERS**

The Deputy Clerk's report was noted, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

**27. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE TOWN CENTRE MANAGER AND BID BOARD MEETINGS**

The Project Officer's report was noted.

**28. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2018**

The Town Clerk's report was noted.

Members **RESOLVED** to **NOTE** the Earmarked Reserves as at 31<sup>st</sup> March 2018.

**29. FINANCIAL REPORTS INCLUDING: -**

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

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

**29.2 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 March and April 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**.

**30. CORRESPONDENCE**

The Committee noted receipt of correspondence as detailed in the lists.

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

*Cllrs. Cunard and Mrs. Daniells, having previously declared their interest, left the meeting at 8.39pm*

The Town Clerk's report was noted, and Members were informed that a further update in relation to both 1a and 1b Linden Road would be given under confidential business.

A Member queried whether there was any fire detection equipment in the tower at the Picturedrome and the Town Clerk advised she would look into this and report back.

**32. 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 items 28 and 29 (contractual).

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

Members noted the further confidential updates provided by the Town Clerk in relation to the re-letting of the Kiosk, and matters relating to the tenant 1b Linden Road.

*Cllrs. Cunard and Mrs. Daniells re-joined the meeting at 8.47pm*

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

The Committee noted the list (confidential).

*The Meeting closed at 8.48pm*