



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

Dear Sir/Madam,

SPECIAL MEETING OF THE TOWN COUNCIL OF BOGNOR REGIS

I hereby give you Notice that a Special Meeting of the Town Council of Bognor Regis will be held in the John Parry Room 1, University of Chichester Bognor Regis Campus, Upper Bognor Road, Bognor Regis on **MONDAY 28th JUNE 2021** immediately after the conclusion of the Policy and Resources Committee Meeting.

All Members of the Town Council are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Due to Coronavirus safety measures, access to the John Parry Room 1 by members of the public is restricted to **6 persons**. Appropriate safety measures will be in place including hand sanitising on entry, mask to be worn at all times, and seating socially distanced.

Priority entry will be given to those who have booked a place by notifying the Town Clerk by email to bognortc@bognorregis.gov.uk by **5pm on Monday 28th June 2021**, of their intention to attend. Should the maximum number of persons be exceeded, access to the John Parry Room 1 will be closed. It is intended that the Meeting may be viewed remotely via the Town Council's Facebook page.

DATED this 21st day of JUNE 2021

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Town Mayor and Apologies for Absence
2. Declarations of Interest

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of

Interests to notify the Monitoring Officer within 28 days. Members and Officers should make their declaration by stating:

- a) the item they have the 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

3. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2021 including: -
 - 3.1 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 2020/2021 (Page 3 of the AGAR)
 - 3.2 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 2020/2021 (Section 1 of the AGAR) and **RESOLVE** to **APPROVE** the Annual Governance Statement for 2020/2021. To further **RESOLVE** that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Town Clerk
 - 3.3 To consider the **RECOMMENDATION** from the Policy and Resources Committee and **RESOLVE** to **APPROVE** the Financial Statements for year ended 31st March 2021 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Town Clerk
 - 3.4 To consider the **RECOMMENDATION** from the Policy and Resources Committee relating to the Accounting Statements for 2020/2021 (Section 2 of the AGAR) and **RESOLVE** to **APPROVE** the Accounting Statements for 2020/2021. 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