



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
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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 take place in **The Council Chamber, The Town Hall, Clarence Road, Bognor Regis on MONDAY 3rd JUNE 2024** 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.

DATED THIS 24th DAY of MAY 2024

TOWN CLERK

AGENDA AND BUSINESS

1. Welcome by Mayor
2. Apologies for Absence and their approval, subject to meeting the agreed criteria
3. Declarations of Interest
Members and Officers are invited to make any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should redeclare 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, Other Registrable 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 or Other Registrable 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

4. Annual Governance and Accountability Return (AGAR) for year ended 31st March 2024 including: -
 - 4.1 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 2023/2024 (Page 3 of the AGAR)
 - 4.2 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 2023/2024 (Section 1 of the AGAR) and **RESOLVE** to **APPROVE** the Annual Governance Statement for 2023/2024. To further **RESOLVE** that Section 1 be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk
 - 4.3 To consider the **RECOMMENDATION** from the Policy and Resources Committee and **RESOLVE** to **APPROVE** the Financial Statements for year ended 31st March 2024 and agree that these be signed by the Chair of this meeting approving the accounts and by the Town Clerk
 - 4.4 To consider the **RECOMMENDATION** from the Policy and Resources Committee relating to the Accounting Statements for 2023/2024 (Section 2 of the AGAR) and **RESOLVE** to **APPROVE** the Accounting Statements for 2023/2024. To further **RESOLVE** that Section 2 be signed by the Chair of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation

**THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO
THE COUNCIL CHAMBER IF REQUIRED**