



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON TUESDAY 14th JUNE 2022

PRESENT:

Town Mayor: Cllr. J. Barrett; Cllrs: J. Brooks, J. Erskine, W. Smith, M. Stanley, Mrs. J. Warr and B. Waterhouse

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. J. Davis (Assistant Clerk)

The Meeting opened at 7.44pm

35. 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 Cllrs. A. Cunard and Mrs. S. Daniells who were on annual leave, Cllr. S. Goodheart who had another meeting, and Cllr. P. Woodall owing to family commitments. Apologies for absence were also received from Cllr. Mrs. S. Staniforth but no reason was given.

No apologies were received from Cllrs. K. Batley, H. Jones, Miss. C. Needs, and S. Reynolds.

36. DECLARATIONS OF INTEREST

The Chairman addressed those Members present to ask if they wished to confirm any declarations of Disclosable Pecuniary, Other Registrable and/or Ordinary Interests that they may have in relation to items on this Agenda.

As noted on the Agenda, 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 temporarily leave the meeting for the discussion and vote
- e) if it is a Disclosable Pecuniary or Other Registrable Interest, and therefore must temporarily leave the meeting 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.

As per the Agenda, it is each Member's own responsibility to notify the Monitoring Officer of all Disclosable Pecuniary, Other Registrable or Ordinary Interests notifiable under the Council's Code of Conduct, 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.

There were no declarations of Interests

37. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2022 INCLUDING:

37.1 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 2021/2022 (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 unanimously **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 2021/2022 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

37.2 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 2021/2022 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2021/2022. 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 2021/2022, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2021/2022 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.

37.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2022 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 31st March 2022 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

37.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2021/2022. 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 2021/2022.

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 2021/2022 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 7.49pm