



# 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](mailto:bognortc@bognorregis.gov.uk)

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

**HELD ON MONDAY 30<sup>th</sup> JANUARY 2023**

**PRESENT:**

Cllr. B. Waterhouse (Chairman); Cllrs: J. Barrett, A. Cunard, Mrs. S. Daniells, S. Goodheart, M. Stanley and Mrs. J. Warr

**IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. J. Davis (Assistant Clerk)  
Cllr. J. Brooks in the public gallery  
1 member of the public in the public gallery

***The Meeting opened at 6.30pm***

**115. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present and read the Council's opening statement with particular attention drawn to the evacuation procedure in the event of the fire alarm sounding and the Council's Standing Orders relating to public question time.

Apologies for absence were received from Cllr. W. Smith who was unwell. No apologies had been received from Cllr. J. Erskine.

**116. 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.

***Cllr. Goodheart declared an Ordinary Interest in Agenda item 20 as Chairman of Bognor Community Gardeners***

**117. TO APPROVE THE MINUTES OF THE MEETING HELD ON 15<sup>th</sup> DECEMBER 2022**

The Committee unanimously **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 15<sup>th</sup> December 2022, and these were signed by the Chairman.

**118. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS**

***The Chairman adjourned the Meeting at 6.33pm***

A Councillor seated in the public gallery made reference to paper copies of agendas, and guidance on how Council meetings operate, that had been available, pre-covid, in the public gallery and requested that these be returned.

***The Chairman reconvened the Meeting at 6.35pm***

**119. CLERK'S REPORT FROM PREVIOUS MINUTES**

**119.1 21<sup>st</sup> November – Min. 85.1 – Terms of Reference Review**

Following a face-to-face meeting with Members and consultant Pete Cooper to undertake a review of the various Terms of Reference, a report has now been received from Pete Cooper along with the draft amended Terms of Reference documents for the various Committees.

As the usual practice is for each Committee to review their Terms of Reference at their first meeting after its appointment following the Annual Town Council meeting, it is proposed that a further Members Briefing with Pete Cooper be held via **Zoom** to consider the report and draft amended documents and that this will be held on **Monday 27<sup>th</sup> February 2023 at 6.30pm.**

This will allow for a final review of the documentation before being taken to the meeting of the Policy and Resources Committee on 27<sup>th</sup> March 2023 with an Officer recommendation that the resulting amended draft documents are presented for consideration by each Committee in the usual way at their first meeting of the new administration prior to adoption by Council.

**NOTE:** Subsequent to the meeting and following further liaison with the consultant Pete Cooper, the proposed amended Terms of Reference once ratified by the Policy and Resources Committee at their meeting on 27<sup>th</sup> March, will be referred straight to Council for adoption at the Annual Town Council Meeting so they are in place for the new administration.

### **119.2 21<sup>st</sup> November – Min. 85.2 - Fishermen’s Huts**

Since last reporting that communications were ongoing with the Bognor Fishermen’s Association and the District Council, regarding future provision at the site including water provision for the showers by way of a sub-metered water supply, the Clerk further reported that communications have once again stalled between the BFA and ADC in connection with details that are required for the lease for the site. The Clerk asked that any Councillors who felt able to assist in any way in bridging the gap between these two organisations, do so to enable this protracted situation to finally move forward.

The Clerk reported that the Bognor Fishermen’s Association had held a meeting to discuss the Fishermen’s Quarter future developments, local marine conservation and funding in the Regis Centre on 17<sup>th</sup> January 2023. This event included presentations from the Blue Marine Foundation on the international significance of the local marine area, Sussex Wildlife Trust/The Kelp Foundation on local marine conservation activities and plans and the BFA on their plans to improve the Fishermen’s Quarter. An invitation was sent by the BFA to all Councillors to attend and further information following the event was requested by the Clerk to be circulated to Councillors for information when received, although to date this has not been received.

### **119.3 21<sup>st</sup> November - Min. 85.3 - Bognor Regis 2-Hour Free Parking Discs**

Members were advised at the meeting held on 21<sup>st</sup> November that the Group Head of Technical Services, Growth Directorate had advised that it was their intention to undertake a review of the Council’s off-street parking services. It has since been established that this proposal was considered by Members of the ADC Environment Committee in November 2022 and following a vote, it was resolved not to commission a Parking Services Review. An update has therefore been requested on how the future provision of the 2-Hour Free Parking Disc Scheme for Bognor Regis is now being dealt with and whether Arun District Council are happy to continue to support the 2-Hour Free Parking Disc Scheme including the recommendations put forward. Members will be updated once further information becomes available.

#### **119.4 21<sup>st</sup> November – Min. 92 Bognor Regis Twinning Association Interpretive Signage Board for Place Saint-Maur**

Following this Committee's agreement to support the Bognor Regis Twinning Association by contributing up to £350 towards the costs to install an interpretation board on the Place St Maur subject to ADC permissions, contact had been made with the ADC Parks and Cemeteries Manager, who had since advised that although in principle support for the location of the interpretation signage board on the Place St Maur was likely, final agreement was still being considered.

In the meantime, the Twinning Association is working on a draft of the text for the board in order for the artwork to be prepared and printed once agreement is reached.

The ADC Parks and Cemeteries Manager had also confirmed that the principle of relocating the Twinning bench to Hotham Park was also supported although an exact location was still to be determined. The Twinning Association had considered this at their December meeting and suggested to the ADC Officer that the bench would be best located in the Boules Piste area. This is an area frequented by twinning people, among others. Although there are a couple of picnic tables at this location, there is no other seating. It has also been noted that on sunny days there is nowhere to sit in the shade there. Therefore, it is proposed that the best siting would be on the side of the area adjacent to the little railway line, where tree cover provides much-needed shade. Another suggestion was that the bench could be placed near the Bandstand in the park, as there is insufficient seating in this area when concerts are taking place. A further update will be provided to Members once this becomes available.

#### **119.5 31<sup>st</sup> October 2022 – Min. 80 Grant Aid and Arun Arts**

Members will recall at this meeting on 31<sup>st</sup> October it was agreed to award Arun Arts £6,000 Grant Aid subject to certain conditions. Members agreed that the £6,000 should be earmarked, pending wider conversations with ADC and Arun Arts around a plan to ensure they survived the estimated 18mth/2yr closure of the Alexandra Theatre whilst the refurbishment and extension of the site takes place.

Having liaised with the ADC Group Head of Business and Economy in relation to this matter I have been advised as follows: -

*"ADC is not giving Arun Arts any financial assistance whilst they are closed. We are trying to find them alternative studio accommodation (one of our properties) so they can keep some of their groups going, which may generate a little income for them. We are also trying to find them storage facilities for their equipment and other stage and performance stuff. There is loads of it! They have costly removal costs to find, and we haven't offered to pay for this. The volunteers will be stood down, but key staff will be needed to prepare for the opening of the theatre and its fit-out and a new F & B provider.*

*They will need funds because they will have costs for key staff. They won't be charged rent whilst the building is being refurbished, nor have to pay the service charges and utilities on the building. In many ways, ADC is covering a lot of their expenses if not giving a direct grant, but they still have a lot of expenses to cover."*

A meeting with the Chairman of Arun Arts is being arranged and once Officers have further information Members will be updated to enable a decision to be made in connection with release of the Grant Aid funds.

#### **119.6 14<sup>th</sup> June 2022 – Min. 17 Return to paper copies of Agendas and Reports**

Members were reminded that at the Policy and Resources Committee Meeting held in June 2022 a small number of Councillors who had difficulty accessing agendas and reports online had requested via the Chairman of Committee, the return to paper copies. Following some discussion at the meeting Members agreed the following: -

- That the standard approach would be for Councillors to access agendas and reports online but that in exceptional circumstances paper copies would be provided to Councillors that have requested this by emailing the Town Clerk.
- That those Councillors having requested paper copies and agendas and reports collect them from the office by no later than the Thursday prior to the meeting.
- That if having failed to collect paper copies from the office on two occasions, or more, the provision be withdrawn.
- That this provision be on a trial period of four Council Meetings after which time the matter will be reviewed.

With the January Town Council Meeting being the fourth held since this decision was taken, it was considered by Officers that Members may wish to review their previous decision at this meeting. However, this option has only been taken up by one Councillor currently and in view of the pending elections, it was felt that it would be prudent for the matter to be deferred until after the new administration has been appointed. This would allow any newly elected Members who may also have difficulties with online access to documentation to have the ability to also request paper copies. The matter will therefore be deferred to a meeting later in the year for review.

#### **119.7 BRTC/ADC Liaison Meetings**

The Clerk advised that she had been chasing ADC Officers to get a date in the diary for a BRTC/ADC Liaison Meeting since October 2022 as it was February 2022 since the last Liaison meeting was held. There has been a reshuffle of roles at the District Council and as a result of chasing again the following response has now been received: -

*"As you are aware, Robin Wickham, took over Liaison meetings from Jackie last summer. Robin has now left ADC, so we are awaiting the recruitment process to replace his post.*

*I have therefore been awaiting guidance from the Chief Executive and Leader on how they wish to take these meetings forward and accordingly I am not able to advise as yet.  
As soon as I have a way forward, I will be in touch."*

**120. TO RECEIVE THE TOWN FORCE REPORT**

The Town Force Manager's report was **NOTED**.

A Councillor asked whether Town Force could remove buddleia growing in Hotham Way and the Clerk advised that this request would be passed on to the Town Force Manager, who would need to liaise with West Sussex County Council.

**121. INTERNAL AUDIT – TO REVIEW THE 2023/24 ANNUAL AUDIT PLAN AND TO CONSIDER ANY ADDITIONAL ITEMS FOR INCLUSION**

The Town Clerk's report was **NOTED**.

Members reviewed the key control tests detailed in the report, with no additional items for inclusion identified and unanimously **RESOLVED** to **RECOMMEND APPROVAL** of the Audit Plan for 2023/24 to the Town Council.

**122. TO REVIEW PROVIDER OF INTERNAL AUDIT FUNCTION AND CONFIRM APPOINTMENT FOR A THREE-YEAR PERIOD COMMENCING WITH THE 2023/2024 MUNICIPAL YEAR**

The Town Clerk's report was **NOTED**.

Members unanimously **RESOLVED** to **APPROVE** the reappointment of the existing provider, referred to in the report as Company A, as the Town Council's Internal Audit provider for a three-year period commencing with the 2023/24 municipal year.

**123. TO CONSIDER THE TOWN COUNCIL'S ANNUAL ASSESSMENT/REVIEW OF RISKS**

The Town Clerk's report including the appendices was **NOTED**.

Members unanimously **RESOLVED** to **RECOMMEND** that the Overall Summary and Action Plan of the Annual Assessment/Review of Risks for 2022/2023 be referred to the Town Council for approval. Once approved by Council, the Action Plan is to be signed by the Town Mayor, as Chairman of the Council, and the Town Clerk.

**124. TO CONSIDER THE AGENDA AND ARRANGEMENTS, INCLUDING LOCATION, FOR THE ANNUAL TOWN MEETING OF ELECTORS SCHEDULED FOR 13<sup>th</sup> MARCH 2023**

The Town Clerk's report including the appendix was **NOTED**.

Discussion took place about possible locations, with consideration given to hire costs and accessibility. The general consensus was that the meeting should take place in the evening, and thought was given to the most appropriate start time that would be convenient for electors.

Some Members felt that the topics for discussion should not be prescribed but left open for electors to raise at the meeting. However, suggestions for topics to be added to the Agenda included regeneration, the Coronation of King Charles III, and the work of the Town Council. With many residents likely wanting to celebrate the King's Coronation in May, it was felt that the Electors Meeting would be a good platform from which to further elaborate on the exciting plans that the Town Council has to celebrate this event. Members went on to suggest that the opportunity could be taken to detail and promote all of the events that the Town Council are planning for the year, and it was suggested that the Chairman of the Events, Promotion and Leisure Committee could give a short presentation to electors.

It was proposed by a Member that either a representative from Southern Water be invited to speak about water quality, or that a historian be asked to give a talk in relation to 2023 being 'National Year of the Pier'.

A Member suggested that publicity regarding the event should focus on ideas and pointers to stimulate discussion from the public. The Chairman suggested that Members send their ideas that might help to achieve this to the Clerk to be used in any social media publicity.

Members **RESOLVED** to **AGREE** that a historian be invited to give a talk in relation to the Pier at the Annual Town Meeting of Electors, and that the Chairman of the Events, Promotion and Leisure Committee would present the Town Council's programme of events for the year. The meeting will be held in the Council Chamber at Bognor Regis Town Hall on 13<sup>th</sup> March 2023, whereby doors will open at 6.30pm, with light refreshments on offer, and the meeting to commence at 7pm.

**125. TO RECEIVE ANY UPDATE FROM JOINT ACTION GROUP (JAG) FOLLOWING THE MEETING HELD ON 18<sup>th</sup> NOVEMBER 2022**

The Projects Officer's report, including confirmation that the notes and action plans of the meeting held on 18<sup>th</sup> November 2022 were available to Members in the Town Council offices, was **NOTED**.

**126. REPORT FROM THE PROJECTS OFFICER ON TOWN CENTRE ISSUES INCLUDING ANY REPORTS ON MEETINGS WITH THE BID MANAGEMENT BOARD**

The Projects Officer's report was **NOTED**.

A Member commented on the reference made within the report to any future TASTE! event being held in an alternative location to Place St Maur, where the 2022 event had been held. Interest was expressed into why the BID, and other event organisers, might be put off of using Place St Maur as an outdoor event space, with there being concern that the area was not fit for purpose.

These concerns were shared by several Members, and it was suggested that contact be made with Arun District Council to establish what type of events can happen on Place St Maur, with a list provided of what is permissible. The Town Clerk advised that this matter was one for the Events, Promotion and Leisure Committee and suggested that it could be included on their next Agenda. The Chairman of the Events, Promotion and Leisure Committee, Cllr. Brooks was seated in the public gallery and agreed to the Town Clerks suggestion.

**127. NOTICE OF MOTION (S.O.9.0) PROPOSED BY CLLR. J. BROOKS AND REFERRED TO THE COMMITTEE BY COUNCIL (MIN. 142 REFERS)**

The Town Clerk's report, and the related appendix, was **NOTED**.

The Chairman read the Motion proposed by Cllr. Brooks as follows:

*"That this Council: -*

- 1. Adopts the revised Chairs' pre-meeting announcement*
- 2. Dispenses with the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed."*

Members unanimously **AGREED** to **RECOMMEND TO COUNCIL** that the pre-meeting announcement, referred to in Minutes as the Opening Statement, be revised, as proposed by Cllr. Brooks, without any further amendments.

Following a vote, Members **AGREED** to **RECOMMEND TO COUNCIL** that the word 'Town' before 'Town Mayor' in written correspondence, or when he/she is verbally announced or addressed, be dispensed with.

**128. TO RECEIVE THE DRAFT MINUTES OF THE AGM OF THE ARUN DISTRICT ASSOCIATION OF LOCAL COUNCILS HELD ON 27<sup>th</sup> OCTOBER 2022**

The Town Clerk's report including the draft Minutes of the AGM of the Arun District Association of Local Councils held on 27<sup>th</sup> October 2022 was **NOTED**.



A Member made reference to the comments made within the Minutes of the AGM, under the Management Committee Update, in relation to challenges faced by Arun District Council with recruiting Officers. The Member highlighted that during recent work on the Town Council's Vision, discussion had included possible services that might be devolved from Arun, which could address some of those challenges. With it noted in the Minutes that the CEO of Arun, Mr. James Hassett, had indicated that he would like to meet with parishes, a Member suggested that, on the back of this, an invite from the Town Council be extended.

It was **AGREED** that the Town Clerk would write to the CEO of Arun District Council to invite him to meet with Members of the Town Council, at a time convenient to him either face-to-face or online.

**129. TO CONSIDER THE NEED FOR THE APPOINTMENT OF RESERVE 'OUTSIDE' BODIES REPRESENTATIVES TO THE RELEVANT 2023 GRANT AID RECIPIENTS – REFERRED FROM COUNCIL MIN. 151.5 REFERS**

The Town Clerk's report was **NOTED**.

Members **AGREED** to appoint Councillor Reserve Representatives to 'Outside' Bodies, for the remainder of the 2022/23 municipal year, as follows: -

Arun Arts Ltd - Cllr. Mrs. Warr  
Bognor Regis Carnival Association – Cllr. Goodheart  
Bognor Regis Foodbank - Cllr. Stanley  
Grandads Front Room CIC – Cllr. Goodheart  
Southdowns Music Festival – Cllr. Goodheart  
UK Harvest - Cllr. Stanley

A Member reiterated that, to ensure public monies are spent correctly, there is an expectation that recipients of Grant Aid funds of £5,000 or more invite their appointed Town Councillor Representative to at least one financial meeting before the funds are released to them at the beginning of April.

Whilst this requirement had been made clear to the relevant recipients when they were notified of the outcome of their Grant Aid application, it was **AGREED** that those organisations who had yet to invite their appointed Representative to a meeting, would be written to and reminded of the expectation placed upon them.

**130. TO FURTHER CONSIDER THE ALLOCATION OF A BUDGET TOWARDS THE COSTS TO INSTALL, AND FOR ONGOING MAINTENANCE, OF A BIN – DEFERRED FROM MEETING 21<sup>st</sup> NOVEMBER 2022 - MIN. 90 REFERS**

The Town Clerk's report was **NOTED**.

Members **RESOLVED** to **AGREE** that provision will be made for ongoing maintenance of a bin, to be located in the vicinity of Victoria Drive, in the budget from 1<sup>st</sup> April 2024 on the proviso the bin indicates that it has been provided by Bognor Regis Town Council.

**131. CONSIDERATION OF A PROPOSAL FROM THE ORGANISERS OF THE PLATINUM JUBILEE EVENT HELD IN JUNE 2022 ON BOGNOR REGIS SEAFRONT TO INSTALL A PLAQUE IN COMMEMORATION IN THIS LOCATION FUNDED FROM THE UNSPENT GRANT AID AWARDED AND NOW RETURNED TO THE TOWN COUNCIL**

The Town Clerk's report was **NOTED**.

During the discussions, a Member suggested as an alternative to a plaque, the possibility of incorporating something into the painted design on the wall within the area where the beacon is located to commemorate the Platinum Jubilee. The Clerk confirmed that the organisers of the '2022 Jubilee Street Party on The Prom' event had requested that a plaque be located near to where their event took place on the seafront in the location of the Pier, which was noted.

In considering the suggestion of a plaque to commemorate the Platinum Jubilee in Bognor Regis, discussion turned to developing this idea into a Hollywood-style 'Walk of Fame'. This would allow for other commemorative installations to be incorporated to create a trail, with the Coronation of King Charles III and granting of the Royal Suffice to the Town given as examples.

Members spoke in support of the idea of commemorating the Platinum Jubilee in some way based on the request received, including developing the idea of a commemorative trail. For this proposal to progress though, this would require all necessary permissions from the relevant landowner to be sought prior to installation.

Following further discussion, it was **RESOLVED** to **AGREE** that this be referred to the Events, Promotion and Leisure Committee to scope out. Recommendations would then be referred back to this Committee for final approval to be funded from the Policy and Resources unspent Grant Aid funding returned by the organisers of the Jubilee Street Party event to a maximum value of £2,194.93.

**132. TO NOTE CONTRACT RENEWAL OF HR AND H&S SERVICES PROVIDER FOLLOWING QUOTATIONS BEING SOUGHT**

The Town Clerk's report, including the renewal of the HR and H&S service contract with WorkNest being renewed from February 2023 for a period of 5 years, was **NOTED**.

### **133. ADC MATCH-FUNDING FOR EVENTS – CONSIDERATION OF ALLOCATION**

The Town Clerk summarised her report for Members present and this was **NOTED**.

In relation to the Officer recommendation that the pot be split with £12,500 used as match-funding against Grant Aid already awarded to event organisers for 2023, the Clerk informed Members that, having looked at the list of potential recipients, it may not be possible to fully utilise this proportion of match-funding as she had initially recommended for this purpose. The final allocation of the match-funding will therefore need to be revisited again when further consideration is given to this matter at the next meeting.

Members put forward various suggestions for use of the funding with the Chairman reiterating that this was match-funding to be used against funding which the Town Council has already committed. The Chairman also clarified that the finer details regarding its use were not required at this stage and could be discussed and agreed later.

Following further discussion, Members **RESOLVED** to **AGREE** the Officer recommendation as detailed in the report that £25,000 match-funding, to be used for Town Centre events to boost footfall in the Town, be split with £12,500 allocated to the Policy and Resources Committee to be used as match-funding against Grant Aid already awarded to event organisers for 2023. An item will be included on the next Agenda for confirmation of the criteria and decision as to which event organisers should be invited to apply this year.

Members further **RESOLVED** to **AGREE** the Officer recommendation that the other £12,500 match-funding would again be used to enhance the 2023 Town Council events by the inclusion of elements to bring people into the Town. The Events Officer will prepare a report for inclusion on the Agenda for the Events, Promotion and Leisure Committee with her recommendations on the best way of utilising the £12,500 allocation across Town Council events.

Following the vote and to avoid any confusion, the Town Clerk reiterated that despite Members agreeing to the Officer recommendation in relation to the allocation of the funding in line with the current financial year, the final allocation of funds will need to be revisited owing to the level of Grant Aid already awarded to event organisers for 2023, as previously reported.

### **134. UK SHARED PROSPERITY FUND**

The Town Clerk's report including the appendices was **NOTED**.

**135. FINANCIAL REPORTS INCLUDING: -**

**135.1 To note Committee I&E Reports for the month of December 2022 - copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of December 2022.

**135.2 To note verification of bank reconciliations with the Town Council's Current account and Mayor's Charity account for the months of October, November and December 2022 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**.

**136. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed in the list previously circulated.

Members noted the initial response from Nick Gibb MP to the Council's request for his support in signing the Early Day Motion (EDM) to address concerns regarding intimidation at community, parish and town councils in which he advised he had forwarded the Council's letter to Lee Rowley MP at the Department for Levelling Up, Housing and Communities and would forward any response he received in due course.

A further letter to Nick Gibb MP had been sent, confirming the Council's appreciation for forwarding on the letter to Lee Rowley MP and seeking confirmation as to whether Mr. Gibb would also be supporting the Early Day Motion, by adding his signature as per the Council's initial request. A further response has now been received to advise that as a Minister he is not permitted to sign Early Day Motions and he believed it to be more beneficial to write directly to the responsible Minister to achieve a more substantive response.

**137. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3d) - (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. 3d) - (contractual).

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

The Committee **NOTED** the list (confidential).

***The Meeting closed at 8.07pm***