



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

MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd JUNE 2024

PRESENT:

Mayor: Cllr. Miss. C. Needs; Cllrs: J. Brooks, D. Dawes, S. Goodheart, R. Nash, P. Ralph, N. Smith, Mrs. J. Warr, B. Waterhouse, P. Wells, P. Woodall and Mrs. G. Yeates

IN ATTENDANCE:

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

The Meeting opened at 8.28pm

32. WELCOME BY MAYOR

The Mayor welcomed all those present and read the Council's opening statement.

33. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA

Apologies for absence were received from Cllrs. Batley and Oppler, with the Clerk recommending that the reasons given were acceptable. These absences were therefore **APPROVED** by Members.

There were no apologies for absence received from Cllrs. Barrett and Stanley and these could not, therefore, be approved.

34. 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

35. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING: -

35.1 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)

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 2023/2024 prepared by the Town Council's Internal Auditor, Mr. S. Pollard from Auditing Solutions Ltd. was also formally noted.

35.2 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

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 2023/2024,

having considered each one individually and indicating their agreement by a show of hands, noting that Statement 9 was not applicable to this Council.

It was therefore unanimously **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2023/2024 should be completed to reflect the Council's response to Statements 1 to 8 as "yes".

It was further unanimously **RESOLVED** that Section 1 would now be signed by the Chair of this meeting approving the Annual Governance Statement and by the Town Clerk.

35.3 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
Having regard to the recommendation of the Policy and Resources Committee, Members unanimously **RESOLVED** to **APPROVE** the Financial Statements for year ended 31st March 2024 and **AGREED** that these should now be signed by the Chair of this meeting approving the accounts and by the Town Clerk.

35.4 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
Members noted the recommendation from the Policy and Resources Committee and unanimously **RESOLVED** to **APPROVE** the Accounting Statements for 2023/2024.

It was further **RESOLVED** that Section 2 should now be signed by the Chair of this meeting approving the Accounting Statements.

Members noted that the Accounting Statements for 2023/2024 were previously signed by the RFO prior to presentation for approval.

The Meeting closed at 8.37pm