



# BOGNOR REGIS TOWN COUNCIL

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## **MINUTES OF THE EXTRAORDINARY MEETING OF BOGNOR REGIS TOWN COUNCIL**

**HELD ON WEDNESDAY 11<sup>th</sup> JUNE 2025**

### **PRESENT:**

Mayor: Cllr. Mrs. G. Yeates; Cllrs: K. Batley, D. Dawes,  
S. Goodheart, R. Nash, Miss. C. Needs, F. Oppler, P. Ralph,  
N. Smith, M. Stanley, Mrs. J. Warr, B. Waterhouse, P. Wells and  
M. White

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)

***The Meeting opened at 6.48pm***

### **38. WELCOME BY MAYOR**

The Mayor welcomed all those 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.

### **39. APOLOGIES FOR ABSENCE AND THEIR APPROVAL, SUBJECT TO MEETING THE AGREED CRITERIA**

Apologies for absence were received from Cllr. Barrett, and from the Deputy Clerk Mrs. J. Davis, 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 Cllr. Woodall and this could not, therefore, be approved.

### **40. 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.

***Mrs. G. Frost declared an Ordinary Interest in Agenda item 5 as the current Town Clerk***

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

There were no members of the public seated in the gallery and the meeting was not, therefore, adjourned.

**42. TO RECEIVE THE RECOMMENDATION FROM THE EXTRAORDINARY POLICY AND RESOURCES COMMITTEE REGARDING THE PROPOSED APPOINTMENT FOR THE NEW TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER AND TO CONFIRM AGREEMENT OF THIS APPOINTMENT**

The Chair detailed the recommendation from the Policy and Resources Committee regarding the appointment, and it was proposed and seconded and unanimously **RESOLVED** that Mrs. Joanne Davis be appointed as Town Clerk and Responsible Financial Officer to the Town Council, with effect from 1<sup>st</sup> October 2025, following the retirement of the current Town Clerk on a starting salary of SCP 53 as advertised.

***The Meeting closed at 6.52pm***