



BOGNOR REGIS TOWN COUNCIL

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MINUTES OF THE SPECIAL MEETING OF BOGNOR REGIS TOWN COUNCIL

HELD ON MONDAY 3rd JUNE 2019

PRESENT:

Town Mayor: Cllr. P. Woodall; Cllrs: J. Barrett, J. Brooks, A. Cunard (until Min. 46), Mrs. S. Daniells (until Min. 46), J. Erskine, S. Goodheart, H. Jones, W. Smith, M. Stanley and Mrs. J. Warr

IN ATTENDANCE:

Mrs. G. Frost (Town Clerk)
Mrs. S. Norman (Deputy Clerk)

The Meeting opened at 8.40pm

42. 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. Batley and Mrs. Erskine due to work commitments and Cllr. Mrs. Staniforth due to family issues. Cllrs. Miss. Needs and Ms. Sharples had also advised that they would not be in attendance.

43. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an Interest by stating: -

- a) The item they have an Interest in
- b) whether it is a Disclosable Pecuniary 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, 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

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.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

Cllr. Cunard declared a Disclosable Pecuniary Interest in Agenda item 4, as the tenant of the Picturedrome Cinema and advised that he would leave the room for this item

Cllr. Mrs. Daniells declared a Disclosable Pecuniary Interest in Agenda item 4, as an employee of the Picturedrome Cinema and advised that she would leave the room for this item

44. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2019 INCLUDING:

44.1 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 2018/2019 (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 **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 2018/2019 prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd. was also formally noted.

44.2 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 2018/2019 (Section 1 of the AGAR) and RESOLVE to APPROVE the Annual Governance Statement for 2018/2019. 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 2018/2019, noting that Statement 9 was not applicable to this Council.

It was therefore **RESOLVED** to **APPROVE** that the Annual Governance Statement for 2018/2019 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.

44.3 To consider the RECOMMENDATION from the Policy and Resources Committee and RESOLVE to APPROVE the Financial Statements for year ended 31st March 2019 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 2019 and **AGREED** that these should now be signed by the Chairman of this meeting approving the accounts and by the Town Clerk.

44.4 To consider the RECOMMENDATION from the Policy and Resources Committee relating to the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and RESOLVE to APPROVE the Accounting Statements for 2018/2019. 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 2018/2019.

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 2018/2019 were previously signed by the RFO prior to presentation for approval.

45. The Council 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. 31.1) - Agenda item 4 (contractual).

Having previously declared their Disclosable Pecuniary Interests in the following item, Cllrs. Cunard and Mrs. Daniells left the Meeting

46. REDEVELOPMENT OF THE PICTUREDROME CINEMA - PROJECT RISK AND ISSUES REPORT FOR CONSIDERATION AND DECISION

Having considered the Town Clerk's confidential report, Members **RESOLVED** to **AGREE** to the course of action as identified within the report.

The Meeting closed at 9.01pm