



# BOGNOR REGIS TOWN COUNCIL

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

**HELD ON MONDAY 3<sup>rd</sup> JUNE 2019**

### **PRESENT:**

Cllr. M. Stanley (Chairman); Cllrs: J. Barrett, A. Cunard, J. Erskine, S. Goodheart (from Min. 14), H. Jones, Mrs. J. Warr and P. Woodall

### **IN ATTENDANCE:**

Mrs. G. Frost (Town Clerk)  
Mrs. S. Norman (Deputy Clerk)  
Mr. D. Kemp - DCK Accounting Solutions Ltd, Town Council Accountant (until Min. 12)  
2 members of the public (part of the meeting)  
3 Councillors in the public gallery: Cllrs. Brooks, Mrs. Daniells (part of meeting) and Smith

***The Meeting opened at 6.34 pm***

### **1. TO NOTE THE APPOINTMENT OF THE CHAIRMAN AND VICE-CHAIRMAN OF THE COMMITTEE AS AGREED AT THE ANNUAL TOWN COUNCIL MEETING HELD 13<sup>th</sup> MAY 2019**

It was noted that Cllr. M. Stanley was elected Chairman and Cllr. J. Erskine was elected Vice-Chairman of this Committee at the Annual Town Council meeting held on 13<sup>th</sup> May 2019.

### **2. WELCOME BY CHAIRMAN AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone present, read the Council's opening statement and made particular reference to procedures in the event of a fire.

Apologies for absence were received from Cllr. Mrs. Staniforth due to a family issue.

Members also noted that Cllr. Goodheart had advised the Town Clerk that he would be late arriving to the meeting.

### **3. 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 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. Cunard declared a Disclosable Pecuniary Interest in Agenda item 22, as the owner of the Post Newspaper and advised that he would leave the room for this item***

***Cllrs. Jones, Stanley and Mrs. Warr declared an Ordinary Interest in Agenda item 21 as Members of Arun District Council***

**4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 8<sup>th</sup> APRIL 2019**

The Committee **RESOLVED** to **APPROVE** the Minutes of the Meeting held on 8<sup>th</sup> April 2019 and these were signed by the Chairman.

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

***Meeting adjourned at 6.40pm***

A member of the public spoke in favour of the re-parishing of the wider Bognor Regis area to be discussed under Agenda item 21 and also the acquisition by the Town Council of Hotham Park by gift from Arun District Council.

***Cllr. Stanley declared an Ordinary Interest in the next item as a Member of Arun District Council and as the Cabinet Member for Technical Services***

A resident raised the issue of the toilet provision on the seafront following the recent news that the Regis Car Park toilets are to be closed for a period of time to allow refurbishment and repair of the facility. It was noted that Arun District Council Members who are also Town Councillors have already taken this matter up with the appropriate people at ADC and will continue to pursue this.

***Meeting reconvened at 6.48pm***

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

**6.1 8<sup>th</sup> April 2019 - Min. 163 - Health & Safety Inspection**

With regard to the identified High-Risk item at the Town Force Lock Up, Members should note that the landlord has now installed locking gates to the rear with a key to access which does make the exit to the rear of the building accessible in the event of an emergency.

**6.2 8<sup>th</sup> April 2019 - Min. 167 - JWAAC including Highways & Transport Sub Group**

The responses to the survey have been submitted to JWAAC and the Town Council has been advised that the survey results will be included in the agenda dispatch. With regard to the Town Council's suggestion that the Highways & Transport Sub Group be remerged with the overarching JWAAC, the Town Council's representative to JWAAC, Cllr. Goodheart was due to raise this during Item 5 on the agenda at the H&T Sub Group meeting on 28<sup>th</sup> May but unfortunately as he had not yet arrived, no further update could be provided. It was noted that Cllr. Goodheart will also have to gain full Agreement from the JWAAC Committee at their next meeting on 19<sup>th</sup> June.

**7. APPOINTMENT OF ANY SUB-COMMITTEES/WORKING GROUPS/TASK & FINISH GROUPS ETC. INCLUDING :-**

The Deputy Clerk's report, including the vacancy on the Joint Consultative Sub-Committee (Staffing) to be filled by a Member of the Committee, was **NOTED**.

**7.1 Joint Consultative Sub-Committee (Staffing)**

Members **RESOLVED** to **APPROVE** the appointments of

- Town Mayor - Cllr. P. Woodall
- Deputy Town Mayor - Cllr. S. Goodheart
- Chairman of Policy and Resources Committee - Vacant as noted in the report with Members **RESOLVING** that Cllr. Erskine be appointed to this Sub-Committee to fill the vacancy
- Group Leader - Independent - Cllr. A. Cunard

- Group Leader - Liberal Democrats - Cllr. M. Stanley
- Town Clerk - Mrs. G. Frost
- Deputy Clerk - Mrs. S. Norman
- Civic & Office Manager - Mrs. J. Davis

**8. TO REVIEW TERMS OF REFERENCE AND MAKE ANY RECOMMENDATIONS ON PROPOSED CHANGES TO THE TOWN COUNCIL INCLUDING: -**

- **Policy and Resources Committee**
- **Joint Consultative Sub-Committee (Staffing)**
- **Bognor Regis Heritage Partnership Board**
- **To note any recommendations from the Community Engagement and Environment Committee made at their meeting on 20<sup>th</sup> May 2019 (Min. 5 refers) including recommendations regarding the Terms of Reference for the Bognor Regis in Bloom Working Group, Youth Worker Steering Group and Beach Access Topic Team**
- **To note any recommendations from the Planning and Licensing Committee made at their meeting on 14<sup>th</sup> May 2019 (Min. 7 refers)**

The Deputy Clerk's report, including the minor recommended amendments as referred from the Community Engagement and Environment Committee, was **NOTED**.

The Committee reviewed the Terms of Reference for the Policy and Resources Committee, Joint Consultative Sub-Committee (Staffing), Bognor Regis Heritage Partnership Board, the Community Engagement and Environment Committee, Bognor Regis in Bloom Working Group, Youth Worker Steering Group, Beach Access Topic Team and Planning and Licensing Committee. It was **RESOLVED** to **RECOMMEND** to Council that these be adopted with the minor amendments as noted.

**9. TO CONSIDER INTERNAL AUDIT REPORT 2018-2019 (FINAL)**

The Town Clerk's report and Internal Audit Report 2018-2019 (Final) were **NOTED**, and Members acknowledged that, once again, no significant issues had been raised.

**10. TO WELCOME THE TOWN COUNCIL'S ACCOUNTANT, MR. D. KEMP, TO PRESENT THE ANNUAL ACCOUNTS FOR THE YEAR 2018/19**

The Chairman welcomed Mr. D. Kemp from DCK Accounting Solutions Ltd, Accountant to the Town Council, invited him to present the Annual Accounts for the year 2018/19 and to also report on the following Agenda item regarding the updated Treasury Management Policy.

Mr. Kemp provided background information regarding the paperwork that was presented to Councillors as part of the Annual Accounts. Members noted that the only statutory requirement is the completion of the relevant

part of the Annual Governance and Accountability Return (AGAR). The External Auditor does not permit any documentation to be submitted with the AGAR other than any additional information specifically requested by them but, to ensure full transparency and accountability, Bognor Regis Town Council continues to prepare full accounting statements. However, Members were informed that as Section 2 of the AGAR is titled Accounting Statements, it was necessary to retitle these full accounts as Financial Statements.

A Member queried how the External Auditor checks the accounts if they are not provided with the full Financial Statements. Mr. Kemp advised that they rely on the checks and reports from the Internal Auditor, who is required to certify on the AGAR that all is in order.

A Member enquired about the financial implications of any future asset acquisition by the Town Council. Mr. Kemp referred Members to Page 9 of the Financial Statements and provided a verbal review of the reserves held by the Town Council explaining that a large proportion of these, whilst already earmarked for specific purposes, could be utilised towards any acquisitions but highlighted that for large projects, further financing by way of borrowing would be required.

## **11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31<sup>st</sup> MARCH 2019 INCLUDING:**

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

**11.1** Members **RESOLVED** to vary the order of business and take agenda item 11.4 at this point in the Meeting.

**11.2 To consider and Recommend Approval to Council of the Financial Statements for year ended 31<sup>st</sup> March 2019 and agree that these be signed by the Chairman of the meeting approving the accounts and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Financial Statements for year ended 31<sup>st</sup> March 2019 and **RESOLVED** that these be signed by the Chairman of the Full Council Meeting approving the Financial Statements, which follows on immediately from this meeting, and by the Town Clerk.

**11.3 To review the effectiveness of the system of Internal Control including to formally note the Annual Internal Audit Report for 2018/2019 (Page 3 of the AGAR) and to recommend approval to Council**

Members **RESOLVED** to formally **NOTE** the Annual Internal Audit Report for 2018/19 (Page 3 of the AGAR) prepared by the Town Council's Internal Auditor, Mr. N. Archer from Auditing Solutions Ltd.

In addition, Members reviewed the system of internal control procedures as detailed in the Town Clerk's report and **RESOLVED** to **RECOMMEND** to Council that the systems that the Council has in place are effective.

**11.4 To consider the Council's response to each Statement on the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR)**

Having considered the Town Clerk's report, Members **RESOLVED** to **RECOMMEND** answering 'Yes' to statements 1-8, on the Annual Governance Statement, noting that statement 9 was not applicable to the Town Council.

**11.5 To Recommend Approval to Council of the Annual Governance Statement for 2018/2019 (Section 1 of the AGAR) and that Section 1 be signed by the Chairman of the meeting approving the Annual Governance Statement and by the Town Clerk**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Annual Governance Statement for 2018/2019 and that Section 1 is signed by the Chairman of the Full Council Meeting approving the Annual Governance Statement, which follows on immediately from this meeting, and by the Town Clerk.

**11.6 To consider the Accounting Statements for 2018/2019 (Section 2 of the AGAR)**

Members considered the Accounting Statements for 2018/2019 as detailed in Section 2 of the AGAR.

**11.7 To Recommend Approval to Council of the Accounting Statements for 2018/2019 (Section 2 of the AGAR) and that Section 2 be signed by the Chairman of the meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation**

Members **RESOLVED** to **RECOMMEND** to Council **APPROVAL** of the Accounting Statements for 2018/2019 and **RESOLVED** that Section 2 is signed by the Chairman of the Full Council Meeting approving the Accounting Statements, which follows on immediately from this meeting.

Members further **RESOLVED** to **NOTE** that the Accounting Statements for 2018/2019 were previously signed by the Responsible Financial Officer (RFO) prior to their presentation to this meeting.

**12. TO NOTE UPDATED TREASURY MANAGEMENT POLICY**

The Town Clerk's report, including the updated Treasury Management Policy as previously circulated, was **NOTED**.

Mr. Kemp highlighted some banking issues including the reduction in the number of accounts held with the Co-operative Bank, with Members noting

that further consideration of one of the matters, the closure of the Public Sector Reserve Account, was to be undertaken under Agenda item 23.

Discussion also took place about the interest rates currently available from both the Co-operative Bank and the CCLA; the merits of changing banks; banking charges; and the future use of electronic banking.

***Cllr. Stanley declared an Ordinary Interest owing to his employment***

Members noted that the Deputy Clerk had previously carried out a review of the provision of banking services, with this Committee deciding to retain the Co-operative Bank for the provision of banking services at the Committee Meeting held 31<sup>st</sup> July 2017 (Min. 47 refers). Following further discussion, Members **AGREED** that the Deputy Clerk should carry out a further review, focussing on costs primarily but also investigating the potential options for electronic banking, with the appropriate report presented to this Committee in due course.

***The Chairman thanked Mr. Kemp for his attendance, who then left the Meeting at 7.25pm***

**13. COUNCILLORS' ALLOWANCES INCLUDING:- TO CONSIDER ANY TOWN COUNCIL MEMBERS' ALLOWANCE SCHEME FOR THE FOUR-YEAR ADMINISTRATION PERIOD FOLLOWING THE ELECTIONS HELD ON 2<sup>nd</sup> MAY 2019, TAKING INTO ACCOUNT ADC'S INDEPENDENT REMUNERATION PANEL REVIEW; TO CONSIDER CONTINUATION OF PAYMENT OF A TRAVELLING AND SUBSISTENCE ALLOWANCE TO MEMBERS WHILST ON AGREED TOWN COUNCIL DUTIES OUTSIDE OF THE TOWN**

The Town Clerk's report, including the confirmation that Dispensations were granted to all Members at the Annual Town Council Meeting held 13<sup>th</sup> May 2019 (Min. 20 refers) to enable full participation in the discussion for this item, was **NOTED**.

Following full debate it was **AGREED** to **RECOMMEND** to Council the following:

- 13.1** To continue payment of the Basic Parish Allowance for all elected Members that wish to receive the allowance during this Administration, ceasing in May 2023;
- 13.2** An increase to the Town Councillors' annual allowance to the limit of £548.10 per annum in line with the recommendation by the District Independent Panel **NOTING** that this will result in a budget overspend until the budget can be amended in 2020/21;
- 13.3** To continue payment of travel and subsistence allowance to Members representing the Town Council on approved duties outside of the Town. All

such approved duties will be agreed at the appropriate Committee. It was also **NOTED** that travel and subsistence allowance will not be paid for travel within the boundaries of the Town.

All Members present were provided with the necessary form for completion and return as soon as possible to enable the direct payment of the Members Allowance once this recommendation has been agreed by Council and arrangements have been made with the Council's payroll provider.

***Cllr. Goodheart arrived at 7.30pm***

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

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

With regard to the potential planting by the Town Council of WSCC owned planters in Frith Road, Members **AGREED** that, subject to the provision in writing by WSCC of the limitations of the liability to the Town Council being restricted to the planting only, the Town Council should take on the planting of the planters in Frith Road. It was **NOTED** that as no funding is available in the current financial year for this project, expenditure will be funded from General Reserves.

Further discussions took place regarding the potential for sponsorship for the site and the involvement of other organisations.

***Cllrs. Goodheart and Stanley declared an Ordinary Interest due to their involvement with the Community Gardeners***

Members were advised that the issue of sponsorship had been considered but the location and type of planter did not lend itself to this purpose. With regard to the involvement of other organisations, it was **AGREED** that once the initial visit is undertaken by the Town Force Team, local organisations such as local schools, Bognor Regis in Bloom and the Community Gardeners be asked if they wish to assist with the area.

**15. TO RECEIVE THE NOTES OF THE HERITAGE PARTNERSHIP BOARD MEETING HELD 17<sup>th</sup> APRIL 2019 WITH CONSIDERATION OF ANY RECOMMENDATIONS OR ACTIONS ARISING FROM THE MEETING**

The Projects Officer's report, including the circulated notes of the HPB Meeting held 17<sup>th</sup> April 2019, were **NOTED**.

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

The Projects Officer's report on the BID Board Meeting held 9<sup>th</sup> May 2019 was **NOTED**.



**17. GRANT AID 2020 INCLUDING: -**

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

**17.1 To review current guidelines/criteria, application form and amend if required**

Members **APPROVED** the current Grant Aid guidelines/criteria and application with no further amendments other than the identified changes to dates.

Discussion took place about the potential future use of electronic Grant Aid submissions, using services such as Google DocuSign. It was **AGREED** that further investigation into potential products be undertaken and considered at a future meeting for possible use in 2021. It was also **AGREED** that Grant Aid 2020 applicants be asked if they would be interested in using an electronic submission process, to gauge feedback to the proposal.

**17.2 Consideration of the recommendation by the Community Engagement and Environment Committee Meeting held 12<sup>th</sup> November 2018 (Min. 78.1 refers) to alter the process of grant consideration**

Following debate, Members **REJECTED** the recommendation of the Community Engagement and Environment Committee and **AGREED** not to alter the process of grant consideration.

**17.3 Consideration of date for an Extraordinary Policy and Resources Committee Meeting at which the applications will be considered (if required)**

As the grant consideration process was to remain unchanged, Members **AGREED** that an Extraordinary Policy and Resources Committee Meeting should be held on 18<sup>th</sup> November 2019. However, it was further **AGREED** that the meeting should be held in the evening and not in the afternoon.

**NOTE:** It has subsequently been established that a Community Engagement and Environment Committee Meeting is scheduled for the evening of the 18<sup>th</sup> November 2019 and therefore, the matter will be referred back to this Committee's July meeting for reconsideration.

**17.4 Consideration of the recommendation by this Committee on 19<sup>th</sup> November 2018 (Min. 91 refers) that any unspent monies from the Grant Aid 2019 Budget be vired to the Flexible Community Fund 2019/20**

Members **REJECTED** the recommendation from the Community Engagement and Environment Committee and further **AGREED** that any unspent monies from the 2019/20 Grant Aid budget be returned to General Reserves thereby releasing funds to be offset against the substantial new expenditure in 2019/20.

**17.5 Review of the Guidelines for the Flexible Community Fund including recommendations recorded under Min. 11 of the Community Engagement and Environment Committee meeting held 20<sup>th</sup> May 2019**

Members **AGREED** with the revised Flexible Community Fund applications form/guidelines as circulated.

**18. ANNUAL REVIEW OF THE ARRANGEMENT OF STORAGE FOR BILLY BULB WITH RECIPROCAL SPONSORED PLANTING - MIN. 17 OF MEETING HELD 6<sup>th</sup> JUNE 2016 REFERS**

The Deputy Clerk's report was **NOTED**, and Members **AGREED** to continue with the arrangement for the storage of Billy Bulb for a further 12 months.

**19. TO NOTE EARMARKED RESERVES AS AT 31<sup>st</sup> MARCH 2019**

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

Members **RESOLVED** to **NOTE** the Earmarked Reserves as at 31<sup>st</sup> March 2019.

**20. TO CONSIDER THE REVIEW OF THE TOWN COUNCIL'S ADOPTED CORPORATE STRATEGY 2018-2020 AND TO AGREE A DATE FOR THE REVIEW MEETING**

The Town Clerk's report, including the proposed date for the Review Meeting of 26<sup>th</sup> June 2019, was **NOTED**.

A Member present informed the Committee that unfortunately they would not be able to attend on the proposed date in June. The importance of the Review Meeting and the Corporate Strategy was highlighted as was the need for all Members to attend and contribute to the process. The Town Clerk advised Members that if the 26<sup>th</sup> June was not convenient for many Councillors, alternative dates in August could be sought. It was therefore subsequently **AGREED** that all Councillors be emailed asking for their availability for the 26<sup>th</sup> June together with dates to be identified in August, and for the date with the most attendees to be selected.

It was also **AGREED** that the start time for the Review Meeting should be 6.30pm.

**21. TO DISCUSS THE POTENTIAL REPARISHING OF THE WIDER BOGNOR REGIS URBAN AREA AS REFERRED FROM THE ANNUAL TOWN COUNCIL MEETING HELD 13<sup>th</sup> MAY 2019 (MIN. 19 REFERS)**

The Town Clerk's report, together with the response from the Department for Communities and Local Government or DCLG (now the Ministry of Housing, Communities and Local Government) to the Town Council's letter requesting local government reorganisation within West Sussex to be considered in relation to the creation of a Unitary Authority, was **NOTED**.

Members debated at length the merits and concerns of pursuing this issue further. Whilst some Members highlighted the inequality in Parish precepts per household between the Town and Parish Councils, when the entire wider area has access to the facilities/services/grants etc funded by the Town Council, other Members expressed concern about imposing the Town Council's will on neighbouring Parishes. It was noted that this issue had been considered by the Town Council in the past, but the opinion was expressed that the recent changes in political make up at Arun District Council suggested that this was an ideal time to revisit the matter.

Following a lengthy discussion, it was **AGREED** that a letter should be sent to Arun District Council requesting them to consider the re-parishing of the wider Bognor Regis area.

***Cllr. Cunard, having previously declared a Disclosable Pecuniary Interest in the following item, left the room***

***Cllr. Mrs. Daniells, seated in the public gallery, declared a Disclosable Pecuniary Interest as an employee of the Post Newspapers and left the room***

**22. TO NOTE THE INTENTION OF POST NEWSPAPER TO UNDERTAKE A REGULAR LIVE FEED OF TOWN COUNCIL MEETINGS AND TO NOTE THEIR OFFER OF AN OFFICIAL, EXCLUSIVE PARTNERSHIP**

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

Members discussed the issue at length and whilst supportive of the transparency and accessibility to the public being offered by the live streaming of Council Meetings, it was **NOTED** that legislatively no exclusivity could be offered as any person may film or record a meeting. Following debate, Members **AGREED** that The Post, together with any other media outlet should be assisted and encouraged to report either in writing or audio/visually on all Council Meetings but **REJECTED** the offer from the Post Newspaper for an official partnership with the Town Council.

Finally, Members suggested that consideration should be given to the Town Council's own recording of meetings and it was **AGREED** that this should be investigated further, with a report back to this Committee in due course.

***Cllrs. Cunard and Mrs. Daniells returned to the room***

**23.** Members **RESOLVED** to **APPROVE** an extension to the Meeting of 15 minutes as per S.O. 1.2.

**24. FINANCIAL REPORTS INCLUDING:-**

**24.1 To note Committee I&E Reports for the month of April 2019 - previously copied to Councillors**

Members **NOTED** receipt of the financial reports for the month of April 2019.

**24.2 To note verification of bank reconciliations with the Town Council's Current account, Public Sector Reserve account and Mayor's Charity account for the months of March and April 2019, 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**.

**24.3 To note the closure of the Bognor Regis Town Council Public Sector Reserve (P.S.R.) account which is now surplus to requirements**

The Town Clerk's report, detailing the background as to why this had happened, was received.

The closure of the Public Sector Reserve (P.S.R.) account was **NOTED**.

**25. CORRESPONDENCE**

The Committee **NOTED** receipt of correspondence as detailed in the lists.

**26. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (SO. 31.1) - (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.31.1) - Agenda item 26 (contractual).

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

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

***The Meeting closed at 8.32pm***