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18th June 2021

You are hereby summoned to attend an **EXTRAORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON.**

Date: **FRIDAY 25th JUNE 2021**

Time: **8.30am**

Peter Herbert, Town Clerk

Agenda

2021/22

1. Evacuation Procedures

2. Filming of Council Meetings Use of Social Media and Mobile Phones

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. Apologies

4. Declarations of interest

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c. (i) whether it is a personal interest and the nature of the interest
(ii) whether it is also a prejudicial interest

- (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Councillor Baker is a Member of Arun District Council
- Councillor Blanchard-Cooper is a Member of Arun District Council
- Councillor Buckland is a Member of Arun District Council
- Councillor Chace is a Member of Arun District Council
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee
- Councillor Rhodes is a Member of Arun District Council
- Councillor Tilbrook is a Member of Arun District Council
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and a Member of the Littlehampton Harbour Board

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Audit and Annual Return 2020 to 2021 (for details of these reports please refer to the Full Council Advisory Group Meeting Agenda dated 24th June 2021).

on the recommendation of the Full Council Advisory Group, **COUNCIL IS RECOMMENDED TO RESOLVE THAT:**

5.1. Annual Governance Statement for 2020 to 2021 (Section 1 of the Annual Return)

- 1) To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31st March 2021, the Town Council has complied with all 8 items.
- 2) The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2020 to 2021 Annual Return on behalf of the Council.

5.2. Statement of Accounts - Annual Return 2020 to 2021 (Section 2 of the Annual Return)

- 1) Approve the Annual Statement of Accounts for the year ended 31st March 2021.
- 2) Authorise the Mayor, as Chairman of the Council, to sign Section 2 of the 2020 to 2021 Annual Governance and Accountability Return on behalf of the Council.

6. Exempt Business

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.