

**MINUTES of the EXTRAORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 30 JUNE 2016 at 6.30pm**

**PRESENT:** Cllrs Buckland (Mayor), Ayres, Blanchard-Cooper, Chester, Gammon, Rickeard, Tester, and Warren QVRM

**2016/2017**

**30. EVACUATION PROCEDURES**

The Mayor outlined the evacuation procedures.

**31. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**32. APOLOGIES**

There apologies from Councillors Belchamber MBE, Calvert, Purchase, Northeast, Squires, Tandy and Dr Walsh KStJ.

**33. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. There were none.

**34. TOWN MAYOR'S REPORT and URGENT ITEMS**

There were none.

**35. AUDIT AND ANNUAL RETURN 2015/16**

**35.1 Annual Governance Statement for 2015/16**

Council had before it the Annual Return for 2015/16 (previously circulated). The Clerk explained the procedure for approving the Annual Return and it was noted that Council was required to review the effectiveness of the system of internal control prior to formally approving the Accounting Statements. Members were satisfied that the appropriate procedures were in place and that these requirements had been met. Council therefore **RESOLVED** that:

- 1) *To the best of its knowledge and belief, with respect to the Governance statements for the year ended 31<sup>st</sup> March 2016, they had complied with all 8 items.*
- 2) *The Mayor and the Clerk be authorised to*

**sign Section 1 of the 2015/16 Annual Return  
on behalf of the Council.**

**35.2 Accounting Statements and Annual Return 2015/16**

The Accounting Statements and Annual Return for the financial year 2015/16 were duly considered by Members (previously circulated). The Town Clerk explained that the £500,000 shown on the unaudited accounts as an expenditure represented the Town Council's long term investment and was shown as a fixed asset in the balance sheet. It was noted that the proportion of the precept that was absorbed by staffing costs included salaries, pension contributions, tax and National Insurance payments. Regarding the summary of variances, it was also noted that the sum of £98,000 represented the final payment in respect of the demolition costs relating to the Church Street land adjacent to the Manor House. The Council was satisfied that the accounts had been accurately reported. Observing that the Internal Audit Report would be reviewed by the Governance and Audit Committee at its meeting on 5<sup>th</sup> July 2016 it was therefore **RESOLVED** that:

- 1) **The Annual Statement of Accounts for the year ended 31<sup>st</sup> March 2016 be approved and adopted.**
- 2) **That the Mayor, as Chairman of the Council, and the Responsible Financial Officer be authorised to sign Section 2 of the 2015-16 Annual Return on behalf of the Council.**
- 3) **The Internal Audit Report be noted.**

**36. EXEMPT BUSINESS**

There was none.

The meeting closed at 7.41pm.

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**TOWN MAYOR**