



# BOGNOR REGIS TOWN COUNCIL

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Dear Sir/Madam,

## **MEETING OF THE POLICY & RESOURCES COMMITTEE**

I hereby give you Notice that a Meeting of the Policy & Resources Committee of the Bognor Regis Town Council will be held in the Council Chamber, The Town Hall, Bognor Regis at **7.00pm on Monday 7<sup>th</sup> June 2010**. All Members of the Policy & Resources Committee are **HEREBY SUMMONED** to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. An opportunity will be afforded to **Members of the Public** to put **Questions** to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to put questions in advance in writing. Priority will be given to written questions. Questions should be restricted to the functions of this Committee.)

**DATED this 1<sup>st</sup> day of June 2010**

**Town Clerk**

## **AGENDA AND BUSINESS**

1. To note the appointment of the Chairman and Vice-Chairman of Committee.
2. Welcome by Chairman and Apologies for Absence
3. Declarations of Interest
4. To Approve the Minutes of the Meeting held on 12<sup>th</sup> April 2010
5. ADJOURNMENT for public question time.
6. Matters Arising from the Minutes of the Meeting held on 12<sup>th</sup> April 2010 that are not separate Agenda items
7. Appointment of Working Parties etc.
  - 'Task & Finish Group – Grants & Sponsorship'
8. Review of 'Strategy & Priorities 2007-2011' (Min. PR.124 refers)
9. Tie/lapel pins – to consider retail opportunities
10. Consideration of purchase of new storage box/boxes for Consort's and Mayor's Chain of Office (Civic Fund)
11. Consideration of Health & Safety issues relating to decking (beach access) (installation and ownership previously resolved – Min.PR.108.2)
12. ADC/BRTC Liaison Meetings (Report from Chairman)
13. First Aid provision at Remembrance Day Commemorations
14. Ear Marked Reserves as at 31<sup>st</sup> March 2010
15. Internal Audit Report 2009-2010 (Final)
16. Confirmation of appointment of Internal Auditor
17. Annual Performance Review of Internal Audit
18. Confirmation of Town Council's Annual Assessment/Review of risks
19. Review of Standing Orders/Financial Regulations
20. To consider attendance by Town Council's Accountant to the next meeting of P&R to report on changes in legislation re: format of accounts

21. Rolling Capital Expenditure – to ratify expenditure:
  - Secure storage for Met site equipment
  - BRTC plaque
22. Correspondence
23. Town Force: Note of outstanding debtors
24. Request from Sponsor to withdraw from the Roundabout Sponsorship scheme (3 year term)
25. Staffing: Update including Notes of Staffing Review held on Tuesday 11<sup>th</sup> May and report from Deputy Town Clerk.
26. Picturedrome: Update

Agenda items 23, 24, 25 & 26 may contain confidential items and require a resolution to exclude public & press.