



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is given of an **extraordinary meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Friday 30 June 2023 commencing at **10am** when the following business is proposed to be transacted:

John Wright  
Town Clerk  
26.06.23

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## **AGENDA**

### **1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Apologies for absence**

To receive and record any apologies and reasons for absence

**3. Disclosable Pecuniary Interests**

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**4. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting.

**5. Conflicts of Interest Year Ended 31 March 2023**

To allow members to consider any conflicts of interest with BDO LLP for the year ended 31 March 2023

**Committee:** Full Council

**Date:** 30 June 2023

**Title:** Conflicts of Interest Year Ended 31 March 2023

**Purpose of Report**

To allow members to consider any conflicts of interest with BDO LLP for the year ended 31 March 2023

**Recommendation**

Members consider whether there are any conflicts of interest with BDO LLP for the year ended 31 March 2023 and authorise the mayor and town clerk to sign the document on behalf of the council

**Background**

1. The Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2023 was presented to and approved by the Full Council on 21 June 2023.

**Report**

2. Following the meeting, it was discovered that a conflict of interest form, **appendix 5A**, should have been presented to the meeting at the same time as the AGAR on 21 June 2023. This allows the council to confirm whether there is no conflict of interest which would undermine BDO's ability to act as the council's external auditor or if a conflict arises. This was an oversight by officers as this was a new requirement for this year.
3. In accordance with the Accounts and Audit (England) Regulations 2011, the Annual Governance and Accountability Return must be approved by the Full Council and submitted to our external auditors no later than 30 June 2023 along with all supporting documents.
4. For this reason, officers have scheduled an extraordinary Full Council meeting to allow members to consider any potential conflicts of interest.

Naomi Cleal  
Finance manager  
June 2023

**CONFLICT OF INTEREST WITH BDO LLP**

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Lyme Regis Town Council
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

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This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name