

MINUTES of the ORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 29 MARCH 2018 at 6.30pm

PRESENT: Cllr B Blanchard-Cooper
(Mayor), Ayres, *Baker, C
Blanchard-Cooper, Buckland,
Calvert, Chester, Northeast,
Squires, Tandy, *Dr Walsh
KStJ and Warren QVRM

2017/2018

72. EVACUATION PROCEDURES

The Mayor outlined the evacuation procedures.

73. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

74. APOLOGIES

There were apologies from Councillors Gammon, Purchase and Rickeard.

75. 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. The standing declarations were noted. The Mayor declared a disclosable pecuniary interest in matters relating to Littlehampton Bonfire Society as a member of the society and stated that he would leave the meeting if there was any discussion on the matter.

76. MINUTES

The Minutes of the meeting held on Thursday 25 January 2018 (previously circulated) were confirmed as a true record and signed by the Mayor.

**Councillor Baker joined the meeting at 6:35pm*

77. TOWN MAYOR'S REPORT and URGENT ITEMS

77.1 Police Incident: The High Street

Councillors and members of the public were reminded not to discuss any specific details relating to the serious incident in the High Street, as it was still an active Police investigation.

In light of the recent events, Council was asked to support a Motion calling for action to tackle the recent escalation in anti-social behaviour in Littlehampton and stating that residents and Councillors were united in their concern and condemned the sudden rise in severe incidents in and around the Town. Furthermore, there was a growing sense of frustration within the community about the impact of changes to local policing and Councillors were united in the call for a return to neighbourhood policing. It was acknowledged that a number of agencies were already engaged in work aimed at bringing an end to the current cycle of what was perceived to be gang-led violence. It was also recognised that the whole community needed to come together to support this work and importantly to cooperate with all investigations and to notify the Police urgently if they had any information particularly in relation to the most recent incident in the Town Centre. Members were united in their support of this Motion and considered it important that the local MP be invited to attend any meeting. It was therefore **RESOLVED** that:

This Council condemns the rise in anti-social behaviour, criminal damage and violence seen in our Town Centre, seafront and Wick areas over the recent months. These have rightly been the focus of several public and private meetings between traders, Police, Councillors and the local MP. We call on the whole community to cooperate fully with all investigations to help bring to an end this cycle of gang-led violence. We call upon West Sussex County Council, the Arun District Council Anti-Social Behaviour Unit, the Police, the Youth Offending Team, as well as the County Council Cabinet Members for Community Safety and Children and Young People to consider all measures to end the rising tide of intimidation and crime.

77.2 Minute's Silence

The Council observed a minute's silence in remembrance of the passing of Lieutenant Commander Andy Hawkes MBE, former Councillor and Mayor of Littlehampton, on 12th February 2018. The Late Lieutenant Commander Hawkes MBE had been a stalwart supporter and close friend of the Council and the Town and would be missed.

77.3 Standing Orders

It was proposed that the standing order that required Councillors to stand at Council meetings when speaking be suspended for Councillor

C Blanchard-Cooper. The proposal was duly seconded, and it was therefore **RESOLVED** that:

The Town Council's Standing Orders in this respect be waived for Councillor C Blanchard-Cooper for the duration of the meeting.

77.4 Mayoral Engagements

The Mayoral list was circulated to Members (copy attached to the minutes) and set out the range of functions that the Mayor had attended since the last Full Council meeting. The Mayor was pleased to report that fundraising for his chosen charities was proving to be very successful and he thanked everyone for supporting his charity night event. In conclusion, he invited Members to join him at St Marys Church on the 6th May 2018 to celebrate the work of the local voluntary groups and individuals in the Town.

78. PUBLIC FORUM

There were three members of the public present.

78.1 The Chairman of the Wick Information Centre, Mr Raby, addressed the Council and presented an outline of a proposal to explore a closer partnership between the Town Council and All Saints Church. This would involve looking at an increased presence in Wick and sustaining the community services provided by the Wick Information Centre. He therefore sought Members support to investigate options further with the Town Council in this respect. The Mayor thanked Mr Raby for articulating this proposal. It was noted that written details of the proposal had been passed to the Town Council and would be investigated alongside other options for the long-term provision of youth/community Facilities in Wick that Members would be considering in the next few weeks.

78.2 Mr Terry Ellis addressed the Council on several matters. Regarding the recent crime in the Town, he proposed that the Town Council ask the Police and Crime Commissioner to reinstate Police Community Support Officers (PCSO's) in the Town. He asked if there was anything the Town Council could do to tidy up and repair the stone blocks in the former Waitrose carpark as they were becoming an eyesore. Finally, drawing Members attention to the new kite surfing school proposed on the seafront, he asked if there was provision for the public to take shelter and if not, were there other options.

78.3 It was noted that the Town Council would take forward the suggestion of reinstating PCSO's in the Town as part of the ongoing discussions referenced in the earlier debate of the Notice of Motion. Regarding the stone blocks behind Waitrose, it was suggested that this be raised with the District Council at the next liaison meeting with the Town Council.

The Town Clerk was unaware of shelters being included as part of the new Building.

79. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

There was none.

80. REPORTS OF COMMITTEES – (NON-EXEMPT)

80.1 Recommendations from Committees

Council considered a report (previously circulated) which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council, of which there were four from the Policy and Finance Committee and two from the Governance and Audit Committee.

80.1.1 Policy and Finance Committee: 12th March 2018

Minute 55.1 Procurement Policy

Council was recommended to approve minor changes to the Town Council's Procurement Policy (previously circulated) to reflect the change to the title of 'Finance and Resources Manager' to Responsible Financial Officer. It was **RESOLVED** that:

The Procurement Policy be approved.

80.1.2 Minute 58.1 Annual Investment Strategy 2018/19

Council was recommended to approve the Investment Strategy for 2018/19 (previously circulated). It was noted that within the constraints of the Strategy, other options to increase returns were being investigated and that the outcome would be reported back to the Policy and Finance Committee. It was therefore **RESOLVED** that:

The Annual Investment Strategy 2018/19 as set out in Appendix A attached to the report be approved.

80.1.3 Minute 58.3 Internal Audit – Risk Management and Insurance

Council was recommended to approve a change to the Bank Mandate requiring three signatures for cheques of over £250,000. This was part of a package of measures that were being introduced as a result of a risk assessment of the Town Council's insurance arrangements by the Internal Auditor and a review subsequently conducted by the Responsible Financial Officer. It was noted that a review of the Town Councils Standing Orders and Financial Regulations would be required to reflect these changes. It was therefore **RESOLVED** that:

The Town Council's bank mandate be updated to reflect the requirement of three authorised signatories to sign cheques over the value of £250,000.

80.1.4 Minute 58.4 Earmarked Reserves Policy

Council was recommended to approve the draft policy for earmarked reserves (previously circulated). It was noted that no changes were proposed, and it was therefore **RESOLVED** that:

The Earmarked Reserves Policy be approved.

80.1.5 Governance and Audit Committee: 6th February 2018

Minute 18.4 Annual Review of Internal Controls and the Annual Governance Statement.

It was **RESOLVED** that:

Statements 2, 5, 6 and 7 of the Annual Governance Statement as set out in Appendix B attached to the report, be approved.

80.1.6 Minute 18.5 Annual Review of Corporate Risk Register

Council was recommended to approve the Council's Risk Registers (previously circulated). These had been updated following an internal review of the register by Senior Officers. It was **RESOLVED** that:

The updated Risk Registers be approved.

80.2 Committee Minutes (Non-Exempt)

80.2.1 Policy and Finance

Council received the Minutes of the meeting held on Monday 12 March 2018 (previously circulated). Regarding Minute 57.3, Arun District Council Car Parking Charges, it was noted that a draft response had been prepared and would be submitted following this meeting.

80.2.2 Regarding Minute 58.1, the Annual Investment Strategy 2018/19, it was noted that the precept was forecast to increase by approximately 1.9% for 2018/19 and 1% thereafter. It was explained the potential to combine funds with other local authorities would be investigated in accordance with the Investment Strategy which was very much focussed on balancing the level of risk and return.

80.2.3 Community Resources

Council received the Minutes of the meeting held on Thursday 15 February and Thursday 15 March 2018 (previously circulated). Regarding Minute 72.5, Ways of Marking the Centenary of the End of World War 1 (WW1), the decision not to proceed with improvements to the lighting at the War Memorial was questioned. It was also suggested that a permanent memorial be investigated as part of the proposals to commemorate the end of WW1. It was however observed that the timescale for this project was tight. The Committee had therefore

selected a range of projects to be investigated further and it was noted that a full report of the options selected together with indicative costs would be presented to the next Community Resources Committee for consideration at their next meeting on 12th April 2018.

80.2.4 Regarding Minute 70.1, the Littlehampton Ferry, it was noted that the Harbour Board's response would be circulated to the Committee.

80.2.5 Planning and Transportation

Council received the Minutes of the meeting held on Monday 5 February and Monday 5 March 2018 (previously circulated). Regarding Minute 122.1, Bus Services, Councillor Chester made a personal statement regarding the future of the No.15 bus service. He noted that efforts were now focussed on working with the operator and West Sussex County Council to explore ways of encouraging usage taking into consideration the future needs of residents in North Littlehampton. Councillor Chester was disappointed that a working partnership with Rustington Parish Council had not been achieved and gave a personal apology regarding the bus service and its cost to residents. It was noted that a wide range of options were being explored to make the service more sustainable including subsidies, promotions, sponsorship and changes to the route.

**Councillor Dr Walsh KStJ left the meeting at 7.35pm.*

80.2.6 Property and Personnel

Council received the Minutes of the meeting held on Monday 19 March 2018 (previously circulated). Regarding Minute 45.3, Amenity Team Vehicle, clarification was sought on the durability and capability of an electric van. It was noted that an electric van was more practical for the majority of jobs completed by the A Team and provided an environmentally friendly replacement to the current vehicle.

80.2.7 Regarding Minute 45.4, the Keystone Centre, the need for effective public consultation was emphasised and it was confirmed that this would be incorporated within the work plan when a decision had been made on the way forward.

80.2.8 Governance and Audit

Council received the Minutes of the meeting held on Tuesday 6 February 2018 (previously circulated) with no matters arising.

81. OFFICER'S REPORTS

There were none.

82. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

82.1 As a representative of the Arun Co-Ordinated Community Transport (ACCT), Councillor Warren QVRM, informed Members that ACCT were progressing with plans to merge with Sammy's and would be moving operations to a new unit in Tangmere.

83. MASTERPLAN – NORTH LITTLEHAMPTON

83.1 It was observed that the public meeting held on 21st March 2018 had been informative and well attended. A draft a set of draft minutes had been prepared and would be included on the agenda for consideration by the Planning and Transportation Committee at its meeting on 30th April 2018.

84. EXEMPT BUSINESS

There was none.

The meeting closed at 7:57pm

TOWN MAYOR