



13<sup>th</sup> March 2019

Notice is hereby given that an **EXTRAORDINARY MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 19<sup>th</sup> MARCH 2019** at **6.30PM** to consider matters set out in the following Agenda

**Committee:** Cllrs Baker (Chair), Ayres, C  
Blanchard-Cooper, Purchase  
Rickeard and Squires

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2018/2019**

- 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 Town Council and Committee meetings 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 Members and 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:

- Cllr Purchase is a Member of Arun District Council and West Sussex County Council
- Cllr Ayres is a Member of Arun District Council

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

5. **MINUTES**

To confirm the Minutes of the meeting held on Monday 18<sup>th</sup> February 2019, circulated herewith (pages 3 – 5). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the committee should be given to the Clerk by noon of the day of the meeting.

7. **CHAIR'S REPORT AND URGENT ITEMS**

8. **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.***

***The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.***

9. **EXEMPT OFFICER'S REPORT**

9.1 **Museum Staffing** – report for Members of the Council only, to follow.

**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 18 FEBRUARY 2019 at 6.30PM**

**Present:** Cllrs B Blanchard-Cooper (Town Mayor),  
C Blanchard-Cooper,  
and Squires

**2018/2019**

**44. CHAIR**

In the absence of the Chair and Vice-Chair, it was **RESOLVED** that:

***The Town Mayor Councillor B Blanchard-Cooper Chairs this meeting.***

**45. EVACUATION PROCEDURES**

The evacuation procedures were noted.

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

The procedures were noted.

**47. APOLOGIES**

There were apologies from Councillors Ayres, Baker and Purchase.

**48. 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, and no further declarations were made.

**49. MINUTES**

The Minutes of the meeting held on Monday 3<sup>rd</sup> December 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

**50. PUBLIC FORUM**

There were no members of the public present.

**51. CHAIR'S REPORT AND URGENT ITEMS**

**51.1 Street Scene Enhancement Scheme**

The Town Clerk reported that the County Council would be meeting their commitments for 2018/19, but that the Scheme was likely to end

in March. The County Council were looking to agree rates for removing graffiti, from the Highway, but not elsewhere. In reporting this, the Town Clerk sought the endorsement of a policy of only undertaking work relating to graffiti or other street scene work outside of the parish if all costs were met, as the Littlehampton taxpayer couldn't and shouldn't be subsidising this in any way. It was **RESOLVED** that:

**The Town Clerk be given delegated authority to agree work outside of the Parish, but only where all costs had been met.**

## **52. OFFICERS REPORT**

### **52.1 Staff Sickness**

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the year's 2009/10 – 2017/18 and Quarter 1 to 3 of 2018/19. It was **RESOLVED** that:

**The report be noted.**

### **52.2 Reception Refurbishment and Reconfiguration**

The Committee received a report (previously circulated) that set out proposals for the reconfiguring and refurbishment of the Town Council's reception. Members were pleased to see these which would provide a professional and approachable impression of the Council to the public. It was noted that alternative the reception layouts would ensure practicality and security. It was therefore **RESOLVED** that:

**Further exploratory work to establish a cost for consideration by this Committee at a future date be approved.**

### **52.3 Staff Rates of Pay for Weddings**

The Committee received a report (previously circulated) that provided information relating to the staffing of Wedding and Naming Ceremonies at the Manor House. Members agreed that due to the staff having the same roles and responsibilities on the day of the service there should be a set rate of pay. It was therefore **RESOLVED** that:

**The set rates of pay for staff covering Weddings and Naming Ceremonies be approved as set out in the report.**

### **52.4 War Memorial**

The Committee received a report (previously circulated) that outlined the options for ongoing maintenance to the War Memorial. It was noted that the previous maintenance contract had ended in November 2018. Members were asked to agree a further three-year contract to prevent further deterioration and to keep the Memorial in a good stable condition. Regarding the cleaning of the Town Pump stone at the

entrance of the Manor House car park, it was noted that Arun District Council would be contacted to confirm the significance and importance of the plaque to determine if this could be replaced. It was therefore **RESOLVED** that:

- 1) *The appointment of Company C for a three-year maintenance contract of the Littlehampton War Memorial be approved.*
- 2) *Further information regarding the significance of the Town Pump plaque be brought to a future meeting of the Committee.*

#### **52.5 Keystone Centre Project Update**

The Committee had before it a report which set out the first phase of community engagement regarding the proposed re-siting of the youth centre (previously circulated). The first stage of the exercise engaging with young people had been completed and the response had been positive. Community events were planned on the 19th, 20th and 21st February at the Centre aimed at businesses and residents. The closing date for comments was 8th March and the feedback would be reported to Full Council in March when approval would also be sought regarding the scope of the feasibility study. It was **RESOLVED** that:

*The update be noted.*

#### **53. EXEMPT BUSINESS**

It was **RESOLVED** that:

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

#### **54. OFFICERS EXEMPT REPORTS**

##### **54.1 Personnel Update**

The Committee received an update that informed Members of possible staff changes. It was noted that if these were to occur an Extraordinary meeting would be convened in liaison with the Chair. It was therefore **RESOLVED** that:

*The update be noted.*

The meeting closed at 6:47pm

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CHAIR