

MINUTES of the EXTRAORDINARY MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on TUESDAY 30 APRIL 2019 at 6.00pm

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

2018/2019

90. EVACUATION PROCEDURES

The Mayor outlined the evacuation procedures.

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

The procedures were noted.

92. APOLOGIES

There were apologies from Councillor Gammon.

93. 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.

94. EXEMPT BUSINESS

It was **RESOLVED** 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.

95. EXEMPT OFFICER'S REPORT

95.1 Staffing Update

95.1.1 Council considered a report (previously circulated to Members of the Council only) that explained that following the Assistant Town Clerk's success at a recent interview at a neighbouring Council, the Town Clerk had looked at whether there was a better way to structure the senior management of the Council. Whilst the option of simply advertising and filling the vacancy was perfectly valid, an alternative, whereby the posts of Assistant Town Clerk and Major Projects and Democratic Services Manager were merged, supported by a Community Resources Officer was put to Council for their consideration.

95.1.2 Responding to a Point of Order, The Town Clerk explained that the Agenda for the meeting had met the necessary period of notice, but that the report had, by necessity, only been circulated the previous day. The reasons for this were noted.

(Cllr. Northeast joined the meeting at 6.15pm)

95.1.3 The two options were discussed in detail and the recommendations closely scrutinised. Members agreed to support the alternative way forward, noting how successful the post of Community Resources Officer had been previously at the Town Council. However, Members wished to review this in the new Council to check whether any fine-tuning was required to facilitate these roles and the Property and Personnel Committee was asked to take this forward.

95.1.4 Members wished to thank Rosie Costan for her tremendous service to the Town and Town Council and wished her every success in the future.

95.1.5 Members were pleased to hear of the successful appointment of Charlotte Burford as the Interim Collections Documentation Project Manager and Museum Curator and looked forward to meeting her.

95.1.6 The Town Clerk also sought the approval of Council to change a recently agreed post title. The Communications and Events Manager's title had been found to confuse some people regarding the daily oversight of Events, given that this was the responsibility of the Events Officer. Therefore, a change of title to Communications and Marketing Manager was approved. It was **RESOLVED** that:

1. The Recommendations 1-5 from the report, merging the posts of Assistant Town Clerk and Major Projects and Democratic Services Manager, supported by a Community Resources Officer, be approved.
2. This be reviewed in 6 months by the Property and Personnel Committee, including feedback from the post holder, to assess whether any finetuning is required.
3. That the update regarding the appointment of Interim Collections Documentation Project Manager and Museum Curator be noted
4. That the post of Communications and Events Manager be retitled Communications and Marketing Manager.

The meeting closed at 7.10pm

TOWN MAYOR