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### **Minutes of the Ordinary Meeting of the Town Council held on Thursday 25<sup>th</sup> June 2020 at 6.30pm**

#### **Present:**

Councillor Chace (Mayor)  
Councillor Buckland  
Councillor Long  
Councillor Molloy  
Councillor Northeast  
Councillor Price  
Councillor Seex  
Councillor Tandy  
Councillor Turner  
Councillor Dr Walsh KStJ

#### **2020/2021**

**This meeting is available to view using the following link:**

[https://www.youtube.com/watch?v=4Of9ziBsOIM&feature=emb\\_title](https://www.youtube.com/watch?v=4Of9ziBsOIM&feature=emb_title)

#### **27. Virtual Meeting Protocol and Use of Mobile Devices**

The Mayor welcomed Members, the press, officers, and members of the public to the meeting and explained how the meeting would be conducted.

#### **28. Apologies**

There were apologies from Councillors Baker and Blanchard-Cooper.

#### **29. 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 at this point.

### **30. Minutes**

The Minutes of the meeting held on 23<sup>rd</sup> January 2020, 14<sup>th</sup> May 2020 and 4<sup>th</sup> June 2020 (previously circulated) were confirmed as a true record and arrangements would be made for these to be signed at a later date.

### **31. Town Mayor's Report and Urgent Items**

#### **31.1. Town Mayor's Report**

The Mayor was pleased to report that despite the current restrictions, he had been able to carry out a small number of engagements and visits. The Mayors Charity Auction would be a virtual event, live through Facebook with the help of the Worthing Town Crier. He would also be completing the equivalent of the Three Peak Challenge on Saturday, on a treadmill fundraising for his charities.

#### **31.2. Councillor Vacancy Update**

The Town Clerk reported that following publication of the notices regarding the vacancies in the Wickbourne and Beach Wards, Byelections had been called to fill both vacancies. Under the current regulations they would not be held until May 2021. It was **Resolved** that:

**The Update be noted.**

### **32. Public Forum**

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. There were none.

### **33. Correspondence or Issues in Respect of the District or County Council**

There were none.

### **34. Reports of Committees- (Non-Exempt)**

#### **34.1. 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. There were four recommendations from various Committees.

#### **34.1.1 Committee Meeting Date May 2021**

Council was asked to approve a change in Committee Date for the Planning and Transportation Committee due to an incorrect date having been included on the 2021 calendar of meetings. It was **Resolved** that:

**The May 2021 Committee date for the Planning and Transportation Committee be changed to Monday 24<sup>th</sup> May 2021.**

#### **34.1.2 Policies Aims and Objectives**

Council was asked to approve the Policies Aims and Objectives document. It was noted that the document had been reviewed and updated following the agreement of the Priorities for the new Council. It was **Resolved** that:

**The Policies Aims and Objectives be approved.**

#### **34.1.3 Annual Town Meeting and Merit Awards 2020**

Council was asked to approve proposals to postpone this year's Annual Town Meeting and Merit Awards for a year because of the restrictions on public gatherings. Due to uncertainty regarding the lifting of these restrictions, it was also considered prudent that authority be delegated to the Policy and Finance Committee to review future arrangements in respect of the Merit Awards. It was **Resolved** that:

- 1. The Annual Town Meeting 2020 be postponed to a date in early March 2021.**
- 2. The Town Merit Awards be put back to March 2021 and that a further round of nominations be sought before then.**
- 3. Authority be delegated to the Policy and Finance Committee to agree the arrangements for the Town Merit Awards if required.**

#### **34.1.4 Annual Review of Corporate Risk Register**

Council was asked to approve the Annual Review of the Corporate Risk Register relating to the Town Councils' Strategic Priorities. It was **Resolved** that:

- 1. The Council's Corporate Risk Management Strategy and Procedures be approved.**
- 2. The Councils Risk Registers be approved.**

#### **34.2. Committee Minutes (Non-Exempt)**

Councillor Dr Walsh KStJ declared his interest in the following matter as Leader of Arun District Council.

### **34.2.1 Policy and Finance**

Council received the Minutes of the meetings held on 9<sup>th</sup> March 2020, 12<sup>th</sup> May 2020, and 15<sup>th</sup> June 2020 (previously circulated). Regarding Minute 53.3, Pier Road Pedestrianisation, it was noted that this was being progressed with both the County and District Councils as part of measures to support social distancing. This measure was considered sensible and welcomed by Members as the area was very popular.

Regarding the impact of the COVID 19 pandemic locally and the wider impact of the restrictions, it was noted that the County Council, as the Public Health Authority, were developing local plans for implementation, should the need arise.

### **34.2.2 Community Resources**

Council received the Minutes of the meetings held on 13<sup>th</sup> February 2020, 12<sup>th</sup> March 2020, and 11<sup>th</sup> June 2020 (previously circulated) with no matters arising.

### **34.2.3 Planning and Transportation**

Council received the Minutes of the meetings held on 3<sup>rd</sup> February 2020, 2<sup>nd</sup> March 2020 and 26<sup>th</sup> May 2020 and the planlists from 30<sup>th</sup> March and 27<sup>th</sup> April 2020 (previously circulated). Regarding Minute 109.2, A27 Arundel Bypass, it was thought that an announcement by Highways England was imminent.

### **34.2.4 Property and Personnel**

Council received the Minutes of the meeting held on 8<sup>th</sup> June 2020 (previously circulated) with no matters arising.

### **34.2.5 Governance and Audit**

Council received the Minutes of the meeting held on 4<sup>th</sup> February 2020 (previously circulated) with no matters arising.

## **35. Officer's Reports**

### **35.1.1. COVID19**

Council had before it a report (previously circulated) which set out in detail the Town Councils' response to the restrictions on activities following the Coronavirus outbreak. This highlighted the implications for its services and some of the potential financial consequences. The Town Clerk reported that to date, whilst the impact on the Councils finances had been limited, this was largely as a result of savings arising from the cancelation of events meeting some of the shortfalls in income. Regarding the impact of the introduction of remote meetings, it was noted that options around the use of hybrid, virtual/

face-to-face meetings were being discussed. Members were not supportive of this due to the resource implications.

**35.1.2** Observing that the lockdown restrictions were now beginning to be slowly relaxed, Members discussed the impact on the use of the Manor House for weddings and the wider reopening of the High Street. It was reported that most of the Manor House wedding bookings had been postponed until next year. It was noted that businesses in some areas, due to the nature, had continued to operate within the lockdown restrictions and that the weekly market in Littlehampton would shortly be reinstated and temporarily relocated in the St Martin's car park. Regarding the temporary change of venue for the weekly market, it was suggested that any temporary move be made permanent as the Littlehampton Town Centre Public Realm improvement works were set to start in January 2021.

**35.1.3** Regarding the re-opening of the Town Council's Offices, the Town Clerk explained that a phased return of staff to the Manor House had already begun. It was noted that the reopening of the building and return of staff would be managed and assessed in line with current government guidance and following risk assessments which would be undertaken by each individual service area. It was therefore **Resolved** that:

- 1. The actions taken during the lockdown be endorsed and where appropriate, the likely financial consequences be noted.**
- 2. The potential need to continue with Remote Meetings until December be noted.**
- 3. The contents of the report be otherwise noted.**

### **35.2. Standing Order / Urgent Action**

Council received and noted an urgent action (previously circulated) to correct the membership of the Property and Personnel Committee. It was **Resolved** that:

**The Urgent Action be noted.**

### **35.3. Property and Personnel Committee Appointment**

Councillor Turner had expressed an interest in becoming a Member of the Property and Personnel Committee. There being no further nominations, it was therefore **Resolved** that:

**Councillor Turner be appointed to the Property and Personnel Committee.**

## **36. Audit and Annual Return 2019/20**

### **36.1. Annual Governance Statement for 2019/20 (Section 1 of the Annual Return)**

Members had before them a report (previously circulated) seeking approval for the Annual Governance and Accountability Return. Council **Resolved** that:

- 1. To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31<sup>st</sup> March 2020, it has complied with all 8 items.**
- 2. The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2019/20 Annual Return on behalf of the Council.**

### **36.2. Statement of Accounts - Annual Return 2019/20 (Section 2 of the Annual Return)**

Council received a report (previously circulated) which sought approval of the 2019/20 Accounting Statement. Members commended the Responsible Financial Officer and the Finance Team for their hard work. Members considered that the Annual Statement of Accounts was an accurate reflection of the Town Council's finances and **Resolved** that:

- 1. The Annual Statement of Accounts for the year ended 31<sup>st</sup> March 2020 be approved.**
- 2. The Mayor, as Chairman of the Council, be authorised to sign Section 2 of the 2019/20 Annual Governance and Accountability Return on behalf of the Council.**

## **37. Reports of Representatives on Outside Bodies**

There were none.

## **38. Exempt Business**

There was none.

The meeting closed at 7:32pm

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**TOWN MAYOR**