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Minutes of the Annual Meeting of the Town Council held on Thursday 14th May 2020 at 6.30pm

Present:

Councillor Chace (Mayor)
Councillor Blanchard-Cooper
Councillor Buckland
Councillor Long
Councillor Molloy
Councillor Northeast
Councillor Price
Councillor Rhodes
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=eYP_5aklkN0&t=745s

1. Virtual Meeting Protocol and Use of Mobile Devices

The Deputy Mayor welcomed Members, the press, officers, and members of the public to this virtual meeting. The Town Clerk proceeded to explain how the meeting would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

2. Apologies

There were apologies from Councillor Baker.

3. Declarations of Interest and Urgent Items

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and Councillor Buckland

declared a personal interest across the agenda as a Member of Arun District Council and West Sussex County Council.

4. Reflections from the Reverend Tom Robson, All Saints Church, Wick

Council heard a recorded message from the Reverend Tom Robson who paid tribute to three individuals who had served the Town Council and the community over many years and had recently passed away. This was Rosemary Orpin, former Mayor and Town Councillor and more recently Councillors Tony Squires and Chris Blanchard-Cooper. He also reflected upon the current crisis and the community spirit that remained evident despite the difficult times.

5. 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.

6. Town Mayor's Report and Urgent Items

6.1. Urgent Item

The Town Clerk reported that since publication of the papers, it had become apparent that item 10.2 on the Agenda, Approval of Absence from Meetings under Section 85 under Local Government Act 1972, was no longer needed. It was therefore **Resolved** that:

Agenda item 10.2 be withdrawn.

7. Installation of Town Mayor

- 7.1.** The Deputy Mayor and Mayor Elect Councillor David Chace was installed as the Town Mayor.
- 7.2.** Councillor Chace read his declaration of acceptance of office as Town Mayor. It was noted that the register would be signed when circumstances allowed.
- 7.3.** The Mayor addressed the meeting and thanked his fellow Councillors for entrusting him with this honour. Reflecting on his time as Deputy Mayor, he had had a fantastic year and looked forward to the challenges that being Mayor would bring. He expressed his passion for the Town and its supportive community and announced that he would be supporting four charities during his year in office: Creative Heart, Arun Valley 1087 Air Training Corps,

Littlehampton Sea Cadets, and The 4th Littlehampton Scout Group. He looked forward to meeting more residents when circumstances allowed for this and other groups that supported the community.

- 7.4. The Mayor's Consort, Mrs Sharon Chace was also recognised. It was noted that the emblem would be presented to Mrs Chace when circumstances allowed.

8. Appointment of Deputy Mayor

Councillor Dr Walsh KStJ proposed Councillor Molloy as a candidate for Deputy Mayor. This nomination was duly seconded by Councillor Blanchard - Cooper. It was **Resolved** that:

Councillor Molloy be elected Deputy Mayor for 2020/21, Vice Chair of the Council and Town Mayor Elect.

9. Appointment of Committees

The Town Clerk presented a report which set out proposals for the appointment of Committees. He explained that the proposals aimed to provide continuity and minimum disruption during the current period of restrictions and could be revisited if Council wished when normal business resumed. Regarding the Planning and Transportation Committee, there were two vacancies. Councillors Buckland and Turner indicated their willingness to serve on this committee and there being no further nominations, it was therefore **Resolved** that:

That subject to the changes set out in point 9 above, the Committee memberships including the Chairs and Vice-Chairs as set out in Appendix 1 be approved and circulated to Members.

10. Officer's Reports

10.1. Standing Orders/ Urgent Items

The Town Clerk presented a number of urgent actions (previously circulated) which had been used to make decisions following the introduction of measures to control public gatherings following the outbreak of the COVID19 pandemic. They related to decisions to appoint the Town Clerk as the Council's Officer Representative on the Public Realm Project Board,

delegation of authority to the Town Clerk and Chairs of the respective Committees during the coronavirus outbreak, implementation of the amended staff structure and approval of the Remote Meetings Protocol. It was therefore **Resolved** that:

- 1. The Urgent Actions be noted.**
- 2. The Remote Meetings Protocol and Procedure Rules be endorsed.**

10.2. Authorised Signatories

In accordance with the Town Council's Financial Regulations, Council was asked to confirm the authorised Member signatories and any changes that may be required to the Bank Mandate following confirmation of the Committee appointments for 2020/21. Having confirmed the Committee appointments for 2020/21, and as the Mayor was also Chair of Property and Personnel, it was also proposed that the list of authorised signatories be expanded to include the Vice Chair of that Committee. This was considered prudent and it was therefore **Resolved** that:

The Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation Committees and the Vice Chair of the Property and Personnel Committee be confirmed as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

10.3. Approval of Annual Investment Strategy 2020/21

The Town Clerk presented a report of the Annual Investment Strategy 2020/21 which states investments the Council may use for prudent management of its treasury balances during the financial year. It was **Resolved** that:

The Annual Investment Strategy 2020/21 be approved.

11. Exempt Business

There was none.

The meeting closed at 7:03pm.

TOWN MAYOR