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Minutes of a meeting of the Property and Personnel Committee held on Monday 22nd March 2021 at 6.30pm

Present:

Councillor Chace (Chair)

Councillor Price

Councillor Rhodes

Councillor Tandy

Councillor Turner

2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=mb9UZQn4MPk>

28. Virtual Meeting Protocol and Use of Mobile Devices

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

29. Apologies

There were no apologies.

30. 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.

31. Minutes

The Minutes of the meeting held on 14 December 2020 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

32. Chair's Report and Urgent Items

There were none.

33. 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.

34. Officer's Reports

34.1. Council Priorities

34.1.1. Members received a report (previously circulated) which set out progress with a number of previously agreed priorities as they related to the remit of the Committee. Work had been ongoing to progress these initiatives, and some have also been completed. Members were asked to review the work undertaken to date, decide which of the remaining projects should be prioritised and where appropriate how the remaining work should be progressed. These proposals would be recommended for adoption by Full Council on the 25th March.

The Committee proceeded to review the priorities in the context of the current policies of the Council and consider further refinements. In cases where the Committee judged that the Priority could not be delivered, Members also considered if they could be accommodated within existing or through the development of policy and made recommendations accordingly.

34.1.2. Keystone Youth Centre (New Youth Centre in Wick)

This major capital project was underway and aimed to replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that could also be used by the community. Progress with the project was being overseen by the Town Council's Community Centres Sub-Committee and a revised design concept would be considered by Full Council on 25th March 2021.

It was Resolved that Council be recommended to retain this priority, note the maximum budget agreed for the project was £1,554,657 and that revenue budget provision has been approved at £30,000 pa for three years from 2020 to 2021 to 2022 to 2023 to provide initial support until the centre is established.

34.1.3. North Littlehampton Community Centre & Youth Facility (Joint Priority with the Community Resources Committee where it impacts community facilities)

The new Community Centre (including youth facility) at North Littlehampton will be delivered through the Section 106 Developer Agreement by the developer and in consultation with the Town Council. Progress would be overseen by the Council's Community Centres Sub Committee and proposals brought to Members in due course.

It was Resolved that Council be recommended to retain this priority and to note that revenue budget provision at £20,000 for 2021 to 2022, £40,000 for 2022 to 2023 and £60,000 for 2023 to 2024 has been made to provide initial support until the centre is established.

34.1.4. Tree Planting and Wildflower Meadow (Joint Priority with the Community Resources Committee where it impacts community facilities)

34.1.4.1. The two priorities under this heading were ongoing and would see a scheme to replace the trees on the western boundary of Rosemead Park and if possible managed wildflower planting along the new Fitzalan Link Road. The latter would be subject to the support of West Sussex Highways who would-be adopting the new road.

It was Resolved that Council be recommended to retain this priority and to note that £30,000 has been allocated in the Council's Capital Programme to complete the replanting of the trees at Rosemead Park and budget provision of £1,000 for 2021 to 2022 and 2022 to 2023 supplemented by £4,000 earmarked from 2020 to 2021 for a Tree Planting Scheme on the new road.

34.1.4.2. The Committee proceeded to consider a further proposal which if approved would see a trial wildflower planting scheme utilising the garden at the back of the Manor House and the Maltravers roundabout. It was noted that the proposals had also been considered by the Council's Community Resources Committee where it was thought that this was an opportunity to test the viability of the wildflower meadow concept as a planting scheme that the Council might wish to adopt in the future across the estate.

It was Resolved that the Recommendation of the Community Resources Committee be endorsed and noted that officers would be investigating options for a trial wildflower meadow planning scheme.

34.1.5. Sale of 82 Wick Street

The property at 82 Wick Street had been declared surplus to requirements and valuations are being sought. A valuer had been appointed and the valuation would be the subject of a separate report to this Committee when received.

It was Resolved that Council be recommended to retain this priority until such time as the disposal was completed.

34.1.6. Reception Reconfiguration

It was noted that this project was progressing, and proposals were the subject of a separate report on this Agenda.

It was Resolved that subject to approval of the proposals to be considered later in this meeting, Council be recommended to mark this priority as completed when the work was finished.

34.1.7. Estate Management - New

This was a strategic objective for Council already highlighted within the Town Council's Strategic Policies. It was considered essential to make responsible provision to secure and maintain the Council's capital assets and in respect of the Manor House, to ensure the building was maintained in line with its civic importance within the town.

It was therefore Resolved that Council be recommended to add this priority to the list.

34.2. Absence Monitoring Report- Quarter 3 2020 to 2021

The Committee received a report (previously circulated) which set out the staff absence records for the full year's 2011 to 2012 to 2019 to 2020 and Quarters 1 to 3 of 2020 to 2021. It was **Resolved** that:

The report be noted.

34.3. Anti-Bribery, Fraud and Corruption Policy

The Committee received a report (previously circulated) which set out a revised Anti-Bribery, Fraud and Corruption Policy for consideration and endorsement. These three policies had been combined to avoid duplication and it was also proposed that responsibility for them rest with both Governance and Audit and Property and Personnel because they were relevant to both staff and Councillors. This review had also highlighted that responsibility for the Whistleblowing Policy and the Gifts and Hospitality Policy

required a similar change. The revised combined policy was supported, and it was therefore **Resolved** that:

- 1. The Anti-Bribery, Fraud and Corruption Policy and Procedure be endorsed and RECOMMENDED to Full Council for approval.**
- 2. The changes to responsibility relating to the Anti-Bribery, Fraud and Corruption Policy, the Whistleblowing Policy and the Gifts and Hospitality be noted.**

34.4. Staffing Update

34.4.1 The Committee received a report (previously circulated) which contained a general staffing update and also set out proposals to extend temporary arrangements to the Caretaking and Amenity Team structure. These had been put in place for year from March 2020 whilst the sale of the premises at 82 Wick Street (the P82 building) was being progressed. This had also supported provided continuity whilst the Council progressed the development of the new youth centre in Wick and the new community centre in North Littlehampton. In view of the progress now being made in respect of the disposal of 83 Wick Street and the new youth centre, the Committee considered it prudent to extend these arrangements for a further year.

34.4.2 Changes to the Councils Central Administration and Support Services_ would be implemented from April and would see the Administration Team restored to its full complement of staff. Mrs Millard who had covered the maternity leave of the PA to the Town Clerk would also be leaving the Council on 31st March. The Town Clerk thanked Mrs Millard for her support during what had been a very challenging year and wished her well. It was **Resolved** that:

- 1. Full Council be RECOMMENDED to approve the extension of the temporary caretakers staff structure for up to 12 months until 31st March 2022, whereby the Project 82 Caretaker is transferred to Southfields Community Centre and the current Southfields Caretaker works reduced hours at Southfields and increased hours for the Amenity Team Operative.**

2. The contents of the report be otherwise noted.

34.5. Reception Reconfiguration

The Committee received a report (previously circulated) which set out proposals to complete the reconfiguration of the Reception area in the Manor House entrance. This included recarpeting the area and the installation of a new reception desk. It was noted that to complete project, branding would need to be sourced from an independent company and blinds required for the windows. It was suggested that the proposed new blinds could be purchased at a more reasonable price than was indicated in the report. It was agreed that this aspect of the scheme be revisited, and Members be kept informed of the progress with the work. It was therefore **Resolved** that:

- 1. Company A be appointed to supply and install the Reception Desk and Company C to supply and install the carpet.**
- 2. Expenditure of circa £5,500 for the project be approved.**

34.6. A Team New Plant and Equipment

The Committee received a report (previously circulated) which updated Members on the equipment requirements for the Amenity Team. This included recommendations regarding the purchase of a new tipper van, ride on mower, trailer, and pressure washer. These recommendations were supported, and it was therefore **Resolved** that:

- 1. The purchase of a new Tipper Van with the preferred supplier and expenditure of £27,252.50 be approved.**
- 2. The purchase a new Ride on Mower with the preferred supplier and expenditure of £5,850 be approved.**
- 3. The purchase of a new trailer and expenditure of £2,720 be approved.**
- 4. The purchase of a new pressure washer and expenditure of £1,300 be approved.**

35. Finance

35.1. Committee Budget Monitor

The Committee received a report (previously circulated) which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2020 to 2021. In addition, approval was sought to upgrade the smoke detectors at the Lineside Unit to a full fire alarm system. This was supported and it was **Resolved** that:

- 1. The smoke detectors at the Lineside Unit be upgraded to a full fire alarm system using the underspends in the Amenity Team cost centre at a cost of circa. £2,700 plus ongoing maintenance costs of £120 per year.**
- 2. The contents of the report be otherwise noted.**

36. Exempt Business

There was none.

The meeting closed at 6.50pm.

CHAIR