



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

Minutes of the Ordinary Meeting of the Town Council held on Thursday 25th March 2021 at 6.30pm

Present:

Councillor Chace (Mayor)
Councillor Blanchard-Cooper
Councillor Buckland
Councillor Long
Councillor Molloy
Councillor Northeast
Councillor Price
Councillor Rhodes
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=YljANAg_r04

90. 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.

91. Apologies

There were no apologies.

92. 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.

93. Minutes

The Minutes of the ordinary meeting held on 21st January 2021 and the Extraordinary meeting held on 25th February 2021 (both 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.

94. Town Mayor's Report and Urgent Items

94.1. Town Mayor's Report

The Mayor's Report (copy attached to the Minutes) had been circulated to Members before the meeting for information. The Mayor reported that it was a busy time as his Mayoral year came to an end. He had several fundraising events planned to end his term of office concluding with a Charity walk on 9th May 2021. He was pleased to confirm that despite the challenges of the last year, in total just under five thousand pounds had been raised for the Mayoral Charities.

94.2. Vaccination Centre at Southfields Jubilee Centre

It was reported that from Monday 29th March, Southfields Jubilee Centre would be used for clinics to administer second doses of the COVID-19 vaccine. Until mid-April the Centre would operate as a vaccine clinic serving patients of a consortium of three local GP practices; Park Surgery, Willow Green Surgery and Westcourt Medical Centre. Members were pleased that the Council's facilities were being utilised to support the local vaccination programme. It was **Resolved** that:

The update be noted.

95. 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.

96. Correspondence or Issues in Respect of the District or County Council

There were none.

97. Reports of Committees- (Non-Exempt)

97.1. 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.

97.1.1. Policy and Finance Committee: 15th March 2021

Minute 43.2. West Sussex Association of Local Councils (WSALC)

In View of the reported progress of discussions regarding the future of WSALC, the Council was recommended to withdraw its notice of intention to leave WSALC/SALC/NALC and approve payment of the Annual subscription for 2021 to 2022. It was noted that the amount had yet to be confirmed but would include a ten percent discount. Council therefore **Resolved** to:

**Withdraw its notice of intention to leave
WSALC/SALC/NALC at the end of March
2021 and approve payment of the annual
subscription for 2021 to 2022.**

97.1.2. Minute 44.2. Annual Investment Strategy 2021 to 2022

Council was recommended to approve the Annual Investment Strategy. It was **Resolved** that:

**The Annual Investment Strategy 2021 to 2022 be
approved.**

97.1.3. Governance and Audit Committee: 9th February 2021

Minute 15.1. Notices of Motion

At its meeting on 21st January 2021, Council had supported in principle two Notices of Motion (NoMs). In broad terms the NoMs sought Council approval of all expenditure over £10,000 and that reports, and minutes should include financial implications within the recommendations and resolutions. Following consideration of the Governance arrangements required to support this change in the decision-making process, Section 13, Expenditure, of the Town Council's Standing Orders had been amended. Council was therefore recommended to approve the revised Section 13 (Appendix A, previously circulated) for inclusion in the Town Council's Standing Orders. It was **Resolved** that:

The revised wording of Section 13, Expenditure of the Town Council's Standing Orders as set out in Appendix A of the report, be approved, and adopted with immediate effect.

97.1.4. Minute 15.2. Annual Council - Committee Membership

Council was recommended to approve proposals to change the allocation of Committee seats and the appointment of Chairs and Vice Chairs to reflect the political makeup of the Town Council. These were set out in paragraph 3.6 of the report in Appendix B of the report (previously circulated). It was noted that Chairs and Vice Chairs of the Committees would be drawn from different political parties and that the changes would be in place for the remainder of this Council or until one party had a majority. It was therefore **Resolved** that:

The changes to the allocation of Committee seats and the appointment of Chairs and Vice Chairs as set out in paragraph 3.6 and Appendix B of the report be approved and remain in place for the duration of this Council (May 2023) or until one party has a majority.

97.1.5. Minute 15.6. Anti-Bribery, Fraud and Corruption Policies Review

Council was recommended to approve the combination of policies to create one holistic policy (previously circulated) which set out the Town Council's strategy for tackling bribery, fraud, and corruption. It was noted that the new policy had also subsequently been endorsed by the Property and Personnel Committee at its meeting on 22nd March. It was therefore **Resolved** that:

The Anti-Bribery, Fraud and Corruption Policy and Procedure be approved.

97.1.6. Minute 15.7. Annual Review of Internal Controls

It was **Resolved** that:

Statements 2, 5, 6 and 7 of the Annual Governance Statement be approved.

97.1.7. Minute 15.8. Annual Review of Corporate Risk Register

Council was recommended to approve the updated Risk Register and Corporate Risk Management Strategy and Procedure. It was **Resolved** that:

- 1. The Council's Corporate Risk Management Strategy and Procedure be approved.**
- 2. The updated Risk Register be approved.**

97.1.8. Property and Personnel Committee: 22nd March 2021

Minute 34.4.1. Staffing Update

Council was recommended to approve the continuation of the temporary changes to the Caretaking and Amenity Team staff structure for a further year until 31st March 2022. These had been implemented to provide continuity pending the completion of new developments, such as the Keystone Centre and an assessment of future requirements. It was **Resolved** that:

The continuation of the temporary Caretaking and Amenity Team staff structure for up to 12 months until 31st March 2022 be approved.

97.2. Committee Minutes (Non-Exempt)

97.2.1 Policy and Finance

Council received the Minutes of the meeting held on 15th March 2021 (previously circulated). Regarding Minute 41.1, Town Centre Events, it was noted that due to the restrictions on public gatherings, this year's events would be curated, and that the Dragons Den concept would be implemented in 2022. Regarding the Priorities, the wish to see the Public Realm Improvements in the Town Centre and Gateway Public Art initiatives advance was emphasised. Noting the recent announcement of the contractor that had been appointed to deliver the first two stages of the public realm improvement works in Littlehampton, it was suggested that consideration be given to including cabling to support the future electrification of the Town Centre clock mechanism. It was noted that the potential for this to be included within the detailed design work would be explored with the District Council.

97.2.2 Community Resources

Council received and noted the Minutes of the meetings held on 18th February and 18th March 2021 (previously circulated). Regarding this year's events programme it was noted that due to the ongoing restrictions, Screen on the Green and the Sandcastle competition would be the first outdoor events delivered by the Town Council. Where possible, a virtual programme had been agreed to replace those events that could not be held outdoors and decisions on the remaining events in the programme had been deferred until such time as more information on the easing of restrictions was available.

97.2.3 Planning and Transportation

Council received and noted the Minutes of the meetings held on 1st February and 1st March 2021 (previously circulated). It was noted that despite opposition from residents and the Town Council, the development of a further house of multiple occupation had been approved in Bayford Road.

97.2.4 Governance and Audit

Council received and noted the Minutes of the meeting held on 9th February 2021 (previously circulated) with no matters arising.

97.2.5. Property and Personnel

Council received and noted the Minutes of the meeting held on 22nd March 2021 (previously circulated). Regarding Minute 34.5, Reception Reconfiguration, the Town Clerk provided clarification regarding the proposed changes. Regarding the Priorities, Members noted that wildflower schemes were increasingly being adopted by local authorities to support environmental objectives.

98. Officer's Reports

98.1. Town Council Priorities

Council received a report (previously circulated) which set out a list of revised Priorities which had been collated for consideration following a review at each Committee. Members proceeded to review the proposals in more detail, and it was noted that updates on the Community Warden Scheme would be reported to the Policy and Finance Committee. Regarding the sale of 82 Wick Street, it was also noted that a valuer had been appointed and the report was awaited. A brief discussion of the Tree Planting and Wildflower Meadow priority highlighted the wish to see an expansion of wildflower planting where practicable and if the proposed trials were successful. Discussion turned to the construction of the acoustic barrier along the Fitzalan Link Road, and it was suggested that the introduction of trees could soften the landscape along the route of the fencing. It was agreed that this be raised at next meeting of the North Littlehampton Steering Group. It was therefore **Resolved** that:

The recommendations from the Committees regarding the priorities for this Council be approved and the financial implications be noted.

99. Reports of Representatives on Outside Bodies

99.1. Littlehampton Sportsfield Management Committee

As the Town Council's representative on the Littlehampton Sports Management Committee, Councillor Blanchard-Cooper informed Members that the Committee continued its programme of maintenance and looked forward to welcoming local sports clubs back to the ground when circumstances allowed.

99.2. Littlehampton Bonfire Society

As the Town Council's representative on the Littlehampton Bonfire Society Management Committee, Councillor Blanchard-Cooper informed Members that a new Chairman had been appointed at the Society's Annual General Meeting and that the Society hoped to deliver an event this year.

100. Officer's Report- Exempt

100.1. New Youth Centre in Wick

Council received and noted the Exempt Minutes of the Community Centres Sub-Committee meeting held on 17th March 2021 (previously circulated to Members of the Council only). The Sub-Committee had met following Full Council on the 25th of February to review a revised design based on a single storey building. The revised design showed that by increasing the ground floor footprint, the facilities on the upper floor could still be delivered whilst maintaining the fundamentals required to deliver youth sessions. Council was therefore recommended to approve the single storey redesign. In addition to the Sub-Committee had explored the position regarding VAT on the new building. Having considered the financial implications, the Sub-committee was also recommending that Council preserve the right reclaim VAT on building costs.

Council proceeded to review the revised design proposal (previously circulated to Members Only). Members supported the move to a single storey design which was viewed as more practical for the delivery of youth services whilst maintaining a unique design. Whilst costs had been reduced, it was also emphasised that grants could yield opportunities to support sustainable objectives for the building that were a priority for the Council. It was agreed that research into grant opportunities including professional grant funders be taken forward by the Sub-Committee. In view of the potential VAT liability in respect of the new build and the limited hiring potential, it was also considered sensible that the Council preserve the right reclaim VAT on building costs.

Council therefore **Resolved:**

1. To opt to tax the new youth facility building at Eldon Way.

(This means that the VAT that the Council incurs on the build and associated costs can be recovered and that future hire charges will have to include VAT.)

2. That the single storey design concept be approved, and authority be delegated to the Sub-Committee to approve any minor amendments to the final design and costs, within the maximum budget approved of £1,554,657.
3. To note the Exempt Minutes of the Community Centres Sub-Committee meeting held on 17th March 2021 and that the project timeline would be reassessed following confirmation of the single storey design concept.

101. Exempt Business

There was none.

The meeting closed at 7:32pm

TOWN MAYOR

Mayoral Events attended between 21 January – 25 March 2021

	Date	Organisation	Activities at Event	Venue
44	26 February 2021	Mayoral Charity	Live Auction	DC home

** Deputy Mayor Attended Event

***** Mayor & Deputy Mayor Attended Event