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Minutes of the Annual Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 16th May 2019 at 6.30pm

Present:

Councillor Baker (Mayor)
Councillor B Blanchard-Cooper
Councillor C Blanchard-Cooper
Councillor Buckland
Councillor Chace
Councillor Long
Councillor Molloy
Councillor Northeast
Councillor Price
Councillor Seex
Councillor Squires
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ

2019/2020

1. Evacuation Procedures

The Mayor outlined the evacuation procedures.

2. Filming of Council Meetings Use of Social Media and Mobile Phones

The procedures were noted.

3. Apologies

It was noted that Councillor Rhodes was delayed and would join the meeting as soon as she was able.

4. Declarations of Interest

Members and Officers were reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests other those already recorded that they may have in relation to items on this Agenda.

5. Public Forum

There were 26 members of the public present.

- 5.1 Mr Page addressed Council on two points. Firstly, recalling the discussion at the Annual Town Meeting in March, he stated that there appeared to have been very little progress in addressing antisocial behaviour in the Town. Speaking about specific incidents affecting the area where he lived, he expressed concerns about the effectiveness of the Police response. He called for action and sought the support of the Council to find ways of tackling this issue.
- 5.2 Members reported having received reports of similar comments from residents. Whilst the need to continue reporting this type of behaviour was acknowledged, there appeared to be little evidence that this intelligence was being used effectively. It was reported that a Joint Action Group had been formed to take this work forward and that the Town Clerk would be attending a meeting with the District Council the following day. Councillor Dr Walsh KStJ also stated that as Leader Elect of Arun District Council, he would be seeking a review of local policing as a priority. It was noted that progress in this respect would be monitored by the Policy and Finance Committee.
- 5.3 Representing the Votes for Women Centenary Group, Mr Page described a proposal to plant 100 trees in recognition of local suffragettes. He sought the support of local Town and District Councillors in making an appeal to the developers at Hampton Park to achieve this. It was noted that Members, through the North Littlehampton Steering Group, had urged the developer to plant mature trees as part of their landscaping plans and that this proposal would be raised with them at the next Steering Group meeting.

6. Town Mayor's Valedictory Statement

- 6.1 Before making his valedictory statement the outgoing Town Mayor, Billy Blanchard-Cooper reported the very sad news of the recent death of Daphne Snowden. Daphne, or "Snowy" as she was fondly known to many throughout the Town, had devoted many years to raising funds for the Royal British Legion by selling poppies. He stated that her presence would be missed and that it had been a great privilege to know her. Recalling her joyful presence, the Council remembered her life with a heartfelt round of applause.
- 6.2 Council received the valedictory statement of the outgoing Town Mayor, Billy Blanchard-Cooper. He began by stating that It had been a privilege and an honour to be able to represent the town as Mayor for the past two years. It had also been a huge learning experience and one which he could not have done without the help and support of family, friends, the public, officers and fellow councillors. It was impossible to thank everyone individually, but he did wish to acknowledge the support of past Mayors, many of whom he had relied upon for advice.
- 6.3 He thanked everyone who had helped in various different ways with his fundraising for the charities that he had supported particularly those involved in his main fundraisers, Curtain Up. This show would never have happened

without the support of two ladies in particular, Jan Combes and Lynne Jones and he would be arranging for them to receive gifts as a thank you for all their hard work on the production which had raised just over £5,000.

Acknowledging the very special support that he had received from his husband; he also presented a card to Councillor C Blanchard-Cooper.

- 6.4 Throughout the past year he had been very lucky in being able to share his duties with and have as Deputy, Councillor Baker. Stating that she had been a tower of strength, he presented her with a bouquet of flowers as a token of his appreciation. Looking back to the beginning of his second term, and following the retirement of his then PA, he recalled how wonderfully the Town Clerk's PA, Zoe Groves, had stepped in to make sure he could continue to carry out his role. This period had been seamless, and he was very pleased to present Zoe with a bouquet of flowers as a thank you for all her help and support during this period. Commenting that the role of the PA was often one of frantic organisation, the Mayor thanked Nadia Shannon for taking on the role and being his rock. He stated that Nadia had been excellent in the role and would be a huge support to Councillor Baker in her coming term as Mayor. He then presented Nadia with a bouquet of flowers.
- 6.5 Finally, one of the opportunities afforded to the Mayor was to find a cause to champion during their Mayoral year. This could be a daunting task but had been one in which he had been very fortunate to have the help of the Assistant Town Clerk, Rosie Costan. Through the Town Council's work with the Arun Youth Churches Project, his attention had been drawn to the proposed creation of an Arts and Social Club Bursary. This would be an opportunity to help young people in the town access and get involved in activities and groups that they might not otherwise come into contact with and could open up opportunities for the future. The funds raised to support the bursary would be distributed to young people chosen by the Arun Youth Project, Young Leaders. He therefore presented a cheque in the sum of £12,012.68p to the Young Leaders and Youth Workers form the Arun Youth Project.

7. Council's Response

- 7.1 Councillor Dr Walsh KStJ, led the response to the Town Mayor's valediction. Acknowledging the two consecutive terms that Councillor B Blanchard-Cooper had served as Mayor, Councillor Dr Walsh KStJ expressed his heartfelt thanks on behalf of the Council for everything that Councillor B Blanchard-Cooper had brought to the role. These sentiments were echoed by Members who commented that Councillor B Blanchard-Cooper had achieved so much in broadening their knowledge of local groups and raising the profile not only of the Town and the Town Council but also the role of the Mayor particularly through his use of the local press and social media. The outgoing Mayor thanked Council and past Mayors for the advice and support he had received whilst carrying out his mayoral duties.

8. Installation of Town Mayor

- 8.1 The Deputy Mayor and Mayor Elect Councillor Tracey Baker was installed as the Town Mayor.

9. Declaration of Office and Welcome Address

- 9.1 Councillor Baker read and duly signed her declaration of acceptance of office as Town Mayor.
- 9.2 The Mayor wished to express a special thank you to Councillor B Blanchard-Cooper for all he had achieved during his historic two-year term. Commenting that Councillor B Blanchard-Cooper had completely revitalised the role with his use of social media, she added that he would be hard act to follow. She stated that it was privilege and honour to be Town Mayor and one which, with the help of the capable staff and Officers of the Town Council, she hoped to sustain. She felt privileged and honoured to have this opportunity and thanked everyone for the trust that had been placed in her. She also welcomed the new Members to the Council and wished them well in their new role. Finally, she announced that she would be supporting two charities during her year in office, the RNLI and The Firefighters Charity.
- 9.3 The Mayor's Consort, Mr Alan Baker was also recognised and installed, and the emblems were duly exchanged.

10. Appointment of Deputy Mayor

- 10.1 Councillor Chace and Councillor Squires were proposed as candidates for Deputy Mayor and the proposals were duly seconded. Supporting statements were made and in accordance with Standing Order 12(b), a secret ballot was held. It was **Resolved** that:

**Councillor Chace be elected Deputy Mayor for
2019/20, Vice Chair of the Council and Town
Mayor Elect.**

11. Appointment and Membership of Committees and Representatives on Outside Bodies

- 11.1 The Town Clerk presented a report which set out the rationale for the allocation of Committee places and vacancies for outside bodies. A revised list of proposals for Committee places and vacancies for outside bodies which had been agreed with Group Leaders prior to the Council meeting was circulated to Members for approval.
- 11.2 Council proceeded to discuss the Committee nominations. Regarding the Planning and Transportation Committee, Councillor Buckland withdrew from the Committee and Councillor Billy Blanchard-Cooper indicated his

willingness to replace him and take on the role of Vice Chair on the Committee. Councillor Price would also be unable to attend the forthcoming meeting of that Committee. It was noted that a substitute would be arranged and that a nomination to replace Councillor Price on the Committee would be brought to Full Council in June. Regarding the Property and Personnel Committee there were two nominations for Vice Chair, Councillors Baker and Squires. Councillor Baker withdrew her nomination for Vice Chair of this Committee. These proposals were supported by Council.

- 11.3 Regarding the proposals for membership of Outside Bodies, Councillors Molloy and Squires were nominated as the Town Council's representative on the Joint Eastern Arun Area Committee (JEAAC) and Councillors C Blanchard-Cooper and Rhodes as the Town Council's representatives on the JEAAC Highways and Transport Sub Committee. Following a vote, Councillors Molly and C Blanchard-Cooper respectively were duly appointed as the Town Council's JEAAC representatives. Councillor B Blanchard-Cooper, as Chair of the Community Resources Committee, confirmed his willingness to be the Town Council's representative on the Littlehampton Sportsfield Management Committee and the Sports Forum.
- 11.4 Regarding the two nominations to be the Town Council's representative on the Wick Information Centre Management Committee, Council confirmed that if this was acceptable to that Committee, the appointment of Councillors Long and Squires as the Town Council's representatives be approved. It was noted that the Council was waiting to hear from the Committee on this. The changes to the Committee memberships and outside body representation were supported and it was therefore **Resolved:**

1. **That subject to the changes set out in point 11.2 above, the Committee memberships including the Chairs and Vice-Chairs as set out in appendix 1 be approved.**
2. **That subject to the changes set out in Point 11.3 above, the representatives to outside bodies as set out in Appendix 2 be approved.**

12. Minutes

The Minutes of the Meetings of the Town Council held on 28th March and 30th April 2019 were approved as a correct record and signed by the Mayor.

13. Reports of Committees- (Non-Exempt)

13.1. Recommendations from Committees

There were none.

13.2. Committee Minutes (Non-Exempt)

13.2.1. Planning and Transportation

Council received the Minutes of the meeting held on 1st April 2019 (previously circulated) with no matters arising.

13.2.2. Planning and Transportation

Council received the Minutes of the meeting held on 29th April 2019 (previously circulated) with no matters arising.

14. Officer's Reports

14.1. Authorised Member 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 2019/20. Having confirmed the Committee appointments for 2019/20, it was therefore **Resolved** that:

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

14.2. Eastern Arun Parish Group

Council had before it details of a proposal to reconvene this Group (previously circulated). Members were asked to consider whether the Council should participate in this forum and if so, to appoint representatives. It was noted that membership was limited to a maximum of two and that the first meeting was scheduled to take place on Tuesday 21st May at 10am in Rustington. Reviewing the agenda, Members observed a degree of overlap with the Joint Eastern Arun Area Committee (JEAAC). Members also acknowledged that there had been occasions when the Town Council had worked with neighbouring parishes on matters of mutual interest. Whilst Members did not therefore consider it necessary to attend the coming meeting, it would be beneficial be kept informed of the meetings and actions where there was a significant benefit. It was therefore **Resolved** that:

The Eastern Arun Parish Group be informed of the Town Council's decision.

15. Reports of Representatives on Outside Bodies

There were none.

16. Exempt Business

There was none.

The meeting closed at 7:36pm

TOWN MAYOR