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### **Minutes of the Ordinary Meeting of the Town Council held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Thursday 20<sup>th</sup> June 2019 at 6.30pm**

#### **Present:**

Councillor Baker (Mayor)  
Councillor B Blanchard-Cooper  
Councillor Chace  
Councillor Long  
Councillor Molloy  
Councillor Seex  
Councillor Tandy  
Councillor Turner  
Councillor Dr Walsh KStJ

#### **2019/2020**

##### **17. Evacuation Procedures**

The Mayor outlined the evacuation procedures.

##### **18. Filming of Council Meetings Use of Social Media and Mobile Phones**

The procedures were noted.

##### **19. Apologies**

Apologies were received from Councillors C Blanchard-Cooper, Buckland, Northeast, Price, Rhodes, and Squires.

##### **20. 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 Councillor B Blanchard-Cooper declared a personal interest as a member of Arun District Council across the agenda.

##### **21. Minutes**

The Minutes of the meeting held on 16<sup>th</sup> May 2019 (previously circulated) were confirmed as a true record and signed by the Mayor.

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

Council received the Town Mayor's, report (copy attached to the Minutes) in which she thanked the Deputy Mayor, Councillor Chace and her secretary Nadia Shannon for their support. Commenting on the many groups that she had already visited; the Mayor expressed her thanks to them for the support they provided locally. She was however sad to report that Mrs Smart, the founder of the 50 up club had recently suffered a fall. Acknowledging the support and help that Mrs Smart had provided to the community in Wick over many years, on behalf of the council she wished Mrs Smart a speedy recovery.

## **23. Public Forum**

There were 6 members of the public present.

- 23.1** Mr Ellis addressed the council regarding Armed Forces Day. Referring to the publicity about the day in nearby seaside towns he asked for details of how the Town council was publishing and promoting the Littlehampton event. In response the Town Clerk confirmed that the Town Council was actively promoting the event and confirmed that he would come back to Mr Ellis with details of the publicity arrangements.

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

There were none.

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

### **25.1. 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 three from the Policy and Finance Committee.

#### **25.1.1. Safer Arun Partnership Joint Action Group (JAG)**

Council was asked to confirm that the Mayor be the Town Council's representative on the JAG. The Town Clerk provided clarity regarding the aims and objectives of the JAG and the structure of the meetings. It was noted that the Policy and Finance Committee would receive updates on the JAG's activities. It was **Resolved** that:

**The Mayor be appointed as the Town Council's representative on the Safer Arun Partnership JAG.**

### **25.1.2. Members Allowances Review**

Council considered a recommendation from the Policy and Finance Committee regarding the level of allowances for Town Councillors. It was proposed that the level of allowances be set at a rate of 10% of the District Council rate with effect from 1st June 2019. This was considered reasonable and it was therefore **Resolved** that:

**The Town Council's Members Allowances be set at 10% of the District Council rate with effect from 1st June 2019, subject to the District Council rate continuing to be linked to further staff pay rises.**

### **25.1.3. Armed Forces Covenant**

The Council wholeheartedly supported the principles and aims of the Covenant and it was therefore **Resolved** that:

**Council sign the Armed Forces Covenant.**

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

### **25.2.1. Policy and Finance**

Council received the Minutes of the meeting held on 10<sup>th</sup> June 2019 (previously circulated). Members were pleased to note that the Harbour Lights Café had reopened that day.

### **25.2.2. Community Resources**

Council received the Minutes of the meeting held on 6<sup>th</sup> June 2019 (previously circulated) with no matters arising.

### **25.2.3. Planning and Transportation**

Council received the Minutes of the meeting held on 28<sup>th</sup> May 2019 (previously circulated) with no matters arising.

### **25.2.4. Property and Personnel**

Council received the Minutes of the meeting held on 3<sup>rd</sup> June 2019 (previously circulated) with no matters arising.

### **25.2.5. Governance and Audit**

The next meeting of this Committee would be held on 2<sup>nd</sup> July 2019.

## **26. Appointment of Committees and Representatives on Outside Bodies**

**26.1.** Council received a report (previously circulated) which set out proposed changes to the membership of Planning and Transportation Committee and revisions to the outside body list and representation. The changes to the Town Council's representation on the North Littlehampton Steering Group were noted and Councillor Long was nominated as the Town Council's substitute member. Regarding the Safer Arun Partnership Joint Action Group (SAPJAG), Councillor Chace was nominated as the Town Council's substitute member. These nominations were duly seconded, and it was therefore **Resolved** that:

- 1) Councillor Long be appointed as the Town Council's substitute member on the North Littlehampton's Steering Group**
- 2) Councillor Chace be appointed as the Town Council's substitute member on the SAPJAG**

**26.2.** It was noted that in future Ward Councillors would be invited to attend the Town Trader's Forum. It was also reported that the East Arun Health Services Advisory Group was unlikely to continue in its current format and would be replaced by two new groups focusing on the One Public Estates Project and primary care provision in Littlehampton. It was therefore considered prudent not to make any changes to the Town Council's representation at this time. It was therefore **Resolved** that:

**The Town Council's representation in this respect remain unchanged.**

**26.3.** Regarding the Planning and Transportation Committee it was proposed that Councillor's B Blanchard-Cooper and Price be replaced by Councillor's Buckland and Chace, respectively. After some discussion, Councillor Chace was proposed and duly seconded as Vice Chair of the Planning and Transportation Committee. It was therefore **Resolved** that:

- 1) Councillor's Buckland and Chace be appointed to the Planning and Transportation Committee**
- 2) Councillor Chace be appointed as Vice Chair of the Planning and Transportation Committee**

## **27. Audit and Annual Return 2018 to 2019 (attached)**

### **27.1. Annual Governance Statement for 2018/19 (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 2019, 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 2018/19 Annual Return on behalf of the Council.**

### **27.2. Statement of Accounts - Annual Return 2018/19 (Section 2 of the Annual Return)**

Council received a report (previously circulated) which sought approval of the 2018/19 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 2019 be approved.**
- 2) The Mayor, as Chairman of the Council, be authorised to sign Section 2 of the 2018/19 Annual Governance and Accountability Return on behalf of the Council.**

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

- 28.1.** As the Town Council's representative on the Littlehampton Sportsfield Management Committee, Councillor B Blanchard-Cooper reported that he was liaising with the manager of the Littlehampton Sportsfield to arrange a date for Councillors to view the facilities. Members were encouraged to accept this invitation.

## **29. Exempt Business**

There was none.

The meeting closed at 6:56pm

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**TOWN MAYOR**