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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 12 May 2022 at 6.30pm

Present:

Councillor Long – Town Mayor
Councillor Blanchard-Cooper
Councillor Buckland
Councillor Butcher
Councillor Chace
Councillor Molloy
Councillor Northeast
Councillor Price
Councillor Rhodes
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ
Councillor Woodman

2022 to 2023

1. Evacuation Procedure

The Town Mayor outlined the evacuation procedures.

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

The procedures were noted.

3. Apologies

There were apologies from Councillor Tilbrook.

4. 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.

5. Public Forum

There were five members of the public present and no representations made.

6. Town Mayor's Valedictory Statement

- 6.1. Council received the valedictory statement of the outgoing Mayor, Councillor Molloy. She stated that it had been a great privilege to serve the town and its residents as Mayor over the last year. The recent Annual Town Meeting had been an opportunity to reflect on the year and being able to present the many Town Merit Awards recognising the work of the community groups and individual volunteers. This highlighted the wonderful community spirit encountered in her many visits throughout the year and she was humbled by the welcome and support she had received.
- 6.2. She thanked all who supported her charities and confirmed that the final total, once known would be split between her chosen charities: West Sussex Mind, Arun Youth Projects and the Arun Veterans and Armed Forces Breakfast Club.
- 6.3. She also thanked Councillor Long for her support as Deputy Mayor and her partner Shay, who had been beside her at events and meetings throughout the year. Finally, she expressed gratitude to the Town Clerk and his team for their help over the last twelve months and gave special thanks to Nadia Shannon, Zoe Groves and the Administration Team for the dedicated support they had given her. Handing over the Chain of Office she also wished Councillor Long a successful year as Mayor.

7. Council's Response

On behalf of the Council, Councillor Dr Walsh expressed his heartfelt thanks to Councillor Molloy for role she had played in the reopening of the town community. Commenting that she had been an exemplary Mayor, he also recognised the support given to the Mayor by her partner and family. He was certain that her dedication and encouragement had supported many community groups and helped many as normal life resumed following the pandemic.

Councillor Tandy echoed this appreciation and added that every mayor had a unique style. Councillor Molloy's willingness to engage in every opportunity had he was certain, given her tremendous insight into many organisations, some of which were new to the Council. This he stated was the sign of a mayor who had done a good job and led the Town well.

Councillor Long added that Councillor Molloy had had a very good year and thanked her for representing the town so marvellously.

8. Installation of Town Mayor

The Deputy Mayor and Mayor Elect Councillor Long was installed as the Town Mayor.

9. Declaration of Office and Welcome Address

- 9.1. Councillor Long read and duly signed her declaration of acceptance of office as Town Mayor.
- 9.2. The Town Clerk as the Proper Officer of the Council confirmed that the declaration had been made and congratulated the new Town Mayor.
- 9.3. The Mayor addressed the meeting and stated that it was an honour to accept the role of Mayor and that she was looking forward to the next twelve months. The indications were that the forthcoming year would offer everyone more opportunities to enjoy themselves, with The Town Council's varied programme of events, including the celebrations for the Queen's Platinum Jubilee.

She announced that her chosen charity would be the Arundel and Littlehampton District Scouts, specifically their campsite's woodland facility which served ten Scout Groups across the area, as well as other youth-based organisations. The campsite would need to upgrade its bathroom facilities to accommodate the increasing number of young people wanting to enjoy the outdoors and she welcomed Mark Hewson, District Commissioner of the Scouts to the meeting.

10. Appointment of Deputy Mayor

Councillor Northeast nominated Councillor Tandy as a candidate for Deputy Mayor and this proposal was seconded by Councillor Dr Walsh.

In nominating Councillor Tandy to fill the role of Deputy Mayor, Councillor Northeast stated that having fulfilled a number of positions on Committees, Councillor Tandy's experience would be beneficial to support the Mayor and new councillors. He was also Littlehampton born and bred and was widely known and respected in the community. There were no further nominations.

It was Resolved that:

Councillor Tandy be elected Deputy Mayor for 2022 to 2023, Vice Chair of the Council and Town Mayor Elect.

11. Appointment of Committees, Representatives on Outside Bodies and Cheque Signatories

The Town Clerk presented a report, previously circulated, which explained the allocation of Committee places and vacancies for outside bodies. Regarding the appointment of representatives on outside bodies, Councillor Molloy had expressed an interest in becoming the Town Council's nominated representative on the Sportsfield Management Committee and filling the vacancy on the Liaison Group. These were supported.

It was therefore Resolved that:

1. The Committee appointments and nominations for representatives on outside bodies for 2022 to 2023 as set out in appendices 1 and 2, attached to the report, be approved.

2. The appointment of the Chairs and Vice-Chairs of Committees as set out in appendix 1, attached to the report, be approved.
3. The Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation and Property and Personnel Committees be confirmed as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

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

There were none.

13. Minutes

The Minutes of the Council meeting held on 24 March 2022, previously circulated, were confirmed as a true record and signed by the Mayor.

14. Reports from Committees – Non-Exempt

14.1. 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.

14.1.1. Community Centres Sub-Committee: 13 April 2022

Minute 37.1. – New Youth Centre in Wick

The Town Clerk had sought the views of the Sub-Committee regarding a name for the new centre. Reflecting on the history of the project and the Town Council's aspirations for the new centre, Members arrived at the name Key2. This option was also thought to give the new centre its own identity.

It was Resolved that:

1. Key2 be approved as the preferred working name for the new youth centre in Wick.
2. Progress with the construction tender, pre-tender costs, project constraints and timeline be noted.

14.2. Committee Minutes – Non-Exempt

14.2.1. Planning and Transportation

Council received and noted the Minutes of the meetings held on 28 March and 25 April 2022, previously circulated, with no matters arising.

14.2.2. Community Centres Sub-Committee

Council received the Minutes of the meeting held on 13 April 2022, previously circulated. Drawing Member's attention to the pre-tender cost estimate, the Chair of the Sub Committee considered it important that Council were aware that the project potentially faced budgetary pressure.

It was Resolved that:

This update be noted.

15. Reports of Representatives on Outside Bodies

- 15.1. In his role as the Council's representative on the Rampion 2 Community Liaison Group, Councillor Buckland wished to alert Members to some key aspects of the offshore windfarm proposal that were in his view not evident from some of the published project material. The matters that he felt could be of considerable concern were the level of noise generated by the offshore wind turbines, the disturbance to the seabed caused by drilling and the impact on the ecology of the seabed and marine life including some important fish breeding grounds. He therefore urged Councillors to bear these points in mind when considering these proposals.

In noting Councillor Buckland's update, the Mayor thanked Councillor Buckland for his report and reminded members that the local impact assessment report was awaited.

- 15.2. As a member of the Littlehampton Bonfire Society, Councillor Blanchard-Cooper reported that finances were a constant concern. Although the recent fundraising activities had been successful, on behalf of the Society he appealed for information and contacts for potential new avenues of funding.
- 15.3. As one of the Town Council's representatives on the East Arun Health Services Advisory Group Councillor Northeast suggested that the Council review its objectives as a member of this Group. A brief discussion about health services in the Town ensued and it was noted that local provision was also monitored by the County Council's Health Scrutiny Committee. It was however agreed that a way forward was needed.

It was Resolved that:

A meeting of the Town Council's representatives on the East Arun Health Services Advisory Group be convened to review the Council's priorities and agree a way forward.

16. Exempt Business

There was none.

The meeting closed at 7.04 pm.

Town Mayor

Mayoral Events Attended Between 25 March and 12 May 2022 – Councillor Michelle Molloy

	Date	Organisation	Activities at Event	Venue
66	31/03/22	Hall & Woodhouse	Attend online meeting	Virtual
67	02/04/2022	Littlehampton FC	Football Match. Lead players out on pitch, meet committee members	The Sportsfield, Littlehampton
68	06/04/2022	Bognor Regis Town Council	Civic Event	Shoreline Conference Centre, Bognor Regis
69	07/04/2022	Carers Support West Sussex	Support Awareness event Attend event, meet with public	Littlehampton Wave
70	09/04/2022	Arun District Council, Chilgrove House team	Community Engagement Event Socialise with the community	Chilgrove House, Wick
71	09/04/2022	Littlehampton Town Council	Eggstravaganza Trail Launch Open Art trail, make speech and meet young people involved.	Littlehampton High Street
72	09/04/2022	Edwin James Festival Choir	Jesus Christ Superstar Attend and enjoy	United Church, Littlehampton
73	20/04/2022	Bersted Parish Council	Chairman's Network Meeting Attend Meeting	Virtual
74	23/04/2022	LOCA	Artisan Market Open Market	Littlehampton High Street
75	24/04/2022	Morrisons via Community Champion	Charity Bucket Collection	Morrisons, Wick
76	28/04/2022	Chichester District Council	Civic Event	Chichester College
77	29/04/2022	North Macedonian Embassy	Award Presentation Event Welcome speech, hold meeting with Ambassador, socialise with attendees *Both Mayor & Deputy present	New Millenium Chamber, Manor House
78	05/05/2022	Littlehampton Town Council	Merit Awards. Presenting Awards for those who missed original ceremony, taking pictures with winners	Mayor's Parlour, Manor House
79	09/05/2022	Littlehampton Town Council	Egg Trail Winners. Present prizes to winners, take pictures	Littlehampton Museum
80	09/05/2022	Girl Guides	Skipathon for Charity. Attend, meet with guides, participation optional	Mewsbrook Park, Littlehampton
81	12/05/2022	West Sussex Mind	Centre reopening	23 Maltravers Drive, Littlehampton

** Deputy Mayor Attended Event