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Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday 6 June 2022 at 6.30 pm

Present:

Councillor Chace – Chair
Councillor Butcher
Councillor Price

2022 to 2023

1. Evacuation Procedures

The procedures were noted.

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

These were noted.

3. Apologies

There were no apologies.

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, and no further declarations were made.

5. Minutes

The Minutes of the meeting held on 7 December 2021, previously circulated, were confirmed as a true record and signed by the Chair.

6. Public Forum

There were no members of the public in attendance.

7. Chair's Report and Urgent Items

There were none.

8. Officer's Reports

8.1. Standing Orders and Urgent Actions

The Committee received an urgent action regarding the Holly Drive allotment layout. This was to enable the developer to meet the agreed timetable for the delivery of this element of infrastructure as specified in the Section 106 Agreement relating to the North Littlehampton development.

It was Resolved that:

The urgent action be noted.

8.2. Absence Monitoring Report

The Committee received a report, previously circulated, which set out the staff absence records for the full years 2011 to 2021 and Quarters 1 to 4 of 2021 to 2022.

It was Resolved that:

The report be noted.

8.3. Staffing Changes

The Committee received a report, previously circulated, which set out recent staff changes. It was noted that the Town Centre Team was now established and that the Community Resources Officer would be leaving at the end of June.

It was Resolved that:

The report be noted.

8.4. Administration Team

The Committee received a report, previously circulated, which sought approval for a temporary increase in hours for the Administration Team. The Town Clerk explained that this would provide flexibility while work continued on the Digital Interface Project which aimed to deliver efficiencies in the Town Council's Bookings and Allotment administration processes. The Committee considered it sensible to provide this flexibility to allow the project to progress.

It was therefore Resolved that:

The temporary six month increase in hours of one member of the Administration Team, ending before the end of December 2022, be approved.

8.5. Properties Update

The Committee received a report, previously circulated, which provided an update on the properties under the remit of the Property and Personnel Committee. The Committee was also asked to approve that authority be delegated to the Town Clerk to agree minor changes to the layout of the Holly Drive Allotment Site so that the scheme could progress. The updates were noted, and the delegation was considered prudent.

The Town Clerk reported on continuing vandalism at Southfields Jubilee Centre and explained that he was looking at options to address this. Members supported appropriate measures being taken which would be reported back to the next meeting of the Committee.

It was Resolved that:

1. Delegated authority to the Town Clerk to agree any minor changes that might be required to the layout of the Holly Drive Allotment Site to complete the scheme be approved.
2. The progress with the projects to deliver the new community facilities in Wick and North Littlehampton and the financial implications be noted.
3. The update regarding the condition and works required to the Manor House windows and that progress will be reported to the Committee at the next meeting be noted.
4. The Town Clerk undertake measures to reduce vandalism at Southfields Jubilee Centre.
5. The contents of the report be otherwise noted.

9. Finance

9.1. 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 2021 to 2022. The first quarter of 2022 to 2023 was also included.

It was Resolved that:

The report be noted.

10. Exempt Business

None.

The meeting closed at 6:39 pm.

Chair