

**Minutes of the Annual meeting of The Town Council held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Thursday 18 May 2023 at 6.30 pm.**

**Present:**

Councillor Tandy – Chair  
Councillor Blanchard-Cooper  
Councillor Butcher  
Councillor Daws  
Councillor Lee  
Councillor Long  
Councillor Northeast  
Councillor Tilbrook  
Councillor Walsh  
Councillor Wiltshire  
Councillor Worne

**2023 to 2024**

**1. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**3. Installation of Town Mayor**

The Deputy Mayor and Mayor Elect Councillor Tandy was installed as the Town Mayor. The outgoing Mayor, Councillor Long congratulated the Mayor on his appointment and handing over the Chain of Office and wished him well.

**4. Declaration of Office and Welcome Address**

**4.1.** Councillor Tandy read and duly signed his declaration of acceptance of office as Town Mayor.

The Town Clerk as the Proper Officer of the Council confirmed that the declaration had been made and congratulated the new Town Mayor.

- 4.2.** The Mayor addressed the meeting and stated that he felt incredibly humbled and honoured to be taking on the responsibilities of Town Mayor and that it was a role he would fulfil with both humility and determination. He thanked the outgoing Mayor, Councillor Long, for her wonderful tutorage over the past year and remarked on how immensely grateful he was for her support and encouragement.

He then welcomed all members of the council, new and returning, and stated that he looked forward to working with them all in the same spirit of cooperation that had characterised previous administrations and to the same high standard he had seen over the past four years.

He reminisced over the councillors who had not returned this year and hoped that they remembered their time at the council fondly and were proud of what they were able to contribute to the town.

The Mayor announced that he would be using his term to raise money for Men's mental health charities. He highlighted the importance of awareness around Men's mental health, especially since the global pandemic, and hoped that he could help the countless men that have suffered in silence.

To close the speech, he made a commitment to serve the town in whatever way he could.

## **5. Appointment of Deputy Mayor**

- 5.1.** Councillor Butcher nominated Councillor Lee as a candidate for Deputy Mayor and this nomination was seconded by Councillor Daws.

In nominating Councillor Lee, Councillor Butcher stated that he was dedicated to serving the town and that he was committed to creating a safe and vibrant community for all to enjoy. There being no further nominations Council proceeded to a vote.

### **It was unanimously resolved that:**

Councillor Lee be elected Deputy Mayor for 2023 to 2024, Vice Chair of the Council and Town Mayor Elect.

- 5.2.** Accepting his appointment, Councillor Lee stated how humbled he was by the nomination and that he was honoured to be taking on the role of Deputy Mayor. He stated that he had been living in Littlehampton for the past five years and reflecting on his background he stated that he was a round the world sailor and a keen water sports enthusiast; and that as a committed Trade Unionist employed in the education sector for the last 25 years, he shared the values of the Council. Looking forward to serving the community

he added that he was committed to making the town diverse, inclusive, and vibrant.

## **6. Vote of thanks to outgoing Mayor**

- 6.1.** On behalf of the Liberal Democrat Group on the Town Council, Councillor Blanchard-Cooper lead the tributes to the outgoing Mayor, Councillor Long. Expressing his thanks to Councillor Long for her work on behalf of the town, he added that she had been very generous with her time and had represented the town with grace and charm. Commenting on her willingness to meet and support local community groups and recalling the spectacular highs and lows of her year, he offered his heartfelt thanks on behalf of the community. In conclusion, he stated that he very much looked forward to working with fellow councillors in the new administration.
- 6.2.** Councillor Butcher echoed these comments and commended Councillor Long for her tremendous sense of fun during what had been an eventful year. Highlighting Councillor Long's support of the events organised by the Wick Action Group, he felt that she had highlighted the wonderful opportunity that being Mayor presented to learn about the local community groups and residents.
- 6.3.** Councillor Dr Walsh KStJ also applauded Councillor Long's enthusiasm, flair, and the great sense of fun that she had brought to the role. He added that these qualities had undoubtedly enhanced the reputation of the town at home and abroad.
- 6.4.** In response Councillor Long thanked members for their very kind words. She also expressed her gratitude to the town for inviting her to the many events she had attended during her mayoral year and for the opportunity it had afforded her to find out more about the community. She had represented the town as it mourned the late queen and celebrated the accession of King Charles the third. Her second term had showed her once again what a wonderful town Littlehampton was, and she wished her successor a wonderful year. In recognition of her year and on behalf of the Council, the Mayor presented Councillor Long with a bouquet.

## **7. Apologies**

There were apologies from Councillors May, O'Neill and Woodman who were away, and Councillor Richards who was unwell.

## **8. 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.

It was stated on the Agenda that Councillor Tilbrook was a member of Arun District Council. This was an error and would be rectified going forward.

## **9. Public Forum**

There were eight members of the public present.

- 9.1.** The Town Clerk read out a representation on behalf of a resident who congratulated the new Councillors on their election and wished them good luck in their roles. The resident also asked the council to bear in mind the latest scientific information regarding the impact of increasing rainfall in the United Kingdom, as Littlehampton was in a flood plain. The Mayor thanked the resident for her good wishes and confirmed that her representation had been noted.
- 9.2.** Council then heard from a representative of the Littlehampton Guild of Co-operators for Peace and the Common Good. Speaking of the importance of the town council level of government, he expressed the hope that the Council would investigate the livestreaming of meetings in future. He asked the Council to consider forming a link with the Mayors for Peace organisation. He also asked that Littlehampton should be known as a community of and for peace and co-operation and the common good. On behalf of the Council the Town Clerk thanked the representative for his comments and stated that these requests would be noted for consideration by the Council as it looked to develop its priorities for the next four years.

## **10. Minutes**

The Minutes of the meeting held on 23 March 2023, previously circulated, were confirmed as a true record and signed by the Mayor.

## **11. Mayors Report and Urgent Items**


There were none.

## **12. Appointment of Committees, Representatives on Outside Bodies and Authorised Signatories**

- 12.1.** The Town Clerk presented a report, previously circulated which set out the rationale for the allocation of Committee places and vacancies for outside bodies. She explained that the Group Leaders had been approached for their nominations for 2023 to 2024 and invited Council to review these proposals.

- 12.2.** Council proceeded to discuss the Committee and Sub-Committee nominations. Regarding the Property and Personnel Committee, there was one vacancy. Councillor Tilbrook expressed his willingness to fill this role and there being no further nominations, this was supported by Council.
- 12.3.** Regarding the proposals for membership of Outside Bodies, there were three groups for whom multiple nominations to fill roles had been proposed where only one representative was required. It was noted that where it was acceptable to the Outside Body, Council supported the appointment of two representatives. Should this be declined, the following were agreed as the primary and secondary nominations of the Council, with the secondary deputising if permitted by the Outside Body:
- Littlehampton Sportsfield Management Committee – Councillor Lee, primary nomination and Councillor Tilbrook, secondary nomination.
  - Arun and Chichester Citizens Advice - Councillor Woodman, primary nomination and Councillor Wiltshire, secondary nomination.
  - Rampion 2 Community Liaison Group - Councillor Wiltshire, primary nomination and Councillor Woodman, secondary nomination.
- 12.4.** Regarding the Progress Editorial Board there was one vacancy, and it was proposed that Councillor O'Neill fill the position. This was duly seconded and supported by Council.
- 12.5.** Turning to the Town Council's representation on the North Littlehampton Steering Group, it was reported that Councillor May would be appointed to the Steering Group by Arun District Council. This would leave a vacancy and it was proposed that Councillor Butcher fill the position. This was duly seconded and supported by Council.
- 12.6.** Finally, observing that the Mayor was also chair of the Planning and Transportation Committee, it was considered prudent that Councillor Blanchard-Cooper as Vice Chair of the Community Resources Committee remain an authorised Member signatory.

**It was therefore resolved:**

1. That subject to the change set out in point 12.2. above, the Committee and Sub-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 12.3 and 12.5 above, the representatives to outside bodies as set out in Appendix 2 be approved.
  3. That subject to the change set out in point 12.4. above, the membership of the Progress Editorial Board be approved.
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4. That the Mayor, the Chairs of the Policy and Finance, Community Resources, Planning and Transportation and Property and Personnel Committees and the Vice Chair of the Community Resources Committee be confirmed as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

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

Councillor Dr Walsh KStJ redeclared a personal interest in the following matter as a member of the Littlehampton Harbour Board.

#### **13.1. Coastal Erosion – The West Bank**

Council had before it a copy of the letter that had been sent to the local member of parliament on the above matter. Observing that considerable work had been undertaken to repair the groynes on the West Beach, it was considered prudent that the matter be referred to the Planning and Transportation Committee for monitoring.

#### **It was therefore resolved that:**

This item be added to the Planning and Transportation Committee Agenda going forward.

### **14. Property and Personnel Committee**

#### **14.1. It was resolved that:**

The Property and Personnel Committee scheduled for 5 June 2023 be cancelled.

### **15. Reports from Committees – Non-Exempt**

#### **15.1. Recommendations from Committees**

There were none.

#### **15.2 Committee Minutes – Non-Exempt**

##### **15.2.1 Planning and Transportation**

Council received and noted the Minutes of the meetings held on 27 March and 24 April 2023, previously circulated. Regarding minute 120.2.2., the A259 Bognor Regis to Littlehampton proposals, it was considered important that the necessity to create a continuous cycleway link along this route and through into the town centre be highlighted.

#### **It was therefore resolved that:**

Council's comments as set out Minute 15.2.1. above be forwarded to the County Council.

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

- 16.1.** On behalf of the Bonfire Society, Councillor Blanchard-Cooper was pleased to report that plans were well underway for this year's annual bonfire event. The Bonfire Committee had recently met and wished to express their gratitude to the Town Council for their continued support. The Committee was also keen to encourage volunteers and those who wished to participate in the event itself to come forward. The recent May Fair and Plant Sale fund raiser had also gone well, and the Committee looked forward to delivering the annual parade, bonfire, and fireworks on Saturday 28 October 2023.

## **17. Exempt Business**

There was none.

The meeting closed at 7:15 pm.

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**Mayor**