

**Non Exempt Minutes of a meeting of the Community Centre Sub-Committee
held in The New Millenium Chamber, Manor House, Church Street,
Littlehampton BN17 5EW on 8 February 2024 at 4 pm**

Present:

Councillor Tandy - Chair
Councillor Blanchard-Cooper
Councillor May
Councillor Long
Councillor Wiltshire

In attendance:

Laura Chrysostomou, Town Clerk
Juliet Harris, Assistant Town Clerk
Jon Short, Deputy Town Clerk
Felix Gillett, Community Resources Officer

2023 to 2024

21. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

23. Apologies

There were none.

24. 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.

25. Chair's Report and Urgent Items

There were none.

26. Non-Exempt Minutes

The Non-Exempt Minutes of the meeting held on 14 November 2023 were confirmed as a true record and signed by the Chair.

27. Public Forum

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

28. Exempt Business

It was resolved that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted. This item is a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

The Sub Committee adjourned at 4.05pm.

Summary of Confidential Matters Discussed in Exempt Business

The Sub Committee reconvened at 4.06pm.

29. Exempt Minutes

The Exempt Minutes of the meeting held on 14 November 2023 were confirmed as true record and signed by the Chair.

30. K2 Lease

- 30.1. The Sub Committee had before it a confidential briefing note, circulated to Members of the Sub Committee only, setting out the background and the current position regarding discussions with Arun District Council (ADC) to finalise the lease for the new K2 Community Centre in Wick. Completion of the building was imminent, and the District Council had recently prepared a draft lease which was currently with the Town Council's solicitor. Alongside the lease a side letter was proposed covering the rent and use of the building. Members proceeded to discuss various aspects of the draft lease and side letter and agreed a set of parameters to enable negotiations to continue.
- 30.2. In view of the very tight timeframe, and imminent completion of the building it was noted that the Urgent Action procedure may need to be invoked to allow these negotiations to be finalised. This would be done in consultation with the Mayor and Chair of the Town Council's Property and Personnel Committee.

It was therefore resolved that:

The parameters agreed by the Sub-Committee be taken forward as part of the negotiations of the lease and side letter for the K2 Community Centre.

The meeting closed at 5.27pm.

Chair