

**Non-Exempt Minutes of the Ordinary Meeting of the Town Council held in The  
New Millennium Chamber, Manor House, Church Street, Littlehampton BN17  
5EW on Thursday 19 June 2025 at 6.30pm.**

**Committee:**

Councillor Butcher – Mayor  
Councillor May  
Councillor Blanchard-Cooper  
Councillor Daws  
Councillor Lee\*  
Councillor Long  
Councillor Northeast  
Councillor O'Neill  
Councillor Tandy  
Councillor Tilbrook  
Councillor Wiltshire

**In attendance:**

Laura Chrysostomou – Town Clerk  
Juliet Harris – Assistant Town Clerk

**2025 to 2026**

**20. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**22. Apologies**

There were apologies from Councillors Richards, Dr Walsh KStJ, Woodman and Worne. Councillor Lee was delayed and would join the meeting as soon as he was able.

**23. 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.

## **24. Minutes**

The Minutes of the meeting held on 8 May 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

## **25. Town Mayor Report and Urgent Items**

- 25.1. The Mayor's engagements report, copy attached to the Minutes, had been circulated to Members before the meeting for information. The Mayor reminded members that Armed Forces Day was on Saturday 28 June and marked the start of the Town Council's summer events programme. He looked forward to seeing everyone there, at the Sandcastle Competition at the end of July and at the High Street summer events beginning on Wednesday 6 August.

## **26. Public Forum**

There were four members of the public present and one representation.

- 26.1. The Town Clerk read out a representation which asked if there was the possibility of the Town Council creating an Environment Working Group, whether Arun District Council had a climate change and biodiversity working group and if so, how could Littlehampton residents get involved.
- 26.2. In response she proceeded to explain that local environmental and biodiversity efforts were mainly the responsibility of the District and County Councils. Arun District Council had a Climate Change Project Officer and an Ecology Officer, maintained a Climate Action Plan, with a Biodiversity Action Plan coming later in the year and projects including creating 9,000 sqm of wildflower meadows in 2025. The District Council's Ecology Officer was also available to support residents and community groups. The County Council had established an online Environment, Climate Change, Recycling Consultation and Engagement Hub for resident participation.
- 26.3. Littlehampton Town Council was considering environmental improvements, such as a wildflower path and Tree Warden scheme at Rosemead Park. Allotment-related environmental issues could also be discussed at the Allotments Working Group. In view of the broad range of environmental issues, the Town Clerk offered to facilitate a meeting to clarify outcomes and determine the most effective way forward.

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

There were none.

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

### **28.1. Recommendations from Committees**

There were none.

### **28.2. Committee Minutes – Non-Exempt**

#### **28.2.1. Planning and Transportation**

Council received and noted the minutes of the meeting held on 19 May 2025 with no matters arising.

#### **28.2.2. Property and Personnel**

Council received and noted the minutes of the meeting held on 2 June 2025 with no matters arising.

#### **28.2.3. Community Resources**

Council received and noted the minutes of the meeting held on 5 June 2025 with no matters arising.

#### **28.2.4. Policy and Finance**

Council received and noted the minutes of the meeting held on 9 June 2025 with no matters arising.

## **29. Officer's Reports**

### **29.1. The Annual Governance and Accountability Return (AGAR)**

#### **29.1.1. Annual Governance Statement 2024 – 2025 – Section 1 of Annual Return**

Council received a report, previously circulated, seeking approval of the 2024 to 2025 AGAR which was the Statutory Statement of Accounts for the Council. The Town Clerk explained that the Council was firstly required to formally confirm that it was satisfied its business had been conducted in accordance with proper practices and responding positively to the assertions that formed the Annual Governance Statement. These assertions were supported by evidence which was tested by the Internal Auditor whose end of year report would also be published with the Annual Return and scrutinised by the Governance and Audit Committee at their meeting on 8 July 2025.

**Council unanimously resolved:**

- 1. That to the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31 March 2025, it has complied with all eight statements.**
- 2. That the Mayor, as Chair of the Council, and the Clerk be authorised to sign Section 1 of the 2024 to 2025 Annual Return on behalf of the Council.**
- 3. To receive and note the Internal Audit Report.**

**29.1.2. Statement of Accounts 2024 – 2025 – Section 2 of the Annual Return**

Council received a report, previously circulated, which sought approval of the 2024 to 2025 Accounting Statement. Members considered that the Annual Statement of Accounts was an accurate reflection of the Town Council's finances.

**Council therefore resolved that:**

- 1. The Annual Statement of Accounts for the year ended 31 March 2025 be approved.**
- 2. The Mayor, as Chair of the Council, be authorised to sign Section 2 of the 2024 to 2025 Annual Governance and Accountability Return on behalf of the Council.**

**29.2. Dispensation of Absence**

- 29.2.1. Members had before them a report, previously circulated, which sought approval for a dispensation from the six-month attendance rule under Section 85(1) of the Local Government Act 1972 for Councillor Richards, due to ill health. It was noted that in her absence Councillor Richards' ward duties would be supported by her fellow ward councillors and that she may return to meetings at any time before the dispensation ends.

**It was resolved that:**

The dispensation for Councillor Richards from the statutory requirement to attend a meeting of the Council until 22 January 2026 be approved.

**30. Reports of Representatives on Outside Bodies**

There were none.

**31. Exempt Business**

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.

The following item is confidential 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.

Council adjourned at 6.45 pm.

**Summary of Confidential Matters Discussed in Exempt Business**

Council reconvened at 6.46 pm.

**32. Minutes**

- 32.1. The Exempt Minutes of the meeting held on 8 May 2025, previously circulated to members of the Council only, were confirmed as a true record and signed by the Mayor.

**33. K2 Youth and Community Centre Construction**

- 33.1. The council received an update on the current position and recent developments in the negotiations regarding the final construction costs, including issues of delayed completion.

The meeting was closed at 7.34 pm.

---

**Mayor**

### 8 May 2025 – 19 June 2025 Mayoral Engagements

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	08 May 2025	Littlehampton Town Council	D-Day Beacon Lighting	Read out the international tribute and light Beacon	Stage by Sea
2	M	09 May 2025	West Sussex Council highways	Lyminster Bypass opening	Attend event and take part in activities	Site compound Lyminster Road
3	M	12 May 2025	Girlguiding Sussex west Annual review	Award event	Attend event and take part in activities	Arundel castle
4	M	20 May 2025	Veterans breakfast club	Meeting on expectations for the veterans outreach programme	Attend event establish requirements	New Millenium Chamber, Manor House
4	DM	20 May 2025	Veterans breakfast club	Meeting on expectations for the veteran's outreach programme	Attend event establish requirements	New Millenium Chamber, Manor House
5	M	29 May 2025	Chelsea Pensioners Veterans Outreach	Introducing the veterans outreach programme	Introduce and welcome the Chelsea pensioners take part in activities	New Millenium Chamber, Manor House
5	DM	29 May 2025	Chelsea Pensioners Veterans Outreach	Introducing the veterans outreach programme	Attend event take part in activities	New Millenium Chamber, Manor House

### 8 May 2025 – 19 June 2025 Mayoral Engagements

#	Attendee	Date	Organisation	Event	Activities at event	Venue
6	M	04 June 2025	Voluntary Action Arun & Chichester	Community event, Volunteers Week Celebration picnic	Attend event and take part in activities	Ferring Country Centre 17 Rife Way Ferring BN12 5JZ
7	M	07 June 2025	Pier Road cafe	Mayors pick Art Gallery Competition	Attend event and choose 3 pictures	Pier Road Café 1-2 Pier Road Littlehampton BN17 5AG
8	M	10 June 2025	Lord Lieutenancy briefing	Informal briefing meeting	Attend event	Arundel Town Hall, Maltravers Street, Arundel. BN18 9AP