

11 September 2025

You are hereby summoned to attend the extraordinary meeting of the:

Full Council

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Tuesday 16 September 2025

Time: 6.30 pm

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones.**

During this meeting, the public are allowed to film the members and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

- 3. Apologies**
- 4. Declaration of Interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
 - i. Whether it is a personal interest and the nature of the interest
 - ii. Whether it is also a prejudicial interest

- iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Blanchard-Cooper, Long, May, O'Neill, Tandy, Wiltshire, Woodman and Worne, are Members of Arun District Council.
- Councillor Butcher is a Member of Arun District Council and the Littlehampton Harbour Board.
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee.
- Councillor Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council, and the Littlehampton Harbour Board.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. Non-Exempt Minutes

To confirm the non-exempt Minutes of the meeting held on 27 August 2025, pages 3 to 4 attached. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Mayor's Report and Urgent Items

7. Public Forum

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. Exempt Business

It is **Recommended** 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.

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.

9. Exempt Minutes

To confirm the exempt minutes of the annual meeting held on 27 August 2025, circulated to Members of the Council only.

10. Officers Report – Exempt

10.1 K2 Youth and Community Centre

Oral update from the Town Clerk.

Non-Exempt Minutes of the Extraordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Wednesday 27 August 2025 at 6.30pm.

Committee:

Councillor Butcher – Mayor
Councillor Blanchard-Cooper
Councillor Daws
Councillor Lee
Councillor Long
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Wiltshire
Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk

2025 to 2026

36. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

38. Apologies

There were apologies from Councillors May, O'Neill, Richards and Dr Walsh KStJ.

39. 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.

40. Non-Exempt Minutes

The Non-Minutes of the meeting held on 19 June 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

41. Mayor's Report and Urgent Items

There were none.

42. Public Forum

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

43. Exempt Business

43.1. 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.

43.2. 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 6.33 pm.

Summary of Confidential Matters Discussed in Exempt Business

Council reconvened at 6.34 pm.

44. Exempt Minutes

44.1. The Exempt Minutes of the meeting held on 19 June 2025, previously circulated to members of the Council only, were confirmed as a true record and signed by the Mayor.

45. K2 Youth and Community Centre Construction

45.1. 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 7.23 pm.

Mayor