

Non-Exempt Minutes of the Annual meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 8 May 2025 at 6.30pm.

Present:

Councillor Butcher - Chair

Councillor Blanchard-Cooper

Councillor Daws

Councillor Lee

Councillor Long

Councillor May

Councillor Northeast

Councillor O'Neill

Councillor Tandy

Councillor Dr Walsh KStJ

Councillor Wiltshire

Councillor Woodman

Councillor Worne

2025 to 2026

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 Butcher was installed as the Town Mayor. The outgoing Mayor, Councillor Lee congratulated the Mayor on his appointment and handed over the Chain of Office, wishing him well.

4. Declaration of Office and Welcome Address

- 4.1. Councillor Butcher 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 Council and began by stating that it was a privilege to be elected as the Town Mayor. He recounted with fondness his upbringing in Wick and attendance at The Littlehampton Community School, which led to his first visit to the Chamber at Manor House and introduction to local government through the then Mayor, Rosemary Orpin.
- 4.3. Speaking of his experiences at university, his interest in becoming an advocate was deepened as he represented fellow students and subsequently work colleagues in the Body Shop laboratories. He reflected on his return to the chamber and first experience of being a councillor in 1999 and the contributions made by that administration to the refurbishment of the Manor House and Museum. Returning after a long gap in 2021 through a by-election, the Mayor acknowledged the honour it had been to follow in the footsteps of the Late Tony Squires.
- 4.4. Looking to the future, The Mayor spoke about how the Town came together and continued to rise to the challenges posed by changes in the area. Welcoming developments such as the Lyminster Bypass and the Seafront Regeneration he saw this as tangible proof that the Town continued to both embrace and make progress. He was therefore confident that through the continued work of stakeholders together with the commitment of the many local community groups in Littlehampton, the townspeople would continue to benefit from these advances.
- 4.5. Finally, the Mayor was honoured to announce that his mayoral charity for the year would be the Littlehampton and District Food Bank. Highlighting the empathetic and humanising approach they took to their work, he was pleased to support this vital service. Bringing his speech to a close he reminded residents that he and the Town Council were here to help.

5. Appointment of Deputy Mayor

- 5.1. Councillor Tandy proposed Councillor May as a candidate for Deputy Mayor and Mayor Elect. Observing Councillor May's kindness and empathy, he commended her to the Council for this role. This nomination was duly seconded by Councillor Northeast and there being no further nominations Council proceeded to a vote.

It was unanimously resolved that:

Councillor May be elected Deputy Mayor for 2025 to 2026, Vice Chair of the Council and Town Mayor Elect.

- 5.2. Accepting her appointment, Councillor May stated that she was grateful to be appointed to this role and thanked her fellow councillors for their support. She added that she looked forward to continuing to work together over the next year and doing her best for the Town.

6. Vote of thanks to the outgoing Mayor

- 6.1. On behalf of the Council, the Mayor placed on record the appreciation and thanks of Members to Councillor Lee for his service to the Council and the Community of Littlehampton in the office of Mayor during the past year. He stated that it had been a pleasure to work alongside him as his deputy and that he could not have asked for a better introduction to the role.

The Mayor then opened the meeting to hear statements from the floor.

- 6.2 Councillor Tandy praised Councillor Lee's term in office as unique and characteristically impactful. Highlighting the large number of events, charities and people he'd supported over the past year, he also commended Councillor Lee for making the connection with the local North Macedonian community in the Town and advocating the friendship charter with the municipality of Resen.
- 6.3 In response, Councillor Lee congratulated the newly installed Mayor and Deputy and expressed his thanks to the council officers who had supported him throughout the year. Speaking of his wholehearted love for Littlehampton he added that it had been a pleasure to support the community in this way.

7. Apologies

There were apologies from Councillor Tilbrook.

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, and no further declarations were made.

9. Minutes

The Minutes of the meeting held on 20 March 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

10. Town Mayor Report and Urgent Items

The Mayor announced that earlier in the day the Town Council marked the 80th Anniversary of the end of the second world war in Europe by raising the commemoration flag at Manor House. Following the meeting, the Town Council would be hosting the lighting of the beacon, and he invited all

councillors to join him at the Stage by the Sea later to remember this historic event. Highlighting the poignancy of this year's Armed Forces Day he reminded councillors that this year's event would be held on Saturday 28 June on the seafront greens. Supported by the Kingston and East Preston Royal British Legion and with a flypast by the Battle of Britain Memorial Flight Spitfire, a full programme was planned and he looked forward to seeing everyone on the day.

11. Public Forum

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

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

- 12.1. Council had before it a report, previously circulated which set out the rationale for the allocation of Committee places and the appointment outside body representatives. Members also had copies of the current committee and subcommittee memberships and outside body representatives. The Mayor invited the Group Leaders to put forward their proposals for Council to consider.

12.2 Committee Memberships

The following changes were proposed:

- Governance and Audit – it was proposed that Councillor Daws replace Councillor Richards.
- Planning and Transportation - it was proposed that Councillor Tandy replace Councillor Richards and represent the Courtwick and Toddington Ward.
- Property and Personnel – it was proposed that Councillor Butcher replace Councillor Dr Walsh KStJ as Vice Chair of the committee.

It was also reported that Councillor Long would be stepping down from the Community Resources Committee. The proposals were otherwise duly seconded and there were no further committee nominations.

It was therefore resolved that:

1. Subject to the changes set out in Minute 12.2. above, the Committee memberships, including the Chairs and Vice Chairs, be approved.
2. The appointment of the Chair and Vice Chair of the Communities Centre's sub-committee be approved.

12.3. Representatives on Outside Bodies

No changes to the Town Councils' current list of representatives on outside bodies were proposed. Observing that the Public Gateway Steering Group had been inactive, it was also proposed that this group be removed from the list.

It was therefore resolved that:

The Public Gateway Steering Group be removed from the Town Council's list of Outside Body appointments and that the current appointments continue for a further year.

12.4. Authorised Signatories

In accordance with the Town Council's Financial Regulations, Council was asked to confirm the authorised Member signatories and any changes that may be required to the Bank Mandate following confirmation of the Committee appointments for 2025 to 2026. Having confirmed the Committee appointments for 2025 to 2026, and as the Mayor was also Chair of the Policy and Finance Committee, it was proposed that the list of authorised signatories be expanded to include the Vice Chair of the Community Resources Committee. This was considered prudent.

It was therefore resolved that:

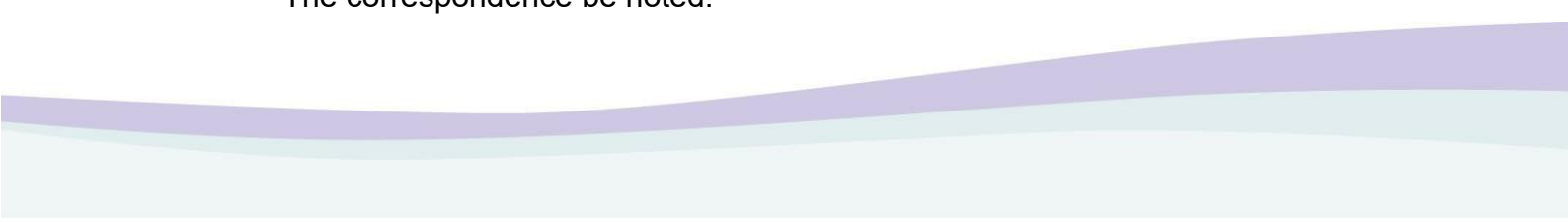
The Mayor, the Chairs of the Property and Personnel, Community Resources, Planning and Transportation Committees and the Vice Chair of the Community Resources Committee be confirmed as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

13. Correspondence or Issues in Respect of the District, County Council, or other matters.

- 13.1 Members had before them, previously circulated, copies of the Town Council's response to the Sussex and Brighton Devolution Consultation and the ministerial response to The Town Council's representation regarding the withdrawal of the A27 Arundel Bypass Improvement Scheme. On this latter point it was suggested that the Council needed to maintain the pressure on the Government to review this decision.

It was resolved that:

The correspondence be noted.



14. Reports from Committees – Non-Exempt

14.1. Recommendations from Committees

There were none.

14.2. Committee Minutes – Non-Exempt

14.2.1. Community Resources

Council received and noted the Minutes of the meetings held on 13 March and 17 April 2025 with no matters arising.

14.2.2. Planning and Transportation

Council received and noted the Minutes of the meetings held on 24 March and 22 April 2025 with no matters arising.

15. Officer's Reports

15.1. Business Plan Update

15.1.1 The Town Clerk presented a report, previously circulated, which included an update on progress with the delivery of the goals and objectives in the Action Plan and a summary of the work completed throughout the 2024 to 2025 business plan year. The report also set out the priorities for work to deliver the Council's Business Plan throughout 2025 to 2026 which included a new goal to reflect the devolution and local government reorganisation and proposals to amend some of the goals currently scheduled for delivery in 2025 to 2026 to 2026 and beyond.

15.1.2 Members proceeded to consider the report in more detail and agreed it was prudent to add devolution to the business plan goals. Regarding the Town Council's goal to implement a hub in the High Street it was noted the District Council were keen to work together to provide a flexible space to access services and facilitate drop-in sessions.

It was therefore resolved that:

1. The updates to the Action Plan Monitor be noted.
2. The goals and objectives for the business year 2025 to 2026 be approved.

16. Reports of Representatives on Outside Bodies

There were none.

17. 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.

The following item was 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 7.10 pm.

Summary of Confidential Matters Discussed in Exempt Business

Council reconvened at 7.12 pm.

18. K2 Youth and Community Centre Construction

- 18.1. Council received an update on progress with negotiations regarding the final construction costs, including issues of delayed completion.

The meeting was closed at 7.36 pm.

Mayor