

Minutes of a Meeting of the Property and Personnel Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton BN17 5EW on Monday on 2 June 2025 at 6.30 pm.

Present:

Councillor May – Chair
Councillor Butcher
Councillor O'Neill
Councillor Northeast
Councillor Tilbrook

In attendance:

Jon Short – Deputy Town Clerk and Responsible Financial Officer

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 Apologies

There were none.

4 Declaration 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.

5 Minutes

The minutes of the meeting held on 3 March 2025, previously circulated, were confirmed as a true record and signed by the chair.

6 Chair's Report and Urgent Items

There were none.

7 Public Forum

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

8 Officer's Reports

8.1 Absence Monitoring

- 8.1.1 Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2018 to 2019 to 2024 to 2025. The level of certified absence towards the end of 2024 to 2025 had been higher than in previous quarters due to a period of long-term sickness. This had now ended with staff receiving return to work support.

It was resolved that:

The report be noted.

8.2 Quarterly Business Plan Report

- 8.2.1 Members considered a previously circulated report providing an update on the progress made toward achieving the business plan goals reviewed and agreed by the Council in May, as they pertain to the Committee's work. It was noted that several areas of work involved shared responsibility with other committees. Consequently, it was agreed that the action plan format be investigated to more clearly reflect these shared responsibilities.

It was resolved that:

The report be noted.

9 Finance

9.1 Committee Budget Monitor

- 9.1.1 Members had before them a report, previously circulated, which summarised the committee budget year-end position for 2024 to 2025 and highlighted variances from the budget in Income and Expenditure for the first quarter of 2025 to 2026.
- 9.1.2 Members proceeded to review the budgets in more detail and the Deputy Town Clerk provided clarification in respect of staff costs. It was noted that overall, the salaries budget for 2024 to 2025 was underspent by around £30,000. Regarding Manor House room hire revenue, the unexpected boost had been due to a one-off arrangement which was not typical. This would therefore need to be factored into the budget setting process later in the year.

A suggested change to an electrical item at the Amenity Team Unit was also noted for further investigation.

It was resolved that:

The report be noted.

10 Exempt Business

There was none.

The meeting closed at 6.47pm.

Chair