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Town Clerk – Laura Chrysostomou

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 16 October 2025 at 6.30pm.

Present:

Councillor Butcher – Mayor
Councillor Daws
Councillor Lee
Councillor Long
Councillor May
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris – Assistant Town Clerk

2025 to 2026

60. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

62. Apologies

There were apologies from Councillors Blanchard-Cooper, O'Neill, Richards, Woodman, and Worne.

63. 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. In addition, Councillor Dr Walsh declared a personal interest in the Local Government Pension Scheme (LGPS) agenda item as a member of the Pensions Committee at West Sussex County Council.

64. Non-Exempt Minutes

The Non-Exempt Minutes of the meeting held on 16 September 2025, previously circulated, were confirmed as a true record and signed by the Mayor.

65. Mayor's Report and Urgent Items

- 65.1.** The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He reported that it had been an exciting and active summer of engagements and events across the community. The Mayor also reminded Members that this years' Service of Remembrance would be held on Sunday 9 November. Beginning with the parade in the High Street, he looked forward to joining Members and the public at the War Memorial at 11am for the Service.

66. Public Forum

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

66.1. Worthing Road Allotment Site Boundary Fence

The Site Representative asked if there was an update regarding repairs to the damaged portion of the fencing on Worthing Road allotment site boundary. The Town Clerk agreed to provide a progress update following the meeting.

67. Correspondence or issues in respect of the District or County Council

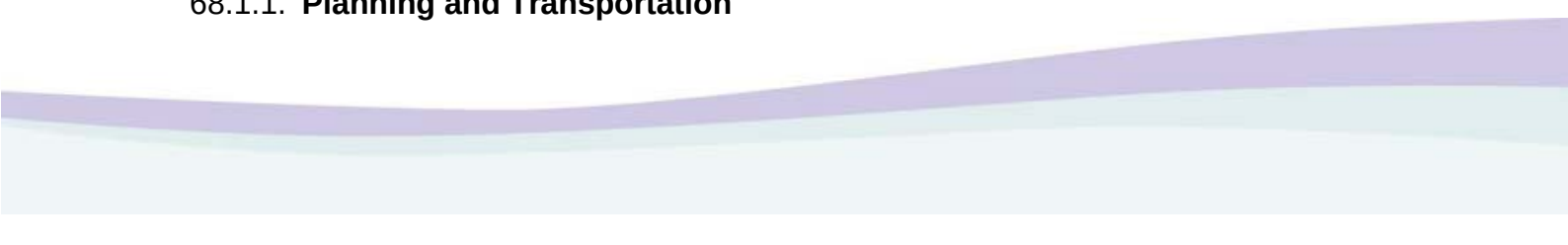
There were none.

68. Reports from Committees – Non-Exempt

There were none.

68.1. Committee Minutes – Non-Exempt

68.1.1. Planning and Transportation



Council received and noted the Minutes of the meeting held on 16 June, 14 July, 11 August, 8 September, and 6 October 2025 previously circulated, with no matters arising.

68.1.2. Governance and Audit

Council received and noted the Minutes of the meeting held on 8 July 2025, previously circulated, with no matters arising.

68.1.3. Community Resources

Council received and noted the Minutes of the meeting held on 4 September 2025, previously circulated, with no matters arising.

68.1.4. Policy and Finance

Council received and noted the Minutes of the meeting held on 15 September 2025, previously circulated, with no matters arising.

69. Officer's Reports

69.1. Standing Orders / Urgent Actions

Council received and noted an urgent action, previously circulated, approving the recruitment of a Facilities and Contracts Manager and a Project Support Officer . Both the job titles and roles had been amended to reflect the change in focus needed. While acknowledging that these appointments were being brought forward earlier than the planned realignment to ensure business continuity, Council also noted that the financial implications were budget-neutral, achieved through the vacancies and readjustment of existing staff roles.

It was resolved that:

The urgent action be noted.

69.2. Amendments to Scheme of Delegation to Officers – Interim Arrangements

69.2.1. The Town Clerk presented a report, previous circulated, proposing amendments to the Scheme of Delegation to Officers. The purpose of these amendments was to support the continued efficient operation of the Council during the interim period preceding the implementation of the revised staff structure, scheduled for 1 April 2026.

69.2.2. If approved these changes would enable the functions of the Assistant Town Clerk to be temporarily reassigned to either the Communications and Marketing Manager or the Project Support Manager. These functions included authorising official orders and acting as Second Deputy, where applicable, to the Town Clerk in their absence. Furthermore, the function of

authorising Official Orders up to £150 of the Amenity Team Co-Ordinator would be temporarily reassigned to the Office Manager.

- 69.2.3. The changes would also grant delegated authority to the Town Clerk to submit planning responses on behalf of the Council. This would be used only when necessary and undertaken in consultation with the Chair of Planning and Transportation Committee and relevant Committee Members, following the collation of Members' views on individual applications. Noting that these arrangements would remain in effect until a revised Scheme of Delegation was brought forward for approval, the proposals were considered sensible.

It was therefore resolved that for the interim period to 31 March 2026:

1. The reallocation of the Assistant Town Clerk's responsibilities to the Communications and Marketing Manager and Project Support Manager, as appropriate be approved.
2. The Communications and Marketing Manager, Project Support Manager, and Office Manager be authorised to approve official orders in accordance with the Council's Financial Regulations.
3. In the absence of both the Town Clerk and Deputy Town Clerk and Responsible Financial Officer, the Communications and Marketing Manager or Project Support Manager shall act as Second Deputy to the Town Clerk.
4. Authority be delegated to the Town Clerk to submit planning responses on behalf of the Council, following consultation with the Chair of Planning and Transportation Committee and relevant Committee Members.

69.3. Civility and Respect Pledge

The Town Clerk presented a report, previously circulated, outlining the Local Government Civility and Respect Pledge and the recently introduced Councillors Statement of Assurance. The Town Council first signed the Pledge in October 2023 and incorporated its principles into the 2024 Councillor Code of Conduct. In reaffirming the Pledge annually, Council demonstrated its ongoing commitment to civility, dignity, and respect in all aspects of its work. Members were also invited to sign the recently introduced Councillor's Statement of Assurance which enabled them to individually endorse these principles, reinforcing accountability.

Council unanimously resolved:

1. To its commitment to the Local Government Civility and Respect Pledge.
2. To encourage all members to sign the Councillor's Statement of Assurance as a demonstration of personal commitment to civility and respect in Council activities.

69.4. Business Plan Progress Report

- 69.4.1. Members received a report, previously circulated, which included updates on progress with the delivery of the goals and objectives in the Action Plan and

a summary of work completed in the first two quarters of 2025 to 2026. Following the announcement that Courtwick with Toddington had been awarded government funding through the national Pride in Place programme, it was noted that the Town Council would engage fully in the development of this initiative. It was envisaged that the objectives and core areas of work would become clearer in the coming months, and that these would be incorporated into the Town Council's Business Plan.

It was resolved that:

The update and Action Plan monitor be noted.

69.5. Town Council Committee Calendar Dates 2025 to 2026

- 69.5.1. Members received a report, previous circulated, which highlighted an additional Property and Personnel committee meeting on 10 November 2025 and the inclusion of provisional committee meetings in January 2026, to support the budget setting process.

It was resolved that:

The updated calendar of meetings for 2025 and 2026 be noted.

69.6. External Auditor Certificate and Report 2024 to 2025

- 69.6.1. Members received a report, previous circulated, which contained the External Auditor certificate and report for the 2024 to 2025 Annual Return. The Town Clerk confirmed that there were no matters giving cause for concern and that the Council had met all the legislation and regulatory requirements. Acknowledging the hard work involved, members recorded their thanks and congratulated officers on a successful audit outcome.

It was resolved that:

The External Auditor certificate and report for the 2024 to 2025 accounts be noted.

69.7. Local Government Pension Scheme (LGPS) – 2024 to 2025 Employer Performance

- 69.7.1. Council received the LGPS Employer Performance Report for 2024–2025, previous circulated. The Town Clerk reported that the West Sussex Pension Fund assessed Littlehampton Town Council's submissions and identified no areas of concern. This reflected the Council's continued commitment to maintaining high standards in pension administration, including engaging in training to ensure ongoing compliance with LGPS requirements. Council welcomed this report.

It was resolved that:

The report be noted.



70. Reports of Representatives on Outside Bodies

- 70.1.** As the Town Council's representative on the Littlehampton Harbour Advisory Body (LHAB), Councillor Lee reported that he had been elected as Chair. It was also noted that the LHAB had updated its administration to enable separation of the Chair and Secretary roles.

71. Vote of Thanks to Assistant Town Clerk

Observing that this was the last Full Council meeting to be attended by the Assistant Town Clerk, members expressed their gratitude for her many years of diligent service. They shared thanks for her consistent contributions of sensible advice, support and experience to all members and officers, emphasising that her absence would no doubt be felt across the organisation. With sadness, Council wished the Assistant Town Clerk all the very best in the future and a long and happy retirement.

72. 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 6.55 pm.

Summary of Confidential Matters Discussed in Exempt Business

Council reconvened at 6.56 pm.

73. Exempt Minutes

73.1. Extraordinary Full Council

The Exempt Minutes of the extraordinary meeting held on 16 September 2025, previously circulated to members of the Council only, were confirmed as a true record and signed by the Mayor.

73.2. Policy and Finance Committee

Council received the Exempt Minutes of the meeting held on 15 September 2025, previously circulated to members of the Council only. Regarding the

Council's High Street Hub, it was noted that officers were progressing discussions with potential partners and the landlord to take this forward.

74. K2 Youth and Community Centre Construction

The Town Clerk gave members an oral update on the current position and recent developments in the negotiations regarding the final construction costs, including issues of delayed completion and lease discussion.

The meeting was closed at 7.04 pm.

Mayor

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	21/06/2025	LPOS - musical production	Performance of "Patience"	Join in the celebration of 70 years in the studio prior to the show	Windmill Theatre
2	DM	21/06/2025	LPOS - musical production	Performance of "Patience"	Join in the celebration of 70 years in the studio prior to the show	Windmill Theatre
3	M	24/06/2025	Bishop of Chichester	Afternoon reception for civic representatives, Military the NHS and Emergency Services	Attendance at the event and Choral Evensong in the Cathedral	The garden of the Bishops Palace - Chichester
4	M	27/06/2025	Littlehampton Sea Cadets Corps	Grand opening of the Seas Cadets Jetty	Witness the grand opening of the Seas cadets new jetty by the Lord Lieutenant	Arun Villa, Rope Walk Littlehampton
5	M	28/06/2025	Littlehampton Town Council	Armed Forces Day	Lead parade, Mayor's speech, tombola draw meet and greet stallholders and public throughout the day	East Green, Littlehampton
6	DM	28/06/2025	Littlehampton Town Council	Armed Forces Day	Lead parade, Mayor's speech, tombola draw meet and greet stallholders and public throughout the day	East Green, Littlehampton
7	M	05/07/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for July	Pier Road Art Gallery, East Street, Littlehampton
8	DM	05/07/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for July	Pier Road Art Gallery, East Street, Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
9	M	05/07/2025	Morrisons	Foodbank Food Drive	To assist with collecting and talking to customers	Morrisons, Hawthorn Road Littlehampton
10	M	11/07/2025	4th Littlehampton Scouts	AGM	Attend AGM and hand out badges achieved	Martin Sanders Hall Littlehampton
11	M	23/07/2025	Littlehampton Wave Life Saving Club	Presentation of proficiency awards of the RLSS	Present some of the younger members with recently passed awards. Say a few words	The Wave Leisure Centre Littlehampton
12	M	26/07/2025	Arcade book shop	Grand opening	Officially open the Arcade book shop. Cut ribbon, say a few words	Arcade bookshop. Littlehampton
13	M	26/07/2025	Littlehampton Harbour Board	Waterfront Festival	Attend, meet and greet team with photo's. Short speech to those attending	Pier road Littlehampton
14	M	02/08/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for August	Pier Road Art Gallery, East Street, Littlehampton
15	DM	02/08/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for August	Pier Road Art Gallery, East Street, Littlehampton
16	M	06/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
17	M	08/08/2025	Littlehampton Musical Comedy Society	Live musical theatre production of Made in Dagenham	Attend the performance	Windmill Theatre
18	DM	08/08/2025	Littlehampton Musical Comedy Society	Live musical theatre production of Made in Dagenham	Attend the performance	Windmill Theatre

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
19	M	09/08/2025	Littlehampton District Lions Club	Lions Senior Citizens Summer Lunch	Sit with some guests enjoy the entertainment say a few words	The Woodlands Centre. Rustington
20	DM	09/08/2025	Littlehampton District Lions Club	Lions Senior Citizens Summer Lunch	Sit with some guests enjoy the entertainment.	The Woodlands Centre. Rustington
21	M	13/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
22	M	16/08/2025	Littlehampton Town Council	Screen on the Green	Attend the performance, address the attendees	East Green, Littlehampton
23	M	19/08/2025	Morrisons	Opening of Home Delivery Service	Meet 40 new members of the home delivery team	Morrisons, Hawthorn Road Littlehampton
24	M	19/08/2025	The Foodbank	Foodbank Marathon	meet and greet a marathon runner who is running between foodbanks to raise awareness	The Foodbank, rear hall of the Church hall
25	M	20/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
26	M	27/08/2025	Littlehampton Town Council	Summer High Street event	Attend, meet and greet stallholders, entertainers and visitors	Littlehampton High Street
27	M	01/09/2025	Littlehampton Town Council	Summer Scavenger Hunt	Select the winner of the Summer Scavenger Hunt	The Manor House. Littlehampton
28	M	03/09/2025	Littlehampton Town Council	Summer Scavenger Hunt	Present the winner of the Summer Scavenger Hunt their prize and have photo taken with	The Manor House. Littlehampton

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
29	M	06/09/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for September	Pier Road Art Gallery, East Street, Littlehampton
30	DM	06/09/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for September	Pier Road Art Gallery, East Street, Littlehampton
31	DM	06/09/2025	DianaArt studio	Grand Opening	Cut the ribbon and officially open the shop	7 The Arcade Littlehampton
32	M	12/09/2025	Mollycare	Grand Opening	Attend the official opening and join the team in some light refreshments and tour the training centre	5 The Arcade. Littlehampton
33	M	13/09/2025	Littlehampton Town Council	Town Show and Family Fun Day	Engage with the day, deliver a speech, compere, socialise	Rosemead Park
34	M	14/09/2025	Arun Sunshine Group	20th Anniversary Tea	Circulate with members and enjoy the event	The Girl Guide Hall. Littlehampton
35	DM	14/09/2025	Arun Sunshine Group	20th Anniversary Tea	Circulate with members and enjoy the event	The Girl Guide Hall. Littlehampton
36	M	24/09/2025	Voluntary Action Arun & Chichester	AGM	Attend the AGM and meet group members, charities, voluntary and community groups	New Millenium Chamber, Manor House Littlehampton
37	M	27/09/2025	Arcade Bookshop	Macmillan Coffee Morning	Mingle with visitors and draw the raffle	Arcade bookshop. Littlehampton
38	M	27/09/2025	RNLI	Lifeboat naming Ceremony	Attend the official naming ceremony of the new lifeboat	Littlehampton Lifeboat Station

Mayoral Engagement attended between 19 June 2025 - 16 Oct 2025

#	Attendee	Date	Organisation	Event	Activities at event	Venue
39	M	29/09/2025	Lord Lieutenant	Briefing	Meet with David Slade and the Lord Lieutenants office to discuss the receiving of the BEM	New Millenium Chamber, Manor House Littlehampton
40	M	04/10/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for October	Pier Road Art Gallery, East Street, Littlehampton
41	DM	04/10/2025	Pier Road Art Gallery	Mayors pick	Picked top three artworks for October	Pier Road Art Gallery, East Street, Littlehampton
42	M	04/10/2025	littlehampton Community Growers	Apple Day Picking	Officially open Apple Day at Maltravers Orchard	Maltravers Orchard Littlehampton
43	M	10/10/2025	Arun Community Transport	Annual Meeting	Attend Arun Community transport meeting	Dove Lodge Community Resource Centre
44	M	10/10/2025	Sussex Police	Town and Parish Feedback Session	Attend the meeting	online attendance
45	M	10/10/2025	High Sheriff Service	Incoming West Sussex High Sheriif Service	Join the Parade through the street attend the service in the cathedral	Chichester Cathedral
46	DM	10/10/2025	High Sheriff Service	Incoming West Sussex High Sheriif Service	Attend the service in the cathedral	Chichester Cathedral
47	M	13/10/2025	Maltravers Bowls Club	Award Event	Present the awards to the winners	Worthing indoor Bowling Club. The Boulevard Worthing
48	M	15/10/2025	LPOS - musical production	Production of Hello Dolly	Take a picture with the cast on stage and enjoy the show	Windmill Theatre
49	DM	15/10/2025	LPOS - musical production	Production of Hello Dolly	Take a picture with the cast on stage and enjoy the show	Windmill Theatre