

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 3 March 2025 at 6.30 pm

Present:

Councillor Walsh KStJ – Vice Chair in the Chair
Councillor O'Neill
Councillor Butcher
Councillor Worne
Councillor Tilbrook
Councillor Tandy

Attendance:

Laura Chrysostomou – Town Clerk
Jon Short – Deputy Town Clerk

2024 to 2025

32. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

34. Apologies

There were apologies from Councillor May and Councillor Northeast, and Councillor Tandy attended as a substitute for Councillor Northeast.

35. 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 Councillor Tandy also declared a personal interest as an Arun District Councillor.

36. Minutes

The Minutes of the meeting held on 9 December 2024 were confirmed as a true record and signed by the Chair.

37. Chair's Report and Urgent Items

There were none.

38. Public Forum

There were no members of the public present.

39. Officers Reports

39.1. Standing Orders / Urgent Action

39.1.1 The Committee received details, previously circulated, of a recently approved decision relating to the approval of a discretionary rate for the long-term hire of the Fleming Room in the Manor House for the provision of a temporary banking hub for Littlehampton. It was noted that public access would be provided from the Fleming Room entrance, and that the banking hub would be operated by bank staff. The Town Council would work with Cash Access UK to promote availability of the service.

It was resolved that:

The Urgent Action be noted.

39.2. Absence Monitoring

39.2.1. The Town Clerk presented a report, previously circulated, which provided records of staff absences for the full years 2018 to 2019 to 2023 to 2024 and the first three quarters of 2024 to 2025.

It was resolved that:

The report be noted.

39.3. Personnel Update

39.3.1 The Town Clerk presented a report, previously circulated, which included a staffing update and an update on the work to review the suite of Human Resources Policies. She was also pleased to report that an Administration Assistant had now been recruited. It had been a challenging time which had showed the resilience of staff, and she thanked them for their support.

It was resolved that:

The report and update be noted.

39.4. Property, Facilities and Equipment Update



39.4.1. The Deputy Town Clerk presented a report, previously circulated, which contained updates on the building maintenance programme and facilities at the Manor House, community centres and other maintenance contracts. It was noted that the snagging at K2 was progressing with the aim of getting the centre fully operational.

It was resolved that:

The report be noted.

39.5. Quarterly Business Plan Progress Report

39.5.1. Members had before them a report, previously circulated, providing an update on progress with delivering the goals as they related to the work of the committee. It was noted that a consultant had been appointed to work with staff in developing the employee handbook planned as part of the Human Resources Policy Review.

39.5.2 Members queried progress with the Holly Drive allotments. The Town Clerk advised that no updates had been received and would raise this with the Director of Growth at Arun District Council.

It was resolved that:

The report be noted.

40. Finance

40.1 Committee Budget Monitor

40.1.1. Members had before them a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to this respective committee for 2024 to 2025. The Deputy Town Clerk confirmed details of the terms of the lease for the Amenity Team unit at the Lineside Industrial Estate. The Committee also considered it was prudent the underspends in the staffing budget for 2024 to 2025 be earmarked so that temporary support to deliver projects and initiatives could continue in 2025 to 2026.

It was resolved that:

1. The underspend in the staffing budget from 2024 to 2025 be earmarked and used to provide temporary support to deliver projects and initiatives in 2025 to 2026.
2. The contents of the report be otherwise noted.

41. Exempt Business

There was none.

The meeting was closed at 6.48pm.

Chair