

Minutes of a meeting of the Property and Personnel Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton, BN17 5EW on 3 June 2024 at 6.30 pm

Present:

Councillor May - Chair
Councillor Butcher
Councillor Northeast
Councillor O'Neill
Councillor Tilbrook
Councillor Dr Walsh KStJ

2024 to 2025

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 apologies from Councillor Worne.

4. 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 at this point.

5. Minutes

The Minutes of the meeting held on 18 March 2024 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 representations were made.

8. Officers Reports

8.1. Absence Monitoring Report

Members were provided with the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 4 for 2023 to 2024. Members highlighted a mistake in the report, the Deputy Town Clerk apologised for the error and agreed to make the necessary corrections.

It was resolved that:

The report be noted with corrections.

8.2. Manor House Facilities Hire

Members had before them a report which set out research undertaken and proposals for adding to the current hire options to attract more income for the Town Council's venue portfolio. The Committee was asked to consider allowing pre or post ceremony 'celebration' packages at the Manor House and, if appropriate, change the hire charges and the Venue Hire Terms and Conditions.

8.2.1. Members were initially concerned that this allowed for unnecessary problems for Officers and increased the risk of damage to our venue, however the Deputy Town Clerk explained that the pre or post ceremony 'celebration' packages would only allow for one drink per guest, with the drinks being provided by the hirers, and a caretaker present at the venue as well. Members agreed that this was a prudent approach to reducing any such issues.

8.2.2. Members discussed the provision of the glasses and asked if they would be hired or bought outright. Members agreed that hiring the glasses may be more cost-effective, but Officers should consider buying glasses if there was significant demand for the 'celebration' package. The Deputy Town Clerk agreed and confirmed that Officers would opt for the most cost-effective option depending on the demand for the package and the availability of glasses for hire.

It was resolved that:

1. Facilities be made available to hire the Manor House for pre or post ceremony 'celebration' packages.
2. The proposed hire charges be approved.
3. Authority be delegated to the Town Clerk to make the necessary changes to the Venue Hire Terms and Conditions.

9. Finance

9.1. Committee Budget Monitor

Members had before them a report highlighting significant variances from budget in income and expenditure relating to this Committee's budget for 2023 to 2024.

- 9.1.1. Members discussed the Amenity Team and the West Sussex County Council partnership for working on graffiti removal. They agreed that this was a positive arrangement and enquired if there was more that could be done in partnership with the County Council and our own Amenity Team, highlighting a few key areas that needed work such as overgrown footpaths. The Deputy Town Clerk agreed that there were areas in the Town that needed significant attention but reminded Members of the Town Council's limited staff resources, with the Amenity Team already stretched thin covering their current responsibilities. The Deputy Town Clerk agreed to pursue the matter further with West Sussex County Council and return any updates to the Committee.
- 9.1.2. Members enquired about the status of the lift in the Manor House. The Deputy Town Clerk explained that it was still out of use, it was a fault in the control unit that had caused the lift to break down and they are still waiting for the replacement part to arrive. Officers predicted that the lift should be repaired and functional in the first week of July. The Deputy Town Clerk confirmed that our current lift maintenance provider would be undertaking the repair as they were the most cost-effective option.

It was resolved that:

1. The report be noted.
2. An enquiry be made to West Sussex County Council regarding further partnership opportunities for maintenance work in the Town.

10. Exempt Business

- 10.1. Members discussed the status of K2 and agreed that a proposal be put forward to Full Council to pass responsibility of matters regarding the building's maintenance and management to this Committee.

It was resolved that:

A proposal be put forward to Full Council to pass responsibility of matters regarding the building's maintenance and management to the Property and Personnel Committee.

The meeting was closed at 6:55pm.

Chair