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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Town Council held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 22 January 2026 at 6.30pm.

Present:

Councillor Butcher – Mayor
Councillor May – Deputy Mayor
Councillor Blanchard-Cooper
Councillor Daws
Councillor Lee
Councillor Long
Councillor O'Neill
Councillor Richards
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ*
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

89. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

91. Apologies

There were apologies from Councillors Woodman and Northeast, Councillor Walsh joined the meeting later.

92. 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.

93. Minutes

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

94. Mayor's Report and Urgent Items

- 94.1. The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. He highlighted the enjoyable seasonal choirs, theatre shows and productions he'd attended, with portions of proceeds going to support the Windmill Theatre.
- 94.2. The Mayor welcomed Councillor Richards to the meeting following an prolonged absence of sickness, she thanked her fellow councillors and ward members for their support in covering her duties. It was proposed that the agenda item 10.2 regarding Dispensation of Absence be withdrawn from the agenda with consent from the meeting.

It was therefore resolved:

Agenda item 10.2 Dispensation of Absence, previously circulated, be withdrawn from the meeting's agenda.

- 94.3. The Town Clerk raised one urgent item with members, having recently been made aware by Arun District Council (ADC) of the Town of Culture 2028 Competition. This would require an expression of interest to be submitted by 31 March 2026. If successful, the project could be awarded three million pounds to deliver a programme of cultural activity in 2028, which aimed to draw on local strengths and stories. Feeling the town had much to offer and would benefit greatly if recognised as a Town of Culture, Members supported putting forward an expression of interest.

95. Public Forum

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

96. Correspondence or Issues in Respect of the District or County Council

A West Sussex County Councillor vacancy across the Littlehampton Town electoral division was highlighted to members, details had been circulated by email in advance of the meeting.

97. Reports from Committees – Non-Exempt

97.1. Recommendations from Committees

Council received previously circulated details of the following recommendation:

Policy and Finance Committee: 15 December 2025

Minute 30.4 IT Policy

It was resolved that:

The IT Policy be approved.

97.2. Committee Minutes – Non-Exempt

97.2.1. Planning and Transportation

Council received and noted the minutes of the meetings held on 1 December 2025 and 5 January 2026, previously circulated, with no matters arising.

97.2.2. Community Resources

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

97.2.3. Property and Personnel

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

97.2.4. Policy and Finance

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

98. Officer's Reports

98.1. Pride in Place

*Councillor Walsh entered the meeting at 18:44pm.

98.1.1. Members had before them a report, previously circulated, which requested the relevant Strategy and Programme Prospectus be read and for the Town Council's involvement in the project to be agreed. Arun District Council had been open to discussions, and as the accountable body were starting to form and would eventually hand over to a Neighbourhood Board. The wide range of potential involvement from the Town Council was acknowledged, from community engagement activities to the possible management of significant

elements. Continued involvement from officers and councillors was endorsed due to their in-depth understanding of and close connection to the community.

It was resolved that:

1. The Town Council continue supporting the Pride in Place project going forward, with local engagement activities through to the management of significant elements.
2. The contents of the report be otherwise noted.

99. Finance

99.1. Capital Programme Draft Funding 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

- 99.1.1.** The Town Clerk presented a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the Town Council's Business Plan goals for 2026 to 2027. Members noted the background information regarding the capital receipts reserve, converted capital receipts and Community Infrastructure Levy (CIL) Payments.

It was resolved that:

The Capital Funding Programme for 2026 to 2027, and projected funding programme for 2027 to 2028 and 2028 to 2029 be approved.

99.2. Full Council Draft Budget 2026 to 2027, and projected funding 2027 to 2028 and 2028 to 2029

- 99.2.1.** Council had before it a report, previously circulated, which set out the proposed Full Council Budget for 2026 to 2027 and projected budgets for 2027 to 2028 and 2028 to 2029. This included a proposed change to payment approval, from petty cash to a business charge card.
- 99.2.2.** The Mayor reminded members of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it was noted that where a Member has at least two months arrears of Council Tax, they must not vote on any matters relating directly to the setting of a precept or any recommendation, resolution or other decision which may affect the calculation of the precept, though they may remain in the meeting and may speak. As Chair of the Policy and Finance committee, The Mayor was pleased to present the proposed Council Budget for 2026 to 2027 which represented how the administration would move forward with plans to deliver its business plan goals. Members thanked officers for their work throughout the budget setting process and were pleased with the resulting budget and the value provided to the community.

Council therefore unanimously resolved that:

1. The budget for 2026 to 2027 be approved.
2. The setting of a Precept of £1,729,069.10 be approved, which equates to Band D Council Tax of £162.72 per annum for 2026 to 2027, an increase of 6% or £9.21 per household per year (£0.18 per week).
3. The projected budgets for 2027 to 2028 and 2028 to 2029 be noted.
4. The budget for the three-year core event programme for 2026 to 2028 incorporated into the draft and projected budgets be approved.
5. The level of General Reserves as set out in paragraph 3.11 of the report be approved.
6. The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council Expenditure as set out in paragraph 4.1 of the report be approved.
7. The current list of Direct Debits, as set out in Appendix 3 attached to the report and as per Financial Regulations (4.1) be approved.
8. The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account as set out in paragraph 4.3 in the report be approved.
9. The introduction of a business charge card for small routine expenses, with the value of authorised expenditure not exceeding £250, and updating the Financial Regulations accordingly be approved.
10. Proposed repurposing and consolidation of Earmarked Reserves as set out in Appendix 5 of the report be approved.
11. Authority be delegated to the Town Clerk to spend Earmarked Reserves (EMR) up to the amounts included in the approved EMR, subject to the requirements of Standing Orders, Financial Regulations and Scheme of Delegation as set out in paragraph 4.4 of the report.
12. Authority be delegated to the Town Clerk to spend external Grant monies as outlined in the grant application as set out in paragraph 4.5 of the report.
13. Council will pay the parish basic allowance at 10 percent of the District Basic Allowance to all members. Having considered the recommendation from the parish remuneration panel as set out in paragraphs 5.1 to 5.3 of the report.
14. Council will not pay travel and subsistence allowance to members for travel within the boundaries of the Parish and that the travel, and subsistence allowance is made available to the Deputy Mayor when carrying out official duties on behalf of the Council as set out in paragraphs 5.4 of the report.

100. Reports of Representatives on Outside Bodies

100.1.1. Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported the lower amount of service funding agreement was acknowledged. Plans continue to form regarding the redevelopment of the sports field, including the movement of the cricket pitch and new pavilion. Detailed updates on the development were expected in the coming months.

100.1.2. Councillor Lee, as the Town Council's representative and Chair of the Littlehampton Harbour Advisory Body, informed Council that the recent meeting was well attended and priorities had been set. The highest priority being the Harbour Entrance Renewal Scheme, which the group would hope to undertake in collaboration with the Harbour Advisory Board. With potential to create a dedicated group to complete this project, progress would continue to be reported.

101. Exempt Business

There was none.

The meeting was closed at 19:05 pm.

Mayor

#	Attendee	Date	Organisation	Event	Activities at event	Venue
1	M	22/11/2025	Littlehampton Town Council	Christmas lights switch on	Greet Christmas card winner and announce the lights	Littlehampton High Street
2	M	27/11/2025	Littlehampton Rotary Club	Attend the Choir service	Attend join in the celebration	St Mary's Church
3	DM	27/11/2025	Littlehampton Rotary Club	Attend the Choir service	Attend join in the celebration	St Mary's Church
4	M	28/11/2025	Littlehampton Lifeboat	Attend the Choir service	Join in the celebration	Littlehampton Baptist Church
5	DM	28/11/2025	Littlehampton Lifeboat	Attend the Choir service	Join in the celebration	Littlehampton Baptist Church
6	M	29/11/2025	All Saints Church	Wick Christmas Event	Chat to the community, join in carol service	Wick Hall
7	DM	29/11/2025	All Saints Church	Wick Christmas Event	Chat to the community, join in carol service	Wick Hall
8	M	29/11/2025	Stage Door theatre	Magic of the Musicals	Attend the production	Windmill theatre
9	DM	29/11/2025	Stage Door theatre	Magic of the Musicals	Attend the production	Windmill theatre
10	M	30/11/2025	The Friends of Arundel Cathedral	Pontifical Sung Vespers	Join in the celebration	Arundel Cathedral
11	DM	30/11/2025	The Friends of Arundel Cathedral	Pontifical Sung Vespers	Join in the celebration	Arundel Cathedral
12	M	05/12/2025	L.A Live Productions	Frozen the Musical	Attend the show	Windmill Theatre
13	DM	05/12/2025	L.A Live Productions	Frozen the Musical	Attend the show	Windmill Theatre
14	M	05/12/2025	Arun Valley Squadron Aire Cadets	Annual Christmas Parade	Attend and present awards to cadets	NMC - Manor House Littlehampton
15	DM	05/12/2025	Arun Valley Squadron Aire Cadets	Annual Christmas Parade	Attend and present awards to cadets	NMC - Manor House Littlehampton
16	M	06/12/2025	Littlehampton Town Council	Small Business Saturday	Attend, Speak to the local businesses, join in the activities. Have photo's taken	Littlehampton High Street

#	Attendee	Date	Organisation	Event	Activities at event	Venue
17	M	06/12/2025	Pier Road Art Gallery	Mayors pick	Pick top tree art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
18	DM	06/12/2025	Pier Road Art Gallery	Deputy Mayors pick	Pick top tree art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
19	M	06/12/2025	Littlehampton Community and History society	Christmas meeting	Attend a meeting participate in the celebrations	Friends Meeting House
20	M	07/12/2025	Bognor Regis Town Council	Civic Christmas Carol service	Attend the event and join in the celebrations	St Mary Magdalene Church, South Bersted
21	DM	07/12/2025	Bognor Regis Town Council	Civic Christmas Carol service	Attend the event and join in the celebrations	St Mary Magdalene Church, South Bersted
22	M	08/12/2025	Arun & Chichester Citizens advice	AGM	Attend the meeting	The Assembly Room, Council House, Chichester
23	M	08/12/2025	Daily Express	Interview regarding the regeneration of littlehampton Town	meet, greet, answer questions and show around the town	NMC - Manor House Littlehampton
24	M	10/12/2025	HMP Ford	Christmas Carol Service	Attend the service	HMP Ford. Ford Road. Arundel
25	DM	10/12/2025	HMP Ford	Christmas Carol Service	Attend the service	HMP Ford. Ford Road. Arundel
26	M	14/12/2025	Users of Windmill Theatre	Fundraising Show by local performers to raise funds for new Theatre equipment	Welcome audience to the event and have photos with the organisers and cast members	Windmill theatre
27	DM	14/12/2025	Users of Windmill Theatre	Fundraising Show by local performers to raise funds for new Theatre equipment	Attend the event and join in the celebrations	Windmill theatre

#	Attendee	Date	Organisation	Event	Activities at event	Venue
28	M	24/12/2025	Bah Humbug	Christmas draw	Pull the winner of their Christmas draw	Bah Humbug. Anchor Springs. Littlehampton
29	DM	24/12/2025	Bah Humbug	Christmas draw	Attend the event and join in the celebrations	Bah Humbug. Anchor Springs. Littlehampton
30	M	03/01/2026	Bird of Paradise	Visit Shop	Visit the shop talk to customers	Beach Road. Littlehampton
31	M	14/01/2026	Littlehampton Wave Life Saving Club	Annual Presentation Evening	present some awards, say a few words	St Andrews URC. Rustington
32	M	15/01/2026	Littlehampton Town Council	Meet and Greet new staff members	Welcome to LTC.	NMC - Manor House Littlehampton
33	DM	15/01/2026	Littlehampton Town Council	Meet and Greet new staff members	Welcome to LTC.	NMC - Manor House Littlehampton
34	M	16/01/2026	Local Musical Comedy Society	production of Mother Goose	Sit and enjoy the performance	Windmill Theatre
35	DM	16/01/2026	Local Musical Comedy Society	production of Mother Goose	Sit and enjoy the performance	Windmill Theatre
36	M	17/01/2026	Pier Road Art Gallery	Mayors pick	Pick top tree art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton
37	DM	17/01/2026	Pier Road Art Gallery	Deputy Mayors pick	Pick top tree art exhibitions for the month	Pier Road Art Gallery, East Street, Littlehampton