



How to contact us  
Write to: Manor House, Church Street,  
Littlehampton, West Sussex, BN17 5EW  
Email: [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk)  
Call: 01903 732063  
Find us online: [www.littlehampton-tc.gov.uk](http://www.littlehampton-tc.gov.uk)  
Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Property and Personnel Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 16 March 2026 at 6.30pm.

**Present:**

Councillor May - Chair  
Councillor Butcher – Vice Chair  
Councillor Tandy  
Councillor O'Neill  
Councillor Tilbrook  
Councillor Long

**In attendance:**

Jon Short – Head of Finance and Service Delivery  
Dennis Gittins – Facilities and Contracts Manager

**2025 to 2026**

**30. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**32. Apologies**

There were apologies from Councillors Walsh and Northeast, Councillors Long and Tandy attended as substitutes respectively.

**33. 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 Councillors Long and Tandy declared personal interests across the agenda as members of Arun District Council.

#### **34. Minutes**

The Minutes of the meeting held on 8 December 2025, previously circulated, were confirmed as a true record and signed by the Chair.

#### **35. Chair's Report and Urgent Items**

There were none.

#### **36. Public Forum**

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

#### **37. Officer's Reports**

##### **37.1. Absence Monitoring**

Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020, to 2024 to 2025 and quarters 1, 2 and 3 for 2025 to 2026. It was noted that no abnormal trends of certified sickness were reported and that staff receive return to work support.

##### **It was resolved that:**

The report be noted.

##### **37.2. Event Equipment Hire Review**

Members received a report, previously circulated, which set out proposals to update the list of event equipment available to hire and changes to the charges for 2026 to 2027. The Committee considered the current fees and proposals to increase prices, specifically staff costs, with prices per item remaining the same. It was noted that any equipment absent from the list of items for hire were used by the Council's events team. Members encouraged the promotion of the service to local organisations who would benefit from it, promotional material on social media or flyers would be investigated by officers.

##### **It was resolved that:**

1. The list of equipment detailed within the report be approved.
2. The level of event equipment fees for 2026 to 2027, as detailed within the report, be approved.

##### **37.3. Quarterly Business Plan Progress Report**

- 37.4. The Head of Finance and Service Delivery (HFSD) presented a report, previously circulated, which provided an update on the progress made toward achieving the business plan goals as they related to the work of the committee. Members proceeded to consider the action plan and received clarification on

some items. Updates regarding the possibility of transferring records and working documents to a cloud-based system such as SharePoint will be provided once officers have a clearer understanding of timescales and impacts. Alongside this, work on updating the suite of policies would continue, with the Task and Finish Group aiming to meet in August to progress this goal.

- 37.4.1.** It was agreed that references to 'AGAR' within the business plan be amended to 'Annual Governance and Accountability Return' for clarity going forward.

**It was resolved that:**

Following the above-mentioned amendments to the business plan, the updates and contents of the report be noted.

**38. Finance**

**38.1. Committee Budget Monitor**

The Committee received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee's budget for 2025 to 2026. It was noted that there had been an overcharge for street lighting in error, which had been disputed with a rebate expected. Discussions covered the range of graffiti removal services the Town Council provided and whether the long-term hirer at Manor House would continue to use the venue, which was unknown.

**It was resolved that:**

The report be noted.

**39. Exempt Business**

There was none.

The meeting was closed at 6.44pm.

---

**Chair**