



How to contact us:
Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW
Email: lrc@littlehampton-tc.gov.uk
Call: 01903 732063
Find us online: 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 Tuesday 2 June 2026 at 6.30pm.

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Northeast
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Tandy

In attendance:

Laura Chrysostomou – Town Clerk

2026 to 2027

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 O'Neill, Councillor Tandy attended as substitute.

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.

5. Minutes

The Minutes of the meeting held on 16 March 2026 previously circulated, 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 written representations made.

8. Finance

8.1. Committee Budget Monitor

- 8.1.1.** The Town Clerk presented a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to this committee's areas of work. Details of an earmarked staffing underspend, an amended coding error, and budget for the Manor House preventative maintenance works were included within the report.

It was resolved that:

The report be noted.

9. Officer's Reports

9.1. Absence Monitoring

- 9.1.1.** Members had before them a report, previously circulated, which provided an update on staff absences for the full years 2019 to 2020, to 2025 to 2026.

It was resolved that:

The report be noted.

9.2. Staffing Update

- 9.2.1.** The committee considered a report, previously circulated, which updated members on the significant work undertaken to implement the realigned staff structure, following its Full Council approval in January 2026. This included proposed apprenticeship changes from a Clerical Reception role to a Finance and Governance focus, which would better support the work and capacity of both teams. Members considered this proposal to be sensible.

It was resolved that:

1. The proposed change from the Clerical Reception Apprenticeship role to a Finance and Governance Apprenticeship role, be recommended to Full Council for consideration and the staff structure be amended accordingly.
2. The contents of the report be otherwise noted.

9.3. Quarterly Business Plan Progress Report

- 9.3.1.** Members considered a previously circulated report providing an update on the progress made towards achieving the business plan goals, as they relate to the work of this committee. Particularly noting progress made by officers when investigating Manor House glazing and discussing next steps to further this long standing goal. It was clarified that the year's extension to the current IT contract would be prudent to the support and efficient functioning of the Council's Services.

It was resolved that:

1. The existing IT Support contract be extended for a further year.
2. The updates and contents of the report be noted.

9.4. Progress Point High Street Hub - Tenure

- 9.4.1.** Members received a report, previously circulated, which provided updates on the Town Council's goal to create a hub in the high street. It sought the committee's consideration to the proposed tenure, therefore forming the basis for the preferred premise's lease, to be recommended to Full Council.
- 9.4.2.** The report contained two appendices, one included a surveyors report and assessment of rental value and the other included the draft Heads of Terms. These had been circulated to members of the committee only, under separate cover, in accordance with Paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person. Members were happy to note the updates within the report and agreed to move into exempt business to review the confidential details.

10. 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 items are 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.

The meeting adjourned at 6.56pm.

The meeting reconvened at 6.58pm.

10.1. Progress Point High Street Hub - Tenure

10.1.1. Members discussed the confidential appendices in more detail. The surveyor's report supported the proposed rental value, and the Heads of Terms set out the key commercial points that would form the basis of the lease. Members noted that these arrangements supported the Town Council's aim of establishing a high street hub that would provide an accessible, central space for community groups, local organisations and essential services to work alongside one another. The committee recognised the potential benefits of the hub in improving visibility, accessibility and collaboration, and in creating a valuable focal point for the local community in a convenient location. It was noted that the report prepared for the Policy and Finance Committee meeting on 8 June 2026 contained further details of the hub.

It was resolved that:

1. Full Council be recommended to enter into a full repairing lease for the preferred premises based on the Heads of Terms presented. The contents of the report be otherwise noted.

The meeting was closed at 7.23 pm.

Chair