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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 18 June 2026 at 6.30pm.

Present:

Councillor May – Chair
Councillor Butcher
Councillor Blanchard-Cooper
Councillor Daws
Councillor Lee
Councillor Long
Councillor Northeast
Councillor Tandy
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Woodman

In attendance:

Laura Chrysostomou – Town Clerk
Sandra Hearsey – Office Manager
Lina Voskresenska – Civic and Communications Officer

2026 to 2027

19. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

21. Apologies

There were apologies from Councillor O'Neill, Wiltshire and Worne.

22. 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.

23. Minutes

The Minutes of the meeting held on 14 May 2026, previously circulated, were confirmed as a true record and signed by the Mayor.

24. Mayor's Report and Urgent Items

- 24.1.** The Mayor's Engagement report, copy attached to the minutes, had been circulated for Members to note. The Mayor reminded members that Armed Forces Day was on Saturday 27 June and marked the start of the summer high street events programme. She looked forward to supporting the upcoming events and seeing everyone there.

25. Public Forum

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

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

At the previous meeting, members requested to invite the newly elected County Councillors, whose divisions covered Littlehampton, to work collaboratively with the Town Council. The Town Clerk confirmed that an upcoming introductory meeting had been scheduled where overlap across areas of work, sharing updates, and our projects and services would be discussed.

27. Reports from Committees – Non-Exempt

27.1. Recommendations from Committees

The committee had before them a report, previously circulated, which drew together the recommendations from the last cycle of Committee meetings, of which there were two.

27.1.1. Property and Personnel Committee: Tuesday 2 June 2026

Minute 9.2 Staffing Update

Council Resolved that:

The proposed amendment to the staff structure, being the Clerical Reception Apprenticeship role changed to a Finance and Governance Apprenticeship role, be approved.

27.1.2. Property and Personnel Committee: Tuesday 2 June 2026

Minute 9.4 to 10.1 Progress Point High Street Hub - Tenure

Council therefore Resolved:



To enter into a full repairing lease for the preferred premises based on the Heads of Terms presented and circulated to members under separate cover.

27.2. Committee Minutes – Non-Exempt

27.2.1. Planning and Transportation

Council received and noted the Minutes of the meeting held on 18 May 2026, previously circulated, with no matters arising.

27.2.2. Property and Personnel

Council received and noted the Minutes of the meeting held on 2 June 2026, previously circulated, with no matters arising.

27.2.3. Community Resources

Council received and noted the Minutes of the meeting held on 4 June 2026, previously circulated, with no matters arising.

27.2.4. Policy and Finance

Council received and noted the Minutes of the meeting held on 8 June 2026, previously circulated. It was noted that an error in the members list of attendance would be amended to reflect Councillor Tilbrook's attendance, mistakenly listed as Councillor Woodman.

28. Officer's Reports

28.1. Audit and Annual Return 2025 to 2026

28.1.1. Internal Auditors Report

Council received and noted the internal auditors report which would be scrutinised by the Governance and Audit Committee at its meeting on 8 July 2026. Once noted, members would move on to review Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), as seen in the following agenda items.

It was resolved that:

1. The internal auditors report be noted.

28.1.2. Annual Governance Statement 2025 to 2026 – Section 1 of the Annual Return

Council received a report, previously circulated, which sought approval of the 2025 to 2026 AGAR which was the Statutory Statement of Account for the Council. The Town Clerk explained that the Council was firstly required to formally confirm that it was satisfied its business had been conducted in accordance with proper practices and responding positively to the assertions that formed the Annual Governance Statement. These assertions were

supported by evidence which was tested by the Internal Auditor whose end of year report had been noted in the previous agenda item.

It was resolved that:

1. To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31 March 2026, it has complied with all eight statements.
2. That the Mayor, as chair of the Council, and the Clerk be authorised to sign Section 1 of the 2025 to 2026 Annual Return on behalf of the Council.

28.1.3. Statement of Accounts 2025 to 2026 – Section 2 of the Annual Return

Council received a report, previously circulated, which sought approval of the 2025 to 2026 accounting statement. Members considered that the Annual Statement of Accounts were an accurate reflection of the Town Council's finances and thanked officers for their hard work preparing it.

It was resolved that:

1. The Annual Statement of Accounts for the year ended 31 March 2026 be approved.
2. That the Mayor, as chair of the Council, be authorised to sign Section 2 of the 2025 to 2026 Annual Governance and Accountability Return on behalf of the Council.

29. Reports of Representatives on Outside Bodies

- 29.1.** Councillor Tilbrook, as the Town Council's representative on the Littlehampton Sportsfield Management Committee, reported that no further meetings had taken place, but work continued with regard to progressing redevelopments of the facilities.
- 29.2.** Councillor Butcher, as the Town Council's representative on Shopmobility provided an update regarding the change of chair and trustees.

30. Exempt Business

There was none.

The meeting was closed at 6.53 pm.

Mayor