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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Property and Personnel held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 14 September 2026 at 6.30pm.

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Tilbrook
Councillor Dr Walsh KStJ
Councillor Worne*
Councillor Tandy
Councillor Daws

In attendance:

Jon Short – Head of Finance and Service Delivery

2026 to 2027

11. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

13. Apologies

There were apologies from Councillors O'Neill and Northeast, Councillors Daws and Tandy attended as substitutes respectively.

14. 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.

15. Minutes

The Minutes of the meeting held on 2 June 2026, previously circulated, were confirmed as a true record and signed by the Chair.

16. Chair's Report and Urgent Items

There were none.

17. Public Forum

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

18. Officer's Reports

18.1. Absence Monitoring

Members had before them a report, previously circulated, which provided an update on staff absences for the first quarter of 2026 to 2027.

It was resolved that:

The report be noted.

18.2. Property, Facilities and Equipment Update – Manor House Windows

18.2.1. A report, previously circulated, provided an update on progress to the planned refurbishment of Manor House windows. This is a priority within the planned preventative maintenance programme for Manor House following a building survey completed in 2025. Advice regarding conservation requirements and unanticipated costs was sought and would continue to be investigated by officers as they carried out this work.

18.2.2. Members suggested that following the completion of this area of work, painting the outside of the Manor House should be the next priority, this request was noted.

It was resolved that:

The report be noted.

18.3. Property, Facilities and Equipment Update – Amenity Team Vehicle

18.3.1. The committee received a report, previously circulated, which presented options for the leased Amenity Team Electric van. Due to the van's good condition, sustainability and expected longevity, the first option to purchase the electric van, was considered to be the most cost effective option.



18.3.2. Members also received a proposal to explore the use of a more versatile vehicle suited to supplement the Amenity Team's wide range of works carried out in winter conditions. The potential to lease a vehicle like this to assist the Amenity Team was considered to be sensible by the committee, particularly if done seasonally, as mentioned in the report. Officers would be mindful of the committee's comments when pursuing this in future, noting that any further actions would be subject to future reporting.

It was resolved that:

1. The Amenity Team's current electric van be purchased, detail as option one within the report.
2. Alternative options for seasonal lease of a versatile vehicle, better suited to requirement of ground maintenance during inclement weather, be supported and further investigated.

18.4. Staffing Update

The committee considered a report, previously circulated, which provided updates on staffing, including recent and future recruitments. It was highlighted that staff costs associated with the Pride in Place Programme would be invoiced and reimbursed by Arun District Council as the accountable body of the programme, who receive the funding directly from the Ministry of Housing, Communities and Local Government. Additionally, the Head of Finance and Service Delivery informed members that options to fill the vacancy of the Amenity Team Operative vacancy were being explored internally.

*Councillor Worne left the meeting at 6.46pm.

It was resolved that:

The report be noted.

18.5. Quarterly Business Plan Progress Report

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.

*Councillor Worne rejoined the meeting at 6.49pm

It was resolved that:

The updates and contents of the report be noted.



19. Finance

19.1. Committee Budget Monitor

The Head of Finance and Service Delivery presented a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to this committee's area of work. It was highlighted that car parking income figures contained a mix of monthly and annual payments which were noted as being within expectations.

It was resolved that:

The report be noted.

20. Exempt Business

There was none.

The meeting was closed at 6.51pm.

Chair