



6 March 2012

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 15 MARCH 2012** at **6.30pm**

**PETER HERBERT**  
Town Clerk

## AGENDA

**2011/2012**

1. **EVACUATION PROCEDURES**

2. **MOBILE PHONES**

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) if it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 26 January 2012 and the Extraordinary meeting held on 14 February 2012, circulated herewith.

**6. TOWN MAYOR'S REPORT and URGENT ITEMS**

**7. PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

**8. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL**

**9. REPORTS OF COMMITTEES – (NON-EXEMPT)**

**9.1 Recommendations from Committees – report herewith**

The report brings together the Recommendations from Committees that need approval by Council.

**9.2 Committee Minutes (Non-Exempt)**

**9.2.1 Policy and Finance**

To receive the Minutes of the meeting held on **27 February 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(56.1) Localism Act 2011

(56.2) Prayers at Council Meetings

(56.3) Controlled Parking Zone

(56.4) CCTV

(56.5) "Portas Pilots"

(57.1) Annual Investment Strategy 2012/13

(57.2) Finance Report 2011/12

(57.3) Section 137 Expenditure – Limit for 2012/2013

(58.) Masterplan – North Littlehampton

**9.2.2 Community Resources**

To receive the Minutes of the meeting held on **23 February 2012** – circulated herewith - at which the following items were discussed;

Minutes -

(58.1) Application For Grant Aid

(60.) Allotment Working Group

(61.1) Project 82 Periodic Report

(61.2) Museum Periodic Report

(61.3) Community Resources Periodic Report

(61.4) Garden And Allotments Competition

(61.5) 2012 Events

(62.1) Finance Report 2011/12

(63.) Masterplan – North Littlehampton

**9.2.3.1 Planning and Transportation**

To receive the Minutes of the meeting held on **6 February 2012** – circulated herewith - at which the following items were discussed;

Minutes –

(133.1) Planning Applications – Lists 2, 3, 4 and 5

(133.2) No 12 Bus Figures

- (133.3) Proposed alteration to the No 12 Bus Route
- (134.) Neighbourhood Plan
- (135.1) Junction build out at River Beach School – Queen Street / York Road
- (135.2) Infrastructure Works Programme 2012/13 and Forward Programme
- (136.) Masterplan – North Littlehampton

#### **9.2.3.2 Planning and Transportation**

To receive the Minutes of the meeting held on **5 March 2012** – circulated herewith - at which the following items were discussed;

Minutes –

- (146.1) Planning Applications – Lists 6, 7, 8 and 9
- (146.2) Attendance at ADC site inspection panels
- (147.1) Controlled parking zones in Littlehampton
- (148.) A Neighbourhood Plan For Littlehampton

#### **9.2.4 Property and Personnel**

To receive the Minutes of the meeting held on **20 February 2012** – circulated herewith - at which the following items were discussed;

Minutes -

- (55.1) Staff Sickness Report
- (55.2) Information Technology & Telecommunications Policy
- (55.3) Anti-Harassment & Bullying Policy
- (55.4) Street Lighting
- (55.5) Shelters on either side of footbridge
- (56.1) Finance Report 2011/12
- (57.) Masterplan – North Littlehampton
- (59.1) Southfields Community Centre

#### **9.2.5 Performance and Publicity Overview**

To receive the Minutes of the meeting held on **7 February 2012** – circulated herewith - at which the following items were discussed;

Minutes -

- (39.1) Third Quarter Performance Indicators Report
- (39.2) Information Board for the High Street
- (39.3) Town Council Logo
- (40.) Masterplan – North Littlehampton
- (40.) Progress Delivery Costs

### **10. OFFICERS REPORTS**

- 10.1 Church Street Offices** – oral report by the Town Clerk following ADC Cabinet meeting on 12 March 2012

### **11. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES**

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

### **12. MASTERPLAN – NORTH LITTLEHAMPTON**

13. **EXEMPT BUSINESS**

It is RECOMMENDED 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.**

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Council  
**Date:** 15 March 2012  
**Report of:** The Town Clerk  
**Subject:** Recommendations from Committee

#### 1. **Summary**

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

#### 2. **Planning and Transportation Committees: 6 February and 5 March 2012**

2.1 There were none.

#### 3. **Property and Personnel Committee: 20 February 2012**

3.1 Southfields Community Centre (please also see paragraph 5)

The Committee considered a report which updated Members on the progress towards the delivery of the community centre on Southfields Recreation Ground and also sought a recommendation that would be considered by Council for a name for that building. It was **RESOLVED** that:

***In noting the current position, Council be RECOMMENDED to call the new community centre, Southfields Jubilee Hall. (This recommendation to be considered with the parallel recommendation from the Community Resources Committee)***

#### 4. **Policy and Finance Committee: 27 February 2012**

4.1 Finance Report 2011/12 – Cheque Signatories

So as to increase the number of cheque signatories, the Committee has supported the addition of the Chairs of the Planning & Transportation and Performance & Publicity Overview Committees to this list. It was therefore **RESOLVED** that:

***Council be RECOMMENDED to amend Financial Regulation 5.2 to include the Chairs of the Planning & Transportation and Performance & Publicity Overview Committees as cheque signatories, from 25th May 2012.***

4.2 Annual Investment Strategy (copy attached)

The Committee has considered a draft Annual Investment Strategy for 2012/13, including support for the continued prudent approach to investment. However, the extension to include the possibility of investing with other High Street banks has been supported, at the discretion of the Responsible Financial Officer in consultation with the Town Clerk. Council is therefore RECOMMENDED to:

**Approve the Annual Investment Strategy 2012/13 as set out in the Appendix to the report, including the power to invest in other High Street banks, at the discretion of the Responsible Financial Officer in consultation with the Town Clerk.**

5. Community Resources Committee: 23 February 2012

Southfields Community Centre (see also paragraph 4)

The Committee considered a report (previously circulated) updating Members on the progress towards the delivery of the Centre and seeking proposals to form a recommendation to Council to name the new building. It was RESOLVED that:

**In noting the current position, Council be RECOMMENDED to name the new community centre the Southfields Jubilee Centre, with the design incorporating a diamond.**

6. Performance and Publicity Overview Committee: 7 February 2012

6.1 There were none.

Peter Herbert  
Town Clerk

**ANNUAL INVESTMENT STRATEGY 2012/13**

1. The Council has had regard to the Department of Communities and Local Government's (formerly Office of the Deputy Prime Minister) Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.
3. **Investment Objectives**
  - 3.1 All investments will be in sterling.
  - 3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.
  - 3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.
  - 3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
  - 3.5 The ODPM maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.
4. **Investment Balances/Liquidity of Investments**
  - 4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2012/13 will be up to £1,900,000. This is significantly higher due to finance being received in advance of capital expenditure.
  - 4.2 Given due consideration to the Council's current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies, the Council has determined that none of its balances can be prudently committed to longer term investments (i.e. those with a maturity exceeding a year) or shorter term maturing investments.
  - 4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Account which provide a secure rate of interest. Other UK banks, with a minimum Moody's credit rating of 'A', may be used if offering a higher rate of interest, at the discretion of the RFO in consultation with the Town Clerk.

## **5. Investments defined as capital expenditure**

- 5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as “non specified investments”.
- 5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for “specified” and “non-specified” investments.
- 5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2012/13.

## **6. Provisions for credit related losses**

- 6.1 If any of the Council’s investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

## **7. Investment Strategy to be followed in house**

- 7.1 To retain not less than one month’s average working capital requirement in current and instant access accounts giving immediate access.
- 7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year’s duration depending on the prevailing interest rates. The Council has no such reserves for 2012/13.
- 7.3 Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements.
- 7.4 Currently the Council does not hold any long term investments.
- 7.5 No long term investments are envisaged in the next 12 months.

## **8. End of year Investment Report**

- 8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.
- 8.2 At the end of the financial year, the RFO will prepare a report on investment activity.