



13 September 2011

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 22 SEPTEMBER 2011** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2011/2012

1. EVACUATION PROCEDURES

2. MOBILE PHONES

Members are and the public 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 30 June 2011, circulated herewith.

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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. OFFICERS REPORTS

9.1 Community Resources Committee

Councillor Caffyn has resigned from the Community Resources Committee. The Conservative Group are asked to recommend to Council a replacement.

9.2 Auditor's Certificate and Opinion 2010/11 – report attached

10. REPORTS OF COMMITTEES – (NON-EXEMPT)

10.1 Recommendations from Committees

There were no Recommendations from Committees that needed approval by Council. (The Performance and Publicity Overview Committee has decided not to progress their previous recommendation regarding the Progress Editorial Board).

10.2 Committee Minutes (Non-Exempt)

10.2.1 Policy and Finance

To receive the Minutes of the meeting held on **5 September 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(21.1) A-boards in the Town Centre

(21.2) Southern Water's Metering Programme

(21.3) Open Public Services White Paper Consultation

(21.4) Standards of Conduct for Members

(21.5) Action in Rural Sussex

(22.1) Finance Report 2011/12

(23.) Masterplan – North Littlehampton

(25.1) Youth Services/Project 82

10.2.2 Community Resources

To receive the Minutes of the meeting held on **8 September 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(20.1) Future Services to Young People in West Sussex

(22.) Allotment Working Group

(23.1) Project 82 Periodic Report

(23.2) Museum Periodic Report

(23.3) Community Resources Periodic Report

(23.4) Tourism and Events Report

(23.5) Christmas Lights Working Party

(23.6) Youth Council and Junior Youth Council

- (23.7) Wick Week 2011
- (23.8) Ferry
- (23.9) Bandstand
- (24.1) Finance Report 2011/12
- (25.) Masterplan – North Littlehampton
- (27.1) Youth Services/Project 82

10.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **18 July 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (30.1) Courtwick Lane
- (30.2) Morrisons Supermarket
- (33.1) Planning Applications – Lists 25, 26, 27, 28
- (33.2) Bus Figures
- (33.3) Replacement Bus Shelter at the Six Bells Public House, Lyminster Road
- (33.4) Speed Signs in the Town
- (33.5) Neighbourhood Plan
- (34.1) Littlehampton Wharf
- (34.2) Lyminster School

10.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **15 August 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (45.1) Planning Application LU/355/10, Traffic implications Survey for Courtwick Lane
- (45.2) Planning Applications – Lists 29, 30, 31 and 32
- (45.3) Local Plan Update
- (45.4) A Neighbourhood Plan for Littlehampton
- (45.5) NALC Responses to the Consultations on Relaxation of Planning Rules and Traveller Sites
- (45.6) Consultation on the Registration of New Town or Village Greens

10.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **12 September 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (54.1) Delegation of decision making on some planning applications
- (54.2) A Neighbourhood Plan for Littlehampton
- (54.3) Planning Summer School
- (54.4) Training for Members
- (57.1) Planning Applications – Lists 33, 34, 35 and 36

10.2.6 Property and Personnel

To receive the Minutes of the meeting held on **6 September 2011** – circulated herewith - at which the following items were discussed;

Minutes -

- (19.1) Manor House Roof

- (20.1) Recruitment of Ex-offenders Policy & CRB Checks
- (20.2) Staff Sickness Report
- (21.1) Finance Report 2011/12
- (22.) Masterplan – North Littlehampton
- (23.1) Youth Services/Project 82
- (24.) Church Street Offices/Community Centre

10.2.7 Performance and Publicity Overview

To receive the Minutes of the meeting held on **13 September 2011** – circulated herewith - at which the following items were discussed;

Minutes -

- (19.1) First Quarter Performance Indicators Report
- (19.2) Electronic Notice Boards
- (19.3) Budget Report 2011/12
- (19.4) Progress Questionnaire
- (19.5) Progress Editorial Board
- (19.6) Town Council Website

10.2.8 Audit Committee

To receive the Minutes of the meeting held on **15 August 2011** – circulated herewith - at which the following item was discussed;

Minutes -

- (8.1) Internal Audit Report 2010/11

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.

14. OFFICERS' REPORTS (CONFIDENTIAL)

- 14.1 Church Street/Housing Office - report herewith for Members of the Council only.**

LITTLEHAMPTON TOWN COUNCIL

Non Confidential

Committee: Council

Date: 22nd September 2011

Report by: The Town Clerk & RFO

Subject: Auditor's Certificate and Opinion 2010/11

1. Summary & Background

- 1.1 The external auditors, Mazars LLP, have completed their audit of the annual return for the year ended 31st March 2011.
- 1.2 Attached as Appendix 1 is the External Auditor's certificate and opinion.
- 1.3 The Auditor has stated that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that the relevant legislation and regulatory requirements have not been met.
- 1.4 The Conclusion of Audit notice has been placed in the Councils notice boards along with the relevant parts of the annual return.

2. Recommendation

Council is RECOMMENDED to note the External Auditor's certificate and opinion

Peter Herbert
Town Clerk

Karen Singleton
RFO

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2011 of

LITTLEHAMPTON TOWN COUNCIL

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2011; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

(~~Except for the matters reported below~~)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
 (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor’s signature Mazars LLP

External auditor’s name Mazars LLP, Southampton, SO15 2BE Date 10 AUGUST 2011

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.



**MINUTES of a MEETING of the AUDIT COMMITTEE held in the FLEMING ROOM,
MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 15 AUGUST
2011 at 6.00pm**

Present: Cllrs Belchamber MBE (Chair),
Caffyn and Squires

MINUTES

2011/2012

1. EVACUATION PROCEDURES

The evacuation procedures were read out and noted.

2. MOBILE PHONES

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

3. APOLOGIES

There were none.

4. DECLARATIONS OF INTEREST

Members were reminded to make any declarations of personal and/or prejudicial interest that they might have in relation to items on this Agenda. No declarations were made at this stage.

5. MINUTES OF LAST MEETING

The Minutes of the meeting held on 23 August 2010, previously circulated, were confirmed as a true record and signed by the Chair.

6. CHAIRS REPORT AND URGENT ITEMS

There were none.

7. PUBLIC FORUM AND RESUMPTION OF PROCEEDINGS

There were no members of the public present.

8. OFFICERS' REPORTS

8.1 Internal Audit Report 2010/11

8.1.1 The Committee considered the Internal Audit Report 2010/2011 (previously circulated). The findings of the three Internal Audit Reports were discussed. Members congratulated the staff on the very good reports and noted that officers planned to carry out spot checks on the work of the A Team to increase control.

8.1.2 Members considered the Strategic Internal Audit Plan and a discussion was had regarding additional auditing of the final accounts. The service areas to be audited on a rolling basis were considered and agreed.

8.1.3 Regarding the appointment of the Internal Auditor, Members asked if this needed to go to tender. The Clerk responded that this exercise was carried out two

years previously where it had proved difficult to obtain three tenders. The Clerk explained that the Internal Auditors bill was less than £1,000 per annum.

- 8.1.4 A discussion took place regarding the possibility of the Audit Committee carrying out service reviews. The Clerk and Chair explained that this was not the remit of the Audit Committee and if Members wished full service reviews to be actioned then this should be discussed with the Town Clerk and the Chairs of the relevant Committees. It was **RESOLVED** to:

1. endorse the action taken by officers following the recommendations of the Internal Auditor and make any appropriate recommendations to the relevant Standing Committee.

2. otherwise note the Internal Audit Reports for 2010/11.

3. approve the service areas to be audited in 2013/14 and 2014/15 in the Strategic Internal Audit Plan

4. Reappoint RS Hall & Co. as the Council's Internal Auditor for the years 2012/13 and 2013/14.

The meeting closed at 6.14pm

Chair