



MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 25 FEBRUARY 2013 at 6.30PM

Present: Cllrs Emberson (Chair),
Belchamber MBE, Gammon,
Hulmes, Long and Squires.

2012/2013

46. EVACUATION PROCEDURES

The evacuation procedures were noted.

47. MOBILE PHONES

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

48. APOLOGIES

Apologies were received from Councillors Britton and Weston.

49. 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. Councillors Emberson, Gammon and Squires declared personal interests as Members of the District Council with regard to the discussion relating to the District Council's decision on the future of the Windmill Theatre. The Town Clerk and Committee Assistant declared personal interests with regard to the item on Local Government Pension Scheme as members of the scheme.

50. MINUTES

The Minutes of the meeting held on 17 December 2012 (previously circulated) were confirmed as a true record and signed by the Chair.

51. CHAIR'S REPORT AND URGENT ITEMS

51.1 The Committee considered a recommendation from the Performance and Publicity Overview Committee held on 12th February 2013 which proposed that the overspend on the Progress Newsletter budget be met from general current year under spends. It was **RESOLVED** that:

The overspend on the Progress Newsletter be met from general current year under spends.

- 51.2 The approval of the Committee was sought in respect of a recommendation that the Council commissions Charen Photography on an annual basis for event photography and Progress if it continues. This was contained in the Events and Tourism Report which would be considered by the Community Resources Committee on 28th February 2013. It was **RESOLVED** that:

The Committee supports the recommendation that the Council commissions Charen Photography on an annual basis for event photography and Progress if it continues, providing the Community Resources Committee were content with the proposal.

52. **PUBLIC FORUM**

None were present.

53. **WINDMILL THEATRE PUBLIC SUBSCRIPTION SCHEME**

- 53.1 Further to the discussion at Full Council on 31st January, Members considered how the Town Council might help support a public subscription scheme to raise money to buy digital equipment for the Windmill Theatre. The Town Clerk reported that on 19th February he met with representatives of the community seeking to establish a cinema club and tabled an email that he had subsequently received from them. He reported that the meeting was positive and that whilst the group was well supported by volunteers, they recognised that people with specific skills were needed if the theatre was to continue to operate as a cinema. The email sought the conspicuous support from the Town Council to assist in attracting support and funding to establish the club. The Group also sought the assistance of the Town Council with the initial collection of monies. Members noted that the Group would be meeting on 1st March to agree a plan of action and the status of the club going forward.
- 53.2 The Committee were pleased to note the extent to which the local community was behind the scheme and Members wanted to keep faith with them and see the club established on a formal footing. Whilst Members wished the group well, it was emphasised that the Town Council would not participate in the running of the club. Members noted that the club intended raising funds through grants, sponsorship and public subscription and that if sufficient funds could not be raised, all monies received would be donated to a local charity. It was hoped that the Town Council would be able to provide some grant funding and Members felt that if the project did not proceed, any grant funding secured from the Town Council should be repaid so that it could be made available for other community initiatives. It was **RESOLVED** that:

The Windmill Cinema Club be supported in its efforts to attract the support and funding required to establish the Club and that the Town Council facilitates the initial collection of monies.

54. **OFFICER'S REPORT**

- 54.1 **Boundary Review**

The Committee noted that the publication of the final recommendations of the Boundary Commission Review had been delayed and were expected to be announced on 26 February 2013. It was **RESOLVED** that:

The Town Clerk circulates the Boundary Commission's final recommendations to all Councillors as soon as they are published.

54.2 West Sussex County Council Flood Report

The Committee considered a report containing an extract from County Council's investigation into the impact of the major flood incident in June 2012 on Littlehampton (previously circulated). It was reported that the next multi agency meeting chaired by Nick Gibb MP was scheduled to take place on 22 March. Whilst it was understood that the problems experienced in June 2012 were due to exceptional conditions, Members considered that regular maintenance activities such as ditch and gully clearance were essential and would help alleviate flooding problems. The report also referred to the impact of new development and Members discussed the additional pressure on mains drainage systems caused by surface water run-off. It was **RESOLVED** that:

The report be noted.

55. ACCOUNTS

55.1 Finance Report

The Committee considered the latest periodic Finance Report for the financial year 2012/13 (previously circulated). The Clerk confirmed that expenditure was in line with expectations and that it was anticipated that the Town Council would end the financial year slightly under budget. Members noted that the ward budgets were unspent and noted that if projects were identified before the end of the financial year and the funds earmarked, they could be carried forward into the next financial year. It was **RESOLVED** that:

The report be noted.

55.2 Annual Investment Strategy

The Committee considered a report (previously circulated) which set out details of the current year's investment activity and proposals for the forthcoming year. Members noted that the investment strategy was unchanged and considered that the proposed strategy was prudent. It was therefore **RESOLVED** that Council be **RECOMMENDED** to:

1. Approve the Annual Investment Strategy 2013/14 as set out in the Appendix to the report.
2. Otherwise note the report.

55.3 Local Government Pension Scheme

The Committee considered a report (previously circulated) which sought the views of Members on whether the current arrangements for the Small Scheduled Bodies Pool and for meeting ill health retirement claims were still

appropriate. The report also contained details of a proposed response to a questionnaire from WSCC on these matters. Members discussed the Town Council's requirements and considered that the Pool provided sufficient cover without the need for additional ill health retirement insurance cover. It was therefore **RESOLVED** that:

1. The Council remains in the LGPS Scheduled Bodies Pool.

2. The Council does not to take up ill health retirement insurance cover.

3. The response as set out in the LGPS questionnaire attached to the main report be sent to WSCC.

4. Otherwise note the report.

56. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk had nothing further to report.

The meeting closed at 7.20pm.

CHAIR