



12 June 2012

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 18 JUNE 2012 at 6.30PM**

**Committee:** Cllrs Emberson (Chair),  
Belchamber MBE, Britton,  
Gammon, Hulmes, Long,  
Scrivener and Squires

**PETER HERBERT**  
Town Clerk

## **AGENDA**

2012/2013

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 23 April 2012, circulated herewith.

6. **CHAIR'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 committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **OFFICER'S REPORT**

8.1 **Members' Code of Conduct & Register of Members' Interests** – report attached

8.2 **Town Traders' Partnership and Portas Pilot** – The Clerk will report orally on the latest Partnership meeting and any issues arising therefrom and also whether a second Portas Pilot submission is to be made.

8.3 **Standing Orders and Financial Regulations** – It had been intended to bring revised Standing Orders to this meeting of the Committee and Council later in the month. The lateness of the Code of Conduct papers has meant that these changes cannot be incorporated and therefore they will be brought to the September meeting of the Committee.

8.4 **Littlehampton Health Services Advisory Group** – A meeting of the Advisory Group will be held on Tuesday 19 June 2012. If the agenda is available, the Clerk will report on the items to be discussed.

9. **ACCOUNTS**

9.1 **Finance Report 2011/12** – report attached

9.2 **Audit 2012/13 to 2016/17** – report attached

9.3 **Earmarked Reserves** – report attached

10. **MASTERPLAN – NORTH LITTLEHAMPTON**

11. **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.***

12. **Church Street Offices: Funding Options – report herewith for Members of the Council only**