

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 18 FEBRUARY 2019 at 6.30PM

Present: Cllrs B Blanchard-Cooper (Town Mayor),
C Blanchard-Cooper,
and Squires

2018/2019

44. CHAIR

In the absence of the Chair and Vice-Chair, it was **RESOLVED** that:

The Town Mayor Councillor B Blanchard-Cooper Chairs this meeting.

45. EVACUATION PROCEDURES

The evacuation procedures were noted.

46. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

47. APOLOGIES

There were apologies from Councillors Ayres, Baker and Purchase.

48. 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.

49. MINUTES

The Minutes of the meeting held on Monday 3rd December 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

50. PUBLIC FORUM

There were no members of the public present.

51. CHAIR'S REPORT AND URGENT ITEMS

51.1 Street Scene Enhancement Scheme

The Town Clerk reported that the County Council would be meeting their commitments for 2018/19, but that the Scheme was likely to end

in March. The County Council were looking to agree rates for removing graffiti, from the Highway, but not elsewhere. In reporting this, the Town Clerk sought the endorsement of a policy of only undertaking work relating to graffiti or other street scene work outside of the parish if all costs were met, as the Littlehampton taxpayer couldn't and shouldn't be subsidising this in any way. It was **RESOLVED** that:

The Town Clerk be given delegated authority to agree work outside of the Parish, but only where all costs had been met.

52. OFFICERS REPORT

52.1 Staff Sickness

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the year's 2009/10 – 2017/18 and Quarter 1 to 3 of 2018/19. It was **RESOLVED** that:

The report be noted.

52.2 Reception Refurbishment and Reconfiguration

The Committee received a report (previously circulated) that set out proposals for the reconfiguring and refurbishment of the Town Council's reception. Members were pleased to see these which would provide a professional and approachable impression of the Council to the public. It was noted that alternative the reception layouts would ensure practicality and security. It was therefore **RESOLVED** that:

Further exploratory work to establish a cost for consideration by this Committee at a future date be approved.

52.3 Staff Rates of Pay for Weddings

The Committee received a report (previously circulated) that provided information relating to the staffing of Wedding and Naming Ceremonies at the Manor House. Members agreed that due to the staff having the same roles and responsibilities on the day of the service there should be a set rate of pay. It was therefore **RESOLVED** that:

The set rates of pay for staff covering Weddings and Naming Ceremonies be approved as set out in the report.

52.4 War Memorial

The Committee received a report (previously circulated) that outlined the options for ongoing maintenance to the War Memorial. It was noted that the previous maintenance contract had ended in November 2018. Members were asked to agree a further three-year contract to prevent further deterioration and to keep the Memorial in a good stable condition. Regarding the cleaning of the Town Pump stone at the

entrance of the Manor House car park, it was noted that Arun District Council would be contacted to confirm the significance and importance of the plaque to determine if this could be replaced. It was therefore **RESOLVED** that:

- 1) ***The appointment of Company C for a three-year maintenance contract of the Littlehampton War Memorial be approved.***
- 2) ***Further information regarding the significance of the Town Pump plaque be brought to a future meeting of the Committee.***

52.5 Keystone Centre Project Update

The Committee had before it a report which set out the first phase of community engagement regarding the proposed re-siting of the youth centre (previously circulated). The first stage of the exercise engaging with young people had been completed and the response had been positive. Community events were planned on the 19th, 20th and 21st February at the Centre aimed at businesses and residents. The closing date for comments was 8th March and the feedback would be reported to Full Council in March when approval would also be sought regarding the scope of the feasibility study. It was **RESOLVED** that:

The update be noted.

53. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

54. OFFICERS EXEMPT REPORTS

54.1 Personnel Update

The Committee received an update that informed Members of possible staff changes. It was noted that if these were to occur an Extraordinary meeting would be convened in liaison with the Chair. It was therefore **RESOLVED** that:

The update be noted.

The meeting closed at 6:47pm

CHAIR