

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 3 JUNE 2019 at 6.30PM

Present: Cllrs, Chace (Chair),
C Blanchard-Cooper,
Rhodes and Squires
Cllrs B Blanchard-
Cooper and Molloy
attended as substitutes
for Cllrs Price and
Baker respectively

2019/2020

1. **EVACUATION PROCEDURES**
The evacuation procedures were noted.
2. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
3. **APOLOGIES**
Apologies were received from Councillors Baker and Price.
4. **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 this Agenda. Councillors B Blanchard-Cooper, C Blanchard-Cooper and Rhodes declared personal interests as Members of Arun District Council relating to the item on the Keystone Centre.
5. **MINUTES**
The Minutes of the Extraordinary meeting held on 19th March 2019 (previously circulated) were confirmed as a true record and signed by the Chair.
6. **PUBLIC FORUM**
One member of the public was in attendance. Mr Ellis raised two questions relating to the town centre. These were about the possibility of linking with LOCA with regard to installing a mural on the side wall to Exotic Pets and also the poor state of some of the empty shops. In noting these comments, Mr Ellis was referred to the meeting of the Policy and Finance Committee the following week which had oversight

of these issues. Mr Ellis also asked the Town Council to consider undertaking a feasibility study with regard to purchasing the Tamarisk Centre to provide a key resource for local people. The Town Clerk responded that he had would include this on the list of possible priorities for the Town Councillors to consider over the summer and that Mr Ellis might wish to comment upon this when the list emerged during the early autumn.

7. CHAIR'S REPORT AND URGENT ITEMS

There were none.

8. OFFICERS REPORT

8.1 Staffing Update

The Committee considered a report (previously circulated) setting out recent changes in staffing, particularly following the Extraordinary meeting of Council on the 30th April 2019. The Town Clerk was pleased to report that interviews for apprentices would be held on 7th June 2019 and that the advertisement for the Community Resources Officer was to be published very shortly. The Museum Curator had now joined the Council and the Town Clerk hoped that she would be introduced to Members prior to the Council meeting at the end of the month. It was **RESOLVED** that:

The report be noted.

8.2 Keystone Centre

The Committee considered a report (previously circulated) updating Members on the progress of the project to build a new Keystone Centre. The Town Clerk reported that following a recent meeting with District Council officers, the specification for the feasibility study needed further work to improve it. This would cause a small delay. It was **RESOLVED** that:

The current position be noted.

8.3 Properties Update

8.3.1 The Town Clerk reported orally on the major pieces of work being undertaken across the Town Council's property portfolio. At the Manor House a maintenance programme was now in place; new CCTV was to be acquired and the dry-stone wall by the Durmersheim Garden would be repaired during the summer. At Rosemead Park the Community Resources Committee would soon be receiving a report looking to replace the play equipment. There were currently no major pieces of work being undertaken or programmed for the Southfields Jubilee Centre.

8.3.2 The War Memorial was the subject of a new three-year maintenance agreement and the Lineside premises, where the Amenity Team were located, had just commenced a ten-year lease. Members had previously heard of the update with regard to the Keystone Centre and the Town Council's policy with regard to maintaining Project 82 was

clarified. The Stage by the Sea remained in good condition although needing to regularly be cleaned of graffiti.

- 8.3.3 Referring to North Littlehampton, the Clerk updated Members on three new allotment sites and emphasised that the Church Land work needed to be expedited as there was a risk of losing the Tesco Bags for Life grant for new disabled plots. The Kingley Gate allotments were now fully occupied, with a waiting list from local residents. It was **RESOLVED** that:

The update with noted.

8.4 HR Training for Councillors

The Committee supported the need for those Members of the Committee and other Members involved either in interviews or appeals, to be better prepared to undertake these tasks and fulfil their role as an employer. It was **RESOLVED** that:

The Town Clerk be asked to arrange appropriate external training during the summer months.

9. FINANCE

9.1 Committee Budget Monitor

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to the Committee's budget for 2018/2019 and also the budget figures for 2019/2020. It was **RESOLVED** that:

The report be noted.

10. EXEMPT BUSINESS

There was none.

The meeting closed at 6.58pm

CHAIR