

**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 2<sup>ND</sup> SEPTEMBER 2019 at 6.30PM**

**Present:** Cllrs Chace (Chair), B  
Blanchard-Cooper,  
Price, Rhodes and  
Squires

**2019/2020**

11. **EVACUATION PROCEDURES**  
The evacuation procedures were noted.
12. **FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**  
The procedures were noted.
13. **APOLOGIES**  
There were apologies from Cllr C Blanchard-Cooper.
14. **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. Cllr B Blanchard-Cooper declared a personal interest as a member of Arun District Council.
15. **MINUTES**  
The Minutes of the meeting held on 3<sup>rd</sup> June 2019 (previously circulated) were confirmed as a true record and signed by the Chair.
16. **PUBLIC FORUM**  
There were two members of the public and no questions were raised.
17. **CHAIR'S REPORT AND URGENT ITEMS**  
There were none.
18. **OFFICERS REPORT**
- 18.1 **Standing Orders / Urgent Actions**  
The Committee received and noted urgent actions (previously circulated) relating to temporary Amenity Team staffing arrangements and the addition of a name to the War Memorial Roll of Honour. It was **RESOLVED** that:

***The Urgent Actions be noted.***

## **18.2 Staff Sickness Report (quarterly)**

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the full years 2010/11 – 2018/19 and Quarter 1 of 2019/20. It was **RESOLVED** that:

**The report be noted.**

## **18.3 Staffing Update**

The Committee received a report (previously circulated) updating Members on staff changes since the last meeting of the committee. It was noted that following interviews held on 30<sup>th</sup> August 2019, an offer had been made in respect of the vacancy for a part time Receptionist/ Clerical Assistant. The Town Clerk would circulate an updated list of staff names to all Members after the meeting. It was **RESOLVED** that:

**The report and update be noted.**

## **18.4 Annual Staff Training Plan**

The Committee received a report (previously circulated) which set out the Town Councils staff training plan for 2019. It was **RESOLVED** that:

**The report be noted.**

## **18.5 Manor House**

18.5.1 The Committee received a report (previously circulated) which provided an update on recent maintenance work in respect of the heating system and lift in the building. In addition, the Committee was asked to consider proposals to replace the CCTV system and undertake repairs to the garden wall at the front of the Manor House.

18.5.2 Regarding replacing the CCTV, three quotations had been obtained. Reflecting on the quotes, the Committee considered the quality of the images produced by a high definition (HD) system as opposed to non-HD and whether more than one member of staff needed to be trained on the new equipment once fitted. It was observed that the quality of the images provided by the existing system were poor and would be significantly improved with a non-HD system. It was also noted that providing one member of staff received appropriate training they could roll out training to others in the organisation. It was therefore **RESOLVED** that:

**Arundel Security be awarded the contract to replace the CCTV for the Manor House.**

18.5.3 Regarding the garden wall it was noted that it might not now be possible to carry out this work in house and it was proposed that further quotes be obtained with a view of taking this forward. This was considered a sensible way forward It was **RESOLVED** that:

**Further quotes be obtained to repair the garden wall and a supplier appointed in accordance with Financial Regulations.**

#### **18.6 Audio and Presentation Equipment**

The Committee received a report (previously circulated) which set out the research which had been undertaken to upgrade the audio and presentation equipment in the New Millennium Chamber. It was noted that the existing equipment was quite old and was not always compatible with the needs of hirers. A variety of options had been researched and it was recommended that the PA system in the Chamber be upgraded to include Bluetooth connectivity and that the speakers be replaced to support the hearing loop system. Three companies had been approached for quotations which provided an indication of the estimated costs. Whilst it was noted that the costs could be met from within the allocated budget, one of the quotes was incomplete. The Committee considered this a priority and it was therefore **RESOLVED** that:

**Authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to progress these works.**

#### **18.7 Volunteer Policy**

18.7.1 The Committee had before it (previously circulated) a draft volunteering policy and procedure which aimed to provide procedural guidance to staff on the recruitment of volunteers undertaking work for and on behalf of the Town Council. This aimed to formalise the existing procedures for the recruitment of volunteers and ensure that the volunteers themselves were treated in the same way as paid staff.

18.7.2 The Committee proceeded to examine the policy in more detail. The benefits of volunteering were acknowledged, and it was noted that expenses would be paid to volunteers in the course of carrying out their role for the Town Council. Members also wished to ensure that volunteers were aware of their position if they were in receipt of state benefits. It was agreed that further clarification on this point be added to the policy. It was therefore **RESOLVED** that:

**Subject to the comments set out in Minute 18.7.2 above, the Volunteering Policy be adopted.**

#### **18.8 Project 82 Building**

The Town Clerk updated members following a recent meeting regarding the continuation of the "FindItOut" (FIO) service from the Project 82 building. The County Council was currently carrying out a review of all aspects of their children support services and a decision on how FIO would be delivered in the future was currently on hold. To assist the County Council in managing the changeover with service arrangements delivered from P82 building, it was proposed that the

current lease be extended for three months to 31<sup>st</sup> December 2019. The Town Council continued to monitor the position and a further meeting was scheduled in October when an update on progress with the County Council's review was expected. It was therefore **RESOLVED** that:

**Authority be delegated to the Town Clerk to extend the lease agreement with the Find It Out service to the 31st December 2019.**

**18.9 Keystone Centre**

A revised specification for the feasibility study had been completed over the summer and was awaiting the comments of the District Council. This would lead to tenders being sought for the feasibility study to take the project forward. It was **RESOLVED** that:

**The update be noted.**

**19. TOWN COUNCIL PRIORITIES (2019-2023)**

The Town Clerk presented a table which contained feedback from the member led exercise to identify priorities for the Council. The Committee proceeded to review the priorities that were within their remit and the Town Clerk provided clarification on a number of points. Members were broadly content with the priorities and it was noted that further detailed work would be undertaken to determine the level of resources and delivery time scales for consideration by Full Council in November. It was therefore **RESOLVED** that:

**The priorities identified within the remit of the Committee be endorsed and recommended to the Policy and Finance Committee for progression.**

**20. FINANCE**

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

**The report be noted.**

**21. EXEMPT BUSINESS**

There was none.

The meeting closed at 7:13pm

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**CHAIR**