

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 2 DECEMBER 2019 at 6.30PM

Present: Cllrs Chace (Chair), C
Blanchard-Cooper,
Price and Rhodes

2019/2020

- 22. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 23. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 24. APOLOGIES**
There were apologies from Councillors Baker and Squires.
- 25. 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.
- 26. MINUTES**
The Minutes of the meeting held on 2nd September 2019 (previously circulated) were confirmed as a true record and signed by the Chair.
- 27. PUBLIC FORUM**
There was one member of the public present and no questions were raised.
- 28. CHAIR'S REPORT AND URGENT ITEMS**
There were none.
- 29. OFFICERS REPORT**
- 29.1 Standing Orders / Urgent Actions**
The Committee received and noted an urgent action (previously circulated) relating to an additional CCTV camera on the outside of the Manor House and the re-positioning of another at the rear car park. It was **RESOLVED** that:

The Urgent Action be noted.

29.2 Staff Update

The Committee received a report (previously circulated) updating Members on staff changes since the last meeting of the Committee. It was noted that interviews were taking place this week to fill the vacancy of a Collections Documentation Officer on a fixed term contract. It was **RESOLVED** that:

The update be noted.

29.3 Absence Monitoring Report

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the quarter 2 2019 – 2020. Members were pleased to note the continued low level of self-certified sickness and it was **RESOLVED** that:

The report be noted.

29.4 Manor House Room Hire Fees and Car Park Charges Proposals 2020/21

The Committee received a report (previously circulated) which reviewed the Manor House room hire fees, tariffs for Weddings and Ceremonies and car park charges. These included a small increase in the charges for weddings and ceremonies. Councillors commented on the low amount of bookings this year. The Town Clerk reported that these numbers fluctuated, but that cost was not thought to be a deterrent. It was important that the Council's costs were covered. It was therefore **RESOLVED** that:

The report be noted.

29.5 Keystone Centre

It was reported that discussions were continuing with Arun District Council and they hoped to have the Feasibility Study ready for tender by the end of year and receive the results of this in Spring 2020. It was **RESOLVED** that:

The current position be noted.

30. FINANCE

30.1 Committee Finance Report 2019/20

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was reported that the CCTV at Lineside Unit needed an upgrade and it was therefore **RESOLVED** that:

- 1. The CCTV at the Lineside Unit be replaced as set out in the report.**
- 2. The report be otherwise noted.**

30.2 Committee Budget Proposals 2020 - 2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Town Clerk briefly outlined the budget process and highlighted a few areas in the report, including the Waste Disposal budget, the Manor House Maintenance and that the loan finished for the Southfields Jubilee Centre in 2021/22. As well as this, it was noted that a 2% pay increase had been budgeted for but that proposals under the manifestos for the General Election could impact this. It was therefore **RESOLVED** that:

The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be agreed and RECOMMENDED to the Policy and Finance Committee for consideration.

31. **EXEMPT BUSINESS**

There was none.

The meeting closed at 6:50pm

CHAIR