

**MINUTES of the ANNUAL MEETING of the TOWN COUNCIL held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 19 MAY 2011 at 6.30pm**

**PRESENT:** Cllrs Ayres, Bowyer, Belchamber MBE, Caffyn, Emberson, Gammon, Hulmes, Long, Neno, Northeast, Squires, Dr Walsh and Weston.

**2011/2012**

**1. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**2. MOBILE PHONES**

Members were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.

**3. APOLOGIES**

Apologies were received from Councillors Britton and Charles.

**4. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interests that they might have in relation to items on the Agenda. No declarations were made at this stage.

**5. PUBLIC FORUM**

5.1 Mr Stan Gamble raised the issue of A-boards in the precinct as he felt they posed an assault course for shoppers and were an accident waiting to happen. The Town Clerk explained that this was a concern shared by the Traders Forum. It was thought that although the County Council were tolerant of a small number of boards, if they got out of control, they were liable to take them all away. The Traders were working on a voluntary code of conduct to limit the numbers and locations of boards.

5.2 It was also reported that in Surrey Street, by the zebra crossing, a flexible board had come loose hitting a car on the carriageway.

**6. TOWN MAYOR'S VALEDICTORY STATEMENT**

6.1 The Mayor addressed the Council and the public.

6.2 She stated that being the Mayor of Littlehampton had been a fantastic honour. She had been able to see, at first hand, how our community really worked. Work was the operative word. She could not emphasise enough how hard the Town's voluntary and community groups worked to better the Town. Her Mayoral year had focused on meeting as many local groups as possible. She thanked them for welcoming her, but more importantly for the wonderful work that they did.

6.3 The year had seen a great range of events provided by the community and the Town Council. She will always treasure memories of Armed Forces Day; the Littlehampton Bonfire and Carnival; the Town Show and Family Fun Day and Pancake Olympics to name just a few. She thanked everyone involved in these.

- 6.4 It had also been a busy year raising funds for her chosen charity, Breakthrough Breast Cancer. She thanked everyone who had supported this great cause throughout the year, particularly the contributions to her auction (which itself raised over £5,000). She was thrilled to announce that to date £11,533.10 had been raised. In thanking everyone who had contributed, she highlighted:-
- Edwin James Festival Choir, especially James and Chris for their wonderful choral evenings.
  - Nanu from the new Indian Restaurant the RajDoot which opened in Littlehampton last week.
- 6.5 She was therefore delighted to present a cheque for £11,533.10 to Kathy Lowe of Breakthrough Breast Cancer.
- 6.6 Others that she thanked included the fourteen other members of the Council who had been a tower of strength and support. Six Members were no longer on the Council and she thanked and gave her best wishes for the future to Delma Mayer-Pezhanski, David Botting, Ian Buckland and Irene Richards.
- 6.7 Two long-serving former Mayors had also left the Council, namely Mark Butler and George O'Neill. They have been a great credit to the Town and Mark had helped her considerably to learn the ropes when she was his Deputy Mayor. They had both made considerable contributions to this Town and she wished them both all the very best for the future.
- 6.8 She also made special mention of Nick Wiltshire. Nick had been a wonderful Deputy Mayor and excellent contributor to the work of the Council and Town. Party Politics aside she was so sorry that the curse of the Deputy Mayor had struck again. She was sure that Council would join her in thanking Nick, Mark and George and the others for all their work for the Town and Town Council.
- 6.9 Lastly, she thanked her consorts, (especially Jill Long), the Town Council staff who kept our town running like clockwork and Carolyn, for her fantastic support, guidance and wisdom. She thanked everyone for her wonderful year.

## **7. COUNCIL'S RESPONSE**

- 7.1 Council responded to the Town Mayor's valedictory speech.
- 7.2 Councillor Dr Walsh thanked the Mayor for her year of office, stating that she had set records – not only had she been busy at functions, but had raised the biggest charity fund of any Mayor of the Town. He thanked her for her contribution towards breast cancer and also for highlighting this issue for males. She would be missed as Mayor. He also thanked her for her comment about Nick Wiltshire and undertook to pass these comments to him.
- 7.3 Councillor Northeast endorsed these words and thanked the Mayor on behalf of George O'Neill and Mark Butler. He stated that the Mayor had been an excellent ambassador for the Town. He gave a personal thank you on behalf of his parents as she had attended his Fathers 90<sup>th</sup> birthday celebration and presented him with a medal. He further thanked her for her culinary input to meetings etc. He felt that the Armed Forces Day 2010 had been fantastic with so many people on the seafront and presented the Mayor with a framed photograph of herself with the Red Devils.
- 7.4 Councillor Belchamber MBE endorsed all the comments made and stated that Joyce had thrown herself into the role.

- 7.5 Councillor Gammon endorsed the comments made and had emphasised the Mayor's profiling of Breakthrough Breast Cancer. He commented that she would always be known as the Mayor who baked the cakes!

**8. ELECTION OF TOWN MAYOR**

Councillor Gammon was nominated and seconded and with there being no other nominations, the proposal was put to a secret ballot. It was **RESOLVED** that:

**Councillor Gammon be elected Town Mayor of Littlehampton for 2011/12.**

**9. DECLARATION OF OFFICE AND WELCOME ADDRESS**

9.1 Councillor Gammon read and duly signed his Declaration of Acceptance of Office as Town Mayor.

9.2 He thanked the Council for putting their trust in him and promised to give the role his best effort. Regarding the Mayor's Charity he had decided not to select just one organisation, but to set up a Mayor's Charity Fund to provide funds for voluntary organisations in the Town. He would be asking Members for nominations to share in the fund and would then draw up a shortlist. He would be holding one civic reception in February and two smaller events. He would also be holding surgeries on the second Tuesday of each month, starting in June. Finally, he presented Councillor Mrs Bowyer with flowers and a badge to commemorate her first term as Mayor.

9.3 Ms Penny Rogers would be Mayoress for the forthcoming year and Councillor Gammon presented the Chain of Office to her.

**10. APPOINTMENT OF DEPUTY MAYOR**

Councillor Mrs Neno was nominated and seconded as Deputy Mayor and Mayor Elect. This was put to a secret ballot and it was **RESOLVED** that:

**Councillor Mrs Neno be elected Deputy Mayor for 2011/12.**

**11. URGENT ITEMS**

There were none.

**12. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES**

12.1 The Committee considered a report (previously circulated) which had as appendices, a proposed list of Committee Members, together with their Chairs and Vice-Chairs, and also a proposed list of Representatives on Outside Bodies.

12.2 It was noted and agreed that the Audit Sub-Committee should be formed as a Committee in its own right. There were some vacancies on the outside bodies list. They would come back to the next Council if required. The Citizens Advice Bureau had grown in size to amalgamate Littlehampton, Chichester and Bognor Regis and the filling of this vacancy required some further discussions with them. In response to a question, the Clerk explained the protocol for substitute members.

It was therefore **RESOLVED** that:

- 1. The Membership of Committees, as set out in Appendix 1 to these Minutes be approved.**
- 2. The Chairs and Vice-Chairs of these Committees be appointed, as set out in Appendix 1 to these Minutes.**
- 3. That the Membership of the Major Projects Advisory Group be re-confirmed as the Mayor and Chairs of the Policy and Finance, Property and Personnel and Community Resources Committees.**
- 4. The list of Representatives on Outside Bodies, be approved as set out in Appendix 2 to these Minutes.**
- 5. The Audit Sub-Committee be renamed the Audit Committee.**
- 6. Any unfilled opportunities on representations on outside bodies be considered at the next Council meeting.**

### **13. MINUTES**

- 13.1 The Minutes of the Ordinary Meeting of the Town Council held on 17 March 2011 were agreed as a correct record and signed by the Mayor. The Clerk was asked when the issue of the Freedom of the Town would be reported and responded that this would be discussed at the next Community Resources Committee meeting.

### **14. REPORTS OF COMMITTEES – (NON-EXEMPT)**

#### **14.1 Recommendations from Committees**

There were no recommendations from Committees that need approval by Council.

#### **14.2 Committee Minutes (Non-Exempt)**

##### **14.2.1 Policy and Finance**

There had been no meetings of this Committee since the last Council meeting.

##### **14.2.2 Community Resources**

There had been no meetings of this Committee since the last Council meeting.

##### **14.2.3 Property and Personnel**

There had been no meetings of this Committee since the last Council meeting.

##### **14.2.4 Performance and Publicity Overview**

There had been no meetings of this Committee since the last Council meeting.

##### **14.2.5 Planning and Transportation**

Council received the Minutes of the meetings held on 4 April and 3 May 2011 (previously circulated) with no matters arising.

14.2.6 With reference to minute 130.1 regarding the West Sussex Transport Plan, and a question about the influence of the Town Council on the Plan. The Clerk explained that the Town Council did not expect the County Council to incorporate all the points made, as there were other, more local mechanisms for this, i.e. the Highways and Transport Sub Committee of the Joint East Arun Advisory Committee.

**15. MASTERPLAN – NORTH LITTLEHAMPTON**

15.1 The Clerk reported that there would be a Steering Group meeting on 20 May to discuss with the Courtwick developer the S106 priorities. The Courtwick planning application would be determined by the District Council in July.

**16. EXEMPT BUSINESS**

There was none.

The meeting closed at 7.25pm

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**TOWN MAYOR**