

**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 14 FEBRUARY 2011 at 6.30PM**

**Present:** Cllrs Britton (Chair),  
Belchamber MBE, Mrs  
Bowyer, Dr Walsh and  
Wiltshire  
(Councillor Gammon  
attended as a  
substitute for Councillor  
Mrs Neno)

**2010/2011**

**38. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**39. MOBILE PHONES**

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

**40. APOLOGIES**

Apologies were received from Councillor Mrs Neno. Councillor Gammon was attending the meeting to substitute for her.

**41. DECLARATIONS OF INTEREST**

Members and Officers were reminded to make any declaration of personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillors Wiltshire and Belchamber MBE, together with the Town Clerk, indicated that they would declare a personal interest on the Pensions Newsletter item should this be necessary. Councillors Dr Walsh, Gammon, Mrs Bowyer and Wiltshire declared personal interests with regard to the item on the Southfields and Town Centre Community Centres as they were all Members of Arun District Council.

**42. MINUTES**

The Minutes of the meeting held on 6 December 2010 (previously circulated) were confirmed as a true record and signed by the Chair.

**43. PUBLIC FORUM**

No questions were raised by members of the public.

**44. CHAIR'S REPORT AND URGENT ITEMS**

**44.1 Hand Rotovator**

The Clerk circulated a copy of the Urgent Action undertaken as agreed by the Committee at its meeting on 6<sup>th</sup> December 2010 to purchase a hand rotovator.

**44.2 Mrs Debbie Gregory**

The Clerk reported that sadly he had received the resignation of Mrs Debbie Gregory who was leaving as she was moving to Oxfordshire. The Town Clerk

stated that she would be sadly missed as she had been a great addition to the staff team and contributed significantly in many ways. Members wished her all the best for the future.

## **45. OFFICERS REPORT**

### **45.1 Staff Sickness**

The Committee considered the latest staff sickness report (previously circulated) which showed that sickness was higher than it had been previously but still significantly below national averages. This needed to continue to be monitored. It was **RESOLVED** that:

**The report be noted.**

### **45.2 Manor House Room Hire Charges**

The Committee considered a report (previously circulated) which had also been considered by the Community Resources Committee, given their involvement in Project 82 and the Dairy Community Centre. This Committee was looking at the Manor House room hire charges and agreed that the charges should not increase other than to reflect the increase in VAT. It was therefore **RESOLVED** that:

**All room hire, refreshment and equipment hire charges be maintained at the current levels, as set out in the report, subject to the increase in Value Added Tax.**

### **45.3 Pensions Newsletter**

Members had before them the latest Local Government Pensions Committee Newsletter (previously circulated). It was **RESOLVED** that:

**The newsletter be noted.**

### **45.4 Human Resources Policies**

The Committee considered a report (previously circulated) which had been written following discussions at the meeting of Council on 27<sup>th</sup> January 2011. It was questioned whether it was necessary to circulate full policies to Council and an alternative way forward was set out in the report. The report explained that the approval could be delegated to the Committee. However in some circumstances the Committee might significantly alter a policy meaning that other Members of the Council would not have seen this. The report therefore suggested that in these circumstances the amended version would be circulated to all Councillors asking for any comments within a set period (normally one week). If no adverse and/or significant comments were received the Town Clerk would sign off the policy in consultation with the Chair of the Committee. If significant issues were highlighted the policy would be referred to Council, as now. Members supported this way forward. It was **RESOLVED** that:

**1. Council be RECOMMENDED to approve that the Human Resources Policies be delegated to**

**the Property and Personnel Committee, subject to the qualifications set out above.**

**2. The "Policies Policy" and list of delegated powers appended to Standing Orders be amended accordingly.**

#### 45.5 **Equipment Hire Policy**

The Committee considered a report (previously circulated) which set out the current situation regarding the hiring out of equipment for events by the Town Council, following Arun District Council's decision to withdraw this service. Members were generally supportive of the proposals but asked that the following points be considered:-

- The charges levied needed to cover the Town Council's costs, including the maintenance of the equipment, and the Town Council should not be subsidising organisations outside of the town.
- The policy needed to be reviewed at the end of this calendar year.
- A clarification was required with regard to the need for organisations to be insured to use this equipment.
- Deposits should be sought, where practical, as a way of ensuring that the equipment was looked after and all of it was brought back.
- A specific deposit should be taken for the use of the walkie talkies and other electrical or expensive equipment.
- Disposable items such as red and white tape should just be sold rather than hired out.
- An agreed way forward needed to be finalised with Bognor Regis Town Council who held the remainder of the stock.

It was **RESOLVED** that:

**1. Amenity Team time be charged at cost to local organisations (Littlehampton), but that this be provided free if the group can collect and return the equipment within office hours.**

**2. Equipment be hired to other organisations with a charge by the hour per job. This would be on a collection only basis, with no delivery service being offered and would need to be during the working week.**

**3. In finalising the arrangements, the Town Clerk incorporate the comments set out in Minute 45.5 above.**

## 46. **FINANCE**

### 46.1 **Budget 2010/11**

The Committee considered the latest periodic report on the Committee's budget for 2010/11 (previously circulated). In noting the report, Members asked the Town Clerk to monitor the use of Town Council rooms by multi-agency groups where the Town Council were one of the partners. It was important that other organisations also played their part in this as potentially an unfair cost might be falling on the Town Council. The Clerk also explained the arrangements now that the private finance initiative contract for the street

lighting had been introduced by the County Council. Members still hoped that the County Council would at some stage adopt the Town Council's street lights. Lastly, the Clerk would look further at budget profiling in the budget summary to see whether more useful information could be provided. It was therefore **RESOLVED** that:

**Subject to the comments above, the report be noted.**

**47. MASTERPLAN – NORTH LITTLEHAMPTON**

The Clerk reported that the North Littlehampton Steering Group would be meeting with the local MP later in the week and that a meeting had been arranged with the representatives of the Courtwick Lane Opposition Group for the following week. The planning application for North Littlehampton was expected shortly.

**48. 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.**

**PROPERTY AND PERSONNEL COMMITTEE**

**MONDAY 14 FEBRUARY 2011**

**SUMMARY OF MATTERS DISCUSSED IN THE  
EXEMPT PART OF THE AGENDA**

**1. Staffing Review – Major Projects**

The Committee considered a report that set out proposals to address a clearly identified gap within the current staffing resource. This was the need to support over the next eighteen months the delivery of a number of major projects. This would need to be delivered in a cost-neutral way. The proposed way forward was to make one redundancy within the organisation. Members agreed to recommend the proposals to Council stating their preference for an external appointment.

**2. Southfields and Town Centre Community Centres**

The Committee has heard that one tender has been received within the maximum costs set out in the build and design of the community centre on Southfields Recreation Ground. Further work was being undertaken to progress this. The Committee also agreed to appoint a company to undertake a geophysical ground investigation and environmental assessment of the site. The Committee had also considered the current position with regard to the Dairy/Church Street Community Centre and have instructed the Town Clerk to continue negotiations with the District Council both with regard to the costs and the time scale.

The meeting closed at 8.47pm