



**MINUTES of an EXTRAORDINARY MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on WEDNESDAY 27<sup>TH</sup> JULY 2016 at 6.30PM**

**Present:** Cllrs Squires (Chair), Ayres  
Belchamber MBE, Chester,  
Rickeard and Tandy

**2016/2017**

**14. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**15. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**16. APOLOGIES**

There were apologies from Councillor Blanchard-Cooper.

**17. 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. There were none.

**18. PUBLIC FORUM**

There were no members of the public present.

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

**19.1 Manor House Structural Survey Update**

The Structural engineer had undertaken a further survey of the external walls which had highlighted the need for additional remedial work. This would result in a change to the tender work specification. The expected costs of the additional work were within the earmarked reserve allocated for the project and it was **RESOLVED** that:

***The change to the tender work specification be approved.***

**19.2 Purchase of additional equipment**

The Committee was asked to consider a request to purchase an additional piece of equipment for use by the Amenity Team to assist with graffiti removal as part of the Street Scene Contract. It was proposed that a rota clean head be purchased for cleaning block work pavers and pavements as this would speed up the process of graffiti removal and general out door cleaning. The equipment could be obtained from the Town Council's current equipment

supplier at a cost of £599 plus VAT. It was noted that the cost could be met from the Street Scene Budget earmarked reserves and it was therefore **RESOLVED** that:

**The Town Clerk be authorised to proceed with the purchase of a rota clean head at a cost of £599 plus VAT through the Town Council's current equipment supplier.**

**20. MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk reported that the land transfer in respect of the land to the east of the Worthing Road allotments had been completed. it was **RESOLVED** that:

**The update be noted.**

**21. EXEMPT BUSINESS**

It was **RESOLVED** that:

**Members of the public and accredited representatives of the press be excluded under Paragraph 1, Schedule 12A of the Local Government Act 1972 being information relating to any individual; Information relating to the financial affairs of a particular person and labour relations.**

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

**22. OFFICER'S REPORTS (EXEMPT)**

**22.1 Staffing Update**

The Committee received an update from the Town Clerk on a range of staffing issues including the recruitment of two additional casual employees to the B Team and new working arrangements within the Events and Publicity Team.

**22.2 Recruitment Matters**

The Committee received a report (for Members of the Council only) and agreed a way forward regarding recruitment in respect of the restructuring of the Amenity Team. The Committee also approved changes in the pay scales for a post to correct inequalities in the rates of pay and endorsed the use of additional hours to cover long term absence. It was also agreed that the financial implications of the staff changes over the year be reported to Full Council at the end of the current financial year.

The meeting closed at 7.23pm

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**CHAIR**