



**MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 10 SEPTEMBER 2012 at 6.30PM**

**Present:** Cllrs Britton (Vice-Chair in the Chair), Ayres, Belchamber MBE, Emberson, Long and Squires

**2012/2013**

**13. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**14. 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.

**15. APOLOGIES**

Apologies were received from the Chair, Councillor Bowyer.

**16. 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. No declarations were made at this stage.

**17. MINUTES**

The Minutes of the meeting held on 11 June 2012 (previously circulated) were confirmed as a true record.

**18. PUBLIC FORUM**

County Councillor Nigel Peters congratulated the Town Council for the fabulous Town Show and Family Fun Day at the weekend. He thanked everyone involved in delivering the event.

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

There were none.

**20. OFFICERS REPORT**

**20.1 Server Replacement**

The Committee considered a report (previously circulated) which explained that the Town Council's server, which hosted all of the Council's networks, files and emails, was five years old in December and would run out of warranty. Two options for its replacement had been considered, with the preferred option being the replacement of the existing server with a lower-specification server to

service files and the network, whilst subscribing to Microsoft Office 365 where the email system would be hosted in the Cloud. This option was recommended by the Council's IT contractor, Fenton IT. The Town Clerk clarified the position with regard to extending the number of mailboxes and explained that the system was currently backed up outside of the Manor House building. Members were supportive of the recommendation and it was **RESOLVED** that:

**1. A replacement server be purchased to hold the Council's electronic files and that the Council's email system be migrated to Microsoft Office 365 in the Cloud (Option 2).**

**2. The contract for this work be undertaken through Fenton IT, the Council's IT contractor.**

## 20.2 **Project 82 Staffing Report**

The Committee considered a report (previously circulated) which was also being considered by the Community Resources Committee. It set out recent staffing changes, cover arrangements and the implications these have had on the day-to-day running of Project 82. The Clerk reported that Emma Biffi had settled in exceptionally well to her new role and that both the staff team and the young people seemed to have taken well to her. It was **RESOLVED** that:

**1. The updates on new members of staff, staff departures and Worker-In-Charge cover for August be noted.**

**2. The proposal for 7 hours Worker-In-Charge cover for September be approved.**

## 21. **FINANCE**

### 21.1 **Finance Report 2012/13**

The Committee considered a report (previously circulated) which highlighted significant variances from budgeted income and expenditure relating to the Committee's budget for 2012/13. In noting the report, Members asked for an update on progress with regard to the removal of the shelters at the footbridge across the river and the street lighting improvements. On the former, the Town Clerk confirmed that this would be progressed in the autumn and that approval was awaited from the County Council to progress this. No further progress had been made with the PFI contractors with regard to street lights. It was **RESOLVED** that:

**The report be noted.**

## 22. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk reported that the Section 106 and land transfer papers had not yet been signed but that this was anticipated very shortly.

## 23. **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 10 SEPTEMBER 2012**

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

**1. Dairy Site**

The Committee have agreed to make recommendations to Council regarding the future of the Dairy site and to consult those currently using the site before the meeting of Council on 27 September.

**2. Services Manager**

Following the resignation of the Services Manager, the Committee has agreed to make recommendations to Council on 27 September to cover this vacancy through a small reorganisation of existing staff and the creation of two part-time posts.