

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 6 JUNE 2011 at 6.30PM

Present: Cllrs Britton (Chair), Ayres,
Belchamber MBE, Bowyer and
Long

2011/2012

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. 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.

3. APOLOGIES

Apologies were received from Councillors Mrs Emberson and Squires.

4. 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 Britton and Mrs Bowyer declared a personal interest on items relating to the Dairy Community Centre, Church Street offices and Southfields Community Centre as District Councillors. Councillor Britton declared a personal interest with regard to the item on Youth Services/Project 82 as a Member of West Sussex County Council.

5. MINUTES

The Minutes of the meeting held on 14 February 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

6. PUBLIC FORUM

No questions were raised by members of the public.

7. CHAIR'S REPORT AND URGENT ITEMS

There were none.

8. OFFICERS REPORT

8.1 Leave of Absence Policy

The Committee considered a report (previously circulated) which had as an attachment a draft policy that formalised the steps to be taken for requests for leave that fell outside the normal Town Council holidays policy. The Clerk clarified that when an employee had to undertake jury service, they should claim the full allowance available to them and then pay the allowance back to the Council. In all respects the policy was supported and it was **RESOLVED** that:

The Leave of Absence Policy be adopted.

8.2 **Hydraulic Swing Gate at the Dairy Community Centre**

The Committee considered a report (previously circulated) which included as an appendix an Urgent Action to agree to the purchase and installation of a new hydraulic swing gate operator kit and associated safety accessories at the entrance to the Dairy Community Centre site. It was anticipated that the mechanism would last several years and hopefully until the end of the current usage of the site. The Clerk clarified that the Urgent Action hadn't specifically stated the need to waive Standing Orders which was why it had been included in the report. It was therefore **RESOLVED** that:

- 1. The Urgent Action taken to purchase and install a new hydraulic swing gate operator kit and associated safety accessories be endorsed.**
- 2. The waiving of Standing Orders to approve Hawkinsadept as the contractor for the essential works required to the Dairy Community Centre gate be endorsed.**

8.3 **Equality Act 2010 – NALC Legal Topic**

The Committee considered a Legal Topic Note from the National Association of Local Councils (NALC) covering the provisions of the Equality Act 2010 (previously circulated). It was **RESOLVED** that:

The Legal Topic Note be noted.

8.4 **Staff Sickness Report**

The Committee considered a report (previously circulated) setting out the staff sickness record for the full years 2001-2011. It was **RESOLVED** that:

The report be noted.

8.5 **Land at Tesco, Broadpiece**

8.5.1 The Committee considered a report (previously circulated) on a piece of waste land at Tesco, Broadpiece. This adjoined the footpath and railway and had been raised as a concern, in view of the general untidiness of this land, at both the Annual Town Meeting and Annual Council Meeting. Members discussed the issue and thought that it was preferable at first to meet with the manager of Tesco to see if the issue could be resolved. It was not thought appropriate for the Amenity Team to undertake clean up operations at this stage. It was thought appropriate for the Town Clerk and the Vice-Chair to meet with the Manager.

8.5.2 Members also discussed the lack of lighting in the underpass. It had often been stated that the reason for not installing this was that it would be subject to vandalism, particularly given the very low roof to the underpass. Members referred to lighting that had been installed in the archway between Howard Place and Linden Road and wondered whether this might be an option. The Clerk was asked to liaise with the County Council and Network Rail on this matter. It was therefore **RESOLVED** that:

1. The Town Clerk and Vice-Chair meet with the Manager of Tesco to discuss the upkeep of the land.

2. The Town Clerk investigate with the County Council whether lighting such as that identified in the minutes could be installed in the underpass.

3. The report otherwise be noted.

9. FINANCE

9.1 Budget Report 2010/11

The Committee considered a report (previously circulated) which highlighted any significant variances from budget and income and expenditure relating to this Committee's budget for 2010/11. Members commented that the headings to the table on the first page of the report were illegible. The Committee discussed the poor figures for room hire and were supportive of the Town Clerk negotiating some discounts for long term bookings so as to generate more income and enable the Town Council offer to be more competitive. It was therefore **RESOLVED** that:

1. The Town Clerk be given delegated authority to negotiate longer term bookings for room hire at the Manor House in order to retain competitiveness and secure greater income.

2. The report otherwise be noted.

9.2 Budget Report 2011/12

The Committee considered a report (previously circulated) which highlighted any significant variances from budget and income and expenditure relating to the Property and Personnel Committee budget for 2011/12. The Clerk explained that currently the net expenditure was actually showing that expenditure was greater than income. He would email Members of the Committee to clarify the reasons for this.

(Note by Town Clerk: the reason for income being greater than expenditure at this early stage in the budget cycle was that some income had been received for the office rentals at the Dairy very early in the financial year).

It was **RESOLVED** that:

The report be noted.

10. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk reported that the next meeting of the North Littlehampton Steering Group would be on Monday 13 June 2011 where the main item of discussion would be the draft Courtwick Section 106 Agreement. Local Members from the three Councils had been invited to a meeting on Wednesday 8 June to discuss the Section 106 Agreement and to see whether there were any agreed priorities. It was **RESOLVED** that:

The position be noted.

11. **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.

12. **OFFICERS' REPORTS (CONFIDENTIAL)**

12.1 **The Dairy Community Centre and Church Street Offices**

The Committee considered a report (previously circulated to Members of the Council only) which updated Members on the discussions with the District Council regarding the office adjoining the Manor House on Church Street. The report also referred to ongoing discussions on a number of issues with Arun Co-ordinated Community Transport, where it was noted that the Town Clerk and the Vice-Chair, as the Town Council's representative on that body and as the Chair of the Community Resources Committee, would be meeting with the Charity shortly. The report also referred to a proposal from LA Homelink to take over a full lease of the Community Centre at the Dairy. On this latter point, Members confirmed that the Community Centre was not available for leasing out and asked the Town Clerk to respond to LA Homelink accordingly. It was therefore **RESOLVED** that:

- 1. The current position with regard to the negotiations with the District Council over the Church Street office's land be noted.**
- 2. The forthcoming meeting with Arun Co-ordinated Community Transport be noted.**
- 3. The Town Clerk respond to the proposal from LA Homelink to take on a full lease of the Community Centre at the Dairy stating that this was not possible as the Town Council required this important facility for residents.**

12.2 **Southfields Community Centre**

The Committee considered a report (previously circulated to Members of the Council only) which updated Members on the work being undertaken to deliver a joint project with the District Council for a Community Centre and changing rooms on Southfields Recreation Ground. The Clerk explained that there was a meeting to be held on 7 June 2011 with the possible contractor. From this, it would be possible to determine whether the project could be delivered within budget. If it could not, the Clerk would inform the District Council that this piece of work was not progressing so that they could move forward with their work on the existing changing rooms. Should the project be deliverable within budget, broadly in line with the initial tender, a report would be taken to the Community Resources Committee prior to the final decision on matters such as formally applying for a loan from the Public Works Loans Board being taken at Council on 30 June 2011. It was **RESOLVED** that:

The current position be noted.

12.3 Youth Services /Project 82

The Committee considered a report (previously circulated to Members of the Council only) setting out the current position with regard to the County Council's Youth Service Review and Restructure; the progress of the Community Action Pilot (devolved services initiative) and the impact of these pieces of work on the Town Council's youth provision at Project 82. The Committee supported the proposals set out in the report and also the arrangements to cover the maternity leave. It was therefore **RESOLVED** that:

1. The maternity cover arrangements for Project 82 as set out in paragraph 3.5 of the report be approved.

2. That the extension of interim staffing arrangements up to 30 September 2011 as set out in paragraph 3.3 and 3.4 of the report be agreed.

3. The current position with regard to the Youth Service Review and Community Action Pilot be noted and that an update be considered by the Community Resources Committee at their forthcoming meeting.

12.4 Staffing Changes 2010/11

The Committee considered a report (previously circulated to Members of the Council only) setting out staffing changes during 2010/11. It was **RESOLVED** that:

The list of leavers and joiners in 2010/11 be noted.

The meeting closed at 7.30pm

CHAIR