



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

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

2011/2012

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

There were none.

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. Councillor Britton declared a personal interest with regard to item 12, Youth Services, as a Member of West Sussex County Council. Councillors Britton, Bowyer, Emberson and Squires declared personal interests as Members of the District Council with regard to item 13, namely Church Street Offices/Community Centre.

17. MINUTES

The Minutes of the meeting held on 6 June 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

18. PUBLIC FORUM

There were no members of the public present.

19. CHAIR'S REPORT AND URGENT ITEMS

19.1 Manor House Roof

The Clerk reported that some lead had been stolen from the roof of the Manor House. It has been reported to the District Council, Police and Insurers and options to stop a repeat of this were being addressed. A temporary cover had been installed on the roof whilst quotes for new lead or an alternative were being sought. The Committee noted the position.

20. OFFICERS REPORT

20.1 Recruitment of Ex-offenders Policy & CRB Checks

The Committee considered a report (previously circulated) which explained that all Councils were required to have a Recruitment of Ex-offenders Policy, using the Criminal Records Bureau Disclosure service to assess applicants' suitability for positions of trust. The Town Council's Recruitment Policy also needed to be amended to incorporate this. It was **RESOLVED** that:

1. The Recruitment of Ex-Offenders Policy be approved.

2. The addition to the Recruitment and Selection Policy 2010 also be approved.

20.2 Staff Sickness Report

The Committee considered the Staff Sickness Report for the full year 2010-2011 and the first quarter of 2011/12. It was **RESOLVED** that:

The report be noted.

21. FINANCE

21.1 Finance Report 2011/12

The Committee considered the latest Finance Report covering the first part of the financial year 2011/12. In response to a number of questions, the Clerk confirmed that the Town Council would still look to hand back its street lights to the County Council where it could. Whilst the PFI arrangement with the County Council would bring all of the lights up to standard, many of these remained on unadopted roads, which the County Council were not at this stage prepared to take on. However, the Town Clerk would look to continue discussions with that Council to see what steps could be taken to hand these to them. The Clerk also clarified the position with the Street Scene agreement, where the County Council were now only paying £5,000 in 2011/12. Currently, this covered the costs of work outside of the Town. However, this would continue to be monitored and there was the possibility that this could be included in future community action pilot work with the County Council.

22. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk reported that the Mayor and he had met with representatives for the proposed Morrisons supermarket in Wick and that the Courtwick application was to be considered on 8 September. He had no further updates with regard to North Littlehampton.

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.

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

23.1 **Youth Services/Project 82**

The Committee considered a report (previously circulated to Members of the Council only) which was also being considered by the Community Resources and Policy and Finance Committees. The Clerk was seeking the views of Members prior to preparing a full report to go through the next cycle of Committees and to Council on 24 November. He explained the background to both the interim staffing arrangements at Project 82 and the Community Action Pilot and Youth Service Review. He then detailed some options that Members might wish to consider in progressing the service provided by the Town Council in future years. Members were aware of the discussions that had taken place the previous night at the Policy and Finance Committee and added the following points:-

- It was suggested that the Youth Facility might be located in the Enterprise Hub of the potential Morrisons development. The Clerk explained that there were many benefits to this, although a significant disadvantage would be the lack of outdoor space. This was a particular advantage of the Keystone Centre. The Clerk had also directed other groups towards the representatives of the developers regarding this site.
- There were several comments with regard to the frustrations arising from the Community Action Pilots, although it was thought beneficial to continue discussions regarding the possibility of a devolved Youth Service to the Town, even though it was though unlikely that this would come to fruition.
- The importance of liaising and consulting with the Keystone Centre Management Committee was re-emphasised. This Committee was also required to consider the current staffing arrangements at Project 82 and it was agreed that these should be retained in the immediate future to allow for this piece of work to come to fruition.

It was therefore **RESOLVED** that:

1. The Town Clerk, in consultation with the Chairs of the Property and Personnel and Community Resources Committees be given delegated authority to amend or extend the interim staffing arrangements through to the end of the financial year 2011/12.

2. The comments of the Committee be incorporated in a report to be considered in the next Committee cycle, culminating with Council on 24 November 2011.

24. **Church Street Offices/Community Centre**

The Committee considered a report (previously circulated to Members of the Council only) which explained the position with regard to the ongoing discussions with the District Council with regard to the former Housing offices in Church Street. The Town Clerk explained that he could not progress this further without Member-level discussions and emphasised that the timetable

included a cut-off date of 1 October for the negotiations between the two authorities. It was therefore **RESOLVED** that:

Discussions with the District Council at a Member level be progressed with a view to a decision being taken by Council on how to proceed before the end of September.

The meeting closed at 8.40pm

CHAIR