



8 January 2013

Notice is hereby given that a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 14 JANUARY 2013** at **6.30PM** to consider matters set out in the following Agenda

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

PETER HERBERT
Town Clerk

AGENDA

2012/2013

1. EVACUATION PROCEDURES

2. MOBILE PHONES

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

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. **MINUTES**

To confirm the Minutes of the meeting held on 3 December 2012, circulated herewith.

6. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the committee should be given to the Clerk by noon of the day of the meeting.

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

8. **MASTERPLAN – NORTH LITTLEHAMPTON**

9. **EXEMPT BUSINESS**

It is RECOMMENDED that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

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

10.1 **Update on the Dairy** – Report herewith for Members of the Council only.

10.2 **Update on Southfields Jubilee Centre** – Report herewith for Members of the Council only.

10.3 **Re-grading Application and Policy** – Report enclosed separately for Members of the Council only.

10.4 **Amenity Team Relocation** – Report from the Town Clerk herewith for Members of the Council only.



MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 3 DECEMBER 2012 at 6.30PM

Present: Cllrs Britton (Vice-Chair in the Chair), Ayres, Belchamber MBE, Emberson, Long and Squires (Cllr Weston substituted for Cllr Bowyer)

2012/2013

25. EVACUATION PROCEDURES

The evacuation procedures were noted.

26. 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.

27. APOLOGIES

Apologies were received from the Chair, Councillor Bowyer.

28. 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. Councillors Britton, Emberson and Squires declared personal interests with regard to the Options for Church Street as District Councillors.

29. MINUTES

The Minutes of the meeting held on 10 September 2012 (previously circulated) were confirmed as a true record and signed by the Chair.

30. PUBLIC FORUM

There were no members of the public in attendance.

31. CHAIR'S REPORT AND URGENT ITEMS

There were none.

32. OFFICER'S REPORT

32.1 Staff Sickness Report

The Committee considered a report (previously circulated). The level of sickness was queried and the Town Clerk explained that there was currently one case of long term certified sickness which would also continue to impact

the figure for the next quarter and that the latest quarter represented the lowest ever figure for self-certified sickness.

It was **RESOLVED** that:

The report be noted.

33. FINANCE

33.1 Finance Report 2012/13

33.1.2 The Committee considered a report (previously circulated) updating Members on the Committee's budget for the first two quarters of this financial year. Members were pleased to hear that Morrisons Supermarket had booked the Fleming Room for a fortnight for its recruitment interviews.

33.1.3 Regarding the repairs to the boiler flue at the rear of the Manor House, which had been vandalised, the Town Clerk would investigate which aspects of the boiler flue repairs were to be covered by insurance.

33.1.4 With regard to Street Lighting. It was commented that the Town Council had very few street lights. It was requested that the possibility of transferring ownership to WSCC be explored. The Town Clerk explained that the lights in question would be upgraded under WSCC's PFI arrangements but thought it unlikely that the County Council would be prepared to manage them on a permanent basis as they were situated in un-adopted roads. The Town Clerk confirmed that he would write to WSCC regarding the matter.

It was **RESOLVED** that:

1. The Town Clerk establish which aspects of repairs to the Manor House are covered by insurance.

2. The Town Clerk write to WSCC regarding the future ownership of the Town Council's Street Lights.

3. The report otherwise be noted.

33.2 Draft Budgets 2013/14, 2014/15 and 2015/16

33.2.1 The Committee considered a report (previously circulated) setting out a draft budget for 2013/14 and projections for 2013-16.

Reference was made to paragraph of the report 3.7.3 which should have read "The IT budget has remained the same at £10,000 to achieve a saving" as opposed to "facilitate a Precept reduction".

In all other respects Members were satisfied with the proposals as set out in the report and **RESOLVED** that:

1. The draft Committee budget for 2013/14 and the projected budgets 2014/15 and 2015/16 be recommended to the Policy and Finance Committee.

2. The Earmarked Reserve under spends from Southfields Jubilee Centre be retained for future property projects.

34. **MASTERPLAN – NORTH LITTLEHAMPTON**

The Town Clerk had nothing to report.

35. **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.

36. **EXEMPT MINUTES**

The Exempt Minutes of the meeting held on 10 September 2012 (previously circulated to Members of the Council only) were confirmed as a true record and signed by the Chair.

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

37.1 **Update on the Dairy**

37.1.1 The Committee considered a report (previously circulated to Members of the Council only). An additional paper outlining options for a way forward was also circulated at the Committee. Due to the late circulation of the second paper the Committee agreed to forward any comments regarding the options for disposal and marketing of the site to the Town Clerk. It was agreed that the Town Clerk in consultation with Cllr Belchamber and the Major Projects Manager would consider a way forward. The preferred option would be progressed via delegated authority to the Town Clerk in consultation with the Chair, should this be in line with the way forward broadly set out in the report. Otherwise, the Town Clerk would arrange an extraordinary meeting.

It was **RESOLVED** that:

- 1. Members should forward any comments to the Town Clerk for consideration.**
- 2. The Town Clerk in consultation with Cllr Belchamber and the Major Projects Manager consider and propose a way forward.**
- 3. The Town Clerk in consultation with the Chair be given delegated authority to progress this.**

37.2 **Options for Church Street**

The Committee considered a report (previously circulated to Members of the Council only). It set out three options for a way forward with regard to the acquisition and demolition of the former ADC Housing offices in Church Street. Members stated that it would be beneficial for the Town Council to utilise the procurement procedures and expertise of the Arun District Council Estates Department so as to facilitate an early demolition

It was **RESOLVED** that:

Option i), as set out in the report, be agreed: with the Town Council agreeing to proceed with the purchase of Church Street with ADC completing and funding demolition and reinstatement work, with this sum to be repaid when the expected funding from North Littlehampton was available or in three years from completion – whichever was the soonest.

37.3 Re-location of the Amenity Team

The Committee considered a report (previously circulated to Members of the Council only). It set out the details of a suitable vacant industrial unit which Members agreed would be appropriate for the re-location of the Amenity Team.

It was **RESOLVED** that:

The Town Council enter into lease negotiations with regard to the preferred unit on Lineside Industrial Estate for a period of up to two years.

37.4 Amenity Team and Caretaking

The Committee considered a report (previously circulated separately for Members of the Council only). It set out the proposals regarding staffing arrangements for the Amenity and Caretaking Teams as of 1st April 2013. The proposed re-organisation would increase the hours allocated to the delivery of the two services whilst making a financial saving. The Committee agreed recommendations for consideration by Council on 31 January to address these matters.

It was **RESOLVED** that:

Recommendations 1-6 detailed within the Confidential report circulated separately for Members of the Council be RECOMMENDED to Council.

The meeting closed at 7.29pm

CHAIR