



MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 11 FEBRUARY 2013 at 6.30PM

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

2012/2013

48. EVACUATION PROCEDURES

The evacuation procedures were noted.

49. 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.

50. APOLOGIES

There were none.

51. 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. The Town Clerk declared a personal interest with regard to the Local Government Pension Scheme update as he was a member of that scheme.

52. MINUTES

The Minutes of the meeting held on 14 January 2013 (previously circulated) were confirmed as a true record and signed by the Chair.

53. PUBLIC FORUM

No questions were raised by members of the public.

54. CHAIR'S REPORT AND URGENT ITEMS

There were none.

55. OFFICERS REPORT

55.1 Staff Sickness Report

The Committee considered a report (previously circulated) providing the latest staff sickness statistics. Members noted that there was an error in the table for certified sickness leave. There should have been no figure included for the 1st January – 31st March 2013 and that the current average for the year 2012/13 was 1.5%. It was **RESOLVED** that:

Subject to the amendment above, the report be noted.

55.2 Staff Re-grading Policy

The Committee considered a report (previously circulated) proposing a revised Re-grading Review and Appeals Procedure. It was agreed that point 1 of the procedure should read “a written request must be submitted...” and other than that it was **RESOLVED** that:

With the inclusion of the amendment above, the Re-grading Review and Appeals Procedure be approved.

55.3 Manor House Room Hire Charges

The Committee considered a report (previously circulated) reviewing the existing room charges for the New Millennium Chamber, Gladden Room and Fleming Room in the Manor House and the room at Project 82. In noting the proposal to keep the main charges static and revise the way that refreshments were charged for, a discussion ensued as to how to make the New Millennium Chamber more accessible for local charities. The Town Clerk emphasised that opening the Chamber during the evenings was expensive, but that charities could apply for grant support if they wished to use it. It was **RESOLVED** that:

The room hire, refreshment and equipment hire charges set out in appendices 1 and 2 of the report be approved.

55.4 Local Government Pension Scheme Update

The Committee considered a summary of the consultation on the draft Local Government Pension Scheme Regulations 2013 (previously circulated). It was **RESOLVED** that:

The update be noted.

56. FINANCE

56.1 Finance Report 2012/13

The Committee considered the latest periodic finance report for the Committee’s budget for 2012/13 (previously circulated). It was **RESOLVED** that:

The report be noted.

57. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk had nothing to report.

58. 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.

59. EXEMPT MINUTES

The Exempt Minutes of the meeting held on 14 January 2013 (previously circulated to Members of the Council only) were confirmed as a true record and signed by the Chair.

60. OFFICER'S REPORT (EXEMPT)

60.1 Properties Update

The Town Clerk reported orally on four property matters:-

- Solicitors had been instructed to progress the sale of the Dairy, which was moving ahead according to the anticipated timescale.
- The new Amenity Team base was being progressed by solicitors and it was anticipated that the Team would be able to move in from the middle of March.
- The issues with regard to the contractors for the building of the Southfields Jubilee Centre were being progressed.
- One new issue had arisen that needed to be resolved with regard to the acquisition of the former housing offices site on Church Street. Solicitors had been instructed and the scheme was proceeding well both with regard to progressing planning permission and a contract for demolition after exchange but before completion. However, one issue relating to car parking spaces needed to be resolved and the Town Clerk's stance on this was endorsed.

It was **RESOLVED** that:

The current position be noted.

The meeting closed at 6.56pm

CHAIR