

MINUTES of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 14 JANUARY 2013 at 6.30PM

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

2012/2013

38. EVACUATION PROCEDURES

The evacuation procedures were noted.

39. 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.

40. APOLOGIES

Apologies were received from Councillors Britton and Squires.

41. 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. None were made at this stage of the meeting.

42. MINUTES

The Minutes of the meeting held on 3 December 2012 (previously circulated) were confirmed as a true record and signed by the Chair.

43. CHAIR'S REPORT AND URGENT ITEMS

43.1 Standing Orders: Urgent Action

The Committee received and noted an Urgent Action to approve the purchase of a Ford Transit Tipper for use by the Amenity Team.

43.2 Date of next meeting

The Chairman sought agreement to bring forward the next meeting by one week. It was **RESOLVED** that:

The next meeting of the Committee be held on 11th February at 6.30pm.

44. PUBLIC FORUM

There were no members of the public in attendance.

45. **MASTERPLAN – NORTH LITTLEHAMPTON**

There was nothing further to report.

46. **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 14 JANUARY 2013

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

1. The Dairy Site

The Committee agreed that subject to a satisfactory valuation, the Clerk progress an offer to purchase the site at a fixed sum and if appropriate to instruct solicitors to complete the sale by 31st March. If this is unsuccessful the Clerk will report back with new options to the February meeting of the Committee.

2. Southfields Jubilee Centre

The Committee agreed to delegate authority to the Clerk, in consultation with the Chair, to approve any expenditure within existing budgets incurred as a result of dealing with the Administrator appointed to manage the building contractors' affairs and will receive an update at the next meeting of the Committee.

3. Re-grading Application and Policy

The Committee agreed to a re-grading and will consider a revised Re-grading Policy at the next meeting of the Committee.

4. Amenity Team Relocation

The Committee agreed that the Clerk be authorised to instruct Solicitors to finalise the leasing of a property on the Lineside Industrial Estate for a five year term, with a break clause after three years.