



MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on 12 DECEMBER 2011 at 6.30PM

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

2011/2012

36. EVACUATION PROCEDURES

The evacuation procedures were noted.

37. 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.

38. APOLOGIES

Apologies were received from Councillor Emberson.

39. 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 Bowyer declared personal interests as Members of the District Council when the item on the Church Street offices/Dairy was discussed. The Town Clerk declared a personal interest as a member of the Local Government Pension Scheme or the item on that subject.

40. MINUTES

The Minutes of the meeting held on 24 October 2011 (previously circulated) were confirmed as a true record and signed by the Chair.

41. PUBLIC FORUM

No questions were raised by members of the public.

42. CHAIR'S REPORT AND URGENT ITEMS

There were none.

43. OFFICERS REPORT

43.1 Staff Sickness Report

The Committee considered a report (previously circulated) which provided details of staff sickness figures for the full years 2001-2011, together with quarters 1 and 2 of 2011/12. It was **RESOLVED** that:

The report be noted.

43.2 Marriage Act 1994: Approved Premises

The Committee considered a report (previously circulated) seeking approval to renew the New Millennium Chamber as a venue for Civil Marriages and Civil Partnerships under the Marriage Act 1994. Members were delighted with the increase in bookings for this facility which possibly reflected the closure of registry offices and improved advertising for the Chamber. It was **RESOLVED** that:

1. The Clerk be authorised to renew the approval of the New Millennium Chamber as a venue for Civil Marriages and Civil Partnerships under the Marriage Act 1994.

2. £1,500 to be included in the 2012/13 Budget to meet the fee of the application.

43.3 Southfields Community Centre

The Clerk updated Members on progress towards commencing work on the new Community Centre.

43.4 Church Street Offices/The Dairy

The Committee considered a copy of the District Council Cabinet decision (previously circulated). An emerging option that would be considered by the Policy and Finance Committee on 19 December was outlined by the Town Clerk in the Exempt part of the Agenda. This was broadly supported at this stage. It was **RESOLVED** that:

The current position be noted.

43.5 Local Government Pension Scheme

The Committee noted a summary/guide of the potential changes to the Local Government Pension Scheme (previously circulated) and heard that the Town Clerk and Responsible Financial Officer had briefed those members of staff who were members of the scheme on the implications of change.

43.6 Project 82

The Town Clerk reported on the timetable for appointing a part-time Project Manager. Consideration was given as to whether to invest in national advertising of the post through the Children & Young People Today magazine, but it was thought that in view of both the cost and the possible availability of youth workers in the area as a result of the County Council cut backs, this was unnecessary. It was therefore **RESOLVED** that:

In noting the report, it be agreed that national advertising in the Professional Journal not be undertaken.

44. FINANCE

44.1 Budget Report 2011/12

The Committee considered the latest finance report for the year 2011/12 (previously circulated) and **RESOLVED** that:

The report be noted.

44.2 Draft Budget Report 2012/13

The Committee considered its draft Budget for 2012/13 and projected budgets for 2013/14 and 2014/15 (previously circulated). Members were supportive of the draft Budget as it stood and it was **RESOLVED** that:

1. The Budget for 2012/13 and projected Budgets for 2013/14 and 2014/15 be recommended to the Policy and Finance Committee.

2. The earmarking of any under spends from the Southfields Community Centre loan budget for future expenditure on the community centre be approved.

3. Taking expenditure from earmarked reserves as set out in the summary in Appendix 1 be approved.

45. MASTERPLAN – NORTH LITTLEHAMPTON

The Town Clerk reported that the North Littlehampton planning application had been approved on 1 December 2011 and that the Morrison's planning application would be considered by the District Council's Development Control Committee in February 2012.

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.

47. Church Street Offices/Dairy

The Town Clerk outlined an emerging option that would be considered by the Policy and Finance Committee at its meeting on 19 December as detailed in Minute 43.4 above.

The meeting closed at 7.05pm

CHAIR