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TREASURER      C Braby ACMA, CGMA  
CLERK      S Simpson LLB

## **LITTLEHAMPTON HARBOUR BOARD**

### **NOTICE OF ANNUAL MEETING - MONDAY 24 JULY 2017**

**To:** Councillor George Blampied  
Mr Philip Bush  
Mr Tom Drennan  
Councillor David Edwards  
Councillor Roger Elkins  
Mr Matt Marchant  
Mrs Janet Mockridge  
Mr Richard O'Callaghan  
Mr Karl Roberts  
Mr Roger Spencer  
Councillor Dr James Walsh

The Annual Meeting of the Littlehampton Harbour Board will be held **in Committee Room 1, Arun District Council, Maltravers Street, Littlehampton** on **Monday 24 July 2017** commencing at **1000 hours** and you are requested to attend.

**Sue Simpson**  
**Clerk to Littlehampton Harbour Board**

### **A G E N D A**

1. **Apologies** **(1 min)**
2. **Declarations by members of Littlehampton Harbour Board** **(5 mins)**  
All members having been appointed to serve from 1<sup>st</sup> April 2017 to 1 April 2021 to sign Declarations of Office.
3. **Declarations of Interest** **(2 mins)**  
Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda.

They should declare their interest by stating:

- a. The item they have the interest in
- b. Whether it is a personal interest and the nature of the interest.
- c. Whether it is also a prejudicial interest.
- d. If it is a prejudicial interest, whether they will be exercising their right to speak under Question Time.

4. **Appointment of a Chairman** (2 mins)  
To appoint a Chairman to act until the next Annual Meeting.
5. **Appointment of Vice-Chairman** (2 mins)  
To appoint a Vice-Chairman to act until the next Annual Meeting.
6. **Appointment of Four Members to the Personnel Sub-Committee** (2 mins)  
To appoint 4 No Members to serve on the Personnel Sub-Committee. The former members of the Personnel Sub-Committee were Mr Philip Bush and three former members (Councillors Clayden and Peters and Mr Squires).
7. **Appointment of Four Members to the Audit Sub-Committee** (2 mins)  
To appoint 4 No Members to serve on the Audit Sub-Committee. Previous members of the Audit Sub-Committee were Councillor Elkins and three former members (Councillors Clayden and Peters and Mr Squires)
8. **Appointment of Three Members to the Pilotage Sub-Committee** (2 mins)  
To appoint 3 No Members to serve on the Pilotage Sub-Committee. Previous members of the Pilotage Sub-Committee were Mr Philip Bush and Councillor Dr Walsh and one former member (Councillor Buckland).
9. **Appointment of Three Members to the Infrastructure Project Development Group** (2 mins)  
To appoint 3 No Members to serve on the Infrastructure Project Development Group. Previous members of the Infrastructure Project Development Group were Councillor Dr Walsh and two former members (Councillor Buckland and Mr Squires).
10. **Public Questions (15 mins)** Members of the public may ask questions of Members and officers of the Harbour Board at meetings of the Harbour Board. The time for questions from the public will be limited to a total of 15 minutes save that the Chairman may extend the time at his discretion. Members of the public must give prior written notice of their question which should be sent to [clerk@littlehampton.org.uk](mailto:clerk@littlehampton.org.uk) or addressed to the Clerk to the Board at the Harbour Office at least three clear days prior to the meeting. Clear days means weekdays (not weekends or Public Holidays) and excludes the day the question is sent and the day of the meeting. When submitting written questions members of the public are asked to provide their name and address. This is in case it is necessary to follow up in writing with a more detailed answer after the meeting. At the meeting members of the public will have the choice to put the question themselves or to have someone read it out for them. However, the Chairman of the meeting does have discretion that the question will not be dealt with at the meeting and a written reply provided.
11. **To approve the Minutes of the Meeting held on 12 June 2017 (p 1)** (2 mins)  
To approve as a correct record the Minutes of the previous Board meeting held on 12 June 2017.
12. **\*Harbour Operational Report (p 9)** (5 mins)  
To receive the operational report from the Harbour Master.
13. **\*Treasurer's Report (p 13)** (5 mins)  
To receive a report from the Treasurer for income and expenses.

14. **\*Report on the outcome of an independent audit on an erroneous receipt (p 17 ) (5 mins)**  
To receive a report from the Treasurer on the outcome of an independent audit carried out as a result of the issuing of an erroneous receipt from the harbour management software.
15. **\*The Annual Report 2016/17 (p 19 ) (5 mins)**  
To receive the published Annual Report for the year 2016/17 from the Harbour Master.
16. **\*Minutes of the Stakeholder Group meeting held on 4 July 2017 (p 20 ) (5 mins)**  
To receive the minutes of the meeting of the Stakeholder Group held on 4 July 2017.
17. **Confidential and Exempt Business (1 min)**  
The Board is asked to consider passing the following resolution:-  
  
That, due to the confidential nature of the following item(s) to be considered, that the public and accredited representatives of the press and other media be excluded from the meeting on the grounds that they involve the likely disclosure of business of personal information relating to an individual, the business of third parties and/or legal proceedings.
18. **\*Minutes of the Confidential & Exempt business from the meeting held on 12 June 2017 (p 28) (2 mins)**  
To approve as a correct record the confidential and exempt Minutes of the previous Board meeting held on 12 June 2017
19. **\*Appointment of a panel under the LHB's Corporate Complaint's Policy (CCP) (p 30 ) (5 mins)**  
To receive a report from the Clerk on the proposed appointment of three members of the LHB to serve on a panel to review the decision taken by the Personnel Sub Committee under the CCP.
20. **\*The LHB's duty of care and responsibilities to its employees. (p 31 )(5 mins)**  
To receive a report from the Clerk on the LHB's duty of care to its employees.
21. **\*Overnight deposit of LHB's finances (p 32 ) (5 mins)**  
To receive a report from the Treasurer on the possibility of depositing LHB finances on an overnight basis.
22. **\*Changes to the LHB's bank mandate (p 33 ) (5 mins)**  
To receive a report from the Treasurer on changes to the LHB's bank mandate.
23. **\*Update on the LHB's leases and agreements (p 34 ) (5 mins)**  
A report from the Treasurer providing members with an update on LHB's leases and agreements.

Dates of next meeting: 18 September 2017

Note: \* indicates report attached