Littlehampton Town Council

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Town Clerk – Peter Herbert

Tuesday 5th June 2018

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 11 JUNE 2018** at **6.30PM**

Committee: Cllrs Dr Walsh KStJ (Chair), Baker, C Blanchard-Cooper, Buckland, Gammon and Northeast

PETER HERBERT
Town Clerk

AGENDA

2017/2018

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting the public are allowed to film the Town Council and Committee meetings and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but Members and the public are requested to switch their mobile devices to silent for the duration of the meeting.

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

It is recorded in the register of interests that:

- Cllr Walsh KStJ is a Member of Arun District Council and West Sussex County Council
- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Purchese is a Member of Arun District Council and West Sussex County Council
- Cllr Gammon is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. MINUTES

To confirm the Minutes of the meeting held on Monday 12th March 2018, circulated herewith.

6. CHAIR'S REPORT AND URGENT ITEMS

7. 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.

8. OFFICER'S REPORTS

8.1 Mayor's Discretionary Fund – report attached.

8.2 Redevelopment of Skate Park Facilities – report attached.

8.3 Oyster Pond – report attached.

8.4 Littlehampton Health Services – At the last Full Council meeting it was agreed that a letter be sent to the CCG regarding the lack of progress in addressing the concerns about primary health care services in the Town. A copy of the letter that has been sent to the CCG is attached for information. At the time of publication, a response is awaited and if received, it will be reported at the meeting.

8.5 General Data Protection Regulations (GDPR) Update – report attached

8.6 Communications Projects Update – oral report / – report attached.

8.7 Local Policing – oral update

9. FINANCE

9.1 Committee Finance Report – attached.

10. MASTERPLAN – NORTH LITTLEHAMPTON

11. 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.

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Town Clerk – Peter Herbert

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 12th MARCH 2018** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), C Blanchard-Cooper, Buckland, Gammon and Purchese

2017/2018

49. EVACUATION PROCEDURES

The evacuation procedures were noted.

50. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

51. 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.

52. APOLOGIES

There were none.

53. 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 Dr Walsh KStJ, Buckland, Gammon and Purchese declared personal interests in agenda item 8.1, Town Centre Management and agenda item 8.3, Car Parking Charges, as Arun District Councillors.

54. MINUTES

The Minutes of the meeting held on 18th December 2017 (previously circulated) were confirmed as a true record and signed by the Chair.

55. CHAIR'S REPORT AND URGENT ITEMS

55.1 Procurement Policy

The Committee received a draft of the Town Council's Procurement Policy (previously circulated) which proposed a minor amendment to reflect the change to the title of 'Finance and Resources Manager' to Responsible Financial Officer. It was **RESOLVED** that:

The Procurement Policy be agreed and RECOMMENDED to Full Council for approval.

56. PUBLIC FORUM

There was one Member of the public present.

56.1 Regarding the new General Data Protection Regulations (GDPR), Mr Terry Ellis asked if the Information Commissioners Office guidance (ICO) was publicly available. The Town Clerk confirmed that the document was available for the public to view and could be found on the ICO website.

56.2 Regarding the District Council's proposed revisions to car parking charges, Mr Ellis stated that in his opinion, the proposed increases could be detrimental to the visitor economy. He also raised a few points and sought clarification on some of the features of the welcome signs. The Chair thanked Mr Terry Ellis for his comments and stated that they would be taken into consideration by the Committee when it came to consider these matters later in the meeting.

57. OFFICER'S REPORTS

57.1. Town Centre Management

57.1.1 The Committee received a presentation from the Town Centre Regeneration Officer. This gave a summary of the work that had recently been carried out and an overview for the upcoming projects that aimed to support local businesses. It was noted that the strength of online shopping was having an impact on the local economy in terms of retail confidence and business opportunities in the High Street. Observing that the Town was becoming a social hub, the Regeneration Officer highlighted the importance of the continued support of the Town and District Council in terms of supporting initiatives to tackle vandalism and antisocial behaviour in the Town Centre.

57.1.2 He thanked the Town Council for hosting public meetings with the Coastal Commissioning Group and Police Crime Commissioner. The latter had highlighted the importance of reporting incidences of vandalism and anti-social behaviour as this provided important intelligence enabling the police to monitor the impact of this activity on the local community. Updating Members on initiatives to improve the appearance of the Town Centre, the Regeneration Officer reported that a scheme to improve the appearance of shop fronts would be implemented in the next few months. The need for improvements to the area surrounding the train station was observed and it was noted that the letter boxes in the Town Centre would shortly be repainted. The Regeneration Officer handed out information regarding the Littlehampton Traders Partnership AGM and Members were invited to attend.

57.1.3 It was **RESOLVED** that:

The Regeneration Officer be thanked for his presentation and that the progress be noted.

57.2 General Data Protection Regulations (GDPR)

57.2.1 The Committee considered a report (previously circulated) that highlighted the initial work being undertaken to ensure the Town Council complied with the Regulations. The Town Clerk Informed Members that good progress had already been made in terms of complying with the new regulations. This included plans to move to a new electronic based filing an archiving system for the future. It was noted that as a result of GDPR the Town Council's Data

Retention Policy would need to be reviewed and amended in the forthcoming months. It was reported that the County Council would be producing a handbook of information on GDPR and it was agreed that a copy would be provided to the Town Clerk when it became available.

57.2.2 The Council would also need to appoint a Data Protection Officer from within the existing staff and this role would probably be delegated to the Town Clerk or Responsible Financial Officer. It was also proposed that for reasons of security Members be allocated Town Council email addresses to handle all Town Council related correspondence. This additional security measure would also support the introduction of electronic banking in the future. It was therefore proposed that provision be made in the budget in the amount of £10,000 to meet the costs of complying with the new Regulations. Acknowledging the extent of the Council's duties under the new Regulations, Members endorsed the work completed to date and the need to make a budget provision to ensure that the Town Council complied with the new Regulations. It was therefore **RESOLVED** that:

1) ***The Town Clerk, in consultation with the Chair of the Committee, be delegated authority to make the required amendments to the Council's Retention and Disposal Policy and Procedures and the Data Protection Policy as a result of GDPR work.***
2) ***A new budget not exceeding £10,000 be created for expenditure on GDPR matters funded by the overall underspend from 2017/18.***
3) ***All Councillors be provided with a Littlehampton Town Council email to be used for all Council related correspondence.***
4) ***The contents of the report be otherwise noted.***

57.3 Arun District Council Car Parking Charges

The Committee considered a report (previously circulated) that outlined Arun District Council's proposed changes to the car parking charges in Littlehampton. It was noted that comments could be made in relation to the variation of the charges before Tuesday 6th April 2018. Members proceeded to discuss the proposed changes and concerns were expressed that if implemented the changes would have a disproportionate impact on shorter stay visitors. It was also considered that the planned increases could potentially reverse the impact of the regeneration work in the High Street. The Committee therefore **RESOLVED** that:

A letter be sent to Arun District Council setting out the Committees' concerns.

57.4 Welcome Signs

Following the December Committee meeting, Members were invited to consider two prototype designs for the signage. Members proceeded to

consider the signage in the context of the current signage and considered that the non-silhouette design with colour would deliver a significant improvement to the current welcome signs around the Town. It was noted that minor adjustments would still be needed regarding the font choice and colour scheme. It was therefore **RESOLVED** that:

1) ***The non-silhouette welcome sign with colour be approved.***
2) ***The Town Clerk, in consultation, Chair and Vice-Chair be delegated authority to approve the final design.***

58. FINANCE

58.1 Annual Investment Strategy 2018/19

The Committee considered a report (previously circulated) that contained details of the investment activity from the previous year and proposals for the investment strategy for 2018/19. Members considered it would be prudent to investigate the potential to combine the Council's reserves with the Principal Authority to maximise investment returns. It was agreed that this option be investigated alongside the further work proposed in the report to explore the investment potential of the local authority property fund (LAPF). It was therefore **RESOLVED** that:

1) ***The Annual Investment Strategy 2018/19 as set out in Appendix 1 attached to the report be approved and RECOMMENDED to Full Council.***
2) ***Further research be undertaken to explore the investment potential LAPF and pooling funds with the Principal Authority and the outcome be reported back to the Committee.***
3) ***The contents of the report be otherwise noted.***

58.2 Committee Finance Report 2017/18

The Committee considered a report (previously circulated) that highlighted the significant variances from the budget in Income and Expenditure relating to Policy and Finance Committee's budget for 2017/18. It was **RESOLVED** that:

1) ***The proposed investment of the Capital receipt, as set out in paragraphs 3.5.6-3.5.8 of the report, be approved.***
2) ***The Responsible Financial Officer be delegated authority to transfer funds to earmarked reserves when all current year expenditure was known.***
3) ***The contents of the report be otherwise noted.***

58.3 Internal Audit – Risk Management and Insurance

The Committee considered a report (previously circulated) that detailed the outcome of an assessment of the Town Council's insurance arrangements by the Internal Auditor. A review conducted by the Responsible Financial Officer Included a risk assessment and set out the options available to Members. Members were of the view that additional insurance was not necessary and that this small risk could be reduced through further internal control measures. These included the introduction of three signatures for cheques of over £250,000. It was therefore **RESOLVED** that:

1) ***Full Council be RECOMMENDED to change the Town Council's bank mandate and that three authorised signatories be required to sign cheques over the value of £250,000 and that the weekly check of bank statements by senior officers other than the RFO as set out in paragraphs 3.8.1 and 3.8.2 of the report be initiated.***
2) ***The Town Councils Standing Orders and Financial Regulations be amended accordingly.***

58.4 Earmarked Reserves Policy

The Committee considered the draft policy for earmarked reserves (previously circulated) that outlined how the earmarked reserves could be spent and managed. There were no changes proposed. It was therefore **RESOLVED** that:

The Earmarked Reserves Policy be agreed and RECOMMENDED to Full Council for approval.

58. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the public meeting about the North Littlehampton development would take place on Wednesday 21st March at 6:00pm at The Loft, The Body Shop, Watersmead Business Park, Littlehampton.

59. EXEMPT BUSINESS

There was none.

The meeting closed at 7:57pm.

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy & Finance**

Date: **11th June 2018**

Report by: **Town Clerk**

Subject: **Mayor's Discretionary Fund**

1. Summary

1.1 This report summarises awards made from the Mayor's Discretionary Fund for the year 2017/18.

1.2 The funds awarded are set out in Table 1 attached to this report.

2. Financial Implications

2.1 There was a budget of £1,000.00 in 2017/18.

3. Recommendations

3.1 The Committee is **RECOMMENDED** to note the Report.

Peter Herbert
Town Clerk

Table 1

Name of organisation	Reason	Amount	Date approved
Lyminster Primary School	Contribution towards the costs of gardening activities in the school garden and premises.	£100	31/3/2018
River Beach Primary School	Contribution towards the costs of gardening activities in the school garden and premises.	£100	31/3/2018
White Meadows Primary School	Contribution towards the costs of gardening activities in the school garden and premises.	£100	31/3/2018
St Catherine's Catholic Primary School	Contribution towards the costs of gardening activities in the school garden and premises.	£100	31/3/2018
Cornfield School	Contribution towards the costs of gardening activities in the school garden and premises.	£100	31/3/2018
The Friends of Mewsbrook Park	Towards the cost of replacing plants destroyed through vandalism on 2nd March 2018	£150	31/3/2018
The Littlehampton Blind Club	Towards the costs of one of their days out to help with cost of admission fees or transportation.	£140	31/3/2018
The Littlehampton Heritage Railway Association	Towards the cost of flag to mark the 70th anniversary in June 2018.	£150	31/3/2018
Cancerwise	Towards promotional costs	£60	31/3/2018
Total spent to date		**£1,000**	

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy & Finance**

Date: **11th June 2018**

Report by: **Town Clerk**

Subject: **Re-development of Skate Facilities – Sea Road**

1. Summary

1.1 This report summarises the progress to date regarding the re-development of the skate facilities in Sea Road.

2. Recommendations

The Committee is **RECOMMENDED** to:

(1) Consider and agree whether this Committee retains oversight of this project.
(2) Note the report.

3. Background

3.1 Initial steps have been taken to bring this project forward. The Town Clerk & Assistant Town Clerk met with Arun District Council Officers in April to explore the potential for the redevelopment of the existing skate park at Sea Road. The land and site are owned by ADC who have confirmed their commitment to entering into a partnership for the re-development and improvements of the skate park.

3.2 The Assistant Town Clerk met with ADC for an update on the 30th May. The following progress has been made:

- A short survey has been produced (Attached as Appendix 1) which is being circulated to young people through a variety of groups and organisations including Arun Youth Projects and TLA.
- After the survey is completed a company will be sought to create a scope for the project which will be used to form part of the tender which is likely to be published in the Autumn. The ADC Corporate Procurement Unit are advising and providing support for the development of the project.
- Planning permission will not be required.
- A geophysical survey will be required – quotes are being sought for this.
- A drainage survey will be required which will be completed by ADC drainage engineers.
- Freedom Leisure have expressed an interest to incorporate some Parkour equipment within the scheme. Officers will be meeting with ADC and Freedom in late June to explore the opportunity.
- The redevelopment works are expected to take place in the Spring of 2019.

4. Financial Implications

£50,000 from EMR has been allocated towards the delivery of this project.

Peter Herbert
Town Clerk

ARUN DISTRICT COUNCIL

Sea Road Skate Park survey

Arun District Council and Littlehampton Town Council are looking into options to upgrade the Sea Road Skate Park and we need as much information as possible to tell the designers what you want from your new skate park.

1. **Which local skate parks do you currently go to and what do you like about them?**

- ☐ Littlehampton Skate Park
- ☐ Hove Lagoon Skate Park
- ☐ The Base, Bognor Regis
- ☐ The Level, Brighton
- ☐ Shoreham Skate Park
- ☐ Crawley Freestyle Park
- ☐ Chichester Skate Park
- ☐ Homefield Park, Worthing
- ☐ Lewes Skate Park
- ☐ Other

2. **What do you like about them?**

.....

3. **How will you use the new skate park?**

- ☐ Skate board
- ☐ BMX
- ☐ Scooter
- ☐ Spectator
- ☐ Inline

4. **What is the most important feature you would like to see in your new skate park?**

- ☐ Half/quarter pipe
- ☐ Spine
- ☐ Bowls
- ☐ Banked ramps
- ☐ Handrails
- ☐ Stair set
- ☐ Snake run
- ☐ Roll-in
- ☐ Funboxes
- ☐ Vert ramps
- ☐ Hip
- ☐ Deck
- ☐ Other

5. **Do you have any other comments?**

.....

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance Committee**

Date: **11th June 2018**

Report of: **The Town Clerk**

Subject: **Oyster Pond**

1. Summary

1.1 Exploring the possibility of making improvements to the Oyster Pond has been identified as one of the Council's priorities. This is expressed as "Improvements to the Oyster Pond remain an aspiration for the Town Council. However, further work to establish how this might be progressed has revealed constraints on what might be done which are being investigated. The need to review the position on this has also been highlighted as a proposed new priority and a report setting out the current position will be brought to the March 2018 Committee cycle."

1.2 This report proposes that no further action be taken at this time, but that the matter be revisited should the District Council progress their Seafront Design proposals

2. Recommendation

The Committee is RECOMMENDED to:

1) Agree no further work is undertaken on this project at this time, but to review this when and if the District Council look to progress their seafront design proposals.

2) Otherwise note the report.

3. Background

3.1 The Oyster Pond is managed by Arun District Council (ADC) under a lease from the Angmering Park Estate, successors to the estate of the Duke of Norfolk, dated 1934.

3.2 A survey of the pond was carried out in 1997 which showed that both the bottom and sides of the pond were badly damaged and fractured. An estimate obtained by ADC at the time for repairs totalled £82,000.

3.3 Any installation in the Oyster Pond itself would need to be offset from the centre as the surface water drain pipe runs under the centre of the pond to the sluice gate.

3.4 In 2003 quotations were obtained for the installation of a fountain in the pond. These quotations ranged from £30k to over £150k. A major consideration at that time was the public health risk. The water in the pond is a mixture of brackish sea water and surface water drained from the surrounding area and likely to be contaminated. A fountain would have created fine water droplets that could easily be sprayed over the pond by the wind and inhaled or ingested by visitors to the pond, risking possible serious infection and subsequent legal proceedings. Filtration of the water was considered but would have involved additional and ongoing maintenance costs. Alternatively, a water feature could alleviate the need to create a spray.

3.5 The bottom of the pond is fractured and therefore a base would need to be installed to support any installation. The advice received from ADC engineers at that time was that the base should be concreted. Electricity to drive a pump or provide illumination is available on site.

3.6 Discussions would need to take place with Southern Water, whose public surface water drain runs under the pond. As the pond has a flood defence function the Environment Agency would also need to be consulted. Consultation would also need to take place with other utility companies to check for other pipes or cables.

3.7 In 2005 the Town Council purchased two sets of tables and chairs for family use on the grass at the side of the pond and the pathways were re-surfaced by ADC.

3.8 If and when it is decided to look to improve this key seafront feature, the Town Council will need to work together with the District Council, other agencies and concessionaires. Progress is most likely to be possible should the District Council progress their recently commissioned seafront design work, although the Oyster pond was not central to this. It is not thought prudent to undertake any piecemeal work on the site. The District Council have indicated that their priority in the Town is the swimming pool and subsequently they will be undertaking joint work with the Town Council on other projects e.g. the new skate park on the seafront.

4. Financial Implications

4.1 No budgetary provision has been made for this project at this stage.

Peter Herbert
Town Clerk

Ms Amanda Fadero
Director of Transition
NHS Coastal West Sussex Clinical Commissioning Group
1 The Causeway
Goring-by-Sea
Worthing
West Sussex, BN12 6BT

25th May 2018
PH/zg/H7

Dear Ms Fadero

Health Services in Littlehampton and East Arun

The Town Council has asked me to write to you to express our great concern about the lack of progress, updates and meetings with regards to health services in the Town and local area.

It has now been some considerable time since the last meeting of the Littlehampton Health Advisory Group and we are unaware of a date for a future meeting. Furthermore, we were promised monthly updates, of which there appear to have been none.

The situation in the Town has worsened since the last meeting, but little progress appears to be being made. Please could you as a matter of urgency arrange for a meeting of the Group to be called and also circulate a much needed update.

Yours sincerely

Peter Herbert
Town Clerk

c.c Dr. S. Stone - Clinical Chair, NHS Coastal West Sussex CCG
Cllr Billy Blanchard-Cooper - Town Mayor
Cllr Dr James Walsh KStJ - Chair of Policy & Finance
Mr Nigel Lynn - Chief Executive Arun District Council
Ms Rosie Costan - Assistant Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **11th June 2018**

Report by: **The Town Clerk and Deputy Town Clerk**

Subject: **General Data Protection Regulation Update**

1. Summary

1.1 The report seeks to summarise progress on work being undertaken to ensure the Town Council complies with the new General Data Protection Regulation (GDPR).

2. Recommendation

The Committee is RECOMMENDED to:

2.1 Endorse the Privacy Policy (Appendix 1).

2.2 Otherwise note the report.

3. Background

3.1 The new General Data Protection Regulations (GDPR) became applicable in the UK on 25th May 2018. The regulations significantly tighten up the rules on privacy and consent.

3.2 The Information Commissioner's Office (ICO) has stated that "GDPR is a journey rather than a destination and so they are looking for councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures". To this end the Council already has in place a Data Protection Policy, Record Retention and Disposal Policy, Record Retention and Disposal Procedures and CCTV Policy. During this process these documents will be updated to reflect new elements that the GDPR brings in as well as improved/revised processes that we want to implement because of the work we are undertaking in relation to GDPR.

3.3 An overarching Privacy Notice (Appendix 1) has been developed and requires endorsement from this Committee. In developing this Notice guidance from the ICO as well as national and regional representative bodies (such as Society of Local Council Clerks and Sussex Association of Local Councils) has been taken into consideration.

3.4 Privacy notices (for example the Allotment Tenants Privacy Notice) and consents (for example contacts for the Town Show) are being implemented on a case by case basis, again referring to guidance.

3.5 Officers have begun the work of populating the Information Asset Register (IAR) for their area of responsibility. The next step is ongoing maintenance and development.

3.7 The process of reviewing other areas including contracts, other policies and procedures, websites, social media, to ensure privacy and protection by design has begun.

3.8 The Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

3.9 Discussions are ongoing with the Council's ICT support provider to determine Microsoft Licences for Councillor Town Council emails.

3.10 Seven of the eight PCs that required replacement have been replaced, with the last PC to be replaced on 12th June 2018.

3.11 Training for members will be looked at and progressed.

4. Financial Implications

4.1 The cost of 15 Microsoft Office Business Essential Email Licences is £684 per annum, as previously reported to this committee. There may be a requirement to have Business Premium Licences for some councillors. This is an additional cost of £67.20 per licence. This would be met from the additional budget previously agreed by this committee.

4.2 The total cost for the 8 replacement PCs was £5,555. This was met from the additional budget and the rolling replacement PC programme.

Peter Herbert
Town Clerk

Laura Chrysostomou
Deputy Town Clerk

Privacy Notice

This privacy notice is to let you know how Littlehampton Town Council promises to look after your personal information. This includes what you tell us about yourself, what we learn by having you as a customer, and the choices you give us about what marketing you want us to send you. This notice also tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise:

- To keep your data safe and private
- Not to sell your data
- To give you ways to manage and review your marketing choices at any time

How we use your personal information

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services
- To confirm your identity to provide some services
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp)
- To help us to build up a picture of how we are performing
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- To enable us to meet all legal and statutory obligations and powers including any delegated functions
- To promote the interests of the council
- To maintain our own accounts and records
- To seek your views, opinions or comments

- To notify you of changes to our facilities, services, events, staff, councillors and other role holders
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime

We will only share your personal information with a third party, such as a supplier or contractor, so that they can carry out their responsibilities to the Council. For example, we may ask a commercial provider to send surveys to our service users or to maintain our database software. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data.

Information Security

Littlehampton Town Council is committed to protecting your personal information, ensuring it is kept and destroyed securely. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical and security measures.

Personal information and the law

As well as our Privacy Promise, your privacy is protected by law. The General Data Protection Regulations Article 6 says we are allowed to use personal information only if we have a proper reason to do so. This section sets out the legal reasons we rely on, for each of the ways we may use your personal information:

- **Consent** from the individual to process their personal data for a specific purpose
- **Contract** where processing is necessary for a contract with an individual
- **Legal obligation** where processing is necessary to comply with the law
- **Public Task** where the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in

law. The Town Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Council's statutory functions and powers.

How long we keep your personal information

We will keep some data permanently if we are legally required to do so. We may keep other data for an extended period of time. The reasons we may do this are:

- To obey rules that apply to us about keeping records
- To respond to a question or complaint or claims

For example, we have to hold certain financial records for up to seven years for audit purposes.

We will only use your personal information for these purposes and will make sure that your privacy is protected. In general, we will endeavour to keep data only for as long as we need it.

If you choose not to give personal information

You can choose not to give us personal information. This may have certain effects.

We may need to collect personal information by law or to perform our Public Task. If you choose not to give us this personal information, it may delay or prevent us from fulfilling our Public Task with you or doing what we must do by law. It may also mean that we cannot provide you with a service. It could mean that we cancel a product or service you have with us.

We sometimes ask for information that is useful, but not required by law or public task. We will make this clear when we ask for it. You do not have to give us these extra details and it won't affect the products or services you have with us.

How to withdraw your consent

You can withdraw your consent at any time. Please contact us using any of the details given in the 'How to contact us' section at the end of this notice.

This will only affect the way we use information when our reason for doing so is that we have your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. If this is the case, we will tell you.

How to get a copy of your personal information

You can get a copy of the personal information we hold about you by writing to us at the address given in the 'How to contact us' section at the end of this notice.

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is incorrect, incomplete or out of date. We'll take reasonable steps to check this for you and correct it.

If you want to do this, please contact us using any of the contact details given in the 'How to contact us' section at the end of this notice.

Your rights

You can object to us keeping or using your personal information. This is known as the 'right to object'.

You can also ask us to delete, remove, or stop using your personal information if there is no need for us to keep it or you believe that your data is not being processed for the purpose it has been collected for. This is known as the 'right to erasure' or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

If you want to object to how we use your data or ask us to delete it or restrict how we use it please contact us using any of the contact details given in the 'How to contact us' section at the end of this notice.

Using your personal information for marketing our services

We may use your personal information to inform you about events, services, products and offers we think you may be interested in. This is what we mean when we talk about 'marketing'.

We can only use your personal information to send you marketing messages if we have either your consent or to fulfil a 'Public Task'.

What you get will depend on marketing choices that you select. You can change these at any time and tell us to stop sending you marketing.

Whatever you choose, you'll still receive other important information relating to the existing services you use, such as updated agreements and terms and conditions.

Rights Related to Automated Decision Making and Profiling

Littlehampton Town Council does not use any form of automated decision making or the profiling of individual personal data.

Cookies

Cookies are small computer files that get sent down to your PC, tablet or mobile phone by websites when you visit them. They stay on your device and get sent back

to the website they came from, when you go there again. Cookies store information about your visits to that website, such as your choices and other details. Some of this data does not contain personal details about you, but it is still protected by this Privacy Notice. To find out more about how we use cookies, please see our website http://www.littlehampton-tc.gov.uk/main.cfm?type=PRIVACYPOLICY&objectid=2741&searchtermredirect=privacy

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policy to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

How to contact us

Please contact us if you have any questions regarding this Privacy Notice or the personal data we hold about you or to exercise relevant rights, queries or complaints:

The Town Clerk
Littlehampton Town Council
Manor House
Church Street
Littlehampton
BN17 5EW
Tel: 01903 732 063
Email: ltc@littlehampton-tc.gov.uk
www.littlehampton-tc.gov.uk

You can find our Complaints Policy on our website www.littlehampton-tc.gov.uk

You can also make a complaint to the Information Commissioners Office:
https://ico.org.uk/global/contact-us/
Email: casework@ico.org.uk
Tel: 0303 123 1113

For more information on the General Data Protection Regulation visit:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **11th June 2018**

Report by: **The Town Clerk**

Subject: **Communications**

1. Summary

1.1 This report updates the Committee on the progress on seafront WiFi, Welcome Signs and the Town Council's website.

2. Recommendation

2.1. The Committee is RECOMMENDED to:

1) Note the progress on the seafront WiFi.
2) Note the progress on the Welcome Signs project.
3) Note the progress on the Town Council's website.

3. Background

3.1 Seafront WiFi

3.1.1 The Council has been investigating the possibility of introducing free public wi-fi on the seafront and riverside for the last two years which has involved discussions with key stakeholders including ADC to establish whether the idea was supported and welcomed. The area proposed would incorporate the East Bank from the Look & Sea Centre to the Pier and the seafront from Harbour Park to East Beach Café to include the beach and the Green (map attached). The hardware would need to be fitted on lamp columns with the 'parent' hub located indoors.

3.1.2 The consensus at the stakeholder meeting in September 2017 was that it was a project worth investigating further and most were supportive of the idea. In attendance were representatives from the Look & Sea Centre, Harbour Park, Harbour Board and the Head of Neighbourhood Services, Joe Russell-Wells.

3.1.3 The Council has been in discussions with an industry expert from a company called Wi-Fi Spark which delivered two presentations on the services they offer; one at the stakeholder meeting and another to the Council's Policy & Finance Committee. Wi-Fi Spark specialises in delivering managed guest and visitor Wi-Fi to public areas and businesses in coastal locations. The company has several public-sector customers and offers infrastructure and software technology aimed at facilitating public engagement. The facility could also be used to generate income, disseminate messages, improve awareness and capture data. Wi-Fi Spark can provide a free to use or a pay to use service.The general practice is that the organisation pays for the installation of the system

and then runs it as they wish, so for instance, the Council could invite local businesses to advertise on the welcome page. Registration could be achieved via an email or facebook both offering different advantages; if capturing users' emails these could be used to send out targeted messages such as event news, if using facebook as a log in the users would have to 'like' the Council's page thus increasing followers. The amount of free time given to a user would be prescribed by the Council, the standard is 2 hours which could be used across a period of 24 hours or longer if the Council wished, i.e. a weekend so that a visitor staying overnight in the area could benefit from it. Initial discussions have highlighted the need for the system to be able to handle at least 5,000 concurrent users at any given time, preferably 10,000.

3.1.4 Following the success of the stakeholder meeting, Wi-Fi Spark was commissioned to carry out a full site survey which has given a good indication of the equipment required and the cost of delivering such a project. The hardware would need to be fitted on lamp columns with the 'parent' hub located indoors. To offer seafront and riverside coverage access to two indoor locations would be necessary; the ideal one for the seafront is the Windmill Theatre. Each lamp column would need a power socket to be installed to accommodate the wireless access points – this is an extra cost to the services provided by a company such as Wi-Fi Spark.

3.1.5 The survey carried out by Wi-Fi Spark has estimated an upfront cost of c£45,000 with a monthly maintenance and support subscription of c£600. This is based on a 5 year contract. Installing additional power supplies on lamp columns could cost between £3,000 to £5,000. Funds should also be allocated towards a substantial marketing campaign. £5,000 would offer good results. Therefore it is estimated that the overall project could cost up to £90,000 over 5 years. Should the project go ahead tenders would have to be sought which could result in savings. Stakeholders such as Harbour Park and the Harbour Board are very supportive of the idea and have indicated they could offer financial support as part of a wider partnership. The Town Council has allocated £25,000 towards the project in its 2018/19 budget but as the estimated costs indicate this would not be sufficient support from Arun District Council has been sought, both financially and with granting permission to install equipment similar to a small server at the Windmill Theatre. Discussions between Officers are still on going. Given the escalating costs Officers are also considering other delivery options, which is applicable will be reported to Committee.

3.2 <u>Welcome Signs</u>

3.2.1 Following the December Committee meeting, Members were invited to consider two prototype designs for the signage. Members proceeded to consider the signage in the context of the current signage and considered that the non-silhouette design with colour would deliver a significant improvement to the current welcome signs around the Town.

3.2.2 A final design has been approved by the Chair of this Committee and as the costs associated with producing the solid signs are lower than the estimated silhouette signs the Council would be able to include all locations as opposed to a phased replacement as initially envisaged. The final design and locations are attached as Appendix 1.

3.2.3 Permissions from West Sussex County Council are being sought with the plan to have the new signs in place by early Autumn.

3.3 Town Council Website

3.3.1 Webcurl was appointed in December with the development work having started in January. Officers and the developers have been working on page design, layout and content in the last few months. Much of the existing content has been streamlined to improve navigation.

3.3.2 It was envisaged that the new website would launch on the 1st June but the Town Council received communication from Arun District Council stating that the deadline for transfer is now the 31st July. As there were some technical issues with the new website, Officers agreed with the Chair of this Committee to delay the launch by a few weeks. It is envisaged that the new site will be live from the 1st July if not sooner. Councillors will have an opportunity to test it before it goes live.

4. Financial Implications

4.1 A sum of £25,000 has been allocated to the Wi-fi project from Earmarked Reserves.

4.2 A sum of £25,000 from Earmarked Reserves (£15,280 from CRC Initiatives and £9,720 from Town Centre Initiatives) was allocated towards the Welcome Signs. Producing the signs will cost £8,028. It is envisaged the Amenity Team will install the signs so the installation costs will be minimal, materials will be needed.

4.3 A sum of £25,000 (£3,000 from IT Earmarked Reserves and £22,000 from General Reserves) has been allocated to the website build which includes support, hosting and maintenance fees for the three year contract.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **11th June 2018**

Report by: **Town Clerk**

Subject: **Finance Report**

1. Summary

1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance (P & F) Committee's budget for 2017/18. Actual figures are shown in Appendix 1.

1.2 Variances that have been the subject of individual periodic reports are not reported on.

1.3 Movements in P&F Earmarked Reserves (EMR) during the year are attached as Appendix 2.

1.4 The budget report figures for 2018/19 are attached as Appendix 3.

2. Recommendations

The Committee is RECOMMENDED to note the report.

3. Budget monitor 2017/18

3.1 The figures included in Appendix 1 are year-end figures.

3.2 Central Admin & Support Services

3.2.1 £190 was spent from the Welcome Pack Grant in Earmarked Reserves for printing and staff costs to generate Welcome Packs this year. The remaining funding of £32,423.50 was received and transferred to EMR (Figures not included in Appendix 1). A significant review of the pack and the upgrade of their contents will be undertaken in 2018/19.

3.2.2 The following budgets were significantly under spent:

- £922 Printing
- £1,231 Stationary
- £573 Manor House Supplies

3.3 Democratic Representation & Management

3.3.1 The £1,000 Conference Expenses budget was unspent and carried forward to be used in the 2018/19 budget.

3.3.2 The £1,000 Youth Mayor budget was unspent and carried forward to be used in the 2018/19 budget.

3.3.3 The Councillors Allowances budget was underspent by £1,250.

3.3.4 Unspent budgets for Members Training (£500), Members Travel (£200) and Members Expenses (£200) was transferred to EMR Members Training.

3.4 Town Centre Management

3.4.1 There was a small overspend of £118 across the Noticeboards, Town Maintenance and Electricity budgets.

3.4.2 £2,000 was earmarked for Town Centre Initiatives.

3.5 Corporate Management

3.5.1 Expenditure on the newsletter was underspent by £1,957.

3.5.2 Publciity was overspent by £103.

3.5.3 At 31st March 2018 the Council had £953,230 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 31/03/18						
Bank	**Date placed**	**Period of Investment**	**Amount Invested £**	**Interest rate %**	**Maturity Date**	**Total Investment £**
Lloyds	19/02/2018	1 year	£250,000	0.85%	19/02/2019	
Fixed Interest	19/02/2018	9 months	£250,000	0.70%	19/11/2018	
	19/02/2018	6 months	£250,000	0.60%	20/082018	
						£750,000
CCLA	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£3,230			**£203,230**
CCLA						
Local Authority	30/04/2015	N/A	£500,000	Variable	instant access	**£500,000**
Property fund						
TOTAL INVESTMENTS						**£1,453,230**

3.5.4 The interest received of £40,520 was below the budget of £50,000 which was set for the year. As previously agreed by this committee the income from the sale of land North Littlehampton was invested in a one year deposit rather than with the Local Authority Property Fund following advice from the fund managers relating to the drop in performance of the fund following Brexit. This meant that the interest received on this investment in 2017/18 was lower than had originally been budgeted for.

3.5.5 The Council's bank reconciliations have been checked and signed by the Chair, up to 31st March 2018 and the total balance of both accounts was £1,844,527.55

4. Budget Monitor 2018/19

4.1 Expenditure to 22/05/2018 from the 2018/19 budget has been included at Appendix 3. Expenditure is in line with expectations. As it is early in the financial year the following paragraphs add clarity.

4.1.1 The main telephone contract (included in Central Admin), £1,196 is paid in advance for the year.

4.1.2 The franking contract (included in Central Admin), £432 is paid in advance for the year.

4.1.3 The bank interest currently shows as a negative (rather than a positive) as the interest relating to 2017/18 that will be received in 2018/19 when the fixed term deposit matures is accrued at the end of the financial year.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2017/18

POLICY & FINANCE COMMITTEE MEETING 11th June 2018

SERVICE		Actual I & E as at 31/03/2018 £	Budget 2017/18 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	20,278	28,410
	Income	416	50
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	29,159	31,595
	Income		
TOWN CENTRE MANAGEMENT*	Expenditure	36,983	36,865
	Income	-	-
CORPORATE MANAGEMENT	Expenditure	18,378	20,240
	Income	40,520	50,000
	Total Expenditure	104,798	117,110
	Total Income	40,936	50,050
	Net Expenditure	63,862	67,060

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

P & F Earmarked Reserves 2017/18

Reserve	Opening Balance 01/04/17 £	Transfer out of EMR £	Expenditure to 31/3/18 £	Additions 31/3/18 £	Closing Balance 31/3/18 £
Arcade enhancements	385.00				385.00
Election Expenses	7,893.00		3,490.80	0.00	4,402.20
Legal Expenses	6,357.00			150.00	6,507.00
Marketing	0.00			5,000.00	5,000.00
Mayors Allowance	1,712.89		117.00	1,817.91	3,413.80
Mayoral Chain	0.00			500.00	500.00
Members Training	2,500.00			900.00	3,400.00
Minute Binding	2,204.00				2,204.00
Notice Boards	2,508.00		1,896.00		612.00
Town Centre Initiatives	32,122.25		11,200.00	2,000.00	22,922.25
Welcome pack	3,156.04		190.21	32,423.50	35,389.33
RALP Assets	2,000.00				2,000.00
Totals	**60,838.18**	**0.00**	**16,894.01**	**42,791.41**	**86,735.58**

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2018/19

POLICY & FINANCE COMMITTEE MEETING 11th June 2018

SERVICE		Actual I & E as at 22/05/18 £	Budget 2017/18 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	2,260	23,145
	Income	-	50
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	5,553	39,005
	Income		
TOWN CENTRE MANAGEMENT*	Expenditure	116	36,915
	Income	-	-
CORPORATE MANAGEMENT	Expenditure	479	20,040
	Income	(456)	43,000
	Total Expenditure	8,408	119,105
	Total Income	(456)	43,050
	Net Expenditure	8,864	76,055

*Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.