



Thursday 29<sup>th</sup> November 2018

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 6 DECEMBER 2018** at **6.30pm**

**Committee:** Cllrs Buckland (Chair), Baker, C Blanchard-Cooper, Purchase, Tandy and Warren QVRM

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2018/2019**

**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 Committee 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 all members of 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 Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Purchase is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM 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 Thursday 25<sup>th</sup> October 2018, circulated herewith (pages 3 - 12).

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. **SPORTS FORUM**

To receive the minutes from the meeting held on the 29<sup>th</sup> October 2018 (pages 13 - 15).

9. **OFFICER'S REPORT**

9.1 **Museum Periodic Report** – report attached (pages 16 – 23).

9.2 **The Great War - A Commemorative Book** – to receive an oral update on sales of the books entitled “When I’ve Done My Bit – Littlehampton and the Great War” and agree the beneficiaries of the funds that have been raised through sales of the book.

9.3 **Museum Working Group** – report attached (pages 24 – 37).

9.4 **Events Programme 2018/9 Update** – report attached (pages 38 – 44).

9.5 **Community Room Hire Charges Proposals 2019/20** – report attached (pages 45 - 62).

9.6 **Look and Sea Centre** – report attached (pages 63 – 71).

9.7 **Our Town Littlehampton initiative** – report attached (pages 72 – 73).

9.8 **Keystone Centre** – oral report.

10. **FINANCE**

10.1 **Committee Finance Report 2018/19** – attached (pages 74 - 76).

10.2 **Committee Budget Proposals 2019/2022** – report attached (pages 77 - 88).

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.**

**MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 25 OCTOBER 2018 at 6.30PM**

**Present:** Cllrs Buckland (Chair),  
Baker, Tandy and  
Warren QVRM  
The Mayor attended  
Ex-Officio.

**2018/2019**

**28. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**29. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

The procedures were noted.

**30. APOLOGIES**

There were apologies from Councillors C Blanchard-Cooper and Purchase.

**31. 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 standing declarations were noted. Councillor Warren declared a personal and prejudicial interest in agenda item 9.5, Review of the Allotment Tenancy Agreement, as a plot holder and confirmed that he would leave the meeting when the Committee came to discuss the item. Councillor Tandy declared a personal interest in agenda item 9.6, Keystone Centre, as the Treasurer of the Keystone Management Committee.

**32. MINUTES**

The Minutes of the meeting held on Thursday 6<sup>th</sup> September 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

**33. CHAIR'S REPORT AND URGENT ITEMS**

There were none.

**34. PUBLIC FORUM**

There was one member of the public present.

**34.1** Mr Terry Ellis stated that he had received a report that the distribution of Christmas decorations around the Town seemed uneven. This was noted.

**34.2** Regarding the Look and Sea Centre, Mr Terry Ellis stated that the Visitor Experience aspect of the operation had an extensive contact database that might be useful in relation to the education offer. The Assistant Town Clerk thanked Mr Ellis for this information which was noted as part of the ongoing discussions with the District Council to explore how the Town Council could work with them in this respect. She also confirmed that Members would be informed of progress through the reporting process in the next Committee cycle.

**35. OFFICER'S REPORT**

**35.1 Standing Order / Urgent Action – Tesco Bags of Help**

The Committee received and noted the Urgent Action (previously circulated) regarding the creation of accessible allotment plots at Worthing Road and Kingley Gate sites. It was noted that grant money had been used to support the addition of picnic benches, potting tables and accessible plots for those with disabilities at Kingley Gate. It was therefore **RESOLVED** that:

***The report be noted.***

**35.2 Events Periodic Report**

The Committee received a report (previously circulated) that set out the outcome of the Town Show and Family Fun Day and updates on the beacon lighting and the WW1 Centenary Projects. Members were pleased to note the success and turnout for the Town Show and Family Fun Day. Members were pleased to note that the projects for the WW1 Centenary and beacon lighting had been achieved and thanks were given to Officers for their hard work in completing these. Regarding the Town Show and Family Fun Day, it was noted that the distribution of flyers was targeted at households in areas that were most likely to have younger people and families. It was **RESOLVED** that:

**1) *The provisional date of Saturday 14<sup>th</sup> September 2019 for next year's Town Show and Family Fun Day be approved.***

**2) *The report be otherwise noted.***

**35.3 Events Programme for 2019/20**

The Committee received a report (previously circulated) that set out a draft programme of events and proposals for consideration for 2019/20. Members views were sought on a variety of matters relating to the draft programme to guide Officers in exploring options for events and preparing the budgets for consideration in the next Committee cycle.

An updated indicative budget schedule was also tabled (copy attached to the minutes) to aid the discussion. The Committee proceeded to consider the proposals in the order in which they were presented in the report.

#### **35.4 Easter Out and About**

It was proposed that the session held at Brookfield be permanently moved to Southfields. Members supported this proposal as Southfields offered better access, parking and was located closer to the Town. It was clarified that the level of attendance at the Southfields session was around the same as the Brookfield session. It was therefore **RESOLVED** that:

**The 'Brookfield' Easter Out and About session be moved to Southfields and the 2019/20 budget proposals be amended accordingly.**

#### **35.5 Boat Jumble**

It was acknowledged that in the period since the event first began, much had changed. Whilst the proceeds from the event were donated to a maritime charity, the event was commercial in nature. Having been unable to meet the requirements for holding an event in a public place, it had not gone ahead in 2018 and it was thought that more support would be needed if the event were to take place on Caffyns Field next year. The event met its aim of encouraging visitors and trade in the Town Centre, but the precise nature of the support that would be required to bring the event back to Caffyns Field was unknown. It was therefore considered prudent that further discussions be held with the event organisers before a decision regarding the inclusion of the event in the 2019/20 programme was made. It was therefore **RESOLVED** that:

**Officers approach the event organisers to further discuss the options to continue the event and bring a report back to the Committee at the December meeting.**

#### **35.6 Armed Forces Day**

Members supported holding the event on East Green and utilising West Green for parking as this had worked well and produced a smoother event. It was noted that feedback from this year's event sought a wider variety of catering and it was therefore suggested that more catering be explored for Banjo Road. This was a recurring issue and although there were sensitivities surrounding this, it was considered appropriate that the Town Council begin to engage partners and sponsors in discussions to improve the catering offer. Acknowledging the budget implications, it was noted that £13,500 had been proposed in the budget to reflect possible reduction in sponsorship. It was also noted that that the largest proportion of the

budget for the event was used to provide event attractions including the aerial display and it was agreed that a list detailing the expenditure be sent to Councillor Warren QVRM after the meeting.

**35.7** Officers had also been asked to explore additional toilet facilities for the event. However, in view of the public toilet provision in the proximity of the event, Members considered that providing these were maintained, and better directional signage implemented, additional facilities were not required. Observing that the District Council had embarked on a maintenance programme of their facilities, it was also agreed that they be approached to secure confirmation of the availability of these facilities, particularly the disabled provision, during the event. It was therefore **RESOLVED** that:

- 1) **The Armed Forces Day event remain on the East Green, utilising the West Green for event parking.**
- 2) **Subject to receiving assurances regarding the public toilet facilities from Arun District Council, additional toilet facilities not be provided at the Armed Forces Day event.**
- 3) **The Town Clerk be authorised to negotiate the issue of catering and the use of Banjo Road with Arun District Council and the covenant holder.**
- 4) **Subject to the satisfactory resolution of sponsorship issues relating to the Armed Forces Day event, the sum of £13,500, reflecting no sponsorship and a potential MOD grant of £2,000, be included for consideration as part of the 2019/20 budget proposals.**

**35.8** Littlehampton Gardens & Allotments Competition Judging

The competition had come to the end of its two-year sponsorship cycle and in view of the declining interest over recent years, Officers had put together several options for consideration. Members noted that despite attempts to promote the event, interest had faded and considered that refocussing it on younger generations would be more beneficial and favoured engaging with local schools to widen participation and to encourage their gardening schemes. It was therefore **RESOLVED** that:

- 1) **Not to proceed with the Gardens and Allotments competition in 2019 and undertake a review of the future of the competitions as part of the**

**preparation of the 2020/21 Events Programme.**

**2) Regarding the Gardens Competition, that Officers progress option 2 with local schools as part of the 2019/20 Events Programme.**

**35.9 Wick Week**

It was noted that the Wick Week event had grown and become largely independent, needing less support from the Town Council. Members were therefore supportive of the proposal to merge the Wick Week funding with the Wick Information Centre Service Funding Agreement. It was noted that the Town Council would continue to promote these events through its social media, publications and the Visit Littlehampton website. It was therefore **RESOLVED** that:

**Going forward, the Wick Week budget be added to the Wick Information Centre Service Funding Agreement and that the 2019/20 budget proposals be updated accordingly.**

**35.10 Sandcastle Competition**

The Committee was asked to consider a proposal to trial a new simple grid system for the judging. Members supported this proposal which was considered logical and would make judging more efficient and quicker. It was therefore **RESOLVED** that:

**The revised judging format for the Sandcastle competition as proposed in paragraph 3.2.6 of the report be trialled at the 2019 event and that feedback from the event be collated to assess the judging format in future years.**

**35.11 Screen on the Green**

The Committee were asked to consider several proposals aimed at enhancing this event which included options to provide additional toilet facilities, upgrade the sound system and improve the catering offer. In addition, Members views were sought on options for a longer programme over one-day as opposed to the two consecutive days of screening. It was acknowledged that whilst this year's event over two days had been extremely successful, there was a need to keep the event competitive if it was to continue to draw visitors into the Town in those numbers. Acknowledging that there might be the potential to work with others to create a wider event, Members were therefore supportive of Officers undertaking exploratory discussions with possible partners. It was therefore **RESOLVED** that:

- 1) Officers explore options for a one-day Screen on the Green event with a longer programme including improvements to the sound system, additional toilet facilities and an enhanced catering offer and that costed proposals be brought back to the Committee for consideration as part of the 2019/20 budget proposals at the December meeting.
- 2) Negotiations to facilitate an enhanced catering offer be pursued with the District Council and the covenant holder alongside those for the Armed Forces Day provision.
- 3) Officers be authorised to hold preliminary discussions with the Dubs event and Waterfront Festival organisers with a view to establishing options for working together on a consecutive programme of events and that the Committee be kept informed of progress.

### 35.12 Town Show & Family Fun Day

Members were pleased to note the successful event this year and supported the proposal; for an additional marquee to retain the Youth Zone, which would be met by the budget, should the Bingo Marquee return. It was therefore **RESOLVED** that:

**If the Bingo Marquee returns, an additional marquee be booked to continue the provision of the Youth Zone at the Town Show and Family Fun Day and that the 2019/20 budget proposals be updated accordingly.**

### 35.13 Littlehampton Sports Forum Sports Awards Ceremony

Observing that the current sponsorship deal expired in 2019, it was recommended that a review and consultation be conducted with the sports clubs in the town. Acknowledging the dwindling participation, Members were supportive of this proposal. It was therefore **RESOLVED** that:

- 1) **That the budget proposals for the Sports Awards Ceremony and the Sports**

**Excellence Grants remain unchanged for 2019/20 and subject to review alongside other award ceremonies, be included for consideration as part of the 2019/20 budget discussions.**

- 2) **That the Sports sponsorship and grants arrangements be reviewed, and recommendations brought forward for consideration by this Committee as part of the 2020/21 budget setting process.**

**35.14 Remembrance Sunday**

The Committee was asked to consider a proposal to slightly increase the budget for this event to £1,500. The Events Manager provided clarification regarding the increase which reflected the increased administration required to deliver a well organised event. It was therefore **RESOLVED** that:

**The budget for the Remembrance Day event be increased to £1,500 and included for consideration as part of the 2019/20 budget discussions.**

**35.15 Christmas Light Switch On**

The Committee received information on the 2018 event and it was noted that no changes were proposed to the budget going forward. The Events Manager confirmed that the bulk of the costs related to hiring the attractions and the sound and lighting provision. It was noted that a competition had been included in the event this year which would see the winner for the “Name the elf competition” invited to switch on the lights with the Mayor. It was **RESOLVED** that:

**The update on the 2018 event be noted.**

**35.16 Pancake Olympics**

The Committee received an overview of the event and proposals to purchase medals with a custom centre insert. Members were supportive of this proposal and asked that Officers explore introducing them for 2019. It was therefore **RESOLVED** that:

**That medals with a custom centre insert and ribbon be purchased for use at the 2019 Pancake Olympics event using 2018/19 underspends and the costs be included for consideration as part of the 2019/20 budget proposals.**

### 35.17 Stage by the Sea Performances

In order to better utilise this facility, Members were supportive of the proposal to investigate commissioning an external organisation to deliver a programme of performances and it was **RESOLVED** that:

- 1) ***1) The proposed budget of £1,000 for 2019/20 for this aspect of the Events programme be included for consideration as part of the 2019/20 budget setting process.***
- 2) ***2) Officers investigate options to commission an organisation to deliver a programme of performances throughout the summer and report back to the Committee.***

### 35.18 Events & Exhibitions Guide (2019)

It was **RESOLVED** that:

***That the events guide for 2019/20 continue to be produced in the existing format.***

### 35.19 Other Events

Members were asked to consider two suggestions for additional events, a food themed festival and flag parade. Observing that Littlehampton schools already took part in the Worthing flag parade, Members considered that creating a new event would be more attractive to visitors and were supportive of further research being undertaken into a food themed festival. It was therefore **RESOLVED** that:

- 1) ***1) Officers investigate options for including a Food Festival in the Events programme and that costed proposals be brought back to the Committee for consideration in the future.***
- 2) ***2) The option for a flag parade not be progressed.***

### 35.20 Events Forum

The continuation of this forum was supported, and it was therefore **RESOLVED** that:

***That Events Support Budget remain at £5,000 and that this figure be included for consideration as part of the 2019/20 budget setting process.***

### **35.21 Museum Periodic Report**

The Committee received a report (previously circulated) that provided information on the recent museum events and exhibitions and an update on the backlog Documentation Project. Regarding the Backlog Documentation Project, it was noted that the had been larger than anticipated and that completing this project formed part of the deliberations of the Working Group. The Committee would receive a full report from the Working Group for consideration at the December meeting. It was therefore **RESOLVED** that:

#### **The report be noted.**

*Councillor Warren QVRM re-declared his interest in the following matter and left the meeting at 7:57pm.*

### **35.22 Review of the Allotment Tenancy Agreement**

The Committee received a report (previously circulated) which contained a revised Allotment Tenancy Agreement (ATA). Presenting the revised ATA, the Assistant Town Clerk explained that this was an extensive review and that the revised document incorporated suggestions from LALGA which had been received via the Allotments Working Group. In addition, changes had been made to bring the Agreement into line with the latest guidance in respect of water conservation and changes to the Town Councils procedures. The Committee also had before its further comments on the revised agreement from both LALGA and Councillor Warren QVRM. Members proceeded to consider and comment on the revised document and the following points were noted from the ensuing discussion.

**35.23** It was noted that change of plot sizes to 'small, medium and large' would allow for a better understanding of sizes. Observing that the purpose of paths throughout an allotment site was to give access but not for motor vehicles, Members also agreed that an unobstructed path should be retained be across all the sites and allowed ample space to meet access requirements. Regarding the proposed introduction of certain prohibitions, overall it was considered appropriate that incinerators should be banned alongside bonfires and BBQ's as smoke production and site safety was a concern. Regarding the inclusion of a clause to encourage tenants to empty compost heaps every 12 months', this was considered both reasonable and good housekeeping alongside weed control, and the strengthen of the clauses relating to the disposal of rubbish generally in terms of site management. Noting that the agreement had been updated with the Town Council's policy in relation to the control of foxes, the blanket ban of all traps was emphasised. It was noted that issues regarding vermin on allotment sites should be reported to the Town Council who would take it forward under the town Council's contract with the Pest Control Team.

**35.24** The revised agreement also proposed much tighter controls on the use of water butts as well as rules regarding the percentage of a plot that

could be taken up with structures such as sheds, poly tunnels and green houses. Observing that the main purpose of a plot was to cultivate crops on a small scale, Members considered it was appropriate that the agreement was strengthened in this respect. Acknowledging that the implementation of this control would mean that potholders would require time to arrange for the removal of those items that exceeded the new rules, Members judged that a period of six months from the start of the new agreement should be allowed for the removal of surplus water butts and one year for buildings. Observing that the revised document required further changes to reflect the Committee's deliberations, it was agreed that authority be delegated to the Town Clerk, in consultation with the Chair and Vice-Chair of the Committee, to agree a final draft. It was therefore **RESOLVED** that:

- 1) ***1) Incinerators, bonfires and BBQ's be banned from the Town Council's allotment sites with effect from the start of the revised Tenancy Agreement.***
- 2) ***2) A period of six months be allowed for the removal of surplus water butts and one year for sheds from the start of the new agreement.***
- 3) ***3) Authority be delegated to the Town Clerk, in consultation with the Chair and Vice-Chair of the Committee, to agree the final Tenancy Agreement.***

### **35.25 Keystone Centre**

The District Council were preparing to bring forward a decision to support taking a project forward to replace the existing Centre by the end of the year. It was **RESOLVED** that:

***The update be noted.***

### **36. EXEMPT BUSINESS**

There was none.

The meeting closed at 8:44pm.

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**CHAIR**

**Notes of the Littlehampton Sports Forum  
held in the Fleming Room, Littlehampton Town Council  
on Monday 29<sup>th</sup> October 2018 at 6pm.**

**Present:**

Cllr Ian Buckland – Chair of Sports Forum **(CIB)**  
Tracy Hotston – Arunners **(TH)**  
Tyndall Jones – David O Jones **(TJ)**  
Alan Pyant – Littlehampton Cricket Club **(AP)**  
Celia Fastnedge – Littlehampton Croquet Club **(CF)**  
Tim Thornburg – Littlehampton Swimming Club **(TT)**  
Derek Fish – Littlehampton Badminton and Squash Club **(DF)**  
Nick Wiltshire – Littlehampton Golf Club **(NW)**

**Officers:**

Becky Holloway – Events Manager **(BH)**  
Kieran Gibbins – Events Assistant **(KG)**

**1. Introductions**

N/A

**2. Apologies for absence**

Hugh Milner – Littlehampton Sportsfield, Jan Elliman – Arun Youth Aqua Centre, Nick Rusbridge (Arun Yacht Club)

**3. Notes of the previous meeting**

The notes of the previous meeting were agreed as a true record.

**3a. Matters Arising**

No matters arising.

**4. Review of Sports Awards**

It was collectively agreed that the Sports Awards was well attended. Sir Trevor Brooking CBE was an excellent speaker who took time to talk to every athlete, making them feel valued. Sponsorship and the grant process for the Sports Awards would be reviewed in 2019.

**5. Members' Updates**

Littlehampton Sportsfield

The Sportsfield had been without their groundsman, so work had been carried out by volunteers. Long serving Chairman David Beattie had stepped down from his position at the end of September and had been replaced by John Chard who had adopted a different approach. The club held a successful shuffleboard night the previous week in Support of the Rotary Club of Littlehampton.

### Littlehampton Swimming Club

Progress had been made with the new swimming pool and a successful timetabling meet had been held. The new pool would enable an additional 20 places at the club for new members. The club held a joint novice Gala at Windlesham House with Bognor Swimming Club. 50 individuals made of children and their parents had been able to spectate. The club referee would be stepping down at the end of the season and no other referees were known locally. Without a referee the club would be unable to license club championships or register times. The club awards had been held at Arundel Cricket Club and a qualifying meet had taken place at Arun Leisure Centre in September. Two girls representing the club competitively had finished in the top three in their age groups at the K2 centre in Crawley. Both the County Development and Para Swimmers squads had been performing well and Para Swimmer Georgie Howell had finished in 6th place at the National Arena League Gala in Epsom. The club had received SwimMark and ClubMark reaccreditation.

### Arunners

The club had held Beach Run in May and would look at introducing a one-mile junior course next year. Club numbers had increased this year and membership renewals were due in January. The season had almost ended with just one race left. The juniors had topped the league. The club had been approached to be based at a new venue and consideration would be dependent on pricing.

### Littlehampton Cricket Club

The first team had gained promotion back to the Sussex Premier League and the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> XI had all performed well. There had been a Sussex Junior Cricket Festival held for 8-year olds and the club had been identified as a developing home-grown club. The club awards and dinner had been held at Littlehampton Golf Club the previous week and had been well attended. Members of the club had expressed their disappointment at the lack of development at the Courtwick Estate. The artificial wicket proposed would not be suitable for the senior team. Eight strips would be adequate for the season, which would also enable the 3<sup>rd</sup> and 4<sup>th</sup> XI to play locally rather than Amberley.

### Littlehampton Golf Club

Preparations had been made for the winter months. The club had been left disappointed that financial matters concerning the club had been leaked to the public. A new Chairman would be elected at the club's upcoming AGM.

### David O Jones

The shop are able to produce scarves for local clubs and had done for local football teams. An inspection of the shop had taken place earlier in the day. Internet sales had been good and shop trade would hopefully pick up closer to Christmas. [www.online-sports-shop.co.uk/](http://www.online-sports-shop.co.uk/)

### Littlehampton Croquet Club

The club had experienced difficulties building the new clubhouse. However, costs had been saved by using club contacts to sort out the septic tank and drainage. Solar panels had been installed on the new clubhouse which would be opened on the 5<sup>th</sup> May 2019. Invitations would be sent out. The club had been given three months to take down the old clubhouse. The old clubhouse had been advertised and sold on Gumtree and rotten pieces of wood had been donated to the bonfire. The new facilities would hopefully attract new members as a club member had recently passed away. The club would elect a new Chairman in January and would look at trying to appeal to a younger audience by introducing croquet to local schools. The club had been identified as a potential club to hold preliminary World Cup fixtures as they had two flat lawns.

### Arun Youth Aqua Centre

The Aqua Centre's "Oppies on the Lake" sessions over July & August were a great success, with all the places being taken, 4 joined the Centre when the Courses had finished, others that had been keen to move into the main group were, unfortunately, too young. The club would re-evaluate the initiative over the winter.

A group signed up for a week of fun, racing & training in August which had been an enormous success and had motivated multiple "non-racers" for the West Sussex Schools' & Youth Sailing Association's Annual Regatta at the Cobnor Activities Centre (Chichester Harbour) in September. A smaller group had also taken part in the Annual Bart's Bash, a fund raising, Worldwide event in aid of the Andrew (Bart) Simpson Foundation, organized by of AYC.

The Centre's membership numbers had suffered recently and subs had fallen well below the annual running costs. Reserve funds had been spent to cover costs, which in turn had made it difficult to update the Centre's fleet of dinghies. Support from Littlehampton Town Council & Arun Well Being had been appreciated. The club had experienced a break in and loss of a Safety Boat engine just before the close of the season. The club's AGM would be held at the end of November and planning would soon be underway for the 2019 Season, which would be the Centre's 42nd.

### **6. A.O.B**

None

**Littlehampton Town Council would like to help promote any club events, recruitment drives and success stories via their Facebook page. Clubs with their own facebook pages should share their news on the Town Council's page [www.facebook.com/littlehamptontc](http://www.facebook.com/littlehamptontc) or alternatively e-mail items to Becky at [rholloway@littlehampton-tc.gov.uk](mailto:rholloway@littlehampton-tc.gov.uk)**

### **7. Date of the next meetings**

Monday 21<sup>st</sup> January 2019

Monday 29th April 2019

Monday 5th August 2019

Monday 4th November 2019

All meetings will be held at 6pm in the Fleming Room, on the ground floor of the Manor House, Church Street.

## **Littlehampton Town Council**

### **Non-confidential**

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 2018

**Report by:** Town Clerk

**Subject:** Museum Periodic Report

### **1. Summary**

1.1 The report contains:

- i. Information on recent Museum events and exhibitions.
- ii. Information on the Museum website and social media statistics.
- iii. The Museum Visitor & Enquiry figures.
- iv. Information about the 2019 Museum Events Programme.
- v. An update on the Museum galleries.
- vi. An update on an External funding application to the Royal Society.
- vii. An update on Museum Accessions and Disposals.
- viii. Update on the Backlog Documentation Project.

### **2. Recommendations**

2.1 The Committee is RECOMMENDED to:

- 1) Note the report.
- 2) Approve the closure of the Museum for the 2019 Armed Forces Day & Town Show & Family Fun Day Events.
- 3) Approve the delegation of the delivery and expenditure of the grant (3.6) within the terms and conditions set by The Royal Society, to the Town Clerk in consultation with the Chair of CRC.

### **3. Background**

#### **3.1 Exhibitions and Events**

3.1.1 The Museum's major exhibition 'When I Have Done My Bit' commemorating the centenary of the First World War opened on the 3<sup>rd</sup> November, featuring original documents and objects from the Museum collection, including a Memorial Roll of Honour. The exhibition also features objects loaned from the Royal Sussex Regiment and period costumes from Constructive Heritage LLP. Local children created striking poppies during the October half term workshops which enhance the displays. The workshops were drop in, and not especially well attended (6 children on average took part in each session).

3.1.2 Jill Nolan is the Museum’s final Artist to exhibit at the Museum this year, with her display ‘Jill Nolan: An Exhibition of Paintings’, on show in the Butterworth Gallery.

3.1.3 The first exhibition in 2019 is a touring display titled ‘Aliens, Zombies & Monsters’, and will be installed in the Hearne Gallery in the New Year, officially opening on the 12<sup>th</sup> January. As this is a touring exhibition there will be minimal staff time committed, allowing the team to focus on the Documentation Project.

3.2 Museum Website and Social Media pages.

3.2.1 The Museum website has been updated, with non-relevant material removed, new content created, and new pages added. There is now a new page promoting the Collections Documentation Project, with another to drive Volunteer recruitment. The Education pages have been updated to reflect the move to a ‘self-led’ service, providing a new resources section for teachers and other group organisers to plan their visit to the Museum in advance.

3.2.2 The following statistics are for www.littlehamptonmuseum.co.uk from the period, 7<sup>th</sup> October – 24<sup>th</sup> November 2018 compared with the same period in 2017. 90.06% (90.1% in the previous report) of visitors to the website are from the UK. 65+ (35-44 previously), took first place for the dominant age demographic. 40.06% of users do so from computers and 51.54% from a mobile phone.

	7 <sup>th</sup> October – 24 <sup>th</sup> November 2017	7 <sup>th</sup> October – 24 <sup>th</sup> November 2018
<b>Page views</b>	4,639	3,698
<b>Users</b>	799	714
<b>Avg. session duration</b>	2mins 48sec	2mins 14sec

3.2.3 On the Museum’s Facebook page, total page ‘likes’ are currently 945 (934 in the previous report). The Museum’s Twitter page has so far attracted 751 ‘followers’ (745 in the previous report).

3.2.4 The Museum team also circulate an e-newsletter, keeping its subscribers up to date and promoting events. Since establishing this in August 2016, it has gained 164 (160 in the previous report) subscribers.

3.2.5 Since its first post on the 24<sup>th</sup> February 2018, the Instagram account has attracted 209 followers (192 in the previous report).

3.3 Visitor and Enquiry Figures.

3.3.1 Please see below the latest figures showing visitors to the Museum (footfall, plus visitors to events). These figures are displayed comparably with the previous year’s totals.

2018	Visitors		Enquiries
	Children	Adults	
October	172	409	5

2017	Visitors		Enquiries
	Children	Adults	
October	138	456	9

### 3.4 2019 Events Programme

- 3.4.1 An Events Programme for 2019 has been pared down compared to previous years to reflect the Museum Team's focus on the Collections Documentation Project. The Team will still be representing the Museum Service at the 2019 Armed Forces Day Event, and at the 2019 Town Show & Family Fun Day. Permission is sought from the Committee to close the Museum for both Event days, as this worked well in 2018.
- 3.4.2 A series of new 'Conservation in Action' workshops are planned, where visitors can engage directly with the Project, working with the Museum Team to carry out a range of tasks including conservation cleaning, handling and re-packing collection items. Events related to the Grant made towards the Entomological Collection (3.6) will also take place, including public workshops for both adults and children in the Butterworth Gallery.
- 3.4.3 In line with the touring exhibition 'Aliens, Zombies & Monsters' opening in the Museum in January through March, the Artist behind the display will be running Half Term workshops during February, and for World Book Day on the 7<sup>th</sup> March. The Museum Team will not be required to deliver these, only to assist with the promotion and set-up.
- 3.4.4 Due to the pared down approach to the events calendar and the minimal exhibitions programme for the year, there will be no need for a printed Exhibitions & Events Programme for 2019. Instead, the exhibitions and events described above that are scheduled will be promoted via the Museum website and social media pages.

### 3.5 Gallery Updates.

- 3.5.1 The repurposing of the Butterworth Gallery into a public facing workspace will take place during December, ready for the team to start work in the space from January 2019. A wall of new archival shelving will be installed on the West Wall to store collection items that are currently being worked upon by the team. A lockable display cabinet will be retained in the Gallery to provide a secure space to store high value items, and UV filters will be applied to the windows to protect the collection items.
- 3.5.2 Depending on the result of an environmental assessment the team is currently undertaking, the 3 cabinets containing the Museum's butterfly, moth and insect collection will also be moved into the Butterworth Gallery to enable further cataloguing and conservation work to be carried out. This will free up considerable space in the Document store which will enable more access to the collections stored within.

3.5.3 A new interpretive panel will be introduced at the entrance to the Butterworth Gallery to inform visitors about the Collections Documentation Project, and Case 22, which is situated adjacent to the barrier and viewing space, will be used to display objects from the collection related to the team's ongoing work.

3.5.4 A new section of the website has been introduced to promote the Project and drive engagement from the public with the new workspace in the Butterworth Gallery from January 2019.

### 3.6 External funding application to the Royal Society

3.6.1 The Museum Team applied for £875 funding from the Royal Society's "Places of Science" Grant Scheme earlier this year, for a project focussed on the Museum's Entomological Collection.

3.6.2 The application was successful, and the work is scheduled to take place from April – December 2019. The grant will enable the Service to fund an external Entomological expert (a specialist in insects), who will provide advice on best practice for the small collection of c. 1,000 specimens.

3.6.3 The project will involve a series of publicly accessible workshops run from the Butterworth Gallery, geared towards training Museum Staff and Volunteers. Museum Staff and Volunteers can work on fully documenting this collection while involving museum visitors in the public space. There will also be a series of workshops for children in October Half Term, along with a new temporary display highlighting the successes of the Project.

3.6.4 The Committee is recommended to delegate the delivery and expenditure of the grant, within the terms and conditions set by The Royal Society, to the Town Clerk in consultation with the Chair of CRC.

### 3.7 Museum Accessions & Disposals

3.7.1 The Museum has been offered a silver gilt cup, celebrating the Littlehampton Carnival Queen of 1936 by the family who own it. The donation is scheduled to take place in January 2019, when the Museum Team will accession it onto MODES as part of the collection. No costs are involved.

3.7.2 A copy of the Littlehampton Bonfire Society's 2018 programme was donated to the Museum's archive by Cllr Squires.

3.7.3 Susan Cross has donated an original watercolour by the Sussex based Artist F.J Aldridge. He is known to have painted in Littlehampton, and the museum already holds paintings by him in the collection. This particular watercolour depicts the tug boat 'Jumna' towing two fishing boats out of the harbour, making the painting relevant to the Museum collecting criteria.

### 3.8 Update on the Backlog Documentation Project:

3.8.1 337 new records have been added to MODES since the last report on October 25<sup>th</sup>. This takes the total completed records on MODES to 12,778. Please see Appendix B for the monthly and annual progress charts.

#### 3.8.2 Key Performance Indicators

Key Performance Indicator	Target	Measures	Update November 2018
Inventory	All objects marked with accession number or temporary number by December 2020.	<ul style="list-style-type: none"> <li>• Number of objects recorded in MODES</li> <li>• Number of temporary numbers created</li> </ul>	<ul style="list-style-type: none"> <li>• <b>12,778</b> (approx. 42.6% of total target of c.30,000 collection objects) entries on MODES – an increase of 337 objects (a <b>3%</b> increase in objects catalogued on the database since October 2018). This is a <b>1.1%</b> increase of the overall collection.</li> <li>• The amount of objects found with no identifying label or markings is <b>1053, 10</b> more than the previous CRC. These objects have been catalogued using temporary ‘T’ numbers.</li> </ul>
	All objects correctly located	<ul style="list-style-type: none"> <li>• Number of locations updated in MODES</li> </ul>	<ul style="list-style-type: none"> <li>• All Art Store and Loan Box collections correctly located on MODES (<b>1515</b> Art Store objects, <b>526</b> Loan Box items)</li> <li>• Work on Social History Store One progresses well, with <b>1850</b> objects catalogued and located.</li> <li>• Work has also been started on the Social History Store Two with <b>340</b> items catalogued so far, an increase of <b>53</b></li> </ul>

			<p>since the previous CRC.</p> <ul style="list-style-type: none"> <li>NB the previous CRC had the two stores combined as one statistic. This has been amended.</li> </ul>
	All objects photographed/scanned (with the exception of individual archaeological deposits, photographic and document collections which are too numerous to digitise within the scope of this project).	<ul style="list-style-type: none"> <li>Number of image files added to MODES</li> </ul>	<ul style="list-style-type: none"> <li><b>11,311</b> records on MODES have photographs attached – this includes records where MODES has a file path but cannot locate the image (i.e. because the image was moved or hasn't been updated to the server yet) Correcting this is a further piece of work to take into account. This is an increase of <b>333</b>.</li> </ul>
Discrepancy check	To reconcile inventory with existing manual records	<ul style="list-style-type: none"> <li>Number of temporary 'T' numbers reconciled with existing records</li> </ul>	<ul style="list-style-type: none"> <li>This work will be done once inventory completed.</li> </ul>
Sharing our work	Object of the month on website	<ul style="list-style-type: none"> <li>Content uploaded to website for each month starting from March 2016.</li> <li>Page views for website.</li> </ul>	<ul style="list-style-type: none"> <li>Total page views for all 9 blog posts published in 2018: 637 (502 in the previous report).</li> </ul>
	Engage people with the project through social media	<ul style="list-style-type: none"> <li>Engagement figures for posts on twitter and facebook relating to the project.</li> </ul>	<ul style="list-style-type: none"> <li>The top 10 tweets are focused on objects: photographs, Egyptian Prints and Museum life.</li> <li>Objects posts are the most popular type of posts on the Facebook and twitter accounts.</li> </ul>
	Display objects highlighted by the project in a new	<ul style="list-style-type: none"> <li>Number of objects displayed as</li> </ul>	<ul style="list-style-type: none"> <li>36 Items displayed as part of "When I have done my bit"</li> </ul>

	showcase display and use in temporary exhibitions programme	a result of the project	Exhibition on the First World War.
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#### **4. Financial Implications**

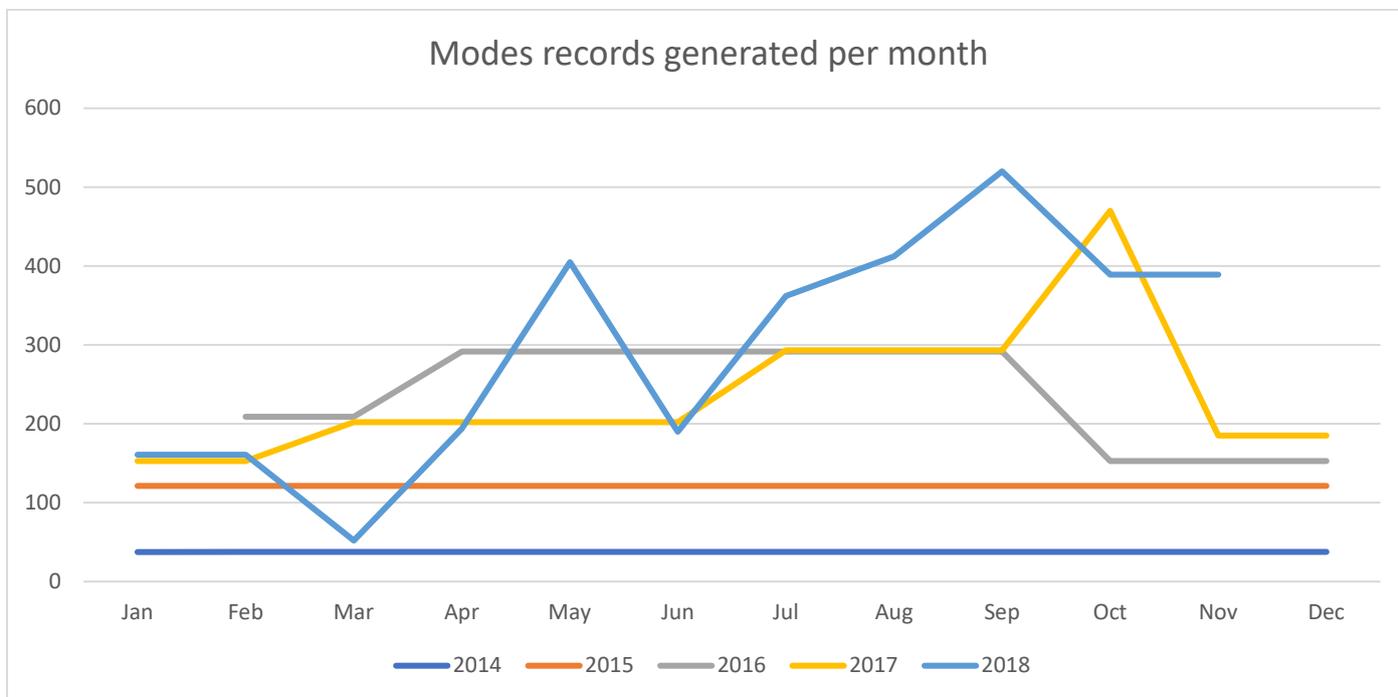
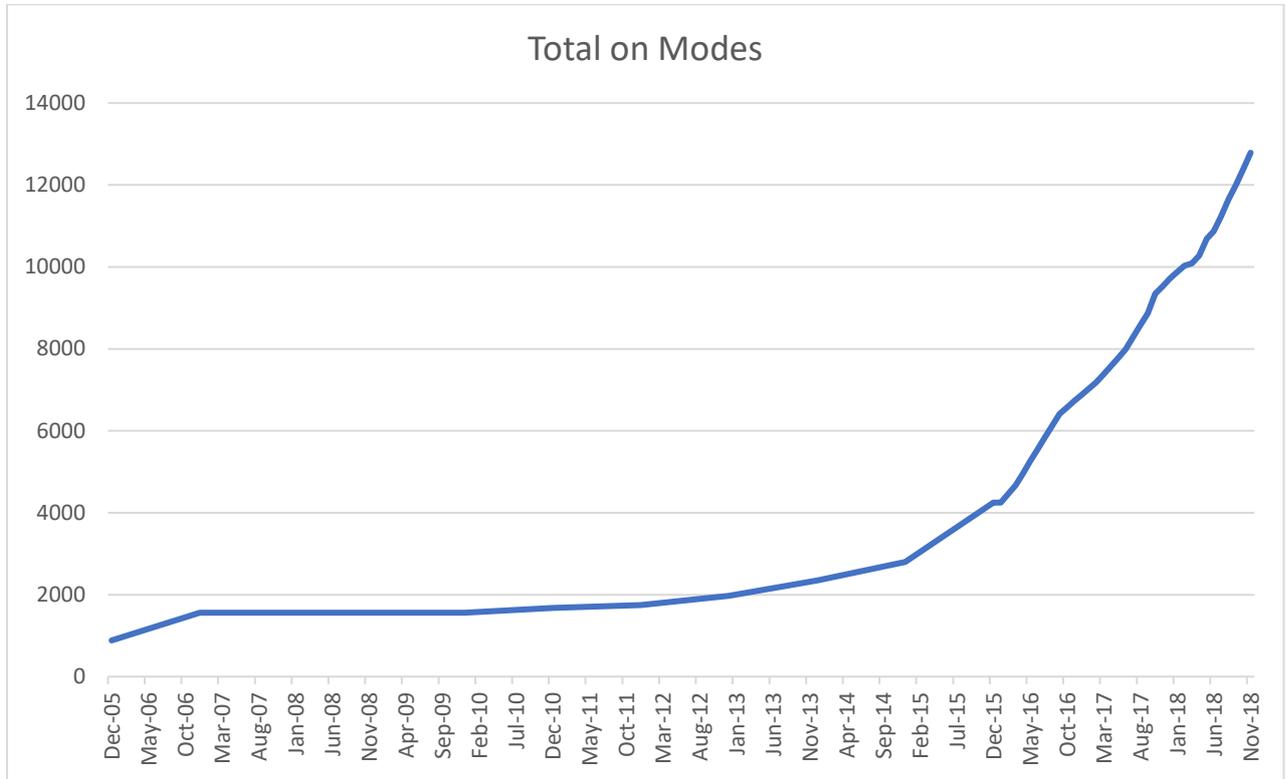
- 4.1 The Museum events will be covered by the Museum Events budget which is set at £1000 for 2018/19.
- 4.2 All Museum exhibitions will be covered by the Museum Exhibitions budget, which is set at £1,700 for 2018/19.
- 4.3 The total grant made by The Royal Society is £875. The Committee is recommended to delegate the delivery and expenditure of the grant, within the terms and conditions set by The Royal Society, to the Town Clerk in consultation with the Chair of CRC.
- 4.4 The cost for providing new shelving in the Butterworth Gallery comes to £616.80 and can be met by underspend in the Museum's exhibitions budget, as only £410.33 of the £1,700 budget has been spent so far.

Peter Herbert  
**Town Clerk**

# Appendix A

Museum Periodic Report – CRC Committee 061218

## Appendix A



**Non - Confidential**

**Committee:**      **Community Resources**                      **Property & Personnel**                      **Policy & Finance**

**Date:**              06/12/2018                      03/12/2018                      17/12/2018

**Report by:**                      **Museum Working Group**

**Subject:**                      **Museum Collection & Priorities**

<b>1.</b>	<b>Executive Summary &amp; Recommendations</b>
1.1	This report sets out the work undertaken by the Working Group and its recommendations with regard to work practices; training; priorities and future policies. The majority of these recommendations are to be considered by the Community Resources Committee but staffing and property issues will be relevant to Property & Personnel. The Policy & Finance Committee should be aware of the overall position and implications for future budgetary demands.
1.2	The recommendations seek to address the backlog in documenting the Museum Collection and ensuring that this is not repeated.
1.3	The RECOMMENDATIONS of the Working Group are: -  The Collection: <ol style="list-style-type: none"><li>1. <i>The Museum must prioritise the accessioning of all items in its collection and ensure that all of these have been correctly recorded on MODES.</i></li><li>2. <i>The Council must provide the resources to enable this to be done. The continuation of the Collections Documentation Officer post for at least one year is supported, together with the refocusing of the Museum Team as set out above.</i></li><li>3. <i>The Collections Development Plan should be reviewed within 3 months to enable consistent decisions to be taken on what to accession whilst this work is ongoing creating an interim document.</i></li><li>4. <i>Once the backlog is largely addressed, a wholesale review of the Collections Documentation Plan should be undertaken to support the future direction of the Museum and its collections.</i></li><li>5. <i>Once the collection is recorded on MODES, it should be assessed, as a priority, to identify which items should be retained, re-located or disposed.</i></li><li>6. <i>The Exhibitions programme should be minimised during this period to allow the Museum to achieve swift progress in</i></li></ol>

addressing the backlog. The decision as to whether to seek re-Accreditation should be delegated to the Town Clerk in line with paragraph 6.1.3.

7. The Community Resources Committee should monitor closely progress towards achieving the elimination of the backlog and the recording of all items on MODES.
8. All Museum staff should be trained in following guidelines in marking. It is hoped that this can be provided "in-house".
9. Consideration should be given to remedying any spoliation of items and a report, with costs, brought to the Committee in due course. This should be timetabled for after the completion of the Collection Documentation Project to ensure priorities do not slip, unless there is an urgency on any particular item.
10. The location of each item in the collection must be recorded in MODES.
11. All Museum staff be trained to ensure that they know the correct packing materials. This should be able to be delivered "in-house".
12. The Community Resources Committee should ensure that sufficient resources are provided to deliver this standard.
13. All Museum staff and volunteers (where appropriate) should be trained to use MODES.
14. The software must be kept updated.
15. All newly accessioned objects should be recorded on MODES within 6 weeks of receipt.
16. Once the documentation project is complete a comprehensive review of storage and the environmental issues be undertaken and reported to the Community Resources Committee.
17. Storage in the Art Store be reviewed in 2019/20, given that it is over-capacity and that it is understood that the vast majority of the items are relevant to the Museum's Collection policies. New forms of storage could significantly increase capacity.
18. A "housekeeping" policy be prepared within 6 months.
19. All clutter to be removed from storage areas within 3 months and the Town Clerk investigate whether all non-Museum materials can be removed from the basement to provide further space.
20. The Town Clerk and Curator assure themselves regarding the security of the collection.
21. The Property & Personnel Committee agree to release the Gladden Room for up to 24 months for use as temporary Museum Storage.

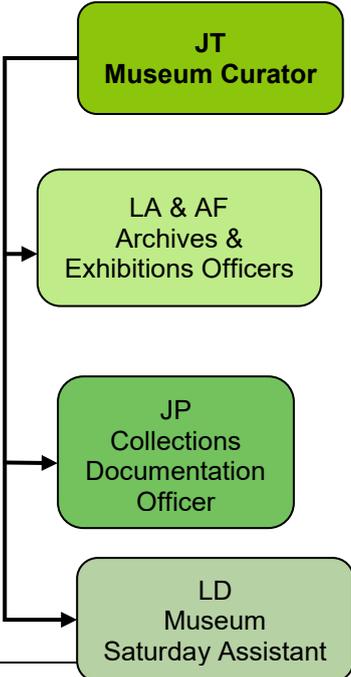
Future Direction/ Collections Development:

- a) Collections Documentation must remain the overarching priority for the Museum until the backlog has been eliminated.
- b) Resources must be provided by the Council to enable this to happen.
- c) Even when the backlog has been addressed, the Committee should continue to monitor this issue to ensure that this does not

*reoccur. A maximum time limit between decision to accept an item and full inclusion on MODES is recommended.*

- d) Resources and time need to be given to the Museum, once the backlog is addressed, to review the collection, with a view to disposing of unnecessary items and storing such items in the best places.*
- e) The Collections Development Plan should be reviewed completely to ensure that what is being collected meets agreed parameters. This should include what to acquire, dispose of and collecting area. On the latter point, once the collection area is agreed, a decision will need to be made as to what to do with the items from outside that area already within the collection, with a view taken as to whether it is appropriate for Littlehampton tax-payers to meet the costs of storing for other areas without Museums.*
- f) Once the collection is fully catalogued on MODES and the reconciliation procedure completed, a full assessment of storage requirements, environmental conditions and future needs should be undertaken and prioritised by the Community Resources and Property and Personnel Committees.*
- g) Once the collection is fully catalogued on MODES, and the new Collections Development Plan agreed and implemented, the Community Resources and Property and Personnel Committees should consider how best to redirect the staffing resource to new priorities, such as exhibitions and education, should they be the focus of future work. To do this, it will be essential to ensure that all staff are both able and trained to cover a wide variety of work and that specialisms are avoided. Where necessary training should be provided.*
- h) The use of interns, volunteers and those seeking work experience should be encouraged both now, to address the backlog, and in the future across the service.*
- i) A Rolling Annual Forward Action Plan, starting from April 2019, should be agreed and progress be reported to the Community Resources Committee, on a six-monthly basis.*
- j) Training in all aspects of Museum work must be provided (either in-house or bought in) to ensure consistent high standards across the service.*
- k) That this Review be brought to the attention of the new Councillors as part of their Induction and that they be invited to tour the Museum Stores.*
- l) That the Chairs and Vice-Chairs of the Community Resources and Property & Personnel Committees be invited to tour all of the Council's properties on a six-monthly basis.*
- m) That opportunities to relocate relevant parts of the collection to neighbouring parishes and the County Records Office be taken, once the Reconciliation phase has been completed, and once the approval of the Community Resources Committee has been obtained.*
- n) That opportunities to secure external funding to improve/expand the capacity, storage or maintenance of the collection be pursued,*

	<i>including S.106 monies from developments within the Town and elsewhere where Littlehampton Museum acts for those parishes.</i>
<b>2.</b>	<b>Working Group Membership &amp; Terms of Reference</b>
2.1	The Membership of the Working Group comprises the Chair & Vice Chair of the Community Resources Committee and the Chairs of the Policy & Finance and Property & Personnel Committees.
2.2	The Terms of Reference for the Working Group are to examine all of the issues raised by the Interim Curator through his exit arrangements.
<b>3.</b>	<b>Littlehampton Museum: Brief History</b>
3.1	The Museum was founded in 1928 by the Littlehampton Natural Science and Archaeology Society, the Museum's first home was at the Littlehampton Library, with Mr. E. J. Hearne taking charge as the first Curator. Hearne worked at the museum during its closure in the Second World War, when many of its original loans were returned to their owners for safe keeping.
3.2	Mr. Hearne stayed with the Museum until 1946 when he was succeeded by Mr. George Shorter. In the late 1950s and early 1960s, Shorter carried over a disposal by auction of various items which did not fit into ideas around Littlehampton.
3.3	Under Shorter's care, in 1965, the Museum moved to a new location in River Road, in a building once home to the prominent merchant family, the Robinsons. It remained there for 26 years. In the 1980s, a succession of Curators ran the service, and developed the current numbering system, and record card index system, to catalogue the collections.
3.4	In 1991 ownership of the Museum was transferred to Littlehampton Town Council, and moved to its current location in Manor House. The numbering system was updated to reflect this, with the addition of the "T" suffix to each grouping. (So Photographs moved from being PH to PHT, Documents from D to DT etc)
3.5	In 1998 Littlehampton Museum was awarded a £250,000 grant from the Heritage Lottery Fund, with the money being used to refurbish the galleries to improve accessibility. In 2010 the Museum's permanent displays were refreshed, with interactive elements added.
<b>4.</b>	<b>Accountability &amp; Staffing Structure</b>
4.1	<b>The Community Resources Committee</b> , amongst other things, is responsible for: - "All matters including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council and the recommendation to Council of fees and charges relating to: -

	<ul style="list-style-type: none"> <li>• The Littlehampton Museum (excluding the provision and maintenance of the building).”</li> </ul>
4.2	<p><b>The Property and Personnel Committee</b>, amongst other things, is responsible for: -</p> <p>“All matters, including the preparation of a draft budget for consideration by the Policy and Finance Committee and Council, relating to: -</p> <p><b>Property</b></p> <ul style="list-style-type: none"> <li>• The provision and maintenance of all buildings, land and capital equipment within allocated budgets.</li> <li>• The Manor House and its environs (excluding the operation of the Museum)”</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• The overseeing of the conditions of service of employees of the Town Council and making recommendations to Council on the following matters: <ul style="list-style-type: none"> <li>➤ Staffing levels....</li> </ul> </li> </ul>
4.3	<p>Under the Scheme of Delegation to Officers, <b>The Town Clerk</b> has delegated responsibility over the day-to-day management of the Museum collection, including acquisitions, disposals, display, exhibitions and presentation, all within Council policies.</p>
4.4	<p>The current staffing establishment, incorporating changes to the working week for the Curator following maternity leave; the knock-on implications of this; the Collections Documentation Officer and cover for a secondment (Jonathan Parrett to Heritage Project Officer) is set out below: -</p>  <pre> graph TD     JT["JT Museum Curator"]     LA["LA &amp; AF Archives &amp; Exhibitions Officers"]     JP["JP Collections Documentation Officer"]     LD["LD Museum Saturday Assistant"]     JT --&gt; LA     JT --&gt; JP     JT --&gt; LD   </pre>

5.	<b>Background: Interim Curator</b>
5.1	There have been two Interim Curators overseeing the Museum in the last three years, covering two periods of maternity leave. The first, Kathleen Lawther, identified, very early in her role, a serious problem with a sizeable backlog in cataloguing the collection. The full extent of this was not known at that time. However, Council approved the appointment of a Collection Documentation Officer (CDO) (Jonathan Parrett) on a fixed term contract from 6 <sup>th</sup> January 2016 to 24 <sup>th</sup> December 2016, which was extended until 31 <sup>st</sup> March 2019 (15 hours per week).
5.2	The Community Resources Committee have supported a proposal to extend this post for a further year, which will be considered as part of this year's budget round. This post is considered to be essential in driving forward this work. Following budget discussions it is proposed to extend for up to two years.
5.3	Alex Woodward was the Council's second Interim Curator, leaving the Council in August 2018. As with Kathleen Lawther, he also brought knowledge and experience of collection management from his previous employments. During his year he was able to support the CDO and gained a thorough understanding of the Littlehampton Museum and where there were, what he believed, significant issues or failings. He expressed these as part of his exit discussions with the Assistant Town Clerk. It was from this that the need for a more detailed look by Members emerged, with the Community Resources Committee agreeing to set up the Working party to progress this.
5.4	The concerns raised by the Interim Curator were largely about the Museum Collection but strayed into other areas. He explained that collection management is a core function of any museum and a key part of achieving Accreditation with Arts Council England. It ensures that artefacts are cared for and their longevity assured. It greatly reduces the occurrence of loss and theft. Aside from the benefit to the artefacts themselves, it enables an effective and relevant programme of exhibitions, displays, events, formal and informal learning (education, outreach etc).
5.5	He went on to state that should a museum fail in its duty of proper collections' management, it should consider whether it is fundamentally flawed and unfit for purpose. It should then consider why this has occurred, for example, whether staff resources are appropriately assigned.
5.6	The Interim Curator felt that the issues with the Littlehampton Museum collections are more severe than a simple backlog of material waiting to be recorded. Over the course of time, a number of issues have arisen with, in the Interim Curator's opinion, minimum attempt to correct them, assuming they have been recognised.

5.7	<p>The Interim Curator gave an extensive exit interview and raised a broad range of areas of concern regarding the running of the Museum with particular focus on the management of its collection. The areas covered are listed below and examined in detail within this report.</p> <ul style="list-style-type: none"> <li>➤ Collections Processing – <ul style="list-style-type: none"> <li>• Accessioning</li> <li>• Marking</li> <li>• Locations</li> <li>• Packing</li> <li>• Use of a Collections Management System – MODES</li> </ul> </li> <li>➤ Storing of the Collection – <ul style="list-style-type: none"> <li>• Manor House Basement</li> <li>• Amount of space available</li> <li>• Environmental conditions</li> <li>• Security</li> <li>• Storage arrangements</li> <li>• Housekeeping</li> <li>• Available rooms</li> </ul> </li> <li>➤ Collections development – <ul style="list-style-type: none"> <li>• Institutional Culture</li> <li>• Administration</li> <li>• Activity with the collections</li> <li>• Volunteer engagement</li> </ul> </li> </ul>
<b>6.</b>	<b>Collection Management</b>
6.1	<u>Accessioning</u>
6.1.1	<p>To enter an object into the collections it is given a Unique Identifying Number and a description is recorded manually in the accession register and digitally in MODES (collection management software). However, the Interim Curator found many un-accessioned objects, which have not been marked with a number. These have only been received and stored with a copy of their Entry Form. This triplicate form is completed by the donor to record the donation and transfer ownership. A copy remains with the object until accessioned. Many of these forms are dated from several years ago. Additionally, many items have been accessioned, but not entered in MODES.</p>
6.1.2	<p>The Council has already identified this as a major issue and provided additional resources in the form of the Collections Documentation Officer. We strongly support the proposal to extend this for a further year and even for a further year if this is what is required to complete the work.</p>

6.1.3	We believe that it is imperative that, for as long as it takes, the Museum must prioritise this work. This will unfortunately be at the expense of other key activities, such as exhibitions, working with and supporting other local museums and even re-Accreditation. The question of whether there is value, at this time, given the new priorities will need to be considered. This can only be sought once every five years. Should the workload not be excessive and it thought worthwhile we would suggest that the Town Clerk be given delegated authority to proceed with this.
6.1.4	We are also supportive of the initiative to use the Butterworth Gallery for the collection work and the interface with the public.
6.1.5	Several other matters cross-refer to this section, such as storage; the collections policy and perhaps most vitally the use of volunteers. These matters are covered in the report.
6.1.6	What is very clear is that until the Museum has fully catalogued all, or nearly all, the backlog of items, it is not possible to decide what should and shouldn't be retained and that this will also be a major piece of work. Without too much doubt, it is safe to say that some of the items that are currently held may not fall within the provisions of the current Collections Development Plan, which should be reviewed in due course.
	<p><i>RECOMMENDATIONS</i></p> <ol style="list-style-type: none"> <li><i>1. The Museum must prioritise the accessioning of all items in its collection and ensure that all of these have been correctly recorded on MODES.</i></li> <li><i>2. The Council must provide the resources to enable this to be done. The continuation of the Collections Documentation Officer post for at least one year is supported, together with the refocusing of the Museum Team as set out above.</i></li> <li><i>3. The Collections Development Plan should be reviewed within 3 months to enable consistent decisions to be taken on what to accession whilst this work is ongoing creating an interim document.</i></li> <li><i>4. Once the backlog is largely addressed, a wholesale review of the Collections Documentation Plan should be undertaken to support the future direction of the Museum and its collections.</i></li> <li><i>5. Once the collection is recorded on MODES, it should be assessed, as a priority, to identify which items should be retained, re-located or disposed of.</i></li> <li><i>6. The Exhibitions &amp; Events programme should be minimised during this period to allow the Museum to achieve swift progress in addressing the backlog. The decision as to whether to seek re-Accreditation should be delegated to the Town Clerk in line with paragraph 6.1.3 above.</i></li> <li><i>7. The Community Resources Committee should monitor closely progress towards achieving the elimination of the backlog and the recording of all items on MODES.</i></li> </ol>

6.2	<u>Marking</u>
6.2.1	As part of the accessioning process, every object should be marked with an accession number. Guidelines state that it should be in an inconspicuous position and, in a way, that will permit the number to be removed without causing damage to the object. Due to poor marking, at least several hundred objects have been spoiled. A considerable range of objects have also <u>not</u> been marked. It is not known whether this is due to the failure to mark them or if they have not been accessioned. As part of the CDO work over 1000 “T” (temporary) numbers have been issued as a result of finding unmarked objects. (One “T” number may be given to a family of objects).
	<p><i>RECOMMENDATIONS</i></p> <p>8. <i>All Museum staff should be trained in following guidelines in marking. It is hoped that this can be provided “in-house”.</i></p> <p>9. <i>Consideration should be given to remedying any spoliation of items of significance, and a report, with costs, brought to the Committee in due course. This should be timetabled for after the completion of the CDO project to ensure priorities do not slip, unless there is an urgency on any particular item.</i></p>
6.3	<u>Locations</u>
6.3.1	There should not only be a record of each item, but also its location. If the location is unrecorded, then there is no point in having the object. It will not be retrievable for exhibitions, displays, talks, handling sessions etc. A key part of achieving this is the MODES Collections Management System (CMS). Each record should include a current location. When the project began in 2016, only 4,145 records existed on the CMS. It is not clear how staff could have previously accounted for the whereabouts of many items.
	<p><i>RECOMMENDATION</i></p> <p>10. <i>The location of each item in the collection must be recorded in MODES.</i></p>
6.4	<u>Packing</u>
6.4.1	Museums use a range of materials to protect collections. In addition to having the correct materials, objects need to be properly wrapped, boxed and positioned. This has not happened with the majority of the collection. The result is needless soiling, a reduction in object longevity and increased work for staff as they attempt to overcome this neglect. Periodically, packing materials should be replaced as they start to decay or lose their ph neutrality. This example of good practice has not been adhered to and objects are frequently found with impaired materials.
6.4.2	The Community Resources Committee has been made aware of the issue and approved the purchase of appropriate packing materials.

	<p><i>RECOMMENDATIONS</i></p> <p>11. All Museum staff be trained to ensure that they know the correct packing materials. This should be able to be delivered “in-house”.</p> <p>12. The Community Resources Committee should ensure that sufficient resources are provided to deliver this standard.</p>
6.5	<u>Collections Management System – MODES</u>
6.5.1	A fundamental part of collections management is the Collection Management Software (CMS). It lists the collections, with a record for each object, providing an image, description and location. This database is at the heart of all the Museum’s activity and every member of the team should be familiar with it. Adding objects to the database should be the central focus of any Museum, particularly when it has such a considerable backlog.
6.5.2	LTC has possessed MODES since 2003, and in that time only 12,000 records have been generated. This is an average of 800 per year. 64.24% of these records have been generated since January 2016, when the Collections Documentation Officer (CDO) position began. This is clearly unsatisfactory.
6.5.3	During the period 2003-2016 circa 4,000 items were entered onto MODES. From 2016 to date circa 8,000 additional items have been entered largely due to the appointment of the Collections Documentation Officer.
	<p><i>RECOMMENDATIONS</i></p> <p>13. All Museum staff and volunteers (where appropriate) should be trained to use MODES.</p> <p>14. The software must be kept updated.</p> <p>15. All newly accessioned objects should be recorded on MODES within 6 weeks of receipt.</p>
6.6	<u>Storing the Collection</u>
6.6.1	Collections should be stored in areas that protect them from detrimental environmental conditions, theft, internal and external flooding, fire, infestations etc. but are also safe for staff to operate in.
6.6.2	The Interim Curator considered the current arrangements are inadequate and that a forward plan should be a priority.
6.6.3	With regard to the Manor House Basement the Interim Curator considered that the Manor House cellars were not an ideal location to store the collections for the following reasons:
	<p>➤ Space The space is insufficient. This prevents objects from being suitably positioned, which affects their longevity.</p>

Overcrowding also poses problems for staff, reducing their efficiency, and increases the risk of injury.

The collections work would benefit greatly from a more organised approach to the use of the basement. The recent acquirement of the old financial documents store will greatly aid improvements to this area. It was observed that the Council may also wish to consider rehabilitating the section of the cellars that are currently unsuitable for any purpose. It could also be helpful if the cellars were to be utilised purely for collections storage and that items are not stored there for other LTC functions.

➤ Storage arrangements

There is a difference between inadequate space and poor storage arrangements. Good collections management includes organising efficient storage which the Interim Curator believed is currently not the case. Objects have been placed in a jumble on shelves and the floor and an assortment of storage boxes are in use. The acquisition of bespoke boxes and a focus on organising shelf contents has greatly improved the situation. However, there are still problems with items blocking access to stores, which needs to be resolved. Although it will be a time-consuming project, it would be beneficial to consider, as part of a wider review, repositioning shelving across stores 1 and 2. There is concern about some accessioned objects that have been spoilt by damp.

➤ Housekeeping

A policy regarding this aspect has not been identified and accumulated dust is apparent on collections and the floor; old boxes were not discarded; Children's craft materials were mixed in with the collections. The whole of the cellar was a confused jumble.

➤ Other Space Issues

• Art Store

The space suffers greatly from fluctuations in meteorological conditions and the dehumidifier is deemed inadequate.

• Document store

The collections must be moved for staff to enter or leave the room and to access the desired items. It has clearly exceeded its capacity. The dehumidifier is deemed inadequate.

• Stanford Room

Although not viewed as such, this is also a collections store. Inside it are found the reference library and periodical and newspaper collections. A negligible quantity of this collection is recorded on MODES. Due to reaching the Art Store's maximum capacity, art works are also being stored here.

	<p>➤ Environmental conditions Collecting accurate environmental data is a fundamental part of collections management. It is not clear how this was achieved with the previous system. The new datalogger system has proven its worth in collecting environmental conditions and verifying that previous attempts at environmental control had not only been ineffectual but may have been worsening the situation.</p> <p>➤ Security There are no Museum-specific security arrangements. The cellar door, from the ground floor corridor, cannot be locked and any officer of LTC is free to enter.</p>
6.6.4	We think that it is difficult to define the amount of space required for the Museum collection until an accurate assessment of what should be retained is made. However, temporary provision should be made to allow parts of the collection to be temporarily stored whilst the remainder of the collection is accessioned/recorded on MODES and appropriately marked and packed. This should include the Gladden and Stanford Rooms. Once this has been completed a review of the basement facilities should be undertaken so as to maximise their ability to have the collection stored in good quality condition.
6.6.5	We are pleased that the Community Resources Committee has taken steps to address some of the environmental issues through the purchase of the data logging system. We do not think that much can be done at this stage. However, when the collection is qualified, environmental problems need to be fully assessed and addressed where possible and reasonable.
6.6.6	Other issues that should be addressed are: - <ul style="list-style-type: none"> <li>• A “housekeeping” policy.</li> <li>• A review and listing of any items that have been damaged through damp or poor storage.</li> <li>• The removal of any necessary clutter, including items such as craft materials.</li> </ul>
6.6.7	The Town Clerk and Curator should also undertake a review of Security, both in terms of protecting the collection from theft, but also from accidental damage.
	<p><b>RECOMMENDATIONS</b></p> <p><i>16. Once the documentation project is complete a comprehensive review of storage and the environmental issues be undertaken and reported to the Community Resources Committee.</i></p> <p><i>17. Storage in the Art Store be reviewed in 2019/20, given that it is over-capacity and that it is understood that the vast majority of the items are relevant to the Museum’s Collection policies. New forms of storage could significantly increase capacity.</i></p> <p><i>18. A “housekeeping” policy be prepared within 6 months.</i></p>

	<p>19. All clutter to be removed from storage area within 3 months and the Town Clerk investigate whether all non-Museum materials can be removed from the basement to provide further space.</p> <p>20. The Town Clerk and Curator assure themselves regarding the security of the collection.</p> <p>21. The Property &amp; Personnel Committee agree to release the Gladden Room for up to 24 months for use as temporary Museum Storage.</p>
<b>7.</b>	<b>Future Direction/ Collections Development</b>
7.1	We believe that it would be of assistance to identify several future priorities for the Community Resources Committee when overseeing the Museum. Some of these may overlap previous recommendations but are included to assist in providing direction for the service.
	<p><b>RECOMMEDATIONS</b></p> <ul style="list-style-type: none"> <li><i>o) Collections Documentation must remain the overarching priority for the Museum until the backlog has been eliminated.</i></li> <li><i>p) Resources must be provided by the Council to enable this to happen.</i></li> <li><i>q) Even when the backlog has been addressed, the Committee should continue to monitor this issue to ensure that this does not reoccur. A maximum time limit between decision to accept an item and full inclusion on MODES is recommended.</i></li> <li><i>r) Resources and time need to be given to the Museum, once the backlog is addressed, to review the collection, with a view to disposing of unnecessary items and storing such items in the best places.</i></li> <li><i>s) The Collections Development Plan should be reviewed completely to ensure that what is being collected meets agreed parameters. This should include what to acquire, dispose of and collecting area. On the latter point, once the collection area is agreed, a decision will need to be made as to what to do with the items from outside that area already within the collection, with a view taken as to whether it is appropriate for Littlehampton tax-payers to meet the costs of storing for other areas without Museums.</i></li> <li><i>t) Once the collection is fully catalogued on MODES and the reconciliation procedure completed, a full assessment of storage requirements, environmental conditions and future needs should be undertaken and prioritised by the Community Resources and Property and Personnel Committees.</i></li> <li><i>u) Once the collection is fully catalogued on MODES, and the new Collections Development Plan agreed and implemented, the Community Resources and Property and Personnel Committees should consider how best to redirect the staffing resource to new priorities, such as exhibitions and education, should they be the focus of future work. To do this, it will be essential to ensure that all staff are both able and trained to cover a wide variety of work</i></li> </ul>

	<p><i>and that specialisms are avoided. Where necessary training should be provided.</i></p> <p><i>v) The use of interns, volunteers and those seeking work experience should be encouraged both now, to address the backlog, and in the future across the service.</i></p> <p><i>w) A Rolling Annual Forward Action Plan, starting from April 2019, should be agreed and progress be reported to the Community Resources Committee, on a six-monthly basis.</i></p> <p><i>x) Training in all aspects of Museum work must be provided (either in-house or bought in) to ensure consistent high standards across the service.</i></p> <p><i>y) That this Review be brought to the attention of the new Councillors as part of their Induction and that they be invited to tour the Museum Stores.</i></p> <p><i>z) That the Chairs and Vice-Chairs of the Community Resources and Property &amp; Personnel Committees be invited to tour all of the Council's properties on a six-monthly basis.</i></p> <p><i>aa) That opportunities to relocate relevant parts of the collection to neighbouring parishes and the County Records Office be taken, once the Reconciliation phase has been completed, and once the approval of the Community Resources Committee has been obtained.</i></p> <p><i>bb) That opportunities to secure external funding to improve/expand the capacity, storage or maintenance of the collection be pursued, including S.106 monies from developments within the Town and elsewhere where Littlehampton Museum acts for those parishes.</i></p>
<b>8.</b>	<b>Resource Implications</b>
8.1	The size of financial investment in looking after the collection is dependent on a full assessment of its size, and any long-term issues identified for the housing of the collection. Funding to continue the Collections Documentation Officer post has been included in the 2019/20 Draft Budget and projected Budget for 2020/21. Furthermore, £10,000 has been included in the 2019/20 Collection Management budget, an element of which will facilitate improved storage in the Art Store. The use of the Gladden Room during this project will have a marginal impact on income generation for the Manor House.
8.2	Investment in further years and the priority afforded to this will be led by the Action Plans and Council priorities at that time.

Cllrs. Dr Walsh KStJ (Chair), Baker, Buckland and Tandy.

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 2018

**Report of:** Town Clerk

**Subject:** Events Programme for 2019/20 Update

### 1. Summary

- 1.1 This report provides an update on actions from the October meeting of this committee.

### 2. Recommendations

The Committee is RECOMMENDED to:

- 1) Approve continued support of the Boat Jumble.
- 2) Approve plans to deliver linked entertainment as part of the Screen on the Green event.
- 3) Approve plans to provide portable toilets at Screen on the Green and select a provider from the 3 quotations provided.
- 4) Put forward a shortlist for the Screen on the Green vote OR select one film to be shown without a vote.
- 5) Approve the use of the Arun Church sound system at Screen on the Green in return for publicity in the form of a sponsorship package.
- 6) Otherwise note the report

### 3. Background

#### 3.1 Boat Jumble

- 3.1.1 The organiser of the Boat Jumble has confirmed that they would not be able to deliver the event without the Town Council's support in the form of Amenity Team time, officer time and equipment. The Boat Jumble events are organised to raise money for the Jubilee Sailing Trust, if the organiser had to pay for Amenity Team support then no money would be raised for the charity and they would not go ahead with the event.
- 3.1.2 Two members of the Amenity Team give 12 hours each of work, this totals 24 hours. The events team give an estimated 4 hours support to the event through applying for the event on behalf of the organiser and acting as mediator between the organiser and Arun District Council. Amenity Team support for the event equates to £560.
- 3.1.3 The organiser asks that the Town Council continue to support this unique event that brings people into the town.

#### 3.2 Armed Forces Day

- 3.2.1 Catering – Discussions with the District Council are ongoing, prior to meeting other involved parties.

3.2.2 Toilets – Officers have contacted Arun District Council with regard to the facilities on the seafront and the provision of more regular checks throughout the day and await a response from the cleansing team.

3.3 Screen on the Green

3.3.1 Catering – Discussions with the District Council are ongoing, prior to meeting other involved parties.

3.3.2 Entertainment – It was suggested that entertainment could be provided on the Stage by the Sea during the day to link to the film in the evening and provide a full afternoon of entertainment, this would be supplemented with a quality catering offer. Though the Stage by the Sea is an ideal venue, it is removed from the event site. Consideration should be given to situating the entertainment near the screen as people like to pick their spot early and it would allow entertainment to run right up to the time the film begins. Based on previous events such as the Christmas Lights Switch On a programme with 4 hours of entertainment with sound and staffing could cost around £2,500, staging can cost around £900. This could be balanced by the opportunity for a better catering offer that would generate revenue from pitch fees. The financial impact of this is detailed in **Appendix 1**. The Committee is **RECOMMENDED** to make a decision on having linked entertainment to extend the event.

3.3.3 Toilets – Quotations have been sourced for the provision of good quality toilets at the event. See **Appendix 3** for examples of each company. All companies are based in West Sussex or Hampshire. See quotations below. The financial impact of each quote on the event is detailed in **Appendix 1**.

3.3.4 Though Gigloo is the cheapest company their disabled toilets are the plastic portaloos kind. This is because their luxury disabled toilets have to have to be plumbed into the mains. The other two companies have quoted for luxury disabled toilets that match the quality of their standard toilets. It is important that disabled guests have an equal quality experience as non-disabled guests. The accessible trailer toilets are fitted with a panic alarm, handrails and a baby change facility. It is therefore **RECOMMENDED** that the Committee select the middle quote from Site Event as they provide value for money and an equal experience for all guests.

Company	Price	Products	Location	Accreditations
Gigloo	£2,622	24 standard toilets, 2 disabled toilets and 1 attendant	West Sussex	ISO14001 environmental standard
Site Event	£3,840	24 standard toilets 2 disabled toilets and 1 attendant	Hampshire	Portable Sanitation Europe, British Toilet Association, National Outdoor Events Association
Loos for Dos	£4,540	20 standard toilets + 8 urinals, 2 disabled toilets and 2 attendants	Hampshire	National Outdoor Events Association

- 3.3.5 Film Vote – For the past 3 years a public vote has been held based on a shortlist approved by this committee. The benefit of the vote is that it gains public buy in to the event and gets people talking.  
With the exception of the superhero genre films, which are all rated 12 or above there are no ‘stand out’ new releases scheduled. The Committee are RECOMMENDED to put forward a list of four films for vote or to select one film to be shown without a vote.
- 3.3.6 Sound – Officers have been approached by Arun Church who have offered the use of their sound system in return for sponsorship of the event. Their system is a higher quality than the one quoted by the cinema company at a cost of £800. It is unknown whether it would provide coverage for a crowd the size of the Greatest Showman night. However, it is also uncertain whether the event would attract a crowd of that size again unless a film with a huge following is chosen. The Committee is RECOMMENDED to approve the use of the Arun Church system in return for publicity in the form of a sponsorship package.
- 3.4 Wurst Festival
- 3.4.1 Officers are to put together a brief and invite companies to submit proposals for the delivery of the festival. Companies usually pay a fee to the Council or Landowner to deliver this kind of event as it is a commercial operation. Though further investigation is needed. Should there be no financial impact then the event may be deliverable in the 2019/20 period. If there is to be a financial impact it may have to be delayed to 2020/21 while officers investigate the best value approach.

#### **4. Financial Implications**

- 4.1 Should the Committee choose to continue to support the Boat Jumble event an allocation of £600 is RECOMMENDED from the Event Support Budget to cover Amenity Team costs.
- 4.2 The financial implications for Screen on the Green are detailed in **Appendix 1.**
- 4.2 The financial implications for the whole events programme are detailed in **Appendix 2.**

Peter Herbert  
**Town Clerk**

**Appendix 1: Screen on the Green**

	Site Event	Loos 4 Dos	Gigloo
<b>Screen on the Green (one night)</b>			
Screen & Licence	£ 3,551.00	£ 3,551.00	£ 3,551.00
Sound	£ -	£ -	£ -
Generators and Lighting	£ 1,500.00	£ 1,500.00	£ 1,500.00
Toilets	£ 3,840.00	£ 4,540.00	£ 2,662.00
Security (overnight on 17th for Toilets)	£ 400.00	£ 400.00	£ 400.00
Other lighting (torches, solar lights)	£ 100.00	£ 100.00	£ 100.00
Publicity	£ 900.00	£ 900.00	£ 900.00
Staffing (A-team, stewards and first aid)	£ 1,500.00	£ 1,500.00	£ 1,500.00
<b>SUBTOTAL</b>	<b>£ 11,791.00</b>	<b>£ 12,491.00</b>	<b>£ 10,613.00</b>
<b>Linked Entertainment (4pm -8pm)</b>			
Performers	£ 600.00	£ 600.00	£ 600.00
Sound Engineer	£ 800.00	£ 800.00	£ 800.00
Additional staffing ( + 4 hours)	£ 700.00	£ 700.00	£ 700.00
<b>SUBTOTAL</b>	<b>£ 2,100.00</b>	<b>£ 2,100.00</b>	<b>£ 2,100.00</b>
<b>TOTAL</b>	<b>£ 13,891.00</b>	<b>£ 14,591.00</b>	<b>£ 12,713.00</b>

Potential income from catering per stall\*

£200 +VAT

with entertainment

£100+VAT

film only

<b>Appendix 2: Events Programme</b>			
	<b>Budget Projection 2019/20</b>		
	<b>302</b>		
		<b>2018/19</b>	<b>Proposed 2019/20</b>
	<b>Easter Out and About</b>	£ -	£ 800.00
	<b>Boat Jumble</b>	£ 300.00	£ -
	<b>Armed Forces Day</b>	£ 9,500.00	£ 13,500.00
	<b>Garden Competition</b>	£ 400.00	£ 250.00
	<b>Wick Week</b>	£ 2,000.00	£ 2,000.00
	<b>Sandcastle Competition</b>	£ 400.00	£ 400.00
	<b>Screen on the Green</b>	£ 14,000.00	£ 15,000.00
	<b>Town Show</b>	£ 17,000.00	£ 17,000.00
	<b>Remembrance Sunday</b>	£ 1,300.00	£ 1,500.00
	<b>Switch On</b>	£ 5,600.00	£ 5,600.00
	<b>Pancake Olympics</b>	£ 500.00	£ 600.00
	<b>Stage by the Sea</b>	£ 1,000.00	£ 1,000.00
	<b>Events Guide</b>	£ 2,000.00	£ 2,000.00
	<b>Event Support</b>	£ 5,000.00	£ 5,000.00
	<b>Total</b>	£ 59,000.00	£ 64,650.00
	<b>104</b>		
	<b>Sports Awards</b>	£ 3,000.00	£ 3,000.00
	<b>Sports Grants</b>	£ 2,000.00	£ 2,000.00
		£ 5,000.00	£ 5,000.00

## Appendix 3 : Event Toilets

1. Gigloo – 14 bay trailer and disabled access toilet



2. Site Event – 8/9 bay trailer and disabled access toilet/ baby change



### 3. Loos for Dos

8 bay trailer and disabled access toilet/baby change



## DISABLED ACCESS UNITS

### Optional Extras

Attendant & servicing at events  
Out of hours delivery/collection  
Extended hire times  
Mains Connection

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Community Resources Committee

**Date:** 6<sup>th</sup> December 2018

**Report by:** Town Clerk

**Subject:** Community Room Hire Charges Proposals 2019/20

### 1. Summary

- 1.1 The room hire fees charged at the Southfields Jubilee Centre (SJC) and Project 82 (P82) are reviewed annually. This report sets out details of the research and comparisons obtained as part of the review and the proposals for changes to these charges for 2019/20.

### 2. Recommendations

The Committee is RECOMMENDED:

- (1) To approve an increase in the SJC room hire fees and consider the level of charge that should be applied for 2019/20.
- (2) To approve not increasing the charges for hiring the P82 for 2019/20.
- (3) To approve the revised Terms and Conditions for Venue Facilities, Southfields Jubilee Centre and Project 82.
- (4) To approve an incentive for new and current SJC hirers if hire charges are increased by 2%.
- (5) To delegate to the Town Clerk authority to vary these charges on an occasional basis.

### 3. Background

#### 3.1 Southfields Jubilee Centre

3.1.1 Following a review of the fees and charges in November 2018, it was agreed that a small increase should be applied to cover inflation going forward. Room hire charges need to be agreed for 2019/20 during the budget setting process and a table of the current level of fees and charges for the Centre are set out in Appendix 1.

3.1.2 The Centre is well used by local community groups, children's parties and has several regular bookings. Bookings have remained steady throughout the year but there is scope to increase usage on certain days.

3.1.3 The fees have been reviewed against other comparable facilities in the area, a 2% increase for using the Centre would remain competitive. However, whilst it would be prudent to apply a small increase, any raise may deter groups from hiring. For every 1% increase the Council would receive an additional £260 per annum.

Increases to costs such as utilities are projected to cost circa £565 and this does not include increases to staff costs.

- 3.1.4 Appendices 2 and 3 set out proposed increases in the room hire and catering at 1% and 2% respectively. The basic calculations have been rounded to the nearest 10p to make them more manageable. Members views are sought on the level of increase that should be applied for 2019/20.
- 3.1.5 The Admin Team currently ask Hirers at the beginning of each calendar year if they wish to continue using SJC, if they would like to continue, they are requested to send the dates that they do not require the use of the hall(s) to the Council.
- 3.1.6 Hirers that cancel their sessions are currently charged a 10% handling fee if they cancel anytime up to 7 days before their hire date, 50% if they cancel between 7 days to 24 hours and less than 24 hours' notice the full amount. The Committee is asked to consider and approve the following amendments to the Terms and Conditions for Southfields Jubilee Centre Venue Facilities, see Appendix 4 highlighted paragraphs 4b (ii), 4f, 5, 8, 11 & 20.
- 3.1.7 It has been suggested that an incentive for regular hirers could be offered, for example, if a regular hirer was to book throughout the year they would receive one free hire at the end of the financial year (this equates to a 1% increase across the year) but if they were to cancel 4 hire sessions they would not receive the discount due to the Council not receiving enough or any income to run the Centre.

### 3.2. Project 82

- 3.2.1 Room hire charges need to be agreed for 2019/20 during the budget setting process and therefore current and proposed charges are attached as Appendix 5.
- 3.2.2 The only hirer of Project 82 is the 50 Up Club and the Council receive c. £2,040pa in room hire from them. The Committee is therefore asked to approve to remain on the same charge applied for 2019/20.
- 3.2.3 The West Sussex County Council Find It Out service operates from Project 82 under a separate partnership arrangement. A review of the service output to date is underway and a report will be presented to the Committee at the meeting in February 2019.
- 3.2.3 The Committee is asked to consider and approve the following amendments to the Terms and Conditions for Project 82 Venue Facilities, see Appendix 6 highlighted paragraphs 4b (ii), 4f, 5, 8, 11, 12 & 22.

Peter Herbert  
**Town Clerk**

### Southfields Community Centre - Room Hire Proposed Charges 2018/19 (2% inc)

	VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL		PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS/ CHILDRENS PARTIES		COMMERCIAL	
	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%
<b><u>Small Hall- Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£8.90	£10.68	£10.60	£12.72	£13.20	£15.84
<b>Weekends</b>						
per hour	£10.60	£12.72	£13.20	£15.84	£16.00	£19.20
<b>PRS MUSIC LICENSE FEE</b>						
per session	£1.60	£1.92	£1.60	£1.92	£1.60	£1.92
<b><u>Large Hall-Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£13.20	£15.84	£15.10	£18.12	£20.00	£24.00
<b>Weekends</b>						
per hour	£16.00	£19.20	£17.70	£21.24	£24.00	£28.80
<b>PRS MUSIC LICENSE FEE</b>						
per session	£2.10	£2.52	£2.10	£2.52	£2.10	£2.52
Flip Chart	£5.50	£6.60	£5.50	£6.60	£5.50	£6.60
<b>Children's Party (under 11's)</b>	£53.00	£63.60	£53.00	£63.60	£53.00	£63.60
<b><u>Kitchen</u></b>						
Use of Kitchen- per session (hirers own Crockery & Cutlery)	£4.50	£5.40	£4.50	£5.40	£4.50	£5.40
Use of Crockery & Cutlery- per session	£8.90	£10.68	£8.90	£10.68	£8.90	£10.68
<b><u>Storage*</u></b>						
Per Quarter payable in advance	£53.00	£63.60	£53.00	£63.60	£53.00	£63.60

\* Storage is only available on a first come first served basis for groups hiring the centre for a minimum of 3 sessions every week

### Southfields Community Centre - Room Hire Proposed Charges 2019/20 (1% inc)

	VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL		PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS/ CHILDRENS PARTIES		COMMERCIAL	
	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%
<b><u>Small Hall- Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£9.00	£10.80	£10.70	£12.84	£13.30	£15.96
<b>Weekends</b>						
per hour	£10.70	£12.84	£13.30	£15.96	£16.10	£19.32
<b>PRS MUSIC LICENSE FEE</b>						
per session	£1.60	£1.92	£1.60	£1.92	£1.60	£1.92
<b><u>Large Hall-Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£13.30	£15.96	£15.20	£18.24	£20.20	£24.24
<b>Weekends</b>						
per hour	£16.10	£19.32	£17.90	£21.48	£24.20	£29.04
<b>PRS MUSIC LICENSE FEE</b>						
per session	£2.10	£2.52	£2.10	£2.52	£2.10	£2.52
Flip Chart	£5.60	£6.72	£5.60	£6.72	£5.60	£6.72
<b>Children's Party (11 and under)</b>	£53.50	£64.20	£53.50	£64.20	£53.50	£64.20
<b><u>Kitchen</u></b>						
Use of Kitchen- per session (hirers own Crockery & Cutlery)	£4.60	£5.52	£4.60	£5.52	£4.60	£5.52
Use of Crockery & Cutlery- per session	£9.00	£10.80	£9.00	£10.80	£9.00	£10.80
<b><u>Storage*</u></b>						
Per Quarter payable in advance	£53.50	£64.20	£53.50	£64.20	£53.50	£64.20

\* Storage is only available on a first come first served basis for groups hiring the centre for a minimum of 3 sessions every week

### Southfields Community Centre - Room Hire Proposed Charges 2018/19 (2% inc)

	VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL		PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS/ CHILDRENS PARTIES		COMMERCIAL	
	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%	Excl VAT	Incl VAT 20%
<b><u>Small Hall- Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£9.10	£10.92	£10.80	£12.96	£13.40	£16.08
<b>Weekends</b>						
per hour	£10.80	£12.96	£13.40	£16.08	£16.30	£19.56
<b>PRS MUSIC LICENSE FEE</b>						
per session	£1.60	£1.92	£1.60	£1.92	£1.60	£1.92
<b><u>Large Hall-Minimum 1 hr Rental</u></b>						
<b>Weekdays</b>						
per hour	£13.40	£16.08	£15.40	£18.48	£20.40	£24.48
<b>Weekends</b>						
per hour	£16.30	£19.56	£18.00	£21.60	£24.50	£29.40
<b>PRS MUSIC LICENSE FEE</b>						
per session	£2.10	£2.52	£2.10	£2.52	£2.10	£2.52
Flip Chart	£5.60	£6.72	£5.60	£6.72	£5.60	£6.72
<b>Children's Party (11 and under)</b>	£54.00	£64.80	£54.00	£64.80	£54.00	£64.80
<b><u>Kitchen</u></b>						
Use of Kitchen- per session (hirers own Crockery & Cutlery)	£4.60	£5.52	£4.60	£5.52	£4.60	£5.52
Use of Crockery & Cutlery- per session	£9.10	£10.92	£9.10	£10.92	£9.10	£10.92
<b><u>Storage*</u></b>						
Per Quarter payable in advance	£54.00	£64.80	£54.00	£64.80	£54.00	£64.80

\* Storage is only available on a first come first served basis for groups hiring the centre for a minimum of 3 sessions every week



## LITTLEHAMPTON TOWN COUNCIL

### VENUE FACILITIES – SOUTHFIELDS JUBILEE CENTRE

#### CONDITIONS OF USE AND HIRE

**1. CORRESPONDENCE**

All correspondence should be addressed to: The Town Clerk, Littlehampton Town Council, Manor House, Church Street, Littlehampton, BN17 5EW. Tel: 01903 732063. Fax: 01903 731690. E-mail: [bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk)

**2. VENUE**

In all correspondence, advertising and publicity users must refer to the venue as the **Southfields Jubilee Centre**.

**3. REGULATIONS**

All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.

**4. BOOKING PROCEDURE AND PAYMENT OF CHARGES**

The following procedure for bookings and payment of charges shall apply to all bookings other than regular weekly and monthly hiring for which separate arrangements will apply.

**(a) PROVISIONAL BOOKING**

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete an official booking form and return it to the Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting by its Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary. For individual bookings the Hirer shall pay the full and total hire charge at the time of the booking. Cheques to be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**(b) HIRE CHARGES**

(i) The charges for the hire of the accommodation will be notified to the Hirer prior to the submission of a booking form as mentioned above. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.

(ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the **email address or address** stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore, the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.

**(c) PAYMENT**

For individual bookings the Hirer shall pay the full and total hire charge at the time of booking. Cheques should be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**(d) ADDITIONAL CHARGES**

The Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 30 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, (including swipe key fobs), damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to the Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost. Hirers are requested to remove rubbish and leave the area clean and tidy.

**(e) DEPOSIT**

The Council reserves the right to charge a deposit of up to £100, payable at the time of the booking. A full refund will be given upon satisfaction that the premises have been left in a secure and clean condition.

**(f) CANCELLATION**

Cancellation of the booking shall only be effective from the date upon which formal written notice is received by the Council at its offices.

**Charges for cancellations made by regular/recurring hirers:**

0 – 7 days	100% of the hire charge
8 days – 3 months	10% of the hire charge
More than 3 months	No charge

**Charges for cancellations made by occasional hirers:**

0 – 7 days	100% of the hire charge
8 days – 28 days	50% of the hire charge

If for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council's liability. The Council reserves the right to refuse or cancel a booking.

#### **5. PURPOSE OF HIRE AND SUBLETTING**

All details of the purpose of the hire shall be provided to the Council by the Hirer at the time of the booking and this should include the maximum number of people attending. If the application for hire is found not to be correct in all respects then the Council reserves the right to cancel the booking

Without the previous consent, in writing, of the Council, the accommodation shall not be used for any other purpose, or, in any other manner, than that stated in the application and the Hirer shall not, without the previous consent in writing of the Council, underlet or part with possession of the accommodation or any part thereof to any other person or organisation.

Hirers who deliver a club or service are required to produce a risk assessment and copies of their Public Liability Insurance.

#### **6. PERSONAL INJURY & LOSS OF/DAMAGE TO PROPERTY**

The Hirer is responsible for arranging suitable insurance for the activities they are undertaking at the Southfields Jubilee Centre. The Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the Southfields Jubilee Centre facilities is permitted entirely at the user's own risk.

The Hirer will be held responsible for any damage caused during the period of hire to any part of the Southfields Jubilee Centre building and its contents. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

#### **7. SERVICES & ALTERATIONS**

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the Southfields Jubilee Centre. Should the Hirer wish to bring any additional electrical equipment into the Southfields Jubilee Centre then all such equipment must be covered by a current PAT Test Certificate and the Hirer will be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of the Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from the Council.

#### **8. LIQUOR LICENCE/ALCOHOL**

Alcohol may only be brought to or consumed on the premises with prior permission of the Council. If the Hirer will be bringing alcohol to their event at Southfields Jubilee Centre, we ask that people be responsible in its use whilst in and around the building. Any excessive use of

alcohol may compromise further bookings for the Hirer. If the Hirer is selling alcohol at their event, they must advise the Council and contact Arun District Council on 01903 737500 at their earliest convenience to obtain if a full license is required, giving at least 60 days' notice.

## **9. SMOKING**

The Hirer shall be responsible for notifying their party and guests that the Southfields Jubilee Centre has a strict No Smoking Policy throughout the building and the outside within the boundary of the site.

## **10. EXITS AND ENTRANCES**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to the Southfields Jubilee Centre (internal or external). It will be the responsibility of the Hirer to ensure that the Southfields Jubilee Centre is left secure, with all windows and doors shut and locked.

It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be strictly 'out of bounds'. The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

## **11. EMERGENCY EVACUATION**

It will be the responsibility of the Hirer to ensure that everyone connected to the event is aware of the emergency evacuation procedures. This document is included with the Southfields Jubilee Centre terms and conditions. Evacuation procedures are available in each of the Southfields Jubilee Centre rooms.

The Hirer must ensure that they have means for calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are maintained available for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by the Council and with safety arrangements in place.

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

Other than mobile telephones and tablet devices no electrical equipment is to be used unless it has a current PAT certificate. The Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must endeavour to ensure that any persons on the premises related to their booking can be evacuated within 2.5 to 3 minutes.

Maximum capacity for large hall is 120 standing and 100 seated.  
Maximum capacity for small hall is 50 standing and 40 seated.

## **12. PARKING**

Parking at the Southfields Jubilee Centre is restricted but does include three allocated bays for people with disabilities. Hirers and their guests are asked not to park on the verge in Southfields Road or in any way that causes inconvenience to local residents.

**13. RIGHT OF ENTRY**

The Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to the Southfields Jubilee Centre and the right to require the Hirer to refuse admission to, or remove from the Southfields Jubilee Centre, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to the Southfields Jubilee Centre or the users thereof.

**14. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Southfields Jubilee Centre, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

**15. BROADCASTING AND FILM RIGHTS**

No person or body hiring any part of the Southfields Jubilee Centre shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.

**16. PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

**17. MUSIC AND DANCING**

The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

**18. COMPLAINT**

Any complaint by the Hirer in respect of the use of the Southfields Jubilee Centre or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of the hiring.

**19. CHANGE OF REGULATIONS**

The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

**20. SIGNS & ADVERTISEMENTS**

The Hirer must not without consent of the Council fix to or exhibit on the outside of the Southfields Jubilee Centre building or fix to or exhibit through any window of the building or display anywhere on the premises any placard sign, notice, fascia board or advertisement.

**EMERGENCY CONTACT NUMBERS**

Manor House: Switchboard

01903 732063 (Mon-Sat 9.00 – 16.30hrs)

Community Centre Caretaker 07768 019609  
Emergency Services (Fire Brigade, Police) 999 or 101

We agree to abide by the terms and conditions above.

Signed

Hirer:

Date:

<b>LITTLEHAMPTON TOWN COUNCIL PROJECT 82 ROOM HIRE</b>				Appendix 5		
	<b>CHARGE PER HOUR 2018/19</b>			<b>PROPOSED CHARGE PER HOUR 2019/20</b>		
		<b>Room Hire</b>	<b>Additional Computer Room Hire</b>		<b>Room Hire</b>	<b>Additional Computer Room Hire</b>
COMMERCIAL		£15.30	£12.20		£15.30	£12.20
PUBLIC SECTOR / LOCAL COMMERCIAL ARTS & SPORTS GROUPS		£12.20	£6.10		£12.20	£6.10
VOLUNTARY/ LOCAL GROUPS/ LOCAL CHARITIES/ NON COMMERCIAL		£10.20	£3.00		£10.20	£3.00
50 Up Club		£5.10	£0.00		£5.10	£0.00
Public Sector and Commercial should all have their own Public Liability Insurance but we do need to see and keep a copy of the Certificate.						



## LITTLEHAMPTON TOWN COUNCIL

### VENUE FACILITIES – PROJECT 82

#### CONDITIONS OF USE AND HIRE

**1. CORRESPONDENCE**

All correspondence should be addressed to: The Town Clerk, Littlehampton Town Council, Manor House, Church Street, Littlehampton, BN17 5EW. Tel: 01903 732063. Fax: 01903 731690. E-mail: [bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk)

**2. VENUE**

In all correspondence, advertising and publicity users must refer to the venue as **Project 82**.

**3. REGULATIONS**

All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.

**4. BOOKING PROCEDURE AND PAYMENT OF CHARGES**

The following procedure for bookings and payment of charges shall apply to all bookings other than regular weekly and monthly hiring for which separate arrangements will apply.

**(a) PROVISIONAL BOOKING**

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete an official booking form and return it to the Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting by its Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary. For individual bookings, the Hirer shall pay the full and total hire charge at the time of the booking. Cheques to be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**(b) HIRE CHARGES**

(i) The charges for the hire of the accommodation will be notified to the Hirer prior to the submission of a booking form as mentioned above. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.

(ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the **email address or address** stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore, the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.

**(c) PAYMENT**

For individual bookings, the Hirer shall pay the full and total hire charge at the time of booking. Cheques should be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**(d) ADDITIONAL CHARGES**

The Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 30 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, (including swipe key fobs and keys), damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to the Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost. Hirers are requested to remove rubbish and leave the area clean and tidy.

**(e) DEPOSIT**

The Council reserves the right to charge a deposit of up to £100, payable at the time of the booking. A full refund will be given upon satisfaction that the premises have been left in a secure and clean condition.

**(f) CANCELLATION**

Cancellation of the booking shall only be effective from the date upon which formal written notice is received by the Council at its offices.

**Charges for cancellations made by regular/recurring hirers:**

0 – 7 days	100% of the hire charge
8 days – 3 months	10% of the hire charge
More than 3 months	No charge

### Charges for cancellations made by occasional hirers:

0 – 7 days	100% of the hire charge
8 days – 28 days	50% of the hire charge
29 days or more	10% of the hire charge

If for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council's liability. The Council reserves the right to refuse or cancel a booking.

#### 5. PURPOSE OF HIRE AND SUBLETTING

All details of the purpose of the hire shall be provided to the Council prior to the hirer using the building.

Without the previous consent, in writing, of the Council, the accommodation shall not be used for any other purpose, or, in any other manner, than that originally stated and the Hirer shall not, without the previous consent in writing of the Council, underlet or part with possession of the accommodation or any part thereof to any other person or organisation.

The Hirer must not do anything on the Project 82 site or allow anything to remain on them that may be or become or cause a nuisance or annoyance, disturbance, inconvenience, injury or damage to the Council or other hirers of the premises or the owners or occupiers of adjacent or neighbouring premises.

Hirers who deliver a club or service are required to produce a risk assessment and copies of their Public Liability Insurance.

#### 6. PERSONAL INJURY & LOSS OF/DAMAGE TO PROPERTY

The Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the Project 82 facilities is permitted entirely at the user's own risk.

The Hirer will be held responsible for any damage caused during the period of hire. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

The Hirer must give notice to the Council of any defect in the premises that might give rise to an obligation on the Town Council.

#### 7. SERVICES & ALTERATIONS

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of Project 82 without written permission from the Town Clerk. Should the Hirer wish to bring any additional electrical equipment into Project 82 then all such equipment must be covered by a current PAT Test Certificate and the Hirer may be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of the Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from the Council.

**8. LIQUOR LICENCE/ALCOHOL**

Alcohol may only be brought to or consumed on the premises with prior permission of the Council. If the Hirer will be bringing alcohol to their event at Project 82, we ask that people be responsible in its use whilst in and around the building. Any excessive use of alcohol may compromise further bookings for the Hirer. If the Hirer is selling alcohol at their event, they must advise the Council and contact Arun District Council on 01903 737500 at their earliest convenience to obtain if a full license is required, giving at least 60 days' notice.

**9. SMOKING**

The Hirer shall be responsible for notifying their staff, service users and other visitors that Project 82 has a strict No Smoking Policy throughout the building and the outside within the boundary of the site.

**10. EXITS AND ENTRANCES**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to Project 82 (internal or external).

It will be the responsibility of the Hirer to ensure that everyone connected with their activities is aware of which parts of the building they have hired.

**11. EMERGENCY EVACUATION**

It will be the responsibility of the Hirer to ensure that everyone connected to the event is aware of the emergency evacuation procedures. This document is included with the Project 82 terms and conditions. Evacuation procedures are available in each of the rooms.

The Hirer must ensure that they have means for calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are maintained available for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by the Council and with safety arrangements in place.

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

Other than mobile telephones and tablet devices no electrical equipment is to be used unless it has a current PAT certificate. The Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must endeavour to ensure that any persons on the premises related to their booking can be evacuated within 2.5 to 3 minutes.

**12. PARKING**

There is a public car park across the road from Project 82. The car park is free of charge for 3 hours. There is no car parking on site at Project 82.

**13. RIGHT OF ENTRY**

The Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to the Project 82 building and the right to require the Hirer to refuse admission to, or remove from Project 82, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to the Project 82 building or the users thereof.

**14. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Southfields Jubilee Centre, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

**15. BROADCASTING AND FILM RIGHTS**

No person or body hiring any part of the Project 82 site shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.

**16. PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

**17. MUSIC AND DANCING**

The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

**18. COMPLAINT**

Any complaint by the Hirer in respect of the use of Project 82 or of the arrangements herewith shall be made to the Town Clerk in writing.

**19. SECURITY, SAFETY & INSURANCE**

The Council shall maintain a security alarm system for the premises and provide a callout system to respond to any alarm calls. The security equipment

is located on the ground floor and will be the responsibility of the Council whose contractors shall have access to maintain the system.

The Council must insure the buildings and premises.

**20. SIGNS & ADVERTISEMENTS**

The Hirer must not without consent of the Council fix to or exhibit on the outside of the Project 82 building or fix to or exhibit through any window of the building or display anywhere on the premises any placard sign, notice, fascia board or advertisement.

**21. STATUTORY OBLIGATIONS**

The Hirer must comply in all respects with the requirements of any statutes and any other obligations imposed by law or by any byelaws applicable to the premises or for the service being carried out there.

**22. CHANGE OF REGULATIONS**

The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

Any statutory right of the Hirer to claim compensation from the Council on vacating the premises is excluded to the extent that the law allows.

**EMERGENCY CONTACT NUMBERS**

Manor House: Switchboard	01903 732063 (Mon-Sat)
Emergency Services (Fire Brigade, Police)	999 or 101

We agree to abide by the terms and conditions above.

Signed

Hirer:

Date:

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 2018

**Report by:** Town Clerk

**Subject:** Look and Sea Centre

#### 1. Summary

Following the closure of the Look and Sea, the report looks at whether there are ways in which the Town Council could look to support or facilitate the continuation of the Visitor Information Centre and Visitor Experience that were co-located with the Harbour Lights Café.

#### 2. Recommendations

The views of the Committee are sought, which will be fed back to Arun District Council.

#### 3. Background

3.1 The following is an extract from a report considered by Arun District Council's Cabinet on 15<sup>th</sup> October 2018. This is set out to provide context.

1. BACKGROUND: On 31 August 2018 the Council was advised by Look & Sea Limited that they were unable to continue to operate the existing Café/Visitor Experience (VE) and Visitor Information Centre (VIC) (together comprising the premises) in a financially viable manner and had called in Administrators. Subsequent to this Officers of the Council have had several conversations with the Administrators to assist them with their statutory duties. The Council were made aware of a shortage of 'cash flow' in December 2017 and assisted the Trust (The Littlehampton Experience) with a grant of £20k in January 2018. At that time, the Trust assured the Council that with a good summer, the financial aspects of the premises would be more secure. Officers have also sought to address some of the issues that have arisen as a result of the sudden closure of the premises such as the disposal of rotting food.

The Council is the freehold owner of the site and was instrumental in developing the concept of a café and visitor experience as part of the overall development of the East Bank redevelopment approximately 20 years ago. The Council helped to create the Trust and leased the premises to the Trust in 2007. By operation of law, that Lease with the Trust and Look & Sea Limited's interest in the premises have been surrendered. This has been confirmed by the Council's Solicitor. The Council is therefore, unexpectedly, now in a position where it can seek a

new operator for the premises. Indeed, since the closure of the premises the Council has received a number of enquiries from potential operators. Currently, the premises have a café on the ground floor and a separate VIC. On the first floor is a room used as a meeting room and sometimes as additional dining facilities. On the second floor is the Visitor Experience and finally on the third floor is 'the look out'. The Council therefore needs to determine what uses the premises should be put to in the future to inform any tender. That part of the building complex which is occupied by the Youth Hostel is unaffected by this change of circumstances. The Café is clearly the most popular use which is not surprising given the outstanding location it enjoys.

The Visitor Experience was largely used by school parties, but as with all such facilities, it is important to refresh 'the offer' otherwise it becomes dated quickly. This does not appear to have happened. It is also understood that as part of the closure of the Visitor Experience some of the equipment/displays in the VE were removed.

Finally, the VIC is a small standalone operation within the overall complex which the Council provided an annual subsidy of £16k. Again, trends are changing, and the availability of social media and smartphone functions means that stand alone VICs are less well used than they once were, particularly in small towns such as Littlehampton. The Council withdrew its VIC's in both Arundel and Bognor Regis several years ago.

Therefore, this unexpected series of events opens up the opportunity to use the whole of the premises as a café/restaurant/bar. For this to happen, planning permission would need to be granted for the change of use of the upper floors. Also, whilst Look & Sea Limited had a licence to sell alcohol, this was in fact in contravention of a restrictive covenant in favour of The Most Noble Bernard Marmaduke, Duke of Norfolk and his successors in title, whose estate is administered by the Angmering Park Estate (APE). APE has been approached and has agreed not to enforce the covenant whilst the Council retains the freehold.

3.2 The outcome of that meeting re-confirmed following a "call-in", was that: -

(1) The submission of a planning application seeking planning permission for the change of use of the upper floors into a café/restaurant/bar be supported.

(2) The Group Head of Technical Services be authorised to (a) seek conditional tenders/expressions of interest for an operator to run a café/restaurant/bar for the whole premises for a period of at least 25 years (unless a lesser period would represent best consideration) subject to planning permission any other legal issues; (b) negotiate suitable Heads of Terms for a new lease and (c) to enter into the agreed Lease with the selected operator following consultation with the

Section 151 Officer and the Cabinet Portfolio Holder for Technical Services.

(3) It be confirmed that the building will no longer be used to provide a Visitor Experience or Visitor Information Centre.

(4) Approval be given for the commissioning of (a) educational material based on the current curriculum to support school field trips bespoke for Littlehampton and (b) utilise a range of electronic promotional tools such as web and “app” guides to promote ‘the offer’ of Littlehampton from a tourism and local interest point of view.

3.3 In summary this means that the whole building will be operated as a café/restaurant/bar and that the Visitor Experience and Visitor Information Centre will not be re-provided by the District Council.

3.4 The Town Council has been approached, after the decision, to consider whether it is interested in becoming involved with either of these areas. These are discussed below.

#### **4. Visitor Information Centre (VIC)**

4.1 It is understood that the District Council contributed £16,000pa to support the VIC. The VIC ran at a cost of £27,000pa, with the difference being met from anticipated profits in the café. Costs were kept down by using the same staff to work with the Heritage Centre.

4.2 The District Council provided the funding to support a 7 days a week service operating from 10am – 4pm. Trained staff were required.

4.3 It is of note that the VIC did undertake other duties including administration of Visitor Experience, school visits etc, collecting Harbour Dues (as a goodwill arrangement); reading meters and collecting rent for the Youth Hostel and testing the emergency alarms for the Centre. Anecdotally, several local residents have stated that it was valuable to them as an information point.

4.4 Discussions with Arun District Council officers about other VICs in the District are perhaps of relevance when looking to the future. Bognor Regis and Arundel VIC were both previously fully-staffed and linked into the National VIC network, holding national tourism leaflets etc.

4.5 In 2011, both VIC’s were downgraded to “VIC Lites” which meant that they were no longer fully staffed or networked. At this point ADC sought to set up in partnership with local Community Interest Companies but this did not work.

4.6 Bognor Regis had a large building in a prominent seafront location owned by ADC. The Bognor Observer came to an agreement to move into the premises (FOC) on condition that they hosted the VIC Lite. This initially worked well, but subsequently a paid lease option was put to the Observer who declined and moved out of the building.

4.7 That VIC is now based within the Regis Centre (an ADC building). This is a self-service VIC and has a 6ft wide area of space for leaflets. It holds local information only. It works well as a venue as it has high footfall due to the theatre and coffee shop being within the building. It is open 6 days a week and sometimes on Sunday, depending on theatre productions. The Regis Centre does not receive direct

- payment for the VIC, as this is part of a broader agreement for Regis Centre.
- 4.8 A self-service mounted i-pad is being installed to link to Sussex by the Sea. A large flat screen TV, which will act as an “electronic noticeboard” is also being considered. This will be remotely operated from the ADC offices.
  - 4.9 Arundel has a self-service VIC Lite, situated within the Museum. This is open 7 days per week and only closed briefly at Christmas. It has about 10ft of space. People often access the VIC and then take the opportunity to visit the Museum. It holds local information (incl. Chichester). ADC contributed to the original new build and the incorporation of a VIC Lite was part of that agreement.
  - 4.10 Both Bognor Regis and Arundel are run by local volunteers with local knowledge. When looking at the Look and Sea, Arun state that they had a £16k SLA to host the VIC. This paid towards staff (1 FT 1 x 0.5 FTE posts). The total cost for these staff was approx. £27k and Look and Sea made up the shortfall.
  - 4.11 The most frequent information sought in Littlehampton was the Shop Littlehampton guide/Sussex by The Sea/ Bus timetables and the Top Attractions leaflet. It is estimated that there was an average of 4,000 visitors a year, although these could include repeat visits by locals and people accessing the Look and Sea experience. Furniture and leaflets remain at the Look and Sea.
  - 4.12 The Town Council may wish to consider hosting some form of VIC Lite in its reception area. If so, there would be a need to be appropriate branding as a VIC, including signage around town etc. Branding as a “Welcome Host” destination would be subject to training of reception staff (0.5 to 1-day training). Five staff members already have completed this training. Arun District Council are members of Tourism SE so still have a link into the national network of VIC’s. I-Pad/screen options and an electronic noticeboard could be considered and furnishings e.g. racks etc would need to be supplied. VIC use will need to be monitored.
  - 4.13 There has to be some doubt as to whether the Museum/Town Council is best located for this, given its distance from both the sea and river. Other potential providers of a VIC Lite such as tourism businesses, the theatre and the Harbour Board might be better partners for the District in this respect. The Museum does not open on Sundays.
  - 4.14 Any use of the Town Council/Museum Reception Area would directly impact on the Museum offer. Consideration would need to be given to a wholesale reconfiguration of that space, at potentially significant cost.
  - 4.15 There would appear to be better located possibilities for such a facility. Ideally any VIC should be located close to where it is now. Possibly discussions could be held within the Lifeboat Station Shop or the new operator of the Look and Sea. Furthermore, it is not clear what the Town Council could offer that couldn’t be run from the Civic Centre.

## 5. Littlehampton Visitor Experience (LVE)

- 5.1 The LVE has been located in the Look and Sea Centre, providing an attraction to visitors to the area focussing on the sea, river and town. This is also a facility for schools who have attended through organised trips.
- 5.2 A school visit would generally comprise a volunteer guide; self-led activities through a downloaded education and learning pack; having lunch and a place to leave coats and use toilets. The school would also visit the Life Boat Station, beach and river.
- 5.3 A breakdown of school and "Scout" group attendance for the period September 2017 – August 2018 is set out below: -

	Littlehampton	Local Area. (Arun, Worthing & Chichester	Others	TOTAL
Schools	171 (7.2%)	875 (36.7%)	1084 (45.4%)	2130
Scouts/Guides etc	125 (5.2%)	117 (4.9%)	14 (0.6%)	256
	296	992	1098	2386

\* There were also 110 craft session spaces taken over five days in July and August 2018.

- 5.4 These visits were primarily from schools during the day and in the school term, but uniformed organisations from the local area also visited, mostly in the evening. The charge was £2 per child, with no charge for helpers. Most visits were in the summer term. The groups were volunteer-led and were rotated across different activities on the different floors. Larger groups were split, with one group first visiting the Lifeboat Station.
- 5.5 It is understood that most groups were c. 60 children plus teachers and parent helpers. It is estimated that c. 170 children visited from South London (3 visits). Every child got a free return pass to visit again, but there is no evidence available to demonstrate the success or not of this.
- 5.6 The logistics required to host the school visits are:
- Toilet facilities
  - A meeting/education room
  - Indoor space for lunch
  - Liaison with schools
  - Travel Plans
  - A volunteer team
  - Equipment – Education Packs and artefacts.
- The expanded requirements are set out in Appendix 1.
- 5.7 It is not thought that the Manor House has the facilities or location to provide this service. The Museum does receive visits from local schools and uniformed groups and there is no reason why this cannot continue. Indeed, within reason, resources and available material new services could be made available. These could be self-led or with

further facilitation by staff/volunteers. This would only really be relevant for local schools/groups.

- 5.8 It is not known whether other possible providers have been approached. The list of key logistics (paragraph 5.6 and Appendix 1) would limit this. The lack of artefacts would possibly be an insurmountable problem in delivering a quality offer.
- 5.9 Should the voluntary group wish to reform, they would be eligible to apply for a grant from the Town Council.

## **6. Littlehampton “App”**

- 6.1 This has been suggested by the District Council and also previously raised by traders. It is very difficult to see how this would benefit either businesses or visitors. Some investigation suggests that this is not really likely to be a success as people can fast and easily visit websites by tourism providers or the Visit Littlehampton or Sussex by the Sea sites.

## **7. Way Forward**

- 7.1 Both the VIC and Visitor Experience have been valuable assets for the Town. It is disappointing that they have closed. However, it is very difficult to see how the Town Council can step into the breach.
- 7.2 Notwithstanding this comment, the views of Members are sought.

## **8. Financial Implications**

- 8.1 No costings have been worked up at this stage but may need to be built into the budget at Council in January.
- 8.2 It is understood that Arun District Council would make some funds available (one-off) for some work. These discussions will be progressed should Members identify a way forward.

Peter Herbert  
**Town Clerk**

## School Visit: Further details as provided by former Look and Sea Trustees

### Toilets

Any facility proposing to take the school groups needs to take account of toilet facilities. Many of the schools travelled quite a distance and a significant number from London and Surrey.

We had at times, 120 children plus teachers and parent helpers and it could pose challenges to offer adequate toilets in a café/restaurant when there were several customers.

There are no toilet facilities at the RNLI that can be used by members of the public

### Meeting /education room

Space to have a snack and leave coats, back packs, high viz jackets etc.

The children were often hungry at the point of arrival and needed a place to have a drink and a snack.

### An indoor Space

An area where all children plus teachers and parent helpers can have lunch. Could possibly be the same space as meeting room dependent on space.

### Liaison Officer

- To take the calls from schools or initiate contact.
- Send out booking forms to schools and organise the visit.
- This to include organising appropriate volunteers to cover and to set out the appropriate equipment for that particular visit.
- Liaise with joint venue if required
- Liaise with the school, prior to the visit including clarifying the numbers and timing. **Imperative** to get the mobile phone number of the Lead teacher on the transport.
- Discuss transport and parking or endeavour to advise that travel by train is a good option.
- Recruit, train, monitor and support volunteers Undertake CRB checks on volunteers
- Organise volunteers to assist on visits and process volunteer claim forms
- Make provision for volunteers waiting for delayed school visits
- Appropriate insurance may be required
- Health and Safety inspection of the premises

### Travel plans

Almost invariably the schools underestimated the journey time when travelling by coach. This was particularly the case when travelling from London. It also took time for small children to walk to the centre from the coach parking in Banjo Road.

By the time they arrived at Look and Sea the toilet was the first priority.

A great deal of work was done with schools in asking them to consider coming by train as there were big advantages-

- Usually cheaper than coach hire
- Children could have a drink on the journey
- There were toilets on the train
- The train journey could, in its own way be part of the learning experience
- Volunteers would meet the train and escort to the centre
- The walk for the children was shorter than from the coach park.
- The children arrived at the centre refreshed and ready to participate in the learning experience.

### The Volunteer team

A visit was tailored to the specific requirement of the school e.g. curriculum based and could cover topics such as rivers, wind and weather, smuggling etc.

There were education packs made up for the volunteers and training given to ensure conformity. However, many of the volunteers were local and could add interesting facts and information from their own experiences. E.g. one of the volunteers had made a journey by canoe down the Arun.

Volunteers were given uniforms, out of pocket expenses and when appropriate a lunch allowance

### Equipment

As you know we tried to focus all our material on the maritime history of Littlehampton and the river Arun. We offered –

**Floor 1** – Age appropriate games and activities including - Fishing game with magnets, What you Should and Should not find on the shore, A game using a Ven diagram looking at what you would find by the sea or in the countryside, a treasure chest of shells and other material found on Littlehampton Beach, the River Arun trail detailing all the bridges and important parts of the river from its source to the sea.

Also, on floor 1 The wall mounted information boards held a wealth of information about the history of Littlehampton as a tourist destination and the impact of the railway to the area. They also gave information about West Beach and the ecological importance of this area.

**Floor 2** – Wrecks and shipwrecks. Using materials given by local divers we had discussions on local wrecks, why they were wrecks and when this had happened. In addition, we used artefacts from the Ship wreck of the Shirala and we conducted an in-depth interactive study of this wreck.

We did an overview of smuggling in the area in past times and the impact it had on the community.

Ship building was also covered using information about the yards who were formerly a big part of the industry of Littlehampton.

Much of this material was tailored to be age appropriate for the children attending and this is only a flavour of what could be covered. This floor also had games and activities where the children learnt in a fun way.

**The Lower Tower** gave the opportunity to look at town of Littlehampton and its connection with the sea. The maritime history of the town could be covered in some depth at this point.

**The Upper tower** gave the opportunity to look at the many different aspects of the river from commercial use including the fishing to leisure pursuits and it gave a tremendous insight into why smuggling was important and why goods were landed where they were. We could view the local area including the river, the downs, the town, the sea and seashore.

#### Joint visits

The joint visits with the RNLI worked exceptionally well, particularly as we were all concerned with Maritime history in a broad sense.

Not all schools took up this offer, some wanted to include a visit to the beach and some a walk down the riverside.

**Virtually all schools underestimated how long it would take to move the children from one activity to another and time was always a huge pressure.**

In the past we had discussion with the Museum and indeed tried out joint-visits but it was unsuccessful.

This was in part due to the fact that the adults who planned the visit underestimated how long it would take a crocodile of small children to walk from one venue to the next.

At that time the museum had an issue over toilet facilities (which it still has).

At one stage Harbour Park asked to be included in joint visit discussions and indeed they do offer trips to schools but there was not enough “middle ground” at that time to make it work.

**It may be possible to offer a comprehensive set of educational material to the next provider and the former Board members will endeavour to assist where possible**

**It is to some extent dependent on what is left at the Heritage Centre at Look and Sea and what can be salvaged.**

**Other activities hosted by the L&S included:**

**Visiting Exhibitions**

**Lecture Lunches**

**Tea with Talk**

**Maritime Mondays**

**All of the above linked well to the café offer/L&S experience crossover.**

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 2018

**Report by:** Town Clerk

**Subject:** Our Town Littlehampton initiative

### 1. Summary

- 1.1 The report sets out a request for the development of an “Our Town” initiative for Littlehampton on the behalf of The Oaks Community Project which provides support to adults with learning disabilities to develop social and practical skills through active participation within the local community.

### 2. Recommendations

The Committee is RECOMMENDED to:

- 1) Approve that The Manor House, incorporating the Museum, participates in the Our Town initiative.

### 3. Background

- 3.1 The Our Town scheme is currently being established across West Sussex with the County Council’s Day Care teams taking the lead. The Littlehampton scheme is proposed to follow the format that has already been established in Horsham at the beginning of 2018 <https://twitter.com/OurTownHorsham>
- 3.2 The scheme will run across the Littlehampton area, and will be based in shops, public buildings such as the library, cafes, etc. and is designed to be simple to join and run. The basic premise is that any vulnerable adult with a disability, who is out and about and gets lost or distressed in any way, can find participating venues identified through a sticker in the window something like this:



- 3.3 If Councillors approve that the Manor House should be included as a participating venue all that is asked in return is that the Council agree

to offer empathetic and supportive help to the individual and offer to ring their contact numbers on the behalf of the individual. All the adults taking part would be issued with a membership card that would have their name and two phone numbers of people who can come and assist them.

3.4 A team from The Oaks Community Project would provide brief training to LTC staff including disability awareness videos and role plays involving people with disabilities followed by a question and answer session. Training is being offered over the Winter period with a view to a grand launch in the Spring.

3.5 Possible advantages for organisations/businesses that join the scheme could include:

- Extensive publicity that will be created in the area and on-line, and via WSCC;
- Individuals/families/friends may be more likely to use these venues;
- Participation in partnership working to help those in need, which will be beneficial to all participants.

#### **4. Financial Implications**

4.1 There are none.

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

### Non-Confidential

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 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 Community Resources Committee (CRC) budget for 2018/19. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

#### 2. Recommendations

- 2.1 The Committee is RECOMMENDED to note the report

#### 3. Budget Monitor 2018/19

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

##### 3.2 Grants and Partnership Initiatives

- 3.2.1 Expenditure is in line with expectations. The Service Funding Agreements were given in April and General Grants in June.

##### 3.3 Community

- 3.3.1 Expenditure is in line with expectations.
- 3.3.2 Income doesn't yet show the £3,000 from Harbour Park.
- 3.3.3 £105 has been spent from Earmarked Reserves for Wick photography.

##### 3.4 Southfield's Jubilee Centre

- 3.4.1 The Contract Cleaning budget will overspend by £420 by the end of the financial year due to a price increase in the contract charge this year.
- 3.4.2 Income is lower than expected at this time of the year due to a regular hirer ceasing. Work is being done to advertise available hire. Some initial enquiries were received but nothing taken forward as yet.

##### 3.5 Parks and Open Spaces

- 3.5.1 The Grounds Maintenance budget which is £250 is overspent by £275. This was largely on the maintenance of the planters, including paint and oil for the planters and boats as well as summer bedding.
- 3.5.2 Additional funds were required to repair one of the planters and an urgent action which is included in this agenda agreed spending £216.54 from the SE in Bloom EMR.

3.5.3 It is proposed that as part of the draft Budget discussions, £1,000 is moved from the Grass Cutting EMR to the Parks and Open Spaces EMR which currently stands at £96.59.

3.5.4 £545 has been spent from EMR on the Beacon Shield and £149 for the trees in Church Street Garden.

3.6 Project 82

3.6.1 Expenditure is in line with expectations.

3.7 Museum

3.7.1 The advertising budget is overspent by £308.

3.7.2 £49.65 has been spent from EMR on the 90<sup>th</sup> Birthday celebrations. £221 has been spent from EMR on advertising.

3.7.2 Museum Income is as the table below.

**Museum Income**

	Budget	Income	Notes
Sales	£900	£482	
Sale or Return Income	-		
Donations	£0	£305	
Exhibition Commission	£150	£0	
Loan Box Income	-	£95	
Reproduction	-	£0	
Charges for services	-	£1,496	To cover cost of internship
Grants Received	-	£0	
	£1,050	£2,378	

3.8 Allotments

3.8.1 Expenditure is in line with expectations; there are no significant variances to report.

3.8.2 Annual allotment rents are currently being collected.

Peter Herbert  
Town Clerk

## LITTLEHAMPTON TOWN COUNCIL

## BUDGET REPORT 2018/19

## COMMUNITY RESOURCES COMMITTEE MEETING 6th December 2018

SERVICE		Actual I & E as at 20/11/2018 £	Budget 2018/19 £
GRANTS & PARTNERSHIP INITIS	Expenditure	53,782	56,250
	Income		-
COMMUNITY	Expenditure	74,988	100,790
	Income	5,323	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	7,355	17,080
	Income	10,781	26,885
PARKS & OPEN SPACES	Expenditure	15,351	34,997
	Income	625	3,500
PROJECT 82	Expenditure	39,198	53,815
	Income	1,183	2,040
MUSEUM	Expenditure	3,999	7,500
	Income	2,058	1,050
ALLOTMENTS	Expenditure	6,376	9,455
	Income	1,160	15,531

Total Expenditure	201,049	279,887
Total Income	(21,130)	(49,106)
Net Expenditure	179,919	230,781

Only the part of the budget that CRC is responsible for is shown

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

In addition to the above budgeted expenditure the following has been spent from Earmarked Reserves

	£
General Grants	694
Wick - Quarterly Photography	105
Shield for Millenium Beacon	545
Tree Planting Manor House	149
90th Birthday celebrations	50
Advertising	221
	<u>1,764</u>

# LITTLEHAMPTON TOWN COUNCIL

## Non-Confidential

**Committee:** Community Resources

**Date:** 6<sup>th</sup> December 2018

**Report by:** Town Clerk

**Subject:** CRC Draft Budgets 2019/20, 2020/21 and 2021/22

### 1. Summary

- 1.1 The report sets out the draft Community Resources Committee Budget for 2019/20 and the projected budgets for 2020/21 and 2021/22. The current 2018/19 budget is also included for comparison (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 The full Council budget has been prepared to reflect a 1% increase in Band D for 2019/20 and currently a 1% increase for 2020/21 and 2021/22 (the figures for 2020/21 and 2021/22 do not reflect any increase in the Council Tax base).

### 2. Recommendations

The Committee is **RECOMMENDED** to:

- (1) Comment upon the draft Committee budget for 2019/20 and the projected budgets for 2020/21 and 2021/22: then recommend its proposals to the Policy and Finance Committee.
- (2) Note the Committee's Earmarked Reserve position.

### 3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2019/20. Other than for allotments the budgets do not include recharges from Manor House Buildings, Central Support Services and A Team.
- 3.2 The proposed Council Precept, Band D figure and General Reserves Balance at the beginning of the year are included for information on the summary page in Appendix 1.
- 3.3 To support the Committees understanding of the budgets the EMR that relate to this Committee are included as Appendix 2.
- 3.4 The Summary page shows that overall the proposed Community Resources Committee budget decreases by 4.46%. It should be noted this decrease is largely related to the Skate Park funding that showed as expenditure in 2018/19.
- 3.4 Budgets have been projected until 2021/22 to inform long term planning. All known future expenditure has been included in these projections.
- 3.5 Emphasis has been put on maintaining budgets where needed, planning for developments and proposed projects and activities as well as taking into consideration the balance of EMR. These are commented upon below and are shown in the itemised budget sheets attached at Appendix 1.
- 3.6 Where specific EMRs exist, budgets have been kept to a minimum with no contingency. Should additional funds be required, this can be met from EMR.

This continues the approach agreed by the Council when agreeing the budget in 2016/17.

### 3.7 Community Grants and Partnership Initiatives

3.7.1 2019/20 is the third and final year for these Service Funding Agreements (SFAs). The SFAs will then be reviewed by this committee in autumn/winter 2019.

3.7.2 A budget of £4,500 has been kept for Community Transport.

3.7.3 £2,000 has been merged from the Wick Week budget (under Community Services) with the Wick Information Centre SFA as previously agreed by this Committee.

### 3.8 Community

3.8.1 The Garden Competition budget has been reduced from £400 to £250 to reflect the previous decision of this Committee for the 2019/20 Garden Competition to change and for officers to work with local schools, awarding a £50 grant for each school.

3.8.2 The Events budgets have been previously discussed by this Committee and are itemised in Appendix 1. Changes are as follows:-

- Armed Forces Day - the budget has been increased by £4,000 to £13,500 to reflect current expenditure and potentially reduced or no grants being obtained.
- Easter Out and About - the budget for three events at Easter will be £800 as previously agreed by this Committee.
- An additional £100 has been added to the pancake Olympics budget for medals as previously agreed by this Committee.
- Stage by the Sea – there is a budget of £1,000, with £200 of this to be met from EMR for 2019/20 and 2020/21, and options for delivery to be explored.
- Screen on the Green – the budget currently shows an increase of £1,000 to £15,000, with £6,000 being met from EMR. Potential changes to the Screen on the Green event are the subject of a separate report on this agenda. £15,000 has been projected for 2020/21 and 2021/22, which has an impact on the budget. Anything more than that will have a significant impact on the budget, and consideration will need to be given as to what can be reduced in order to accommodate this.
- The Wick Week budget of £2,000 has been merged with the Wick Information Centre SFA.
- The Boat Jumble budget is the subject of a separate report on this agenda. Should any funding be required it can be met from the Event Support budget.
- The Event Support budget has been kept at £5,000 to provide support for local events, with £4,600 being met from underspend in the 2018/19 budget. boat jumble

3.8.3 The budget for Christmas Illuminations is £23,750 and includes the Wick illuminations. £3,000 per year will be met from EMR for 2019/20 and 2020/21.

3.8.4 The Ferry funding agreement is due for review by this Committee in autumn/winter 2019 along with the other SFAs.

3.8.5 The CRC Initiatives budget has returned to £10,000 (it had been reduced to £7,000 in 2018/19, £3,000 of which was used to cover the cost of extending the Collections Documentation Officer post).

### 3.9 Southfields Community Centre (SJC)

3.9.1 There are very few changes in this cost centre.

3.9.2 Salaries include apportioned salaries for other staff. The increase is due to the revised pay structure with larger pay increases for the lower end of the pay scale, as well as staff moving up the increments on the pay scale and staff joining the pension scheme.

3.9.3 Due to the proposed increase of hire charges income has slightly increased. Room hire fees are the subject of a separate report on this agenda.

### 3.10 Parks and Open Spaces

3.10.1 There is £1,500 to provide new trees as well as maintain existing stock, which can be met from EMRs in 2019/20.

3.10.2 Rosemead is budgeted to earmark underspends for a replacement playground. The current EMR stand at £77,347 (including the Solar Farm Grant from Anesco) and additional funds are expected from S106 for the Elm Grove development.

3.10.3 It is proposed to move £1,000 from the Grass Cutting EMR to the Parks and Open Spaces EMR.

3.10.4 £16,000 has been allocated for the skate park lighting scheme from Loan Capital EMR.

### 3.11 Project 82

3.11.1 The budget for this service reflects the agreement with Arun Church to operate the Youth Service for three years from 2<sup>nd</sup> October 2017.

3.11.2 The remaining costs in this service are for the building and an apportion of LTC staff time.

3.11.3 It is proposed to not increase the hire fees at Project 82.

### 3.12 Museum

3.12.1 The Collection Management budget has been increased to £10,000 to support the Collection Documentation work. There is no EMR for Collection Management.

3.12.2 The Exhibitions budget and the Museum Events budget have both been reduced to reflect the change in focus of the Museum.

3.12.2 The salaries budget shows a decrease, however an element of that is because the 2018/19 budget also included costs for maternity cover. The salaries budget includes:

- The extension to the Collection Documentation Officer post until 31st March 2021 (previously the costs of this post were covered from Community Resources Committee Initiatives EMR and 2018/19 budget).
- The reduction in hours of the Museum Curator from 37 hours per week to 30 hours per week.
- The inclusion of 7 hours per week for the Archives and Exhibition Officer post until 31st March 2020.

### 3.13 Allotments

- 3.13.1 The budget takes into account the additional plots at Worthing Road which is expected to be ready in 2019/20.
- 3.13.2 The Grounds Maintenance budget includes an additional £3,000 in 2019/20 and in 2020/21 to install water troughs at Fort Road, Trinidad, Mill Lane and Howard Road.
- 3.13.3 A Team and Central Support Services overhead costs have been included for clarity.

### 3.14 Earmarked Reserves

- 3.14.1 Reserves can be earmarked at the discretion of the Town Council. They can result from:
  - Events which have allowed monies to be set aside
  - Surpluses
  - Decisions causing anticipated expenditure to have been postponed or cancelled
  - Monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council wish to carry out
  - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
  - To avoid unnecessary temporary borrowing
  - A contingency to cushion the impact of unexpected events or emergencies
  - A means of building up funds to meet known or predicted liabilities.
- 3.14.2 It is proposed that the following EMRs are no longer required and should therefore be moved to the General Reserve:
  - Ferry
  - Seaweed removal
  - SBTS (Stage by the Sea)
  - Grass cutting (less the £1,000 to be moved to Parks and Open Spaces EMR)

Peter Herbert  
**Town Clerk**

## LITTLEHAMPTON TOWN COUNCIL

### DRAFT CRC SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 18/19 £	Proposed Budget 19/20 £	Projected Budget 20/21 £	Projected Budget 21/22 £	Percentage change %
Community Grants & Partnership Initiatives	61,335	65,000	63,610	63,720	5.98%
Community	153,700	153,825	158,265	155,725	0.08%
Southfields Community Centre	4,630	7,830	8,342	8,872	69.11%
Parks & Open Spaces	84,987	51,202	35,247	35,292	-39.75%
Project 82	57,630	58,400	58,735	59,075	1.34%
Museum	95,215	98,055	89,780	79,460	2.98%
Allotments	5,744	8,272	8,249	5,839	44.02%
<b>TOTAL NET EXPENDITURE</b>	<b>463,241</b>	<b>442,584</b>	<b>422,228</b>	<b>407,982</b>	<b>-4.46%</b>
<b>Known Expenditure from EMR</b>					
Stage by the Sea	(200)	(200)	(200)		
Screen on the Green (from Community Eve Event Support	-	(6,000)	-	-	
		(4,600)			
Centenary Commemoration (from 17/18 Ne	(5,000)	-	-	-	
Beacon Lighting (from 17/18 New Event)	(3,000)				
Christmas Illuminations	(3,000)	(3,000)	(3,000)		
Tree Planting	(1,500)	(1,500)			
Southfields Maintenance	(2,000)	(2,000)			
Skate Park	(50,000)	(16,000)			
Welcome Signs from CRC Initiatives	(15,280)				
Welcome Signs from Seaweed/SBTS	(4,000)				
CDO Museum	(5,000)				
<b>CRC Expenditure from Precept</b>	<b>374,261</b>	<b>409,284</b>	<b>419,028</b>	<b>407,982</b>	

<b>Whole Council Budget</b>	<b>Actual 2018/19 £</b>	<b>Proposed 2019/20 £</b>	<b>Projected 2020/21 £</b>	<b>Projected 2021/22 £</b>
<b>Funding Required</b>	<b>1,124,991</b>	<b>1,168,554</b>	<b>1,200,179</b>	<b>1,204,275</b>
Other Funding (from) / to balances	7,458	2,849	(17,062)	(9,327)
Grant receivable	-	-	-	-
<b>DRAFT PRECEPT FOR YEAR</b>	<b>1,132,449</b>	<b>1,171,403</b>	<b>1,183,117</b>	<b>1,194,948</b>
<b>BAND D COUNCIL TAX</b>	<b>117.91</b>	<b>119.09</b>	<b>120.28</b>	<b>121.49</b>
<b>INCREASE IN BAND D COUNCIL TAX</b>	<b>1.90%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>

<b>Additional Information</b>	<b>01/04/2018</b>	<b>26/11/2018</b>
General Fund 01/04/2018	201,302	201,302
Earmarked Reserves 01/04/18	2,418,738	
Earmarked Reserves 26/11/18		2,355,449
<b>Total useable Reserves</b>	<b>£2,620,040</b>	<b>£2,556,751</b>

## CRC Draft Budget 2019/20 -2021/22

	Budget 18/19 £	Budget 19/20 £	Budget 20/21 £	Budget 21/22 £
<b>104 <u>Community Grants &amp; Partnership Initiatives</u></b>				
LOCA	1,500	1,500	1,500	1,500
CAB	3,500	3,500	3,500	3,500
VAAC	1,500	1,500	1,500	1,500
Community Transport	4,500	4,500	4,500	4,500
L'ton Badminton & Squash	500	500	500	500
Bonfire Society	4,000	5,500	4,000	4,000
Shopmobility SFA	2,000	2,000	2,000	2,000
General Grants	20,000	20,000	20,000	20,000
Keystone Centre	3,000	3,000	3,000	3,000
Wick Information Centre	2,000	4,000	4,000	4,000
Small Arts Grants	500	500	500	500
SPACE Grants	1,000	1,000	1,000	1,000
Freedom Out and About	2,000	2,000	2,000	2,000
Wick Initiatives	750	750	750	750
Littlehampton Sportsfield	4,500	4,500	4,500	4,500
Sports Forum	3,000	3,000	3,000	3,000
Sports Excellence Awards	2,000	2,000	2,000	2,000
Salaries	5,085	5,250	5,360	5,470
<b>Total Expenditure</b>	<b>61,335</b>	<b>65,000</b>	<b>63,610</b>	<b>63,720</b>

	<b>Budget 18/19 £</b>	<b>Budget 19/20 £</b>	<b>Budget 20/21 £</b>	<b>Budget 20/21 £</b>
<b>302 Community</b>				
Garden Competition	400	250	250	250
Community Events	66,600	62,400	65,400	62,400
Christmas Illuminations	23,750	23,750	23,750	23,750
Xmas Trees	1,440	1,460	1,480	1,500
Ferry	7,500	7,500	7,500	7,500
CRC Initiatives	7,000	10,000	10,000	10,000
Visit Littlehampton- Website	1,000	1,000	1,000	1,000
Town Tourism	3,500	3,000	3,500	3,000
Salaries	42,310	44,265	45,185	46,125
Postage	300	300	300	300
<b>Total Expenditure</b>	<b>153,800</b>	<b>153,925</b>	<b>158,365</b>	<b>155,825</b>
Charges for Services- Xmas trees	(100)	(100)	(100)	(100)
<b>Total Income</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>	<b>(100)</b>
<b>Net Expenditure</b>	<b>153,700</b>	<b>153,825</b>	<b>158,265</b>	<b>155,725</b>

#### Community Events Budgets

<b>Town Show</b>	17,000	17,000	17,000	17,000
<b>Armed Forces Day</b>	9,500	13,500	13,500	13,500
<b>Xmas Celebration</b>	5,600	5,600	5,600	5,600
<b>Remembrance Sunday</b>	1,300	1,500	1,500	1,500
<b>Sandcastle competition</b>	400	400	400	400
<b>Easter Out &amp; About</b>	-	800	800	800
<b>Charity Pancake Race</b>	500	600	600	600
<b>SBTS Concerts-&amp; promotion</b>	1,000	1,000	1,000	1,000
<b>Events Guide</b>	2,000	2,000	2,000	2,000
<b>Screen on the Green</b>	14,000	15,000	15,000	15,000
<b>Centenary Commemoration</b>	5,000	-	-	-
<b>Wick week</b>	2,000	-	-	-
<b>Beacon Lighting</b>	3,000	-	3,000	-
<b>Boat Jumble</b>	300	-	-	-
<b>Event Support</b>	5,000	5,000	5,000	5,000
	<b>£66,600</b>	<b>£62,400</b>	<b>£65,400</b>	<b>£62,400</b>

	Budget 18/19 £	Budget 19/20 £	Budget 20/21 £	Budget 21/22 £
<b>303 <u>Southfields Jubilee Centre</u></b>				
Salaries	14,435	17,310	17,695	18,090
Protective Clothing	120	130	140	150
Postage	70	70	70	70
Telephone	65	65	65	65
Printing	100	100	100	100
Furniture & Equipment	500	500	500	500
Equipment Maintenance	500	500	500	500
Internet	450	460	470	480
Licences	1,700	1,700	1,700	1,700
IT	300	300	300	300
Rates	5,305	5,200	5,355	5,515
Water	800	825	850	875
Gas	2,150	2,200	2,250	2,300
Electricity	1,500	1,550	1,600	1,650
Cleaning	530	545	560	575
Security	2,080	2,120	2,160	2,205
Contract Cleaning	610	1,100	1,135	1,170
Health & Safety	200	200	200	200
Other Overheads	100	100	100	100
<b>Total Expenditure</b>	<b>31,515</b>	<b>34,975</b>	<b>35,750</b>	<b>36,545</b>
Equipment Hire	(50)	(50)	(50)	(50)
Rental Income	(26,010)	(26,270)	(26,533)	(26,798)
Recharge Changing rooms	(825)	(825)	(825)	(825)
<b>Total Income</b>	<b>(26,885)</b>	<b>(27,145)</b>	<b>(27,408)</b>	<b>(27,673)</b>
<b>Net Expenditure</b>	<b>4,630</b>	<b>7,830</b>	<b>8,342</b>	<b>8,872</b>
<b>304 <u>Parks &amp; Open Spaces</u></b>				
Tree Planting	1,500	1,500	1,500	1,500
Town Centre planting	5,009	5,009	5,009	5,009
Gateways	11,030	11,030	11,030	11,030
Roundabouts, Manor House	8,709	8,709	8,709	8,709
Rosemead	10,000	10,000	10,000	10,000
Salaries	1,990	2,105	2,150	2,195
Grounds Maintenance	250	350	350	350
Skate Park	50,000	16,000	-	-
<b>Total Expenditure</b>	<b>88,487</b>	<b>54,702</b>	<b>38,747</b>	<b>38,792</b>
Sponsorship	(3,500)	(3,500)	(3,500)	(3,500)
<b>Total Income</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>(3,500)</b>
<b>Net Expenditure</b>	<b>84,987</b>	<b>51,202</b>	<b>35,247</b>	<b>35,292</b>

	<b>Budget 18/19 £</b>	<b>Budget 19/20 £</b>	<b>Budget 20/21 £</b>	<b>Budget 21/22 £</b>
<b>307 Project 82</b>				
Salaries	5,855	6,410	6,550	6,690
Protective clothing	20	20	20	20
Rates	4,200	4,350	4,480	4,615
Water	300	310	320	330
Gas	1,280	1,290	1,300	1,310
Electricity	720	730	740	750
Cleaning	200	200	200	200
Security	1,725	1,750	1,775	1,800
Contract Cleaning	270	280	290	300
Health and Safety	100	100	100	100
Arun Church	45,000	45,000	45,000	45,000
<b>Total Expenditure</b>	<b>59,670</b>	<b>60,440</b>	<b>60,775</b>	<b>61,115</b>
P 82 Hire	(2,040)	(2,040)	(2,040)	(2,040)
<b>Total Income</b>	<b>(2,040)</b>	<b>(2,040)</b>	<b>(2,040)</b>	<b>(2,040)</b>
<b>Net Expenditure</b>	<b>57,630</b>	<b>58,400</b>	<b>58,735</b>	<b>59,075</b>

	<b>Budget 18/19 £</b>	<b>Budget 19/20 £</b>	<b>Budget 20/21 £</b>	<b>Budget 21/22 £</b>
<b>308 Museum</b>				
Museum Stock	450	250	250	250
Collection Management	600	10,000	1,700	1,700
Exhibitions	1,700	500	600	600
Education & Outreach	150	150	150	150
Museum Events	1,000	500	1,000	1,000
Salaries	88,765	84,020	83,435	73,105
Volunteers	125	125	125	125
Postage	100	100	100	100
Advertising	1,850	1,850	1,850	1,850
Printing	990	990	990	990
Subscriptions	460	520	530	540
Hospitality	75	75	75	75
<b>Total Expenditure</b>	<b>96,265</b>	<b>99,080</b>	<b>90,805</b>	<b>80,485</b>
Museum sales	(900)	(900)	(900)	(900)
Loan Box Income	-	(50)	-	-
Donations	-	-	-	-
Exhibition Commissions	(150)	(75)	(150)	(150)
Reproduction income	-	-	-	-
<b>Total Income</b>	<b>(1,050)</b>	<b>(1,025)</b>	<b>(1,025)</b>	<b>(1,025)</b>
<b>Net Expenditure</b>	<b>95,215</b>	<b>98,055</b>	<b>89,780</b>	<b>79,460</b>

	Budget 18/19 £	Budget 19/20 £	Budget 20/21 £	Budget 21/22 £
<b>309 Allotments</b>				
Allotment Security	280	340	380	420
Salaries	10,400	10,915	11,145	11,380
Project /Admin Support	125	125	125	125
Postage	410	420	420	420
Water	2,800	3,000	3,200	3,400
Grounds Maintenance	7,260	10,370	10,480	7,595
<b>Total Expenditure</b>	<b>21,275</b>	<b>25,170</b>	<b>25,750</b>	<b>23,340</b>
Allotment rents	(15,531)	(16,898)	(17,502)	(17,502)
<b>Total Income</b>	<b>(15,531)</b>	<b>(16,898)</b>	<b>(17,502)</b>	<b>(17,502)</b>
<b>Net Expenditure</b>	<b>5,744</b>	<b>8,272</b>	<b>8,249</b>	<b>5,839</b>
Recharge in Central Support Servic	3,165	3,460	3,520	3,740
Recharge in A Team	40,194	45,610	47,080	47,890
<b>Net Expenditure</b>	<b>49,103</b>	<b>57,342</b>	<b>58,849</b>	<b>57,469</b>

<b>CRC Earmarked Reserves 2018/2019</b>				
	Opening Balance 01/04/18 £	Expenditure to date £	Balance 26/11/18 £	Notes
Allotments	2,849.00		2,849.00	future liabilities
Allotment Accessibility Grant	7,500.00	1,656.33	9,156.33	For accessible allotment plots
CRC initiatives	31,473.33	15,280.00	16,193.33	£5k for CDO post 2018/19 still to be deducted.
Community Event	23,303.06	0.00	23,303.06	£6,000 for SOTG in 2019/20. £3,000 for Beacon in 2018/19. £5,051.20 for Centenary in 2018/19.
Christmas Lights	9,739.00		9,739.00	£9,000 proposed for Xmas Illuminations (£3k per year-2018/19, 2019/20, 2020/21)
Events	1,700.00		1,700.00	for contingencies
Ferry	1,085.12	0.00	1,085.12	No longer required proposed move to General Reserve
General Grants	1,765.00	693.96	1,071.04	for future liabilities
Grass cutting	5,400.00		5,400.00	No longer required proposed move £1,000 to Parks and Open Spaces EMR and remainder to General Reserve
Keystone Centre	7,800.00		7,800.00	Legal/consultancy costs of Keystone Project
Parks & open spaces	96.59		96.59	future liabilities
SE in Bloom	500.00	216.54	283.46	future liabilities
Rosemead	65,347.00		65,347.00	Future liability to replace play equipment
Rosemead Anesco Grant	12,000.00		12,000.00	Future liability to replace play equipment
Seaweed removal	1,000.00		1,000.00	No longer required proposed move to General Reserve
Southfields furniture & Equipment	1,507.48	0.00	1,507.48	future liabilities
Sports Forum	421.90	0.00	421.90	for contingencies
SBTS	3,562.80	545.00	3,017.80	No longer required proposed move to General Reserve
SBTS concerts	600.00		600.00	£600 proposed for SBTS Concerts/Promotion (£200 per year 2018/19, 2019/20, 2020/21)
Small Arts Grants	800.00		800.00	for contingencies
Town Tourism	3,914.05		3,914.05	for contingencies
Tree Planting	4,248.95	582.00	3,666.95	future liabilities
Visit Littlehampton	3,893.51	850.00	3,043.51	for contingencies
Wick Village Traders Gateway	500.00		500.00	From WVTA S106 funding for future maintenance of their gateways
Wick Initiatives	1,880.00		1,880.00	funding received in 2011/12
Wick Week	977.00	210.00	767.00	for contingencies
P82-WSCC Skate Park	2,561.00		2,561.00	To be used in conjunction with ADC
P82-Music project- YOF	929.60		929.60	
P82-Escape Project	2,243.00		2,243.00	
P82-Outreach	1,200.36		1,200.36	
P82-Subs	3,251.09		3,251.09	
P82-Volunteers & offsite Activities	804.00		804.00	future liabilities
Museum Collection Management	0.00		0.00	
Museum Storage	470.76		470.76	future liabilities
Museum Events	200.00	49.65	150.35	90th Birthday Celebrations in 2018
Museum Archaeological deposits	284.90		284.90	Used to benefit the archaeological collection
Museum Volunteers	130.00		130.00	future liabilities
Museum donations	1,910.73	221.00	1,689.73	
<b>Totals</b>	<b>207,849.23</b>	<b>20,304.48</b>	<b>190,857.41</b>	