Littlehampton
Town Council

Manor House- Church Street- Littlehampton· West Sussex BN17 5EW
Telephone: **01903 732063** • Facsimile: **01903 731690**
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Town Clerk - **Peter Herbert**

Friday 22nd March 2019

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 28 MARCH 2019** at **6.30pm**

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 Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board
- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Purchese is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM is a Member of Arun District Council
- Cllr Ayres is a Member of Arun District Council
- Cllr Gammon is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on Thursday 24th January 2019, circulated herewith (pages 7 - 13). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. TOWN MAYOR'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 Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

8. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

8.1 Notice of Written Question – Pursuant to Section 8b of the Town Council's Standing Orders, the following question has been submitted to the Committee by Councillor Chester*: 'In my view the fact that Councillors or prospective candidates were prevented from speaking at the Town electors meeting due to 'Purdah' resulted in residents being unable to be given full and accurate answers to the questions they asked. It was also not applied consistently, nor could it be as it is not possible to know who a candidate is until the candidates list is published.*

LGA guidance suggests that purdah could have started as late as 26 March 2019. Further my reading of it suggests it would have been appropriate for members of the Council with specific knowledge to answer questions, and appropriate for members of the public who have declared candidacy to be able to ask questions as residents of the town.
Can the new Town Council review the application of Purdah in regard to the annual electors meeting as soon as possible?

Members are reminded of the procedure for handling requests of this nature as prescribed in Section 8 of the Town Council's Standing Orders:

a) A Councillor may seek an answer to a question concerning any business of the Council not otherwise covered on the agenda at a Full Council meeting provided three clear working days' notice of the question has been given to the Town Clerk, as the Proper Officer.

b) A Councillor may seek an answer to a question concerning any business of a Committee of the Council at a meeting of that Committee provided that three clear working days' notice of the question has been given to the Town Clerk, as the Proper Officer.

c) Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

d) *Every question shall be put and answered without discussion.*

9. REPORTS OF COMMITTEES – (NON-EXEMPT)

9.1 Recommendations from Committees – report herewith (pages 14 - 28).
The report brings together the Recommendations from Committees that need approval by Council of which there are six. The remaining recommendations are the subject of separate reports elsewhere on this agenda.

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on **Monday 11th March 2019** – circulated herewith (pages 29 – 35) - at which the following items were discussed;

Minutes -

(64.2) Standing Order / Urgent Action – Progress Newsletter
(64.3) AccessAble
(66.1) Town Centre Management
(66.2) Progress Newsletter Review
(66.3) Financial Regulations Review
(66.4) Policy and Procedure for the Management of Policies
(66.5) Death of a Senior National Figure
(66.6) Photocopier Contract Review
(66.7) Skate Park – Wheeled Sports Facility
(67.1) Committee Finance Report 2018/19
(67.2) Annual Investment Strategy 2019/20

9.2.2 Community Resources

To receive the Minutes of the meeting held on **Thursday 14th February 2019** – circulated herewith (pages 36 – 42) - at which the following items were discussed;

Minutes –

(54.) Sports Forum
(55.) Allotments Working Group
(55.2) Installation of Water Troughs on allotment sites
(56.1) Museum Periodic Report
(56.2) Museum Action Plan

(56.3) Events Periodic Report
(56.4) Rosemead Park
(56.5) Community Transport
(56.6) Review and Redesign of the Integrated Prevention and Earliest Help Service
(56.7) Keystone Centre Project Update
(58.1) Littlehampton Ferry
(58.2) Merit Awards

9.2.3 Community Resources

To receive the Minutes of the meeting held on **Thursday 14th March 2019** – circulated herewith (pages 43 – 48) - at which the following items were discussed;

Minutes –
(68.1) Museum Periodic Report
(68.2) Events Periodic Report
(68.3) Visit Littlehampton
(68.4) SPACE Grants
(68.5) Small Arts Grant
(68.6) Christmas Illuminations 2018
(68.7) Keystone Centre
(69.1) Committee Budget Monitor 2018/19

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **Monday 4th February 2019** – circulated herewith (pages 49 – 57) - at which the following items were discussed;

Minutes –
(153.1) Planning Applications – Lists 2, 3, 4 and 5
(153.2) Planning Application LU/3/19/PL - Empty Supermarket Premises Avon Road, Littlehampton
(153.3) Local Plan Update
(154.1) Number 15 Bus Service
(155) Masterplan – North Littlehampton

9.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **Monday 4th March 2019** – circulated herewith (pages 58 – 63) - at which the following items were discussed;

Minutes –
(162.1) Planning Application LU/334/18/PL - Worthing Road Allotments
(164.1) Planning Applications – Lists 6, 7, 8 and 9
(164.2) Planning Application LU/310/18/PL,1 Arcade Road, Littlehampton
(164.3) Notice of Written Question
(165.1) Number 15 Bus Service
(166) Masterplan – North Littlehampton

9.2.6 Property and Personnel

To receive the Minutes of the meeting held on **Monday 18th February 2019** – circulated herewith (pages 64 – 66) - at which the following items were discussed;

Minutes –

(51.1) Street Scene Enhancement Scheme
(52.1) Staff Sickness
(52.2) Reception Refurbishment and Reconfiguration
(52.3) Staff Rates of Pay for Weddings
(52.4) War Memorial
(52.5) Keystone Centre Project Update
(54.1) Personnel Update

9.2.7 Property and Personnel

To receive the Minutes of the Extraordinary meeting held on **Tuesday 19th March 2019** – circulated herewith (pages 67 – 69) - at which the following items were discussed;

Minutes –

(61.1) Welcome Packs
(63.1) Museum Staffing
(63.2) Staffing Update

9.2.8 Governance and Audit

To receive the Minutes of the meeting held on **Tuesday 5th February 2019** – circulated herewith (pages 70 – 74) - at which the following items were discussed;

Minutes -

(17.1) Independent Committee on Standards in Public Life - Report on ethical standards in local government
(18.1) Internal Audit Report 2018/19
(18.2) Standing Orders Review
(18.3) Financial Regulations Review
(18.4) Annual Governance Review
(18.5) Annual Review of Internal Controls
(18.6) Annual Review of Corporate Risk Register
(18.7) Complaints and Compliments Review 2018

10. <u>OFFICERS REPORTS</u>

10.1 Financial Regulation Review - – report attached (pages 75 – 99).

10.2 Continuation of the "FindItOut" service from the Project 82 building – report attached (pages 100 – 101).

10.3 Keystone – report attached (pages 102 – 110).

10.4 Marking the Death of a Senior National Figure – report attached (pages 111 – 113).

10.5 Members Allowances Review – report attached (pages 114 – 115).

11. <u>REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES</u>

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

12. 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.

The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

13. EXEMPT OFFICER'S REPORT

13.1 Staffing Update – report for Members of the Council only to follow.

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Town Clerk **- Peter Herbert**

MINUTES of the **ORDINARY MEETING** of the **TOWN COUNCIL** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 24 JANUARY 2019** at **6.30pm**

PRESENT: Cllrs B Blanchard-Cooper (Mayor), Ayres, C Blanchard-Cooper, Buckland, Calvert, Chester, Gammon, Northeast, Squires, Tandy, Dr Walsh KStJ and Warren QVRM

2018/2019

60. EVACUATION PROCEDURES

The Chair and Clerk outlined the evacuation procedures.

61. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

62. APOLOGIES

There apologies from Councillors Baker and Purchese.

63. 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, and no further declarations were made.

64. MINUTES

The Minutes of the meeting held on Thursday 22nd November 2018 (previously circulated) were confirmed as a true record and signed by the Mayor.

65. TOWN MAYOR'S REPORT and URGENT ITEMS

65.1 The Mayor welcomed everyone to the meeting, he observed that his diary was busier than last year and before highlighting some key activities he spoke about the antisocial behaviour that continued to be an issue in the Town. Expressing his sadness about this, he urged everyone to continue reporting all criminal and antisocial behaviour to the Police as and when they saw it.

65.2 Christmas Light Switch On

The Mayor reported that he had received positive feedback regarding the Christmas lights display and thanked all the staff that were involved in supporting the display and switch on event for the Town to enjoy.

65.3 The Pancake Olympics

The Mayor reminded everyone that this year's event would be held on Saturday 2nd March 2019 and he asked Councillors to contact the Events Team if they were available to act as competition judges on the day.

65.4 Town Merit Awards

The Mayor invited Councillors to make nominations of groups and individuals for this year's Town Merit Awards. It was noted that these would be presented at the Annual Town Meeting on Thursday 21st March 2019. This was an opportunity to recognise those, who in the opinion of the Council, had made a significant contribution to the Town. It was noted that the deadline for returning nomination forms was 28th February 2018.

65.5 Mayoral List

The Mayoral list was circulated to Member's (copy attached to the minutes) and set out the range of functions that the Mayor had attended since the last Full Council meeting. The Mayor invited Members to join him at his main fundraiser "Curtain Up, the Sequel!" on Saturday 9th March 2019 and to St Mary's on Sunday 17th February 2019 for the Civic Service.

66. <u>PUBLIC FORUM</u>

There were five members of the public present.

66.1 Regarding the decision made on temporary toilets for events by the Community Resources Committee, Mr Terry Ellis expressed concerns regarding the potential lack of toilet facilities particularly for the disabled and infirm who attended the Armed Forces Day event. He asked if it was possible for toilet provision at this event to be reconsidered.

66.2 It was noted that following a thorough discussion by the Committee, it was considered that as this was a day time event, the existing provision would be sufficient. This was unlike other events, such as Screen on the Green, where better provision was needed as the public facilities would be closed.

66.3 Councillor Buckland addressed the Council from the public gallery, as Vice-Chairman of the Veterans Breakfast Club. He was pleased to inform Members that the Club had been open for one year. In this time the organisation had gone from strength to strength and was exploring new projects for the future. On behalf of the club, he presented a gift to the Mayor as a thank you for his support.

67. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

There were none.

68. REPORTS OF COMMITTEES – (NON-EXEMPT)

68.1 Recommendations from Committees

Council considered a report (previously circulated) which drew together the recommendations from the last cycle of Committee meetings that needed to be approved by Council. There was one from the Property and Personnel Committee, two from the Policy and Finance Committee and one from the Community Resources Committee.

68.1.1 Property and Personnel Committee: Monday 3rd December 2018

Minute 41.3 - Local Government Pension Scheme Internal Dispute Resolution Procedure (IDRP)

Council was asked to adopt an Internal Dispute Resolution Procedure (IDRP) in respect of the Local Government Pension Scheme. It was **RESOLVED** that:

The Internal Dispute Resolution Procedure be approved and adopted.

68.1.2 Policy and Finance Committee: Monday 17th December 2018

Minute 55.2 - Communications Strategy Review

Council had before it the Communications Strategy which had been revised following a review by the Communications Manager and the Policy and Finance Committee. Members thanked the Communications Manager for the excellent report and it was **RESOLVED** that:

The revised Strategy be agreed and adopted.

68.1.3 Minute 55.7 - Governance Update

Council was asked to approve changes to the Scheme of Delegation to Committees (Appendix 2 attached) to provide clarity regarding the formation of a Complaints Panel. The Town Clerk explained that the complaints policy had also been updated to address the anomaly in the complaints procedure. It was noted that a Complaints Panel, when formed, would reflect the political balance of the Council and make provision for the nomination of a representative from minority groups if appropriate. Members therefore unanimously **RESOLVED** that:

1) ***The forming of a Complaints Panel be removed from the matters delegated to the Governance and Audit Committee.***
2) ***The Complaints Panel Procedures was the only way to select a Complaints Panel (appendix 3 attached to the report).***

3) A minority group member be included on any complaints panel or where there was no overall control, that at least two parties be represented on the panel.

68.1.4 Community Resources Committee: Thursday 6th December 2018

Minute 44.8 - Our Town Littlehampton Initiative

Council was asked to support a recommendation that the Town Council joined this initiative. It was noted that if approved, staff would receive training to familiarise themselves with the scheme and that the effectiveness of the scheme would be monitored. Members were supportive of the proposal and it was therefore **RESOLVED** that:

The Town Council participate in the Our Town initiative (appendix 4 of the report).

68.2 Committee Minutes (Non-Exempt)

68.2.1 Policy and Finance

Council received the Minutes of the meeting held on 17th December 2018 (previously circulated). Regarding Minute 55.4, Members' Allowances Review, it was clarified that the Members' Allowance was under review by Arun District Council (ADC) and a decision on Town Councillor allowances would not be agreed until ADC had reached a decision.

Councillor Walsh declared a personal interest in the following matter as Vice-Chair of West Sussex County Council's Health and Adult Social Care Select Committee.

68.2.2 Regarding Minute 55.1, Health Care provision in Littlehampton, the response from the Department of Health was disappointing and observing that the local MP was to be requested to take this matter up, it was agreed that he be provided with a briefing on the current situation.

68.2.3 Community Resources

Council received the Minutes of the meeting held on 6th December 2018 (previously circulated) with no matters arising.

68.2.4 Planning and Transportation

Council received the Minutes of the meeting held on 10th December 2018 (previously circulated) with no matters arising.

68.2.5 Planning and Transportation

Council received the Minutes of the meeting held on 7th January 2019 (previously circulated) with no matters arising.

68.2.6 Property and Personnel

Council received the Minutes of the meeting held on 3rd December 2018 (previously circulated) with no matters arising.

68.2.7 Governance and Audit

It was noted that the next meeting would be held on Tuesday 5th February 2019.

69. OFFICERS REPORTS

69.1 Council and Committee Dates 2019/20

Council received and considered a draft calendar of dates (previously circulated) for the 2019/20 meeting cycle. Whilst every effort had been made to avoid clashes with District and County Council meeting dates, Members were encouraged to let the Town Clerk know if this was not the case. It was therefore **RESOLVED** that:

The Draft Council and Committee dates for 2019/20 be approved.

Councillor Dr Walsh KStJ declared a personal interest in the following matter as a member of the Littlehampton Harbour Board.

69.2 Littlehampton Harbour Board Sub-Committee Request

The Committee received a report (previously circulated) that outlined the recent establishment of a sub-committee by the Board to channel the process of applying for a Harbour Revision Order (HRO). The Board had approached the Town Council asking it to nominate either a Town Councillor or Officer to join the sub-committee as a co-opted member. The willingness to engage the Town Council in this process was welcomed, however Members sought reassurance that in participating in the sub-committee, the Town Council's ability to participate in any subsequent consultation on a revised HRO would not be compromised. Councillor Dr Walsh KSt5J proposed that Councillor Buckland be nominated as the Town Council's representative as he had considerable knowledge of the Harbour and was the Ward Member. This was seconded by Councillor Chester. It was therefore **RESOLVED** that:

Subject to reassurance about the Town Council's ability to participate in any future public consultation on a revised HRO, Councillor Buckland be nominated as the Town Council's representative on the Littlehampton Harbour Board Statutory and Governance Sub-Committee.

70. FINANCE

70.1 Full Budget Report 2019 – 2022

The Council had before it a report (previously circulated) which set out the proposed Council Budget for 2019/20 and Projected Budgets for 2020/21 and 2021/22 (previously circulated). In addition to the precept Council was also asked to approve a number of recommendations that

aimed to provide clarity on the Town Council's payment approval process. The Mayor thanked the Deputy Town Clerk and Responsible Financial Officer for her expertise and work during the Budget process. The Chair of the Policy and Finance Committee was pleased to present the proposed Council Budget for 2019/20 which aimed to deliver improved key services to the Town, whilst also maintaining the Town Council's assets.

70.2 Members went on to debate the proposed budget in more detail. A Member suggested that a 3% increase would be a burden for residents already struggling in the current economic climate and that the budget should only be increased by 1% to cover essential services. Members' attention was drawn to some major changes in the budget, including the decision to support community transport initiatives and other major project such as the new Keystone Youth facility. It was also observed that a 3% increase was comparatively modest and would reduce the likelihood of the Council having to draw further on its reserves and provide the flexibility to step in to support local services if Council so wished. It was noted that the budget would also go towards the ambitious work regarding community facilities and would continue to support Town traders, events, grants and the Museum. These views had also been expressed by the Committees when considering their individual budgets. It was also acknowledged that a 1% increase would represent a real-terms cut, which would significantly impact upon the Council's proposals for new projects such as at the Keystone Centre. The level of precept proposed for 2019/20 represented a 3% increase (£3.54 per annum) for Band D Council Tax payer, which was considered good value for money. It was therefore **RESOLVED** that:

1) ***The budget for 2019/20 setting a Precept of £1,197,150 be approved.***
2) ***The projected budgets for 2020/21 and 2021/22 be noted.***
3) ***The level of the General Reserves (3.7, 3.8 of the report) be approved.***
4) ***The existing procedure, as per Standing Orders and Financial Regulations, of authorising of Council expenditure (4.1 of the report) be approved.***
5) ***The existing procedure, as per Financial Regulations, of authorising expenditure to a value not exceeding £200 on the Imprest Account (4.2 of the report) be approved.***
6) ***Authority be delegated to the Town Clerk to spend Earmarked Reserves up to the amounts included in the approved EMRs, subject to the requirements of the Standing Orders,***

Financial Regulations and Scheme of Delegation (4.3 of the report).

7) ***Authority be delegated to Town Clerk to spend external Grant monies as outlined in the grant application (4.4 of the report).***

74. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

There were none.

75. EXEMPT BUSINESS

There were none.

The meeting closed at 7:25pm.

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TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **28th March 2019**

Report of: **The Town Clerk**

Subject: **Recommendations from Committee**

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

2. Policy and Finance Committee: Monday 11th March 2019

2.2 Minute 66.4 - Policy and Procedure for the Management of Policies

The Committee had before it a draft Policy and Procedure for the Management of Policies (previously circulated). This provided a framework for the development of policies and procedures. Regarding paragraph 8, Approval Process, it was noted that the existing practice of all strategic / corporate policies being approved by Council be continued other than those relating to Human Resources, which were delegated to the Property and Personnel Committee. It was therefore **RESOLVED** that:

The Policy and Procedure for the Management of Policies be agreed and RECOMMENDED to Full Council for approval.

2.4 Minute 67.2 - Annual Investment Strategy 2019/20

The Committee received a report (previously circulated) which set out the review of the Annual investment Strategy for the financial year 2019/20. It was **RESOLVED** that:

The Annual Investment Strategy 2019/20 be agreed and RECOMMENDED to Full Council for approval.

3. Governance and Audit Committee: Tuesday 5th February 2019

3.1 Minute 18.1 - Internal Audit Report 2018/19

The Committee considered a report (previously circulated) which set out the outcome of the first Internal Audit Report for the financial year 2018/19. In addition, views were sought on a draft procedure for internal audit provision to assist with the review of the Internal Auditors appointment which was due to change for 2019/20 financial year. Return. It was noted that the audit

regulations required local authorities to have effective internal audit procedures in place which must be reviewed annually by the Council. The Responsible Financial Officer (RFO) explained that if these processes were not in place the Council would not have the assurances it required to confidently approve the Annual Governance Statement in the Annual Return. The proposed procedure therefore aimed to reflect the competencies and specialist reporting that were expected from an independent internal auditor engaged in local authority work. Members were pleased to note the positive outcome of the internal audit report and it was **RESOLVED** that:

The Councils Internal Audit Provision Procedures be approved and RECOMMENDED to Full Council.

3.3 Minute 18.5 - Annual Review of Internal Controls

The Committee considered a report (previously circulated) that outlined the Town Council's annual review process of Internal Controls that included measures designed to prevent and detect fraud and corruption. In addition, further amendments would be required to Section 1, Payments, to remove the section which referred to two/five authorised councillor signatures and to Section 3, Credit Card Payments, subject to approval by Full Council of the changes to the Financial Regulations that were proposed by the Committee following its review earlier in the meeting. The RFO provided clarification regarding the current use of online banking and it was noted that residents were already being encouraged to make payments direct to the Town Council using BACS. She also confirmed that the facility to accept card payments would form part of the roll out of electronic banking. It was therefore **RESOLVED** that:

Council be RECOMMENDED to approve Statements 2, 5, 6 and 7 of the Annual Governance Statement and that they have been complied with.

3.4 Minute 18.6 - Annual Review of Corporate Risk Register

The Committee considered a report (previously circulated) that outlined the changes to the updated Corporate Risk Register and the Risk Register relating to the Town Councils' Strategic Policies. The RFO explained that the documents had been reviewed by the Service Managers and that minor changes were proposed to bring the document in line with current practice. The Risk Management Strategy and Procedures had also been reviewed by the Town Clerk and RFO and no changes were proposed. It was noted that the Strategic Polices would be reviewed after the local elections by the new Council and risk assessments carried out as appropriate.

Members proceeded to review the Register and discussion focussed on recent events, and their impact on the Town Council's ability to achieve its objectives relating to the museum and tourism. It was noted that the assessment of the level of risk was based on the effectiveness of the control measures that were in place. Therefore, the activities of the Museum Working Group, and ongoing efforts to support tourism initiatives that the Town Council

was engaged in as part of its normal business activities, formed part of the controls. Reviewing the document further, an additional change was proposed to one of the risks identified under Youth Services where it was suggested that “potential increase in anti-social behaviour” be replaced with “Failure to deliver life enhancing skills”. This was supported and it was therefore **RESOLVED** that:

1) ***The Council’s Corporate Risk Management Strategy and Procedures be approved and RECOMMENDED to Full Council for approval.***
2) ***Subject to the amendment set out in Minute 18.6.2 above, the Risk Registers be RECOMMENDED to Full Council for approval.***

Peter Herbert
Town Clerk

Littlehampton Town Council

POLICY AND PROCEDURE FOR THE MANAGEMENT OF POLICIES

Date Please insert date of adoption

Document Number Added centrally if a new policy/procedure, otherwise please copy from previous edition

Edition Number 1

Replaces N/a

Policy Maker Juliet Harris, Major Projects & Democratic Services Manager

Responsibility Policy & Finance

Resolution Number TBA

Review Cycle Every 3 years

This information pack contains:

POLICY AND PROCEDURE FOR THE MANAGEMENT OF POLICIES
Policy Number : TBA
Procedure 1
Appendix 1

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LITTLEHAMPTON TOWN COUNCIL

POLICY AND PROCEDURE FOR THE MANAGEMENT OF POLICIES

1. INTRODUCTION

The Town Council has a duty to ensure that appropriate policies and supporting procedures are in place to comply with legislation, to enable all staff to fulfil their roles safely and competently and to provide consistent, effective and appropriate services for residents, councillors and their colleagues.

Through this policy the Town Council will ensure that there is a process whereby all policy documentation is consistent in format, compilation and dissemination. In addition, there will be an effective process for managing and reviewing policies on a regular basis to ensure that documentation remains procedurally and legally compliant. All policies are available on the G Drive.

2. POLICY STATEMENT

The Town Council will provide a structure for the development, approval and dissemination of policies which will include:

- Ensuring that staff have access to the most recent copies of Town Council Policy documents.
- Establishing a control procedure for all policies to ensure that those in use are current, relevant and that duplication is avoided.
- Developing and maintaining a central index of current policies, procedures and an archive of past documentation.

3. AIM

The aim of this policy is to set out the responsibilities for the development, approval and management of all policies including:

- The approval of Town Council policies by Council and Committees.
- The role of the Officers in writing, distributing and implementing the policy.
- The procedures following approval of a policy.

4. ROLES AND RESPONSIBILITIES

4.1 Town Clerk

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As the Proper Officer, the Town Clerk has overall responsibility for ensuring that the Town Council has appropriate policies and procedures in place to ensure the organisation works to best practice and complies with all relevant legislation. He/she is also responsible for the effective management of, and compliance with, this policy. This includes ensuring that:

- An index of policies and procedures is maintained.
- Policies and procedures are approved as part of the Governance framework at the appropriate level in the organisation.
- The documents are accessible and cascaded appropriately across the organisation, ensuring that staff, particularly those who do not have a dedicated email address, and councillors have read and understood the relevant policies and are aware of any new guidance or revisions as appropriate.
- All policies are reviewed in a timely manner in line with the review timescale set at the time of approval or as a result of changes to practice, procedure, organisational structure or legislation.
- Consultation where appropriate has taken place with the relevant individuals and groups.
- New members of staff that join the Town Council are made aware of the contents of this Policy at induction and how to access Town Council policy documents.
- Arrangements are established to monitor the receipt and understanding of all relevant Town Council policies to help manage risk within the organisation.

4.2 **All Managers** – are responsible for ensuring that:

- All policies and procedures are accessible to the staff who report to them;
- The staff who report to them have read and understood all policies and procedures that are relevant to their role;
- Staff receive any training that might be required in respect of policies and procedures that are relevant to their role.
- The importance of policies and procedures is embedded through team meetings as a standard agenda item and through supervision and appraisals.
- Any changes in practice, procedure, organisational structure or

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legislation that would require an urgent review of policy documents is implemented.

4.3 **All Staff** – are responsible for ensuring that:

- They have read and understood all policies and procedures that are relevant to their role.
- They adhere to the policies and procedures in use across the Town Council and specific to their area of work.
- Information regarding any changes in practice, procedure, organisational structure or legislation that would require an urgent review of policy documents is immediately reported to their Line Manager.

4.4 **Administration Team** – are responsible for ensuring that:

- The policies folder is maintained.
- Policy updates are disseminated throughout the organisation.
- A record of the distribution and receipt of policy documentation for all staff and councillors where relevant is maintained.

4.5 **Full Council and Committees** – are responsible for approving policies in line with their delegated responsibilities. In outline they are as follows:

Policy & Finance	Corporate Policies Finance Polices Member Policies Council Performance Mayoralty
Property & Personnel	HR & Staffing Policies Town Council Assets
Governance & Audit	Strategic Policies (after consultation with relevant Committees) Corporate Publicity Corporate Performance Standards Audit
Community Resources	Grants Community Centres Museum

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	Events Allotments Parks and Open Spaces
Planning & Transportation	Planning Highways Transportation

5. POLICY ORGANISATION

For ease of reference, all policy documentation will be listed and an index of policies will be maintained to manage the review process. The index is the central register for all policies in the Town Council.

6. DOCUMENT FORMAT

A template has been developed to provide a standard front cover which is to be applied to Town Council policies and procedures and each policy shall include a front sheet (Appendix 1).

7. CONSULTATION

All policies should be developed in consultation with their target audience involving appropriate staff and where necessary Councillor representation. All new, or significantly revised, policies should be the subject of consultation within the organisation as appropriate.

The author must identify and document consultation and provide assurance to the approving Committee that this has been conducted thoroughly.

8. APPROVAL PROCESS

The Town Council will be responsible for the approval of all policy documents. This responsibility can be delegated to an appropriate Committee in accordance with the Scheme of Delegation to Committees and Standing Orders and will be one of the following:

- Approval retained by the Town Council
- Delegated to a Town Council Committee

All corporate and strategic policies will be approved by Council, other than HR policies which are delegated to the Property and Personnel Committee. Individual service policies can be approved by the relevant committee (i.e. Museum policies by the Community Resources Committee).

No changes should be made to a Town Council Policy after it has been ratified and

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approved, other than changes that do not affect the overall strategy, such as a change to the law or staff roles/job titles.

9. REVIEW PROCESS

All policy documents must be reviewed at least once every three years. Where policies are subject to different review periods by virtue of statutory or regulatory requirements, this shall take precedence. Documents will be reviewed more frequently if changes in legislation or the service requires it. Authority is delegated to the Town Clerk and Deputy Town Clerk to decide jointly whether changes are or are not required. It is the responsibility of the Town Clerk to ensure that documents are reviewed in line with their review dates.

Where a review necessitates considerable change to the previous document, the process will be treated as though it is a new document. Minor amendments that do not affect the overall strategy can be made with the agreement of the Town Clerk and notified by distributing copies of the policy to appropriate recipients, with the front sheet (Appendix 1) annotating where and what the changes are.

10. PUBLICATION, DISSEMINATION AND DISTRIBUTION

All policies and procedures that have been ratified appropriately must be forwarded to the Administration Team. They will then ensure that the document is:

- Distributed to the relevant staff and councillors obtaining the appropriate acknowledgements where necessary.
- Included within the polices section on the G Drive and that the policy index is updated, and obsolete documentation is archived or deleted as required.
- Uploaded onto the website if appropriate.

All policy documents must be produced, vetted, approved and disseminated in accordance with this policy.

11. REVIEW

This policy will be reviewed every three years, or sooner should the author or legal requirements deem it to be relevant or required.

Peter Herbert
Town Clerk
March 2019

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Appendix 1

Please Insert Document Title

Date please insert date of adoption

Document Number Added centrally if a new policy/procedure, otherwise please copy from previous edition

Edition Number please insert edition number

Replaces please insert previous title, edition number, and date to be discarded

Policy Maker please insert policy maker's name and job title

Responsibility please insert committee responsible for policy

Resolution Number please insert resolution number from minutes

Review Cycle please insert review cycle e.g every 3 years or earlier in the event of legislative changes

This information pack contains:

please insert document title
please insert details e.g. Policy No.1 - ...
please insert details e.g. Procedure No.1 - ...
please insert details e.g. Procedure No.1.1 - ...
please insert details e.g. Appendix No. 1 - ...

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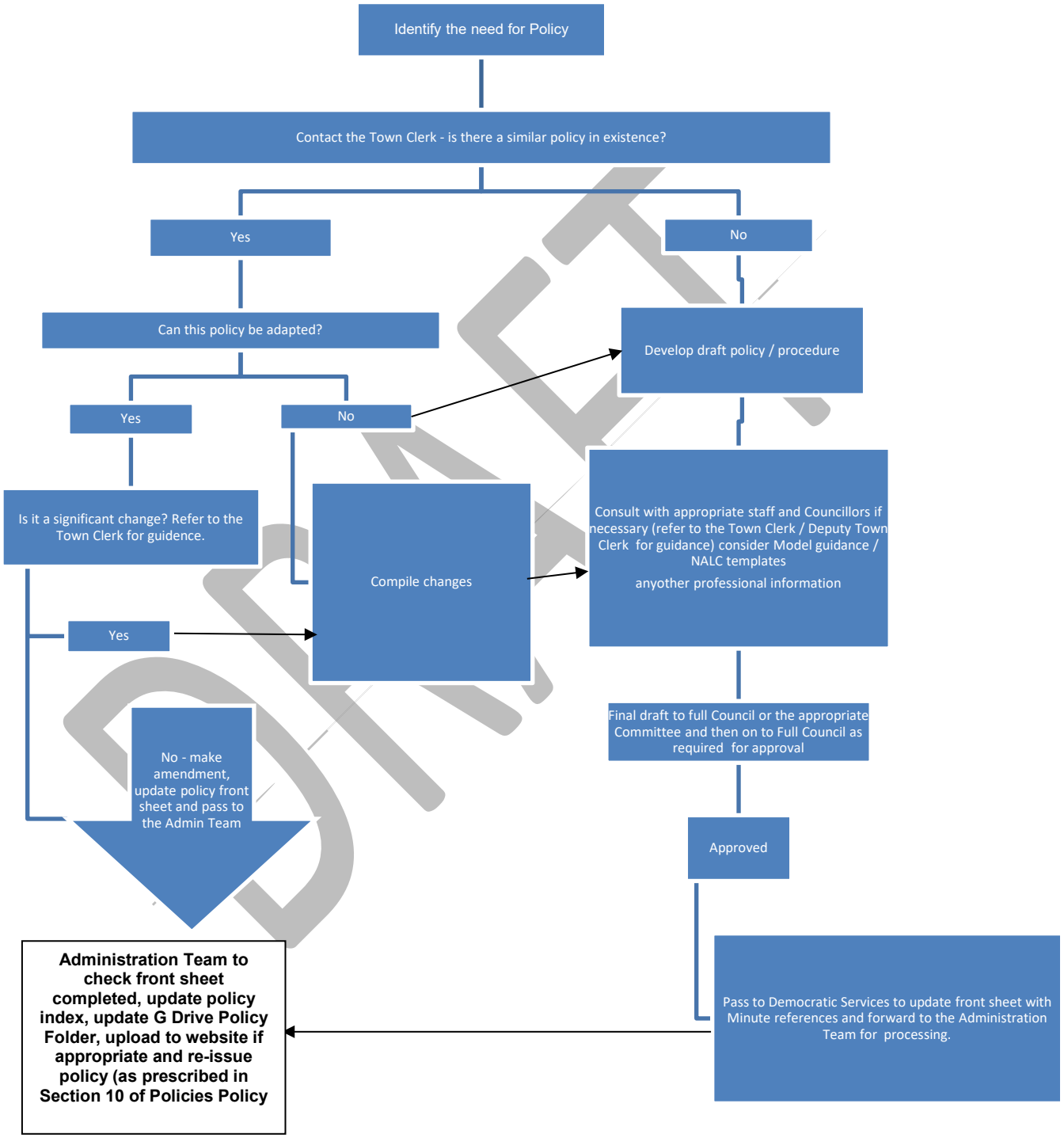
PROCESS FLOW CHART



LITTLEHAMPTON TOWN COUNCIL
ANNUAL INVESTMENT STRATEGY 2019/20

1. The Council has had regard to the Department of Housing, Communities and Local Government's Guidance on Local Government Investments and CIPFA's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes.

2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

3.1 All investments will be in sterling.

3.2 The general public policy objective for this Council is the prudent investment of its treasury balances.

3.3 The Council's investment priorities are the security of reserves and liquidity of its investments.

3.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

3.5 The DCLG maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment Balances/Liquidity of Investments

4.1 Based on its cash flow forecasts, the Council anticipates its fund balances in the financial year 2019/20 will be up to £2,400,000 including the £1,500,000 capital receipt and taking into consideration planned expenditure on large projects such as the Skate park.

4.2 The Council has considered the current level of balances and estimated levels over the next 3 years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that should all expected funds be received then investments may be made for longer than 1 year but only in CCLAs Local Authorities Property Fund (LAPF) and only balances that will not be needed for at least 5 years.

4.3 In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the RFO, in consultation with the Town Clerk, deposits in CCLAs Public Sector Deposit Fund and other UK banks, with a minimum long term Moody's (or equivalent) credit rating of 'A', may be used if offering a

higher rate of interest.

5. Investments defined as capital expenditure

5.1 The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classified as “non specified investments”.

5.2 A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons (e.g. to the registered social landlord for the construction/improvement of dwellings) or if it is an investment for treasury management purposes. The latter will be governed by the framework set by the Council for “specified” and “non-specified” investments.

5.3 It is not envisaged that any investments of a capital expenditure nature will be entered into during 2019/20. Investment in the LAPF is not classed as Capital Expenditure.

6. Provisions for credit related losses

6.1 If any of the Council’s investments appear at risk of loss due to default (i.e. a credit rated loss, and not one resulting from a fall in price due to movements in interest rates) the Council will make revenue provision of an appropriate amount.

7. Investment Strategy to be followed in house

7.1 To retain not less than one month’s average working capital requirement in current and instant access accounts giving immediate access.

7.2 Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year’s duration depending on the prevailing interest rates.

7.3 Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements.

7.4 Funds may be placed for more than one year in CCLA’s LAPF, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year Investment Report

8.1 During the budget process the Responsible Financial Officer (RFO) will report on investment forecasts.

8.2 At the end of the financial year, the RFO will prepare a report on investment activity.

Annual Governance Statement
Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council. The following statements appertain to this report. This Committees review of the Internal Controls gives Council the assurance required to approve the Annual Governance Statement in June.

Statement	Explanatory note
2. 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'	This statement covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way.
5. 'We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.' 6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems.' 7. 'We have taken appropriate action on all matters raised in reports from internal and external audit.'	These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering: • the overall control environment, including internal audit; • the identification, evaluation and management of operational and financial risks; • budgetary control and monitoring arrangements; and • the documentation and application of control procedures.

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 11 MARCH 2019** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Baker and C Blanchard-Cooper
The Mayor attended Ex-Officio.

2018/2019

58. EVACUATION PROCEDURES
The evacuation procedures were noted.

59. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

60. MOBILE PHONES
Members and the public were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.

61. APOLOGIES
There were apologies from Councillor Buckland.

62. 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, and no further declarations were made.

63. MINUTES
The Minutes of the meeting held on Monday 17th December 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

64. CHAIR'S REPORT AND URGENT ITEMS

64.1 The Chairman provided an update on the JEACC meeting held on Tuesday 5th March 2019. He reported that concerns on Town Centre policing and the lack of regular foot patrols had been raised. It was **RESOLVED** that:

The update be noted.

64.2. Standing Order / Urgent Action – Progress Newsletter

The Committee received (attached to the minutes) an urgent action regarding the appointment of RWP to design and print the Summer issue of Progress. It was **RESOLVED** that:

The urgent action be noted.

64.3 AccessAble

The Committee was asked to consider providing financial support to Arun District Council's contribution to Accessible who provided a website giving details of the accessibility to shops and places in Arun. The consensus was that every effort should be made to ensure this information was widely publicised. However, Members considered that the costs should be shared with other Parishes in the District who would also benefit from it and that consideration needed to be given to the information already provided by the Arun Access Group. It was therefore **RESOLVED** that:

The Town Clerk be delegated authority, in consultation with the Chair, to explore funding alongside Arun District Council and local parishes for Accessible, whilst also considering whether it added to the information afforded by the Access Arun Group.

65. PUBLIC FORUM

There were two members of the public present.

65.1 Councillor Chester addressed the Committee from the public gallery on a number of points. Noting the progress with the skate park scheme, he stated that in his view the proposals were excellent. Regarding the proposed redevelopment of the former Waitrose site, he expressed his dissatisfaction with the response to the planning application consultation by Arun District Council's Economic Development Team. They had raised no objection, whilst also identifying several concerns. He hoped they could be encouraged to object to the application. Councillor Chester's comments were noted and would be considered further by the Committee as part of the Town Centre Management Update.

65.2 Regarding the Review of the Progress Newsletter, he stated that in his view the Newsletter should be a community publication. The Chair of the Committee explained that the aim of the newsletter was to inform residents of the services provided by the Town Council and how it supported community groups and events. Acknowledging Councillor Chester's comments however, he confirmed that this did not exclude relevant adverts about community matters, including signposting for events, etc.

65.3 Mr Terry Ellis addressed the Committee on a number of points. Regarding the AccessAble website, Mr Ellis informed the Committee that Arun Access Group also provided information relating to accessibility in the Town including disabled parking and toilet provision. He also asked if a response had been received from the local MP regarding healthcare provision in Littlehampton and when the installation of the Welcome Signs would take place. Regarding the Highstreet, he asked if there was anything that could be done to improve the appearance of the Town Centre street scene.

65.4 In response it was noted that a reply from the local MP was awaited and that the timetable for the installation of the Welcome Signs had yet to be finalised. Mr Ellis' comments regarding the High Street were noted and would be addressed by the Town Centre Regeneration Officer later in the meeting.

66. OFFICER'S REPORTS

66.1 Town Centre Management

66.1.1 The Committee received a presentation from the Town Centre Regeneration Officer (TCRO). This provided Members with an outline of current work and ongoing projects. It was noted that there were currently four large retail sites vacant and work was being undertaken to promote the Town through campaigns, markets and events to encourage new businesses. Regarding shop frontages, the TCRO explained that screens or acetates would be sourced to fill the empty shop windows. Members wished to see these installed as soon as possible when a vacancy occurred.

66.1.2 Observing the concern raised earlier during the Public Forum regarding the recent planning application to redevelop the former Waitrose site, it was noted that the Town Council had registered strong concerns regarding the balance of the development. It was thought that the District Council's Economic Regeneration Team's response was disappointing, and the Town Clerk was asked to write to them asking if they could reconsider this response with a view to formally objecting to the application.

66.1.3 Regarding the regeneration proposals for the Town Centre, the District Council had submitted a Stage 2 funding bid under the Coastal Communities Fund. If successful, this would provide funding of nearly £2.5m for improvements to the public realm in the town centre. The outcome of the bid was expected this summer. Regarding this, Members expressed concerns on the loss of the Town Clock from the plans and asked that this be investigated as there was support for reconditioning this.

66.1.4 Regarding the proposed Judicial Review of the M&S planning application on the A259, Mr Edjvet reported that this had been withdrawn and that therefore the Section 106 funds for Littlehampton Town Centre would hopefully become available.

66.1.5 Addressing the increased levels of anti-social behaviour in the Town Centre, the ongoing concern regarding the lack of police patrols remained. The importance of communication and reporting still remained and residents were urged to report any crime and ani-social behaviour to the police. It was noted that a new system was being worked on to allow Traders to upload and share intelligence regarding incidents with the police.

66.1.6 Members wanted to see improvements to the cleanliness of the Town Centre and see maintenance to certain buildings in order to make the Town more inviting. Mr Edjvet would investigate this with the Street Cleansing Team with a view to incorporating additional sites that needed attention. It was suggested that a cleaning scheme could be explored similar to the Great British Spring Clean in order to get businesses engaged in the appearance of the High Street. Regarding the Friday Market, Members wished to see the layout made more accessible in relation to the positioning of stalls and street furniture. It was noted that the Friday market would be reviewed in the forthcoming months and comments made would be taken into consideration. The Chairman thanked the Town Centre Regeneration Officer for the update, and he left the meeting. It was therefore **RESOLVED** that:

1) ***The Town Clerk write to the District Council's Economic Regeneration Team regarding their comments about the "Waitrose" application as set out above.***
2) ***Mr Edjvet progress the concerns raised by the Committee and***
3) ***The update above be noted.***

66.2 Progress Newsletter Review

The Committee received a report (previously circulated) setting out the review of the Progress Newsletter, its aims and objectives by the Editorial Board. The proposed were supported by the Committee. The Town Clerk explained the cost implications of the change of layout and size for the Progress newsletter, which would become an A4 issue of between eight and twelve pages. It was noted that further exploration of the quality of the paper used would be made prior to the change in format being implemented. It was therefore **RESOLVED** that:

1) ***The revised Terms of Reference (paragraph 3.2 and Appendix 1 of the report) be approved.***

2) ***The revised Principles and Guidelines Document (paragraph 3.3 and Appendix 2 of the report) be approved.***
3) ***Officers be instructed to develop a tender document for the delivery of a new-style newsletter in line with the proposal set out in paragraph 3.4 of the report.***
4) ***The Town Clerk be delegated authority, in consultation with the Chair, to explore the quality of the paper used for the Newsletter.***
5) ***The contents of the report be otherwise noted.***

66.3 Financial Regulations Review

The Committee received a report (previously circulated) which outlined proposed amendments to the Financial Regulations to reflect the change to electronic banking. It was **RESOLVED** that:

The proposed amendments to the Financial Regulations be agreed and RECOMMENDED to Full Council for approval.

66.4 Policy and Procedure for the Management of Policies

The Committee had before it a draft Policy and Procedure for the Management of Policies (previously circulated). This provided a framework for the development of policies and procedures. Regarding paragraph 8, Approval Process, it was noted that the existing practice of all strategic / corporate policies being approved by Council be continued other than those relating to Human Resources, which were delegated to the Property and Personnel Committee. It was therefore **RESOLVED** that:

The Policy and Procedure for the Management of Policies be agreed and RECOMMENDED to Full Council for approval.

66.5 Death of a Senior National Figure

The Committee received a report (previously circulated) that outlined the need to have in place procedures to mourn the death of a Senior National Figure. It was proposed that Arun District Council would also be consulted to ensure there was coordination. Flexibility regarding the final arrangements was necessary to ensure actions reflected the mood of the nation / Town. Members agreed that it was necessary that an Action Plan be put in place outlining the necessary protocols. Regarding the Town Council's website, it was acknowledged that temporary changes would be required recognising the sensitivities and

to keep members of the public informed. It was also noted that meetings or events would need careful consideration as to whether they would be cancelled or rescheduled should they fall within the mourning period. The Town Council would liaise with local churches to discuss church services. It was therefore **RESOLVED** that:

1) ***Subject to the inclusion of text to reflect the comments set out in Minute 66.5, the Action Plan be Recommended to Full Council for approval.***
2) ***Full Council be recommended to approve that the costs of the required materials to deliver the Action Plan be met from the Community Initiatives Budget as set out in paragraph 4 of the report.***

66.6 Photocopier Contract Review

The Committee received a report (previously circulated) recommending the approval of a contractor to supply a new photocopier. Observing that if approved the proposed new contract would produce savings of £635.89 per annum, the Committee **RESOLVED** that:

The three-year contract for the supply of a photocopier be awarded to Company C.

66.7 Skate Park – Wheeled Sports Facility

The Committee received a report (previously circulated) which outlined the progress with and the estimated final costs of the new skate park facility. It was noted that the offer of grant funding from Sport England was contingent upon lighting being included in the final scheme. The Scheme would require both Councils to increase their financial commitment to the scheme by £16k. It was therefore proposed that the Town Council draw on the provision included in the Loan Capital EMR 2019/20 budget for this purpose. Members were pleased to note the progress to date and supportive of this proposal. It was therefore **RESOLVED** that:

1) ***The estimated revised cost be noted and agreed that the additional costs be met from the Loan Capital EMR 2019/20 budget.***
2) ***The Town Clerk be delegated authority, in consultation with the Chair, to agree the Town Council's contribution and authority to progress the Scheme.***
3) ***The remainder of the report including the timescale for the delivery of the Scheme be noted.***

67. FINANCE

67.1 Committee Finance Report 2018/19

The Committee received a report (previously circulated) highlighting significant variances from Budget in terms of income and expenditure relating to this Committee's Budget. It was **RESOLVED** that:

1) ***The proposed investment for the Capital receipt (paragraphs 3.5.6-3.5.8 of the report) be approved.***
2) ***The potential transfers to Earmarked Reserves delegating authority to the RFO to make the final transfers when all current year expenditure is known (paragraph 4.1 and Appendix 2 of the report) be noted.***
3) ***The report be otherwise noted.***

67.2 Annual Investment Strategy 2019/20

The Committee received a report (previously circulated) which set out the review of the Annual investment Strategy for the financial year 2019/20. It was **RESOLVED** that:

The Annual Investment Strategy 2019/20 be agreed and RECOMMENDED to Full Council for approval.

68. EXEMPT BUSINESS

There was none.

The meeting closed at 8:12pm.

_____

CHAIR

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 14 FEBRUARY 2019** at **6.30PM**

Present: Cllrs Buckland (Chair), C Blanchard-Cooper, Tandy and Warren QVRM. The Mayor attended Ex-Officio.

2018/2019

47. EVACUATION PROCEDURES

The evacuation procedures were noted.

48. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

49. APOLOGIES

There were apologies from Councillor Purchese.

50. 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 relating to agenda item 9, Allotments Working Group, as an allotment plot holder and he confirmed that he would leave the meeting when the Committee came to discuss agenda item 9.2, Installation of Water Troughs on allotment sites.

51. MINUTES

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

52. CHAIR'S REPORT AND URGENT ITEMS

52.1 Littlehampton Ferry

The Assistant Town Clerk reported that there was an urgent item regarding the Littlehampton Ferry. As the matter related to an individuals' business, the report would be deferred to exempt business.

53. PUBLIC FORUM

There was one member of the public present and no matters were raised.

54. SPORTS FORUM

54.1 The Committee received the notes of the Littlehampton Sports Forum meeting held on 21st January 2019 (previously circulated). It was noted that Members of the Forum were keen to meet with Arun District Council to discuss the management of the sports pitches at Kingley Gate. Regarding the Littlehampton Swimming Club, it was noted that should they decide to merge with other clubs and subject to meeting the Town Council's grant criteria, they could still apply for funding. It was **RESOLVED** that:

The notes be noted.

55. ALLOTMENTS WORKING GROUP

55.1 The Committee received the notes of the Allotments Working Group held on 17th January 2019 (previously circulated) which also sought Members approval on the draft Site Representatives and Responsibilities document. The Assistant Town Clerk reported that she would be meeting with developers the following day to discuss infrastructure works as they affected the Mill Lane and Worthing Road Allotment sites. Regarding the Site Representatives and Responsibilities, Members were pleased to see a positive way forward to engage with allotment plot holders who might not be members of LALGA. It was also suggested that details of the site stop cocks also be included with information given to the Site Representatives. It was therefore **RESOLVED** that:

1) ***The notes of the Allotment Working be noted.***
2) ***The draft Site Representatives and Responsibilities be approved.***

55.2 Installation of Water Troughs on allotment sites

55.2.1 Councillor Warren QVRM redeclaring his personal and prejudicial interest, proceeded to address the Committee on the following matter as an allotment holder. Regarding the proposals to install water troughs at the Town Council allotment sites, he stated that in his view it was a shame the Town Council had had to resort to this measure. Observing that access to troughs could be problematic for less able allotment holders, he urged the Committee to bear this in mind when considering installation.

Councillor Warren QVRM left the meeting at 6:45pm.

55.2.2 The Committee received a report (previously circulated) that set out the programme for the installation of water troughs across the Town Council allotment sites to improve water conversation. Members were strongly supportive of the proposal but were keen to ensure that they remained fully accessible to all plot holders. The Assistant Town Clerk emphasised the Town Council's willingness to explore solutions on a case by case basis where plot holders had concerns.

1) ***The purchase and installation of water troughs at Mill Lane and Howard Road sites during the 2019/20 financial year be approved.***
2) ***The installation of water troughs at Trinidad and Fort Road sites during the 2020/21 financial year be approved.***

Councillor Warren QVRM joined the meeting at 6:50pm.

56. OFFICER'S REPORTS

56.1 Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums' events and exhibitions and set out the social media statistics and visitor figures. The Committee was also asked to consider a further reduction in the exhibitions programme and proposal for the acquisition of several artefacts. The Committee supported the reduction of the exhibitions programme to keep up the momentum of the Collections Documentation Project. Regarding the potential for new acquisitions, Members considered that the small collection relating to the Beach Hotel was unique and a welcome addition to the Museum's current archive of Hotel artefacts. The Museum already had a collection of silver gilt rings and without further evidence, Members did not consider there was any need to expand this. Regarding the large jug which belonged to former residents', Members sought additional information regarding the relevance of the item to the collection. It was therefore **RESOLVED** that:

1) ***The reduction of the Exhibitions Programme in line with the Museum Working Group's report, as set out in paragraph 3.1.3 of the report, be approved.***
2) ***The acquisition items for Beach Hotel be approved.***
3) ***The silver gilt ring not be acquisitioned, subject to there being no additional compelling evidence to do so.***
4) ***Further information regarding the large jug acquisition item be presented for consideration at the next Committee meeting.***
5) ***The report be noted.***

56.2 Museum Action Plan

The Committee received a report (previously circulated) that set out the Action Plan for the Museum Service based upon the recommendations of the Museum Working Group. It was noted that this format of

reporting was proposed to replace the current style of the Museum periodic report going forward. It was therefore **RESOLVED** that:

1) ***The Action Plan, which will be updated and brought to each meeting of the Community Resources Committee be approved.***
2) ***The progress to date be noted.***

56.3 Events Periodic Report

The Committee received a report (previously circulated) that provided updates on the 2018 Christmas Lights Switch On and the progress of the 2019 events' programme.

56.3.1 Christmas Light Switch On

The Committee received information on the 2018 event, and it was proposed that due to the growing popularity of the event and the clash with the Friday market that the day be changed. It was noted that this would allow for more time to set up for the event and reduce the restrictions for attractions and activities that could be provided. Members supported the move to change the day and time of the event and asked that these be explored further in consultation with the Town Traders Partnership. It was therefore **RESOLVED** that:

The day and time of the Christmas Lights Switch On 2019 be explored with the Town Traders Partnership (paragraph 3.1.8 of the report)

56.3.2 Screen on the Green

The Committee considered a recommendation for the provision of a 40ft cinema screen. Observing that Quote 1 included the film licence Members supported the recommendation. It was noted that the date for voting on the film in the report was incorrect and would run from February 15th to 11th April 2019.

Quote 1 for the Screen for Screen on the Green (Paragraph 3.2.3 of the report) be approved.

Councillor Tandy joined the meeting at 7:10pm.

56.3.3 Events Forum

Members considered two applications for funding from the Events Support Budget. Whilst Members were supportive of the introduction of more events, they wished to have a fuller understanding of the benefits that these would bring to the Town. Members also wished to have a better understanding of the value achieved through funding. It was therefore **RESOLVED** that:

The applications be investigated further, and recommendations be brought to the Committee at the March meeting.

56.3.4 Contracts for Events Services

It was proposed that contracts for events support services be awarded on a two-year contract. Members judged that this was a more efficient way of working rather than having contracts procured on an event by event basis. It was therefore **RESOLVED** that:

The offer of a 2-year contract for some event services (Paragraph 3.4.1 refers of the report) be approved.

56.3.5 Events Publicity

Members received quotations for the design and print of event publicity that would cover the event flyers, posters and What's On guide. It was **RESOLVED** that:

The contract be awarded to option two to provide design and print services for event publicity (Paragraph 3.5.1 of the report).

56.3.6 Stallholders Policy

Members received the 'Town Show and Family Fun Day Stallholder Policy' (previously circulated) and were asked to consider a way forward regarding the inclusion of acts of worship at this event. In 2018 the Council received a stall request from a local church, seeking to provide prayer and faith healing at their stall. Members confirmed that faith-based groups were welcome to participate as they were part of the Littlehampton community but that they were to be requested not to provide any organised acts of worship such as prayer. It was therefore **RESOLVED** that:

As Members wished the event to remain secular, the Town Show and Family Fun Day Stallholder Policy be revised in line with Minute 56.3.6 above.

56.4 Rosemead Park

The Committee received a report (previously circulated) that outlined the recent removal of the youth shelter and the bench located on the south side of the park due to anti-social behaviour. It was noted that since the removal of the bench reports of anti-social behaviour had diminished. Observing the improvement since the removal of the shelter, Members considered that the situation should continue to be monitored before the bench was reinstated. It was therefore **RESOLVED** that:

The bench not be reinstated at this time and the level of anti-social behaviour continue to be monitored.

56.5 Community Transport

The Committee received a report (previously circulated) that provided an overview of the development of a new community transport scheme named Arun Community Transport (ACT), and a proposed service funding agreement to support it. Members were pleased to note the success of the ACT and that the service was continuing to grow. It was noted that ACT were exploring the possibility of reinstating a shopping service. The Assistant Town Clerk Informed Members that the proposed Service Funding Agreement (SFA) would run for a year to bring it in line with other Littlehampton Town Council SFAs. The £3,200 would be in four equal instalments on a quarterly basis. Members were supportive of this proposal and it was therefore **RESOLVED** that:

1) ***The creation of a one-year service funding agreement with Arun Community Transport to be paid on a quarterly basis be approved.***
2) ***The remainder of the report be noted.***

56.6 Review and Redesign of the Integrated Prevention and Earliest Help (IPEH) Service

The Committee received an update from West Sussex County Council (previously circulated) that outlined the proposed review of the IPEH service. It was noted that this was to commence from April 2019. It was **RESOLVED** that:

The update be noted.

56.7 Keystone Centre Project Update

The Committee had before it a report which set out the first phase of community engagement regarding the proposed re-siting of the youth centre (previously circulated). The first stage of the exercise engaging with young people had finished that day and the response had been positive. This would be followed by community events on the 19th, 20th and 21st February at the Centre aimed at businesses and residents. The closing date for comments was 8th March and the feedback would be reported to Full Council later that month when approval would also be sought regarding the scope of the feasibility study. It was **RESOLVED** that

The update be noted.

57. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).

58. OFFICERS EXEMPT REPORTS

58.1 Littlehampton Ferry

The Committee received an update regarding the Littlehampton Ferry service and cost implications for Summer 2019. It was **RESOLVED** that:

Officers continue to explore options with the operator and a report be brought back to the next Committee meeting.

58.2 Merit Awards

The Assistant Town Clerk reported that the Panel had agreed awards for 2018 to three groups and two individuals. It was **RESOLVED** that:

The update be noted.

The meeting closed at 8:03pm.

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CHAIR

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 14 MARCH 2019** at **6.30PM**

Present: The Mayor attended Ex-Officio (Chair). Cllrs Baker, C Blanchard-Cooper, Tandy and Warren QVRM.

2018/2019

59. CHAIR

In the absence of the Chair and Vice-Chair, it was **RESOLVED** that:

The Town Mayor Councillor B Blanchard-Cooper Chairs this meeting.

60. EVACUATION PROCEDURES

The evacuation procedures were noted.

61. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

62. APOLOGIES

There were apologies from Councillors Buckland and Purchese.

63. 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 B Blanchard-Cooper declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as Chairman of the Friends of Mewsbrook Park Committee. Councillor C Blanchard-Cooper also declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as a member of the Friends of Mewsbrook Park Committee. They both confirmed that they would leave the meeting when the Committee came to discuss the item.

64. MINUTES

The Minutes of the meeting held on Thursday 14th February 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

65. CHAIR'S REPORT AND URGENT ITEMS

There were none.

66. PUBLIC FORUM

There were three members of the public present.

66.1 Councillor Squires addressed the Committee from the public gallery. Regarding agenda item 8.1, Museum Periodic Report, he suggested that the volunteering opportunities in the museum should be more widely advertised to recruit local volunteers and residents with local knowledge and artefacts to come forward. Drawing Members' attention to the Museum Action Plan, he expressed concerns about the proposals for the rationalisation and disposal of museum items. Stating that in his view, this could jeopardise the acquisition and retention of local artefacts. He also urged the Committee to proceed with the acquisition the jug from former Littlehampton residents detailed in the report.

66.2 In response it was noted that the refocusing of work in the Butterworth Gallery, aimed to provide an opportunity to engage with residents and to encourage them to come forward with information about the local area. The Assistant Town Clerk explained the process of recording artefacts on MODES (Museum Object Data Entry System) and assured Members that no decision regarding the rationalisation of artefacts would be taken without consideration of the information held about them in conjunction with the Collections Development Policy. The review of the Collections Development Policy would ensure that items relevant to the Town were retained and provide clear guidelines for dealing with all other artefacts.

66.3 Mr Terry Ellis addressed the Committee on a number of points. He highlighted the need for a strap line for the Town and asked the Committee to reconsider this as part of the branding for Visit Littlehampton. Drawing Members attention to the Visit Littlehampton website he suggested that the website be advertised through the Town Council's publicity channels and stressed the importance that the information was kept up to date. Mr Ellis suggested that events listings should be physically provided throughout he Town e.g. side of commercial premises in Highstreet. Regarding the Christmas Illuminations, he sought clarification on the costs relating to the Christmas tree and asked if the provision of a snow machine had been explored for the event.

66.4 The Chair thanked Mr Ellis for his comments which were noted. The Assistant Town Clerk provided clarification regarding the cost of the Christmas tree and it was noted that the cost was due to the size, haulage, installation, decoration and removal. Regarding the provision of a snow machine it was noted that this would be considered as part of the 2019 event.

68. OFFICER'S REPORT

68.1 Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums' events and exhibitions and set out the social media

statistics and visitor figures. Members were informed that the Museum Curator was moving on at the end of the month and that options to fill the post were being explored. The Committee was asked to consider a potential acquisition circulated at the previous meeting following the presentation of more detailed information. It was noted that the acquisition followed the Collections Development Policy and would add to the social history and ceramics collection for the Town. It was therefore **RESOLVED** that:

1) ***The acquisition of item listed in 3.5.1 of the report be approved.***
2) ***The report be otherwise noted.***

Councillor Tandy joined the meeting at 6:55pm.

68.2 Events Periodic Report

The Committee received a report (previously circulated) that provided updates on the 2019 Pancake Olympics and further information relating to the applications for event support funding. The Committee proceeded to consider the recommendations as presented in the report.

68.2.1 Charity Pancake Olympics

The Committee received information on the eleventh Charity Pancake Olympics held on Saturday 2nd March 2019. It was noted that there were thirteen teams in total, four of which were new to the competition. It was **RESOLVED** that:

The outcome of the Charity Pancake Olympics as set out in paragraphs 3.1.1 to 3.1.4 of the report be noted.

68.2.2 Event Support Fund

The Committee received further information regarding the two applications for the event support fund circulated at the last Committee. It was noted that the fund was set up to support and encourage new events in the Town with the potential to become an annual fixture. It was therefore **RESOLVED** that:

The two requests for event support funds detailed in Appendix 1 (paragraphs 3.2.1 to 3.2.4 of the report) be approved, in principle and delegated back to the Town Clerk for final sign of following due diligence.

68.2.3 Armed Forces Day

The Committee received information regarding the plans for Armed Forces Day on Saturday 29th June 2019. Following the retirement of the current Flying Display Director (FDD) the Committee was asked to consider a recommendation to replace him with a representative from

R5 Airdisplays. This was a specialist role and options to obtain a competitive quote were limited however, the quote received was in line with the 2018 costs of the service. It was therefore **RESOLVED** that:

The R5 Airdisplays be booked to act as Flying Display Director for Armed Forces Day 2019 (as set out in paragraphs 3.3.1 to 3.3.3 of the report).

68.2.4 Stage By the Sea

The Committee received details of the plan developed by LOCA which outlined a programme of events planned for June and August. The Assistant Town Clerk informed Members that Vinx were now unable to perform at Stage By the Sea and that the Harriot Earis Trio had been booked to replace them. It was therefore **RESOLVED** that:

The programme for the Stage by the Sea (paragraphs 3.4.1 to 3.4.2 of report) be approved.

68.2.5 Christmas Light Switch On

The Committee received information regarding the proposal to change the date and time of the event to appeal to families with young children. Members were asked to consider moving the event to a Saturday and once approved further details of timings would be circulated to Traders for discussion and confirmation. It was therefore **RESOLVED** that:

The change in principle of the date for the Christmas Lights Switch On be approved and authority be delegated to the Town Clerk, in consultation with the Chair, to agree the final date.

68.3 Visit Littlehampton

The Committee received a report (previously circulated) that set out the background to Visit Littlehampton and sought Members views on proposals to explore an expanded tourism function and the focus of the brand. In light of the recent closure of the Look and Sea Centre, it was considered that the loss of the tourist information point had left a gap in the availability of visitor information. Members considered it a priority to promote events and a wider variety of attractions. Members wished to see the Town Council's existing promotional material be more consistent and monitored to ensure it was up to date. The Committee was content with the current focus of the Visit Littlehampton brand. Observing that there were likely to be resource implications for any additional tourism function it was therefore **RESOLVED** that:

The current focus be endorsed, and officers explore an expanded tourism function with a holistic approach and

bring a report back to the Autumn Committee cycle.

Councillors B Blanchard-Cooper and C Blanchard-Cooper left the meeting at 7:02pm.

68.4 SPACE Grants

The Committee received a report (previously circulated) that set out the applications received from groups and organisations for the SPACE grants programme 2018/19. It was noted that the total awards recommended was £900 and it was therefore **RESOLVED** that:

All Grant applications received (Appendix A of the report) and awards for activities to take place in the school holidays of 2019 be agreed.

Councillors B Blanchard-Cooper and C Blanchard-Cooper re-joined the meeting at 7:05pm.

68.5 Small Arts Grant

The Committee received a report (previously circulated) that outlined the details for the Small Arts Grant application from the Littlehampton History Research Group. It was noted that the grant was for the publication of 50 books providing a brief history of well-known people associated with Littlehampton and notable residents. It was thought that this would be a popular publication and Members noted that the group could apply for further funding should the book be successful. It was therefore **RESOLVED** that:

The Small arts Grant of £225 for the Littlehampton History Research Group be approved.

68.6 Christmas Illuminations 2018

The Committee received a report (previously circulated) that set out a review of the second year of the delivery of the current three-year contract for the supply and installation of the Town's Christmas illuminations. Members views were sought on the current elf theme and the installation of wall mounted motifs in East Street. Members wished to retain the elf theme and agreed to rotate the designs and see one elf return and one new elf design created for the 2019 display. Members were also supportive of the addition of wall mounted motifs in East Street.

68.6.1 Regarding the Christmas lights display in Wick, the Assistant Town Clerk explained that changes to the power supply specifications would affect this year's illuminations. Consequently, an alternative means to powering the illuminations in Wick had been investigated. It was noted that the costs of the additional infrastructure works relating to the Town Councils lighting scheme in Wick would be met from the 2019/20 Christmas illuminations budget. Additional infrastructure works relating to the Wick Village Traders Scheme, would if approved by Wick Village

Traders Scheme be met through the Morrisons S106 funding. It was therefore **RESOLVED** that:

1) ***One newly designed projected image be arranged for 2019.***
2) ***The inclusion of additional wall mounted motifs in East Street on two businesses be approved.***
3) ***The difficulties in creating a shop mounted display in Wick Street be noted.***
4) ***The costs of the alternative means of powering the Christmas lights in the natural trees located at the front of Wick Parade be agreed and delegated to the Town Clerk, in consultation with the Chair, for progression of a solution.***

68.7 Keystone Centre

It was noted that the community engagement exercise had finished on Friday 8th March 2019 and a report on the next steps would be presented to Full Council for consideration on the 28th March 2018. It was **RESOLVED** that:

The update be noted.

69. FINANCE

69.1 Committee Budget Monitor 2018/19

The Committee received a report (previously circulated) highlighting significant variances from the Budget in terms of income and expenditure relating to this Committee's Budget. Members supported the further extension of the Littlehampton Quaker's grant and sought clarification regarding the community income. The Assistant Town Clerk agreed to circulate this information to Members after the meeting. It was **RESOLVED** that:

1) ***A further extension of the terms of the Littlehampton Quakers grant be approved on the understanding that they will be excluded from making an application to the 2019/20 Grant Aid programme.***
2) ***The report be otherwise noted.***

70. EXEMPT BUSINESS

There was none.

The meeting closed at 7:20pm.

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CHAIR

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of a **MEETING** of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 4 FEBRUARY 2019** at **6.30PM**

Present: Cllrs C Blanchard-Cooper (Chair), Ayres, Buckland, Chester, Tandy, Warren QVRM. The Mayor attended Ex-Officio.

2018/2019

146. EVACUATION PROCEDURES
The evacuation procedures were noted.

147. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

148. APOLOGIES
There were no apologies.

149. 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. In addition, Councillors C Blanchard-Copper and B Blanchard-Cooper declared personal interests in planning application LU/371/18/HH, 50 St Floras Road, as the applicant was a family acquaintance.

150. MINUTES
The Minutes of the meeting held on Monday 7th January 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

151. CHAIR'S REPORT AND URGENT ITEMS
There were none.

152. PUBLIC FORUM
There were 3 members of the public present.

152.1 Mr Green of Armstrong Simmonds Architects addressed the Committee regarding planning application LU/328/18/PL, 90/91 South Terrace. Speaking on behalf of the applicant and recalling the history of the application, Mr Green described the changes that had been made

to the design of the southern elevation. This included the decision to reinstate the original features such as the French doors and balcony so that the design was now visually identical to the original. Regarding the nature of the materials that would be used on the development, he confirmed that they would also match the original. It was therefore considered that the Town Council's concerns that the design was not in keeping with the character of the surrounding area had been addressed. Turning to the concerns regarding parking, Mr Green stated that the provision of four spaces, although two less than recommended in the current guidance, was an improvement on the shortfall that had existed when the building was used as a club. He therefore asked the Committee to lift its objection to the planning application.
The Chairman thanked Mr Green for his comments, which were noted.

152.2 Mr Terry Ellis addressed the Committee on a number of points. Regarding the recent traffic accident on Floyds Corner, Mr Ellis stated this was thought to have been due to a vehicle incorrectly turning at the one-way system junction with Surrey Street. He reiterated his call for a Road Traffic Officer to attend a meeting and asked that additional signage be explored at the junction and at the junction of River Road and Terminus Road where there were similar issues with traffic travelling in the wrong direction. He presented the Committee with photographic evidence of a planning notice that had been cello taped to a wall. He stated that in his view this was not acceptable, he asked that it be raised with the District Council. Finally, regarding the supplementary planning list, Mr Ellis asked if this could be displayed on the website in advance of the meeting.

152.3 Taking Mr Ellis' comments in the order in which they had been raised, it was noted that research regarding the road traffic regulations continued. They were extremely complex, and enforcement was between the District Council in terms of illegal parking and the Police in respect of speeding, breaching road traffic regulations and antisocial driving. Officers would continue to press for a Road Traffic Officer to attend a Committee meeting and in the meantime, the public were requested to report road traffic violations via the Operation Crackdown mechanism with Sussex Police. Regarding the planning notices, the Committee shared Mr Ellis's concerns and considered it appropriate that a letter be sent to the District Council, presenting the photographic evidence and seeking changes to this practice and more robust methods for displaying the notices. The Committee also agreed that uploading the supplementary list onto the Town Council's website would be explored.

153. <u>PLANNING AND OTHER DISTRICT COUNCIL MATTERS</u>

153.1. Planning Applications – Lists 2, 3, 4 and 5

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

153.2 Planning Application LU/3/19/PL - Empty Supermarket Premises Avon Road, Littlehampton BN17 6AT

153.2.1 The Committee received and considered a planning application (previously circulated) which proposed the demolition of the existing empty supermarket building and redevelopment of the site including the car park opposite. The plans envisaged two blocks of flats, comprising 83 one and two bedroomed apartments, flexible retail space, 41 car parking spaces and cycle parking. This was a prominent site in the Town which had been unoccupied for over three years since the Waitrose supermarket had vacated it in 2015.

153.2.2 The Committee proceeded to consider the application in more detail and in the context of the policies defined with in the Arun Local Plan (the Plan). It was considered that despite the pre-planning discussions that had taken place with the local planning authority, the redevelopment failed to meet the requirements of several Plan Policies and the Committee strongly objected to the plans on several grounds.

153.2.3 Observing that the amount of retail space at the site had been severely scaled back, the proposals were not considered to be in conformity with Local Plan Policy RET SP1. Reducing such a prominent retail site failed to acknowledge the importance of shopping, together with a balance of other activities, to support the economic resilience of the Town Centre. They also failed to support Littlehampton's role as the main service, employment, retail and social centre as stated in Local Plan Policy SD SP1a or Local Plan Policy EMP SP2. It was also considered that the plans did nothing to improve the vitality of the town centre and reduced the level of town centre parking.

153.2.4 The design, by virtue of the height of the two blocks of flats which were also adjacent to the East Street conservation area, would considerably change the character of the Town Centre. They were therefore also considered to have failed to meet Plan Policy RET DM1 as they were not judged to be of a sufficiently high standard of design and lacked due regard to the character of the site and its surroundings.

153.2.5 Examining the housing tenure in more detail, it was considered that the proposals failed to accord with Local Plan Policy H DM1 because they did not provide a tenure mix appropriate to the needs of Arun as stated in the published Strategic Housing Market Assessment. This identified a need for 51% of housing developments in Arun to be three bedrooms or greater. Given the upsurge in the redevelopment of other retail sites in the Town into flats, this proposal was not considered to meet this policy as it was comprised entirely of flats of two bedrooms or

fewer. Indeed, it was observed that an opportunity had been lost to transform the site and create more much needed family housing that could also be more in keeping with the nearby conservation area.

153.2.6 Apart from the empty retail unit, the site currently contained public car parking which had recently been re-opened. This clearly demonstrated that there was a need for greater public car parking provision in the area, not less which is what would happen if the application was permitted. It was also observed that there was no provision for the delivery vehicles that would doubtless be required to support the commercial activity. In this respect, the proposal failed to conform to Local Plan Policy T DM2 as it did not demonstrate satisfactorily that the resultant loss of parking provision was acceptable. It also failed to conform to Local Plan Policy 22 in so far as the proposed number of parking spaces were deemed wholly inadequate. Not only would they fail to accommodate forecast requirements for both off and on street parking, nothing was proposed to effectively manage the consequence of under provision of car parking spaces in the Town Centre once the scheme was fully occupied. Members also questioned whether underground car parking had been considered.

153.2.7 Finally, it was observed that the District Council's Statement of Community Involvement actively promoted pre-planning engagement with local communities as well as the local planning authority. Whilst acknowledging that the site was in urgent need of redevelopment, Members judged that an opportunity to create a more sustainable mixed-use and aesthetically sympathetic development had been lost by not engaging with the community at an early stage. The Committee therefore **RESOLVED** to:

Object to the planning application and that the representations of the Committee as set out in Minutes 153.2.2 to 153.2.7 above be forwarded to Arun District Council.

153.3 Local Plan Update

The Committee were asked to consider and comment upon a draft proforma (previously circulated) which would form part of the evidence base for the preparation of the Non-Strategic Sites Development Plan Document. Members proceeded to comment on serval aspects of the draft and highlighted concerns about what was considered the unrealistic phasing of the development of the West Bank on the grounds that it would require significant infrastructure to make the area developable. Regarding the land South of The Littlehampton Academy, it was noted that the site had previously been considered suitable for the relocation of emergency services. Regarding further development at Patterson Wilson Road, it was noted that land here was currently utilised by visitors at the local school. It was observed that, if developed this would displace cars in an area already struggling with issues around car parking. With the number 15 bus service coming to an end,

this would also need to be reflected in the list of public transport. The Courtwick Lane commercial area also needed to be added to the list of employment areas. It was agreed that any further comments be submitted to the Democratic Services Manager by Thursday 7th January 2019. It was therefore **RESOLVED** that:

Comments be collated and forwarded to the District Council to meet their deadline of Friday 8th February 2019.

154. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

154.1 Number 15 Bus Service

The Committee received an oral update on progress with establishing a new Community Transport service around a school transport scheme. The County Council were working towards setting up a pilot. A more detailed report with funding proposals for a sperate shopping service would be considered by the Community Resources Committee at their next meeting. Members emphasised the importance of giving users enough notice regarding the withdrawal of the Number 15 service. It was **RESOLVED** that:

The update be noted.

155. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next meeting of the North Littlehampton Steering Group would be held on Wednesday 27th February 2019.

156. EXEMPT BUSINESS

There was none.

The meeting closed at 8:22pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
2	Courtwick with Toddington	MA	LU/366/18/PL	Enclosure of vacant land to form part of garden	The Lodge Courtwick Lane Littlehampton BN17 7PA	No objection
3	River	IB	LU/5/19/PL	First floor extension over existing single storey store to accommodate additional store with external staircase. This application is a Departure from the Development Plan	Harbour Park Arun Parade Littlehampton BN17 5LL	No objection
3	River	IB	LU/1/19/PL	Amendments to the internal plan of the approved two storey house at the rear of 70 High Street and enlargement of approved roof terrace (Note: see consent ref: LU/220/18/PL)	70 High Street Littlehampton BN17 5DY	No objection
3	River	IB	LU/378/18/HH	Loft Conversion with Dormers Front and Rear	35 Highdown Drive Littlehampton BN17 6HH	No objection
3	Beach		LU/377/18/HH	Two storey side extension, conversion of garage to habitable use and detached garage	50 St Floras Road Littlehampton BN17 6BB	No objection However, observing that landscaping work would be required, the Committee sought a condition that any tree works be submitted to the Local Planning Authority for approval.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Page 2 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
3	Courtwick with Toddington	MA	LU/379/18/RES	Approval of reserved matters following outline consent LU/47/11/ for 50 No. dwellings. This application may affect the setting of a listed building	Parcel A2/B6 Hampton Park Toddington Lane Littlehampton BN17 7PL	**Objection:** on the grounds that if permitted, it would have an adverse impact on the residential amenity (visual and noise) of the flats to the eastern boundary of the new road and the houses and play area on the western boundary by virtue of the elevation of the new road at this point. It was also concerning that the plans failed to take into consideration the existing properties on the western boundary of parcel A2 in Mill Lane, some of which did not feature on the plans, and made it impossible to judge the impact of the proposals on existing residents in Mill Lane.
4	Brookfield	FT/MW	LU/10/19/HH	First floor side extension	2 Horsham Road West Littlehampton BN17 6DL	No objection
4	Courtwick with Toddington	MA	LU/2/19/PL	Extension to existing warehouse with re-cladding of existing brick built unit to match (resubmisison following LU/334/17/PL).	Unit 1 Lineside Way Lineside Ind Estate Littlehampton BN17 7EH	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Page 3 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
4	River	IB	LU/19/19/PL	Change of use from shop (A1 Shops) to dwelling (C3 Dwellinghouse), including extension to front of property & new fenestration to western, eastern & southern elevations.	44 East Ham Road Littlehampton BN17 7AP	No objection
5	River	IB	LU/328/18/PL	Change of use from existing leisure use (except lower ground floor which will retain leisure use) to 8 No flats to include extension to form new first floor, alterations to roof space including creation of dormer windows & installation of roof lights (amendment to LU/197/17/PL) . Re-submisson.	90/91 South Terrace Littlehampton BN17 5LJ	No Objection. In light of the further information and explanation that had been presented to the Committee and subject to the assurances received regarding the changes to the design and materials that would be used, the Committee resolved to lift its objection to the proposals.
5	Beach		LU/18/19/PO	Application for removal of planning obligation imposed on planning reference LU/192/90 dated 3/9/1991 referring to the occupation of the cottages	41 Western Rd Littlehampton BN17 5PG	No objection
5	Beach		LU/21/19/HH	Proposed demolition of outbuilding and construction of single storey side/rear extension	44 Parkside Littlehampton BN17 6BQ	No objection
5	Courtwick with Toddington	MA	LU/26/19/HH	Remove existing flat roof and replace with a pitched tiled roof	3 Barn Close Littlehampton BN17 6JU	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4 February 2019
Representation on Lists 2, 3, 4 and 5

Page 4 of 4

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
5	Brookfield	DC/FT/MW	LU/334/18/PL	Extension to existing allotment site	Worthing Road Allotments Worthing Road Littlehampton BN17 6JQ	No comment.
5	Courtwick with Toddington	MA	LU/16/19/PL	Change of use of land to include into residential curtilage	47 Linnet Close Littlehampton BN17 7GW	**Objection:** On the ground that if approved the loss of public amenity space would set a precedent.
5	River	IB	LU/9/19/PL	Access to garden with gate & reinstatement of wall on west elevation.	64 South Terrace Littlehampton BN17 5LG	No objection

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Town Clerk **- Peter Herbert**

MINUTES of a **MEETING** of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 4 MARCH 2019** at **6.30PM**

Present: Cllrs C Blanchard-Cooper (Chair), Ayres, Buckland, and Chester.

2018/2019

157. EVACUATION PROCEDURES
The evacuation procedures were noted.

158. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

159. APOLOGIES
Councillor Tandy was delayed at an earlier meeting and would join the Committee if at all possible.

160. 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, and no further declarations were made.

161. MINUTES
The Minutes of the meeting held on Monday 4th February 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

162. CHAIR'S REPORT AND URGENT ITEMS

162.1 Planning Application LU/334/18/PL - Worthing Road Allotments
This application was progressing and the Town Council, as the ultimate landowner, were requested to formally respond to the application. It was noted that Officers had been fully engaged in the process of drawing up the plans for the additional allotments and that the proposals were as expected. Members welcomed the proposals and it was therefore **RESOLVED** that:

The application be supported.

163. PUBLIC FORUM

There were two members of the public present and no points were raised**.**

164. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

164.1 Planning Applications – Lists 6, 7, 8 and 9

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

164.2 Planning Application LU/310/18/PL,1 Arcade Road, Littlehampton

In light of the response to this application received from the Environment Agency (EA), the Committee was requested to withdraw its objection to the scheme. Observing that the EA considered the scheme acceptable, Members proceeded to review the application. In view of the proximity of the proposed development to a listed building Members supported the comments of the Conservation Area Officer regarding materials. The Committee was therefore content to withdraw its objection and urged the Planning Authority to impose a condition to ensure that the materials used in the scheme reflect the character of buildings found in the surrounding area. It was therefore **RESOLVED** that:

The Committees' comments as set out in Minute 164.2 above, be forwarded to the Planning Authority.

164.3 Notice of Written Question

164.3.1 Pursuant to Section 8b of the Town Council's Standing Orders the following question had been submitted to the Committee by Councillor Chester who asked**:** *'Following the statement by the Cabinet Member for Planning at Arun at Full Council on the 20th February that they had not received a single complaint about the display of planning notices can I have an assurance that the issues raised about this at our last meeting, and on many occasions previously, have been communicated to the District Council?'*

164.3.2 The Committee had before it a copy of the recent exchange of correspondence with the District Council (copy attached to the minutes) regarding the display of planning notices. It was confirmed that where issues regarding the display of planning notices had been highlighted by Councillors, these had been reported. Those Members who were District Councillors were also asked to raise problems with the display of planning notices with the Planning Authority direct. It was **RESOLVED** that:

The update be noted.

165. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

165.1 Number 15 Bus Service

The Assistant Town Clerk updated Members on the communications regarding the decommissioning of the Number 15 service and alternative arrangements. It was noted that the service was due to cease on Sunday 14th April 2019 and that a statement would be issued by West Sussex County Council as the contract holder. It was also noted that the County Council exploring new ways of helping communities to connect to the Town Centre alongside the possibility of a pilot service using the current school service. It was therefore **RESOLVED** that:

The update be noted.

166. MASTERPLAN – NORTH LITTLEHAMPTON

166.1 The Democratic Services Manager gave a summary of the main points that had been discussed at the North Littlehampton Steering Group (NLSG) Meeting held on 27th February 2019. The following main points were noted:

- The A259 clearance works were underway in preparation for the dualling and the creation of the new junction at Highdown Drive. The main highways works at the latter junction were now scheduled to start in July/August and a copy of the updated works programme had been circulated to Members.
- The planning application for the northern section of the Lyminster Bypass had been rescheduled for a decision by the County Council's Planning Committee on 26th March 2019. If approved, the application would progress to the compulsory Purchase Order (CPO) stage. The timetable allowed for this process which could be lengthy, and Members questioned whether the works could be brought forward if the CPO was not challenged. It was agreed that this be raised at the next NLSG meeting.
- The planning application relating to plots A2 and B6 at Hampton Park (LU/379/18/RES considered previously on Monday 4th February 2019) had been withdrawn and the developer was working with the Planning Authority and local residents on modifications designed to address the previous objections. The application would be resubmitted in due course.
- Regarding the Toddington Lane level crossing, a solution around improved pedestrian access was being explored through tripartite discussions between West Sussex County Council, Network Rail and the developer. They would keep the NLSG informed of progress.
- Kingley Gate was in the final phase of construction. The developer was progressing plans for the sports facilities and taking steps to change the show home into a marketable property. The trees would be re-assessed in the period up to and including Easter with replacements planted as required. Work was also underway to replace the visiting parking with landscaping as originally approved.

- The CCG had confirmed that Hampton park would not benefit from new primary care facilities and that developer funding would be used to increase capacity at existing local surgeries. A holistic solution to the provision of health care services for the Town was now being pursued as part of the One Public Estate project.

166.2 It was **RESOLVED** that:

1) ***The impact of the CPO process on the timetable for the delivery of the norther section of the Lymnister Bypass be raised at the next Steering Group meeting and the response be reported back to the Committee.***
2) ***The update be otherwise noted.***

167. EXEMPT BUSINESS

There was none.

The meeting closed at 7:18pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4th March 2019
Representation on Lists 6, 7, 8 and 9

Page 1 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
6	River	IB	LU/182/18/PL	Demolition of the existing buildings & erection of 2 No. new buildings incorporating commercial (A1) at ground floor with 4 No. residential units above. Re-Submission	46A & 46B Pier Road Littlehampton BN17 5LW	No Objection In view of the pressure on on-street parking in the area, Members considered that the parking provision in the scheme should be retained.
6	River	IB	LU/31/19/HH	Loft Conversion and Rear Extension	78 Queen Street Littlehampton BN17 6EL	No Objection
7	Brookfield	DC/FT/MW	LU/43/19/PL	Variation of condition 1 imposed under LU/201/16/RES relating to approved plans	Windroos Nursery & Land Adjoining Worthing Road Littlehampton BN17 6LY	No Objection Subject to the remaining conditions of the original consent being satisfactorily addressed.
7	Courtwick with Toddington	MA	LU/2/19/PL	Extension to existing warehouse with re-cladding of existing brick built unit to match and provision of sand silos and associated plant room and increase in height of building (resubmission following LU/334/17/PL).	Unit 1 Lineside Way Littlehampton BN17 7EH	No Objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 4th March 2019
Representation on Lists 6, 7, 8 and 9

Page 2 of 2

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
8	Courtwick with Toddington	MA	LU/47/19/RES	Approval of reserved matters following outline consent LU/355/10/ for commercial building, community changing facilities, parking, Neightbourhood Equipped Area for Play (NEAP), sports pitches, drainage & attenuation basin	Kingley Gate Courtwick Lane Littlehampton	No Objection
8	Courtwick with Toddington	MA	LU/51/19/HH	Two storey side extension. Demolition of existing garage and outbuilding, construction of new annexe (Amendments to approved scheme LU/260/18/HH)	22 Roman Acre Littlehampton BN17 7HN	No Objection
9	River	IB	LU/60/19/CLP	Lawful development certificate for the proposed conversion of garage to habitable space including new mono pitch roof to replace an existing flat roof & single storey side extension to rear of garage conversion with a matching mono pitch roof.	102 East Street Littlehampton BN17 6AN	No Objection

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 18 FEBRUARY 2019** at **6.30PM**

Present: Cllrs B Blanchard-Cooper (Town Mayor), C Blanchard-Cooper, and Squires

2018/2019

44. CHAIR

In the absence of the Chair and Vice-Chair, it was **RESOLVED** that:

The Town Mayor Councillor B Blanchard-Cooper Chairs this meeting.

45. EVACUATION PROCEDURES

The evacuation procedures were noted.

46. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

47. APOLOGIES

There were apologies from Councillors Ayres, Baker and Purchese.

48. 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, and no further declarations were made.

49. MINUTES

The Minutes of the meeting held on Monday 3rd December 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

50. PUBLIC FORUM

There were no members of the public present.

51. CHAIR'S REPORT AND URGENT ITEMS

51.1 Street Scene Enhancement Scheme

The Town Clerk reported that the County Council would be meeting their commitments for 2018/19, but that the Scheme was likely to end

in March. The County Council were looking to agree rates for removing graffiti, from the Highway, but not elsewhere. In reporting this, the Town Clerk sought the endorsement of a policy of only undertaking work relating to graffiti or other street scene work outside of the parish if all costs were met, as the Littlehampton taxpayer couldn't and shouldn't be subsidising this is any way. It was **RESOLVED** that:

The Town Clerk be given delegated authority to agree work outside of the Parish, but only where all costs had been met.

52. OFFICERS REPORT

52.1 Staff Sickness

The Committee received the latest periodic report (previously circulated) detailing staff sickness covering the year's 2009/10 – 2017/18 and Quarter 1 to 3 of 2018/19. It was **RESOLVED** that:

The report be noted.

52.2 Reception Refurbishment and Reconfiguration

The Committee received a report (previously circulated) that set out proposals for the reconfiguring and refurbishment of the Town Council's reception. Members were pleased to see these which would provide a professional and approachable impression of the Council to the public. It was noted that alternative the reception layouts would ensure practicality and security. It was therefore **RESOLVED** that:

Further exploratory work to establish a cost for consideration by this Committee at a future date be approved.

52.3 Staff Rates of Pay for Weddings

The Committee received a report (previously circulated) that provided information relating to the staffing of Wedding and Naming Ceremonies at the Manor House. Members agreed that due to the staff having the same roles and responsibilities on the day of the service there should be a set rate of pay. It was therefore **RESOLVED** that:

The set rates of pay for staff covering Weddings and Naming Ceremonies be approved as set out in the report.

52.4 War Memorial

The Committee received a report (previously circulated) that outlined the options for ongoing maintenance to the War Memorial. It was noted that the previous maintenance contract had ended in November 2018. Members were asked to agree a further three-year contract to prevent further deterioration and to keep the Memorial in a good stable condition. Regarding the cleaning of the Town Pump stone at the

entrance of the Manor House car park, it was noted that Arun District Council would be contacted to confirm the significance and importance of the plaque to determine if this could be replaced. It was therefore **RESOLVED** that:

1) ***The appointment of Company C for a three-year maintenance contract of the Littlehampton War Memorial be approved.***
2) ***Further information regarding the significance of the Town Pump plaque be brought to a future meeting of the Committee.***

52.5 Keystone Centre Project Update

The Committee had before it a report which set out the first phase of community engagement regarding the proposed re-siting of the youth centre (previously circulated). The first stage of the exercise engaging with young people had been completed and the response had been positve. Community events were planned on the 19th, 20th and 21st February at the Centre aimed at businesses and residents. The closing date for comments was 8th March and the feedback would be reported to Full Council in March when approval would also be sought regarding the scope of the feasibility study. It was **RESOLVED** that:

The update be noted.

53. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

54. OFFICERS EXEMPT REPORTS

54.1 Personnel Update

The Committee received an update that informed Members of possible staff changes. It was noted that if these were to occur an Extraordinary meeting would be convened in liaison with the Chair. It was therefore **RESOLVED** that:

The update be noted.

The meeting closed at 6:47pm

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CHAIR

Littlehampton Town Council

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Town Clerk **- Peter Herbert**

MINUTES of an **EXTRAORDINARY MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 19th MARCH 2019** at **6.30PM**

Present: Cllrs: Baker (Chair), Ayres, C Blanchard-Cooper and Squires.
The Mayor attended Ex Officio.

2018/2019

55. EVACUATION PROCEDURES
The evacuation procedures were noted.

56. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

57. APOLOGIES
There were none.

58. 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, and no further declarations were made.

59. MINUTES
The Minutes of the meeting held on Monday 18th February 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

60. PUBLIC FORUM
There were members of the public present.

61. CHAIRS REPORT AND URGENT ITEMS

61.1 Welcome Packs
Obligations under Section 106 agreements relating to North Littlehampton required the Town Council to supply Welcome Packs for new residents moving into the new estates. The packs needed updating in terms of both presentation and content in order to remain relevant. The Town Clerk therefore sought authority to increase the Communications Manger's hours by one hour a week over the next three months to carry out this work. It was reported that volunteers from the community were keen to be involved in distributing the packs as part of a drive to engage with residents moving into the area and

this was noted. The costs of the additional resources would be met from the section 106 funding. Members supported this action and it was **RESOLVED** that:

The temporary increase in the Communications Manager's hours by one hour a week over the next three months to carry out this work be approved.

62. EXEMPT BUSINESS

It was **RESOLVED** 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.

The following items are confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

63. EXEMPT OFFICER'S REPORT

63.1 Museum Staffing

63.1.1 The Committee received a report (circulated to Members of the Committee only) which set out proposals to fill the Museum Curator post following the departure of the Museum Curator. The work of the Museum was now clearly focused on clearing the collection documentation backlog and it was vital that this priority was reflected in the post. It was also acknowledged that once the backlog was cleared, the work of the Museum would need to change. It was therefore proposed that the job description and person specification be revised to reflect this priority and that a degree of flexibility be introduced in terms of the hours to help manage other flexible working arrangements in the Museum.

63.1.2 Members proceeded to review the revised job description and person specification. The Town Clerk also provided clarification regarding the staffing arrangements in the Museum and the hours of opening. Members judged that the appointment of an Interim Collections Documentation Project Manager and Museum Curator would open up the position to the widest pool of candidates and provide the Town Council with the best possible opportunity for recruitment. It was also agreed to continue with the additional day for the Archives and Exhibition Officer, at least until the end of March 2020. It was therefore **RESOLVED** that:

1) The Museum Curator post be filled

through the interim appointment to the retitled post of Interim Collections Documentation Project Manager and Museum Curator on a fixed term basis for 18 months.

2) ***The post be advertised as either a four or five day appointment and the additional day for the Archives and Exhibition Officer (covering flexible working) be continued until March 2020.***

3) ***The revised job description and person specification be approved.***

63.2 Staffing Update

The Town Clerk updated Members on upcoming staff issues and a suggested way forward. It was noted a further meeting of the Committee might be required. It was **RESOLVED** that:

The staffing update be noted.

The meeting closed at 7:20pm.

CHAIR

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Town Clerk **- Peter Herbert**

MINUTES of a meeting of the **GOVERNANCE AND AUDIT COMMITTEE** held in the **MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 5 FEBRUARY 2019** at **6.30PM**

Present: Cllrs Northeast (Chair),
C Blanchard-Cooper, Chester
*Purchese and Squires

2018/2019

11. EVACUATION PROCEDURES
The evacuation procedures were noted.

12. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

13. APOLOGIES
There were apologies from Councillor Warren QVRM.

14. DECLARATION 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, and no further declarations were made.

15. MINUTES
The Minutes of the meeting held on Tuesday 3rd July 2018 (previously circulated) were confirmed as a true record and signed by the Chair.

16. PUBLIC FORUM
There were no members of the public present.

17. CHAIR'S REPORT AND URGENT ITEMS

17.1 Independent Committee on Standards in Public Life - Report on ethical standards in local government
Members received a summary of findings of a recent parliamentary inquiry into standards in local government (copy attached to the minutes). Among the measures recommended was a proposal to introduce a single code of conduct for all tiers of local government based on the National Association's (NALC) model code. The recommendations had been presented to the Prime Minister and future engagement with local councils regarding taking forward the report's recommendations would be led by NALC. It was **RESOLVED** that:

The update be noted.

**Councillor Purchese joined the meeting at 6:35pm.*

18. OFFICER'S REPORTS

18.1 Internal Audit Report 2018/19

The Committee considered a report (previously circulated) which set out the outcome of the first Internal Audit Report for the financial year 2018/19. In addition, views were sought on a draft procedure for internal audit provision to assist with the review of the Internal Auditors appointment which was due to change for 2019/20 financial year. Return. It was noted that the audit regulations required local authorities to have effective internal audit procedures in place which must be reviewed annually by the Council. The Responsible Financial Officer (RFO) explained that if these processes were not in place the Council would not have the assurances it required to confidently approve the Annual Governance Statement in the Annual Return. The proposed procedure therefore aimed to reflect the competencies and specialist reporting that were expected from an independent internal auditor engaged in local authority work. Members were pleased to note the positive outcome of the internal audit report and it was **RESOLVED** that:

1) ***The interim Internal Audit report for the year ending 31st March 2019 be noted.***
2) ***The Councils Internal Audit Provision Procedures be approved and RECOMMENDED to Full Council.***
3) ***The RFO in conjunction with the Town Clerk and Chair of the Committee be delegated authority to review the Internal Auditors appointment.***

18.2 Standing Orders Review

The Democratic Services Manager explained that having recently undertaken a review of them with the Town Clerk and the Deputy Town Clerk and Responsible Financial Officer, no changes were proposed. Members were satisfied that no significant changes were required to the document and it was therefore **RESOLVED** that:

No further action be taken.

18.3 Financial Regulations Review

The Committee considered a report (previously circulated) that proposed further amendments to the Financial Regulations to reflect the introduction of electronic banking. In addition, the RFO directed Members to further changes to the authorisation of Business Charge Card transactions that had also arisen from this review. Members proceeded to examine the proposed changes in more detail, and it was noted that the regulations relating to the "two member signatures'"

control had been repealed to facilitate the use of electronic payments for local authorities. This, together with the Council's strategic move towards the introduction of electronic banking had prompted a further review of the Town Council's processes in this respect. The need for stringent controls was acknowledged and the rational for the increase in the level of payment authorisation understood. The RFO provided clarity on a number of points relating to the payments authorisation process and it was noted that these would need to be reflected in any new banking arrangement to support the introduction of electronic banking. A programme of training would be put in place for Councillors and staff to familiarise themselves with the new process when electronic banking was introduced. It was therefore **RESOLVED** that:

The amendments to the Financial Regulations be supported and RECOMMENDED to the Policy and Finance Committee for consideration before being submitted to Full Council for approval.

18.4 Annual Governance Review

The Democratic Services Manager explained that having recently undertaken a review of them with the Town Clerk and the Deputy Town Clerk and Responsible Financial Officer, no changes were proposed. Members were satisfied that the Town Council's Code of Conduct, Register of Members Interests and Dispensation Scheme were robust and up to date and it was **RESOLVED** that:

No further action be taken in respect of the Town Council's existing Governance arrangements in respect of the Members Code of Conduct, Declarations of Interests and Dispensation Scheme.

18.5 Annual Review of Internal Controls

The Committee considered a report (previously circulated) that outlined the Town Council's annual review process of Internal Controls that included measures designed to prevent and detect fraud and corruption. In addition, further amendments would be required to Section 1, Payments, to remove the section which referred to two/five authorised councillor signatures and to Section 3, Credit Card Payments, subject to approval by Full Council of the changes to the Financial Regulations that were proposed by the Committee following its review earlier in the meeting. The RFO provided clarification regarding the current use of online banking and it was noted that residents were already being encouraged to make payments direct to the Town Council using BACS. She also confirmed that the facility to

accept card payments would form part of the roll out of electronic banking. It was therefore **RESOLVED** that:

1. ***The Councils Internal Control system be approved.***
2. ***Council be RECOMMENDED to approve Statements 2, 5, 6 and 7 of the Annual Governance Statement and that they have been complied with.***

18.6 Annual Review of Corporate Risk Register

18.6.1 The Committee considered a report (previously circulated) that outlined the changes to the updated Corporate Risk Register and the Risk Register relating to the Town Councils' Strategic Policies. The RFO explained that the documents had been reviewed by the Service Managers and that minor changes were proposed to bring the document in line with current practice. The Risk Management Strategy and Procedures had also been reviewed by the Town Clerk and RFO and no changes were proposed. It was noted that the Strategic Polices would be reviewed after the local elections by the new Council and risk assessments carried out as appropriate.

18.6.2 Members proceeded to review the Register and discussion focussed on recent events, and their impact on the Town Council's ability to achieve its objectives relating to the museum and tourism. It was noted that the assessment of the level of risk was based on the effectiveness of the control measures that were in place. Therefore, the activities of the Museum Working Group, and ongoing efforts to support tourism initiatives that the Town Council was engaged in as part of its normal business activities, formed part of the controls. Reviewing the document further, an additional change was proposed to one of the risks identified under Youth Services where it was suggested that "potential increase in anti-social behaviour" be replaced with "Failure to deliver life enhancing skills". This was supported and it was therefore **RESOLVED** that:

1) ***The Council's Corporate Risk Management Strategy and Procedures be approved and RECOMMENDED to Full Council for approval.***
2) ***Subject to the amendment set out in Minute 18.6.2 above, the Risk Registers be RECOMMENDED to Full Council for approval.***

18.7 Complaints and Compliments Review 2018

The Committee considered a report (previously circulated) that provided complaints and compliments with a description on the matter and how it was resolved from the year 2018. It was suggested that

publication of compliments be explored as testimonials when publicising the Town Council's services. It was **RESOLVED** that:

The complaints and compliments review 2018 be noted.

19. EXEMPT BUSINESS

There was none.

The meeting closed at 7:34pm.

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **28th March 2019**

Report by: **The Town Clerk & Responsible Financial Officer**

Subject: **Financial Regulations Review**

1. Summary

1.1 The Town Council's Financial Regulations set out the procedure for managing its finances. During the most recent cycle of meetings, a thorough review of the Regulations has been carried out to incorporate changes to reflect the introduction of electronic banking and the authorisation of Business Charge Card transactions that had also arisen from the review. The proposed changes were reviewed by the Governance and Audit Committee at its meeting held on 5th February 2019 and having received the support of that Committee, recommended to the Policy and Finance Committee for consideration on 11th March 2019. These are explained in more detail in section 3 of this report and were endorsed by the Policy and Finance Committee (Appendix 1).

2. Recommendation

The Council is **RECOMMENDED**:

1) To approve the proposed amendments to the Financial Regulations as set out in Appendix 1 attached to this report.
2) That the Scheme of Delegation to Officers, Section 3.26, be updated as set out in paragraph 3.12 (ii) of this report.

3. Background

3.1 In developing the proposed amendments to the Financial Regulations to incorporate the Town Council's change to online banking (Appendix 1) best practice has been sought from other Town Councils. The NALC (National Association of Local Council's) model Financial Regulations have also been referred to.

3.2 The Legislative Reform (Payments by Parish Council, Community Council's and Charter Trustees) Order 2014, removed subsection (5) of Section 150 of the Local Government Act 1972 which required cheques or orders for payment to be signed by two elected members. The Order removed a burden on parish and community councils and in so doing facilitates the use of electronic means of payments.

3.3 Whilst this requirement has now been repealed, the *Governance and Accountability for Smaller Authorities in England, a practitioners' guide, 2018*

states; “the ‘two member signatures’ control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide. These are:

- (1.15.4) Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into ‘pooling’ and ‘sweep’ arrangements whereby the bank periodically aggregates the authority’s various balances via automatic transfers.
- (1.15.5) If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account.
- (1.15.6) The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.
- (1.15.7) Risk assessment and internal controls need to focus on the safety of the authority’s assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time.

3.4 Littlehampton Town Council’s Financial Regulations stipulate that “All arrangements with the Council’s Bankers shall be made by the Town Clerk and RFO and approved by the Policy and Finance Committee. The aforementioned Officers shall be authorised to operate such banking accounts as they may consider necessary”. (6.1 of the Financial Regulations).

3.5 The Town Council’s Financial Regulations have defined limits for the charge card (6.6 of the Financial Regulations) and the balance is cleared monthly by direct debit.

3.6 All bank mandates are signed by two authorised Member signatories. Financial Regulation 6.2 specifies which members will be authorised signatures for the bank account as well as the limits of authority for each account signature.

3.7 As noted by the Internal Auditor, the systems and procedures in place by Littlehampton Town Council are entirely fit for purpose and a model of good practice. Training needs are identified through regular supervision meetings and annual appraisals.

3.8 In light of 3.2 – 3.7 above the proposed amendments to the Financial Regulations (Appendix 1 Section 6 and 8.1) have been developed to facilitate the Town Council’s implementation of online banking. Amendments are highlighted in red.

3.9 The proposed approval for payments using online banking requires the approval of the Town Clerk and one authorised Member signatory who are authorised to approve payments up to a value of £50,000.

3.10 It is not proposed to change the number of Member signatories for cheques as these are considered by the bank to be higher risk in terms of fraud and/or loss of cheques in the post.

3.11 To reflect increased costs it is proposed to increase the single commitment figure from £5,000 to £10,000 (Financial Regulation Section 1.11) and this amendment is shown in Appendix 1.

3.12 The Internal Control Procedures for purchases paid for by Charge Card (Financial Regulation Section 6.7) have also been amended as shown in Appendix 1:

i. To reflect the increased costs of individual items it is proposed to increase the value the Town Clerk is authorised to spend on the Business Charge Card from £300 to £500 (Financial Regulation Section 6.7)

ii. To provide clarity regarding roles and responsibilities it is also proposed that the reference to the Finance Officer be removed. This change will also require the Scheme of Delegation to Officers (Section 3.26) to be updated. Therefore, subject to approval of this change, Council is also recommended to approve the necessary change to Section 3.26 of the Scheme of Delegation to Officers.

3.13 An additional paragraph has been incorporated regarding Earmarked Reserves (Financial Regulation Section 24.6) which was approved by Full Council on 24th January 2019 and this is shown in Appendix 1.

3.14 For ease of understanding all revisions are attached in colour and the text highlighted as follows.

- **Red lettering** – Amendments/new additions.
- ~~Strike through~~ - deleted.

Peter Herbert
Town Clerk

Laura Chrysostomou
Responsible Financial Officer

Appendix 1

Littlehampton Town Council Financial Regulations

Date	**Proposed 28th March 2019**
Document Number	**N/a**
Edition Number	**N/a**
Replaces	**N/a**
Policy Maker	**Responsible Financial Officer**
Responsibility	**Full Council**
Resolution Number	**please insert resolution number from minutes**
Review Cycle	**Annually**

This information pack contains:

please insert document title
Littlehampton Town Council Financial Regulations

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FINANCIAL REGULATIONS

1. FINANCIAL ADMINISTRATION

1.1 These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual Financial Regulations relating to contracts.

1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations are designed to demonstrate how the Council meets these responsibilities.

1.3 The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4 These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.5 At least once a year, prior to approving the Annual Statement of Accounts, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.7 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. The RFO, acting under the policy direction of the Policy & Finance Committee, shall

- administer the Council's financial affairs in accordance with all Acts, Regulations and proper practices.;
- determine on behalf of the Council its accounting records, and accounting control systems;
- ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices;
- assist the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- be responsible for the Council's Internal Audit procedures.

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1.8 The RFO shall produce financial management information as required by the Council. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account, statement of balances or management information requested by the Council shall comply with the Accounts and Audit Regulations.

The accounting records determined by the RFO shall in particular contain:

i) entries from day to day of all sums of money received and expended by the Council and the matters to which they relate;
ii) a record of the assets and liabilities of the Council,and
iii) wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.9 The accounting control systems determined by the RFO shall include:

(a) procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as possible;
(b) procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
(c) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions, wherever possible;
(d) procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Policy and Finance Committee for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records, and
(e) measures to ensure that risk is properly managed.

1.10 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the Precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence.

1.11 In addition the Council (or relevant Committee) must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of ~~£5,000~~£10,000; ~~and~~
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference;
- deal with the writing off of bad debts.

1.12 In these Financial Regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of

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section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

1.13 In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2 The bank statements will be printed out weekly and checked by the Town Clerk, or in their absence the Assistant Town Clerk or other senior manager, for large extraction of funds. This check will be evidenced by the signature of whoever carries out the check and the date when the check was undertaken.

2.3 On a regular basis, at least once in each quarter, and at each financial year end, the Chair of Policy & Finance shall verify bank reconciliations (for all accounts) produced by the RFO. The Chair shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by, the Policy & Finance Committee.

2.4 The RFO shall be responsible for completing the Council's Statement of Accounts, Annual Report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council before 30 June the following financial year.

2.5 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.

2.6 Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, Internal Auditor, or External Auditor with such information and explanation as the Council considers necessary for that purpose.

2.7 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the RFO, or by Council in accordance with proper practices.

The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a

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minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.8 Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.9 The Governance & Audit Committee will receive all Internal Audit reports. They will consider the recommendations and recommend to the appropriate Standing Committee any action required in order to address the issues.

2.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.11 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.12 The RFO shall, without undue delay as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

2.13 The Internal Auditor will carry out an annual review of the Financial Regulations. It shall be the duty of the Governance & Audit Committee to receive and consider recommendations from this review and after consultation with any other Committees concerned, make such recommendations to the Council.

3. FINANCIAL PLANNING AND ANNUAL ESTIMATES (BUDGETS)

3.1 The Town Clerk shall each year, before the end of February, recommend to Council a programme of estimates for consideration and the programme is to include adequate time for such discussion between the Policy and Finance Committee, other Committees and Council.

3.2 The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including a three year forecast of Revenue and Capital Receipts and Payments, the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant Standing Committee and the Council.

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3.3 Each Standing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Policy & Finance Committee not later than the end of December each year including any proposals for revising the forecast.

3.4 The Policy and Finance Committee shall review the estimates and submit them to the Council not later than the end of February in each year, together with such summaries, statements and reports as are considered desirable in order to enable Council to determine the Precept to be levied for the ensuing year.

3.5 Concurrently with the report to the Council and the proposed Precept to be levied for the ensuing year, the Town Clerk and RFO shall report on the funding of the capital programme, in order to enable a definite programme for the following year to be determined.

3.6 The Council shall consider annual budget proposals in relation to the Council's three year forecast of Revenue and Capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.7 The Council shall fix the Precept, and relevant basic amount of Council Tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the Precept to the billing authority and shall supply each Member with a copy of the approved budget.

3.8 The annual budgets shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL

4.1 Expenditure on the revenue account may be authorised up to the amounts included in the approved budget, subject to the requirements of the Standing Orders & Financial Regulations. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk. Contracts may not be disaggregated to avoid controls imposed by these regulations, in accordance with the scheme of delegation.

4.2 During the budget year and with the approval of the Policy and Finance Committee, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings (vired) or to an earmarked reserve as appropriate.

4.3 The Town Clerk has powers to vire amounts up to £1,000 between budget heads provided within the approved revenue budget, except in the case of sums provided for pay and allowances or when any continuing expenditure is to be generated, subject to the approval of the appropriate Committee.

4.4 Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget or when it is likely to result in an overspend in the year, unless a request for a supplementary estimate has been approved by the Policy and Finance Committee. This regulation shall apply where such event

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would result in an increase in net cost within the financial year.

4.5 Except as provided in Standing Orders and Financial Regulations, all proposals involving expenditure on the capital account shall be the subject of an annual report to the appropriate Committee and the report shall include the full financial implications of the proposals.

4.6 The RFO shall regularly provide each Committee with a statement of income and expenditure to date, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter, and shall show explanations of material variances.

4.7 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Clerk shall report the action to the Council as soon as practicable thereafter.

4.8 Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.

4.9 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4.10 All capital works shall be administered in accordance with the Council's Procurement Policy (Appendix 1), Standing Orders and Financial Regulations relating to contracts.

5. INCOME

5.1 The collection of all sums due to the Council shall be under the supervision of the RFO, who shall make and maintain adequate arrangements for prompt and proper banking and accounting for all cash, including its collection, custody, control and deposit.

5.2 All income should be banked intact without undue delay, as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

5.3 The Town Council shall agree the scale of fees and charges for each service on, at least, an annual basis following a report of the Town Clerk.

5.4 Personal cheques shall in no circumstances be cashed out of money held on behalf of the Council.

5.5 Any sums found to be irrecoverable and any bad debts shall be reported to the Policy and Finance Committee shall be written off in the year.

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5.6 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

6. BANKING ARRANGEMENTS

6.1 All arrangements with the Council's Bankers shall be made by the Town Clerk and the RFO and approved by the Policy and Finance Committee. The aforementioned Officers shall be authorised to operate such banking accounts as they may consider necessary.

6.2 All schedules to approve payment of cheques shall be presented to and all cheques up to a value of £249,999 shall be signed by two specified Members and cheques over £250,000 shall be signed by three specified Members as approved by Council. These Members shall be the Mayor, Chairs of the Policy and Finance, Community Resources, Property and Personnel, Planning and Transportation Committees. In cases of duplication the Vice-Chair of the appropriate Committee shall be the designated signatory. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any personal or prejudicial interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby obtain the confirmation of the Town Clerk as to whether it is appropriate and / or permissible to be a signatory to the transaction in question.

6.3 Where internet banking arrangements are made with any bank, the Bank Mandate approved by the Council shall identify the number of Members who will be authorised to approve transactions on those accounts along with the Town Clerk. The bank mandate will state clearly the maximum value of payments that can be instructed by the Town Clerk with a stated number of approvals. Online transactions will require the approval of the Town Clerk and one authorised Member signatory who are authorised to approve payments up to a value of £50,000.

6.4 To indicate agreement of the details shown on the cheque or order for payment with sight of the invoice or similar supporting documentation, the Town Clerk, or in his/her absence an~~d~~ officer designated by him/her, shall also initial the corner of the cheque. For payments using online banking, the RFO, or in his/her absence an officer designated by him/her, shall initial the printed copy of online payments to indicate agreement of the details shown on the payment with sight of the invoice or similar supporting documentation.

6.5 The Town Clerk or in his/her absence, the RFO, is authorised to sign cheques on the Imprest Account to a value not exceeding £200 approved as part of the Town Council's annual budget and precept setting process.

6.6 The Council shall have a business charge card through Lloyds TSB Bank for use by the Town Clerk when making purchases over the internet.

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6.7 Internal Control Procedures for purchases paid for by Charge Card:

(i) Monthly expenditure on the Business Charge Card shall be limited to £3,000.

(ii) Only the Town Clerk shall be authorised to use the Business Charge Card. With his/her written instructions the use of the card may be delegated to the RFO ~~or Finance Assistant~~ up to the value of £5~~3~~00 per week.

(iii) The Town Clerk (or as above) shall be authorised to spend up to £500 in any one transaction on items ~~purchase any one item that is~~ identified in the budget (e.g. stationery) or that has previously been approved by Committee up to the value of £5~~3~~00.

(iv) Prior to a purchase being made or an order placed;

(a) An official order shall be raised and signed by the Town Clerk

(b) A Business Charge Card authorisation form shall be completed with purchase details attached.

~~(c) The expenditure must be authorised by:-~~

~~(i) The RFO, or in his/her absence, an officer designated by him/her, up to £300, or~~

~~(ii) Any two of the Members who are authorised cheque signatories, £301 - £3,000.~~

(v) ~~When the monthly Business Charge Card statement is received it shall be included with the schedule of payments to be signed by the authorised cheque signatories.~~ The expenditure must be authorised by:

(a) The RFO, or in his/her absence, an officer designated by him/her and

(b) Any two of the authorised Member signatories who will sign the monthly Business Charge Card statement when it is received with sight of the invoice or similar supporting documentation.

7. ORDERING PROCEDURES

7.1 Official Orders shall be issued for all work, goods or services to be supplied to the Council and such orders should be signed by the Town Clerk or any other Officer duly authorised by Council, such authorisation to be evidenced in writing.

7.2 The Order Books shall be issued under the control of the RFO.

7.3 Each Order raised shall conform with the directions of the Council with respect to Standing Orders and Financial Regulations.

7.4 Copies of official orders should be retained. One filed with the purchase invoice and a second copy in a separate file.

7.5 All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below.

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7.6 A member may not issue an official order or make any contract on behalf of the Council.

8. PAYMENT PROCEDURES

8.1 The Council will make safe and efficient arrangements for the making of its payments. Apart from petty cash payments, the normal method of payment of money due from the Council shall be by online banking, cheque, business charge card, or other order drawn on the Council's Bank (e.g. Direct Debit or Standing Order).

8.2 Following authorisation under Financial Regulation 6 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

8.3 Where there is any doubt about the receipt of goods or services, invoices for payment shall be examined and verified by the authorised Officer issuing the order. The RFO shall examine them in relation to arithmetical accuracy and shall code them to the appropriate expenditure head. The RFO shall take all reasonable steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.

8.4 Before authorising an invoice Officers shall satisfy themselves that the work, goods or services to which the invoice relates have been received, carried out, examined and approved. When the Town Clerk, or Responsible Financial Officer or duly authorised Officer is satisfied that the invoices are in order they shall finally authorise them for payment.

8.5 Payment for utility supplies (energy, telephone and water) and rates may be made by variable Direct Debit provided that the instructions are signed by two authorised Members.

8.6 Payment for certain items may be made by BACS or CHAPS provided that the instructions for each payment are signed by two authorised bank signatories and documentary evidence retained.

8.7 In respect of grants a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

8.8 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

8.9 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

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8.10 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

8.11 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

9. PAYMENT OF SALARIES

9.1 The payment of all salaries, wages and other emoluments shall be made by the RFO in accordance with the instructions of the Town Clerk, taking into account national pay awards and other information likely to have a bearing on individual staff members' conditions of service.

9.2 The Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating. Salaries shall be as agreed by Council.

9.3 The RFO is responsible for keeping all payments of salary and wages information fully up-to-date, including information on Superannuation, Income Tax, National Insurance and the like.

9.4 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant Committee.

9.5 Confidential payroll records are not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;
b) by the internal auditor;
c) by the external auditor; or
d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

9.6 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

9.7 Before employing interim staff the relevant Committee must consider a full business case.

10. PETTY CASH FLOAT

10.1 The RFO may maintain such petty cash floats as are deemed necessary for operational purposes up to a maximum of £250 for any one float and provide petty cash to officers for the purpose of defraying operational and other expenses or miscellaneous items of an urgent nature. Such petty cash accounts to be maintained on the Imprest system in the manner and form prescribed by the RFO.

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10.2 Vouchers and receipts for payments made from these accounts shall be kept in accordance with instructions laid down from time to time by the RFO.

10.3 Income due and/or received must not be paid into any petty cash account but must be separately banked in accordance with the procedures laid down by the RFO, from time to time, in accordance with these regulations.

11. CONTRACTS

11.1 Every contract made by the Council or by a Committee or Officer acting on its behalf shall comply with the EU Treaty and with any relevant Directives of the EU for the time being in force in the United Kingdom and except as hereinafter provided, the Town Council's Procurement Policy (Appendix 1), these Standing Orders and Financial Regulations. These Standing Orders and Financial Regulations apply only to contracts for the supply of goods, services or materials, or the execution of works and in particular, shall not apply to the following:

11.2 Procedures as to contracts are laid down asfollows:

Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items below:

- contracts of employment;
- any contract, for the sale or purchase of any right in or over land or premises;
- to any other agreement, licence or wayleave relating to land or premises;
- for the supply of gas, electricity, water, sewerage and telephone services;
- for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chair and Vice-Chair of Council);
- for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

11.3 It shall be a condition of any contract between the Council and any person (not being an Officer of the Council) who is required to supervise a contract on their behalf or nominate there under a sub-contractor or supplier that, in relation to such contract or nomination, he/she shall comply with the requirements of these Standing Orders and Financial Regulations as if he/she were an Officer of the Council. In these Standing Orders and Financial Regulations, any reference to an Officer of the Council shall be deemed to include a reference to any such person aforesaid.

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11.4 Exemption from any of the following provisions of these Financial Regulations may be made by direction of the Council or a Committee within whose Terms of Reference the subject matter of the contract falls where the Council or Committee is satisfied that the exemption is justified in special circumstances.

12. CONTRACT EXEMPTIONS

12.1. Every exemption made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the circumstances by which the exemption shall have been justified.

122 Express note of any exemption from any of the provisions of these Standing Orders and of the emergency, if any, by which the exemption shall have been justified shall, unless recorded in the report of a Committee which is laid before the Council, be made in the Minutes of the Council meeting.

123 Before any contract for the supply of goods and materials, execution of works, or any provision as to the maintenance or servicing thereof is made, the Town Clerk and/or Responsible Financial Officer shall ensure that the estimated cost of said supply or works has been included in the annual budget of the Council under the appropriate heading.

124 Any proposed contract for the supply of goods and materials, execution of works or any provision as to the maintenance or servicing thereof which has not been included in the annual budget shall be the subject of a separate report to the appropriate Committee or the Council. If approved, normal tender procedures will apply.

13. TENDERING PROCEDURES

13.1 An invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

13.2 Any invitation to tender issued under this regulation shall be subject to the Town Council's Procurement Policy (Appendix 1), Standing Orders and shall refer to the terms of the Bribery Act 2010.

13.3 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

13.4 Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall

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13.5 be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

13.6 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 including published thresholds shall be followed.

13.7 Where the estimated cost of works, goods and materials and related services is as set out below and the requisite provision thereof has been made in the approved budget, the arrangements for the invitation of tenders or quotations and the subsequent acceptance thereof shall be as shown.

Estimated Value			**Method of Invitation**	**Acceptance by**
0	to	£1,499	Best Practice to be followed, in line with Procurement Strategy	Town Clerk
£1,500	to	£16,000	Minimum of three invitations for quotations	Town Clerk
£16,000	to	£32,500	Minimum of four invitations for quotations. Advertise contracts over £25,000 on Contracts Finder website within 24 hours of advertising elsewhere.	Town Clerk
£32,500	to	£60,000	Minimum of five invitations for quotations with discretion to invite tenders by public advertisement. Advertise contracts over £25,000 on Contracts Finder website within 24 hours of advertising elsewhere.	Chair of the appropriate Committee or nominee and Town Clerk
above		£60,000	Invite tenders by public advertisement. Advertise contracts over £25,000 on Contracts Finder website within 24 hours of advertising elsewhere.	

In all cases up to £16,000 where the lowest tender received is in excess of 5% above the original budget, or in cases over £16,000 where it is in excess of the original budget, it shall be reported to the appropriate Committee for acceptance or otherwise.

13.8 Tenders to be invited by Public Advertisement

Contracts which exceed £60,000 in value or amount for the supply of goods or materials or the execution of any work for which provision has been made in the annual budget shall not be made unless at least ten days public notice has been given in one or more of the local papers circulating in the district. Provided that it shall not be obligatory for the Council or any Committee exercising powers delegated by the Council to invite tenders for a contract or materials where

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effective competition is prevented by Government control or where the Town Clerk reports in writing to the Council or to the Committee exercising such powers that effective competition is prevented by the special nature of the goods or materials required. Nor shall it be necessary to give public notice of the intention to enter into such a contract.

13.9 Exceptions to Procedures

The Order shall not apply to:-

(i) purchase by auction;
(ii) purchase or repair of patented or purchase of patented or proprietary goods or materials sold at fixed price;
(iii) purchase of materials normally supplied by specialist contractors;
(iv) the execution of work, the purchase of goods or materials or the provision of services involving special, scientific or artistic knowledge;
(v) the execution of work or the purchase of goods or materials which are a matter of urgency after prior reference to the appropriate Committee Chair;
(vi) the purchase of goods or materials which the Town Clerk may from time to time deem it expedient to make in the open market provided that before making any such purchase the approval of the Chair of the appropriate Committee concerned is obtained and finance is available in the appropriate budget;
(vii) contracts with professional persons or companies for the execution of work and for advice in which the personal skills of the person or company is of primary importance, and
(viii) those contracts where a Committee may expressly determine that it is in the Council's interests that a tender be negotiated directly with a contractor or supplier of goods or services.

13.10 Requirements for Submission of Tenders

Where in pursuance of Financial Regulation 14 a public invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

13.11 Declarations as to Conduct of Tenderer

In connection with the submission of tenders for the execution of works or supply of goods and materials, declaration shall be obtained from each tenderer in the following form:

"We declare that we are not parties to any scheme or arrangement under which:

(i) we communicate the amount of our tender to any other person or body before the contract is let;
(ii) any other tenderer for the works, which are the subject of our tender, is reimbursed any part of his tendering costs, and
(iii) our tender prices are adjusted by reference directly or indirectly to the prices of any other tenderer for the works.

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No provision is made in our tender price for any reimbursement of any adjustment of any contribution thereto".

13.12 Procedure for Opening Tenders

(i) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or an official of the Council designated by him/her in the presence of such Member(s) of the Council as may have been designated for the purpose by the Council or by the Committee or Sub-Committee to which the power of making the contract, to which the tenders relate, has been delegated. Where tenders have been opened in pursuance of this paragraph they shall be recorded and reported to the next meeting of the appropriate Committee.

(ii) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council or relevant Committee may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

13.13 Limitations of Acceptance of Tenders

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate Officer.

14. CONTRACTS FOR SUPPLIES AND SERVICES ETC. EXCEEDING ~~£8,500~~ £25,000

14.1 Every contract which exceeds £25,000 in value or amount shall be in writing and in a form prescribed or approved by the Council's legal adviser and signed by the Town Clerk on behalf of the Council.

15. CONTRACTS FOR SUPPLIES, SERVICES OR WORKS ETC. LESS THAN £25,000

15.1 Every contract for which provision has been made in the approved estimates and/or approved by the appropriate Committee of the Council pursuant to the Town Council's Procurement Policy (Appendix 1), Standing Orders and Financial Regulations and being in value of an amount less than £25,000 shall be entered into on behalf of the Council by the Town Clerk or authorised Officer by issuing of an official order only.

15.2 The Town Clerk shall take legal advice on the contract if they consider it necessary due to the need for expertise or the complexity of the contract.

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16 CONTENTS OF WRITTEN CONTRACTS AND PENALTIES

16.1 Every written contract shall specify:-

(i) the work, materials, matters or things to be furnished, had or done;
(ii) the price to be paid with a statement of discounts or other deductions, and
(iii) the time or times within which the contract is to be performed;
(iv) whether the contractor is accredited to ISO 9000 and approved by and will carry out work to the standard laid down by an appropriate national organisation such as Gas Safe or National Inspection Council for electrical Installation Contractors (NICEIC) and that such work will be covered by guarantees issued by these bodies.

17. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

17.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

17.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

17.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk and issued to the Contractor in writing, the Council being informed of significant changes and where the final cost is likely to exceed the financial provision.

18. CORRUPT PRACTICES

18.1 There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the contractor the amount of any loss resulting from such cancellation if in relation to the contract or in relation to any other contract with the Council:

(i) The contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the favour or disfavour to any person;
(ii) The contractor or any person employed by him/her or acting on his/her behalf;

(a) shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or
(b) shall have given any fee or reward, the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.

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19. ASSETS, PROPERTIES AND ESTATES

19.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

19.2 No tangible, moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

19.3 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

19.4 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

20. MEMBERS' ALLOWANCES

20.1 Allowances as recommended by the Independent Panel on Members' Allowance for the District Council, or otherwise agreed by the Town Council, shall be paid on a monthly basis to those Members who have indicated through agreed procedures that they wish to receive such payments. Where a Member fails to register their interest, in receiving the payment of the Basic Allowance, by 31 March in each municipal year, then that Member, shall forego their entitlement to the Basic Allowance. In a year with elections, Members wishing to receive the Basic Allowance in that year, who have either not stood for re-election or are not returned, must indicate accordingly by 31 May of that year. Failure to do so will indicate that they wish to forego their entitlement. Payment in these cases will be pro-rata.

20.2 Travel and Subsistence allowance shall not be paid for travel within the boundaries of the Town but will be available to Members representing the Council on approved duties which will be agreed by the appropriate Committee. The Mayor and Deputy Mayor shall be entitled to Travel and Subsistence Allowances when carrying out approved, official duties on behalf of the Council.

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21. MAYOR'S DISCRETIONARY GRANT FUND

21.1 An amount will be allocated in the budget each year for the Mayor to award as grants to local groups. This money can be awarded anytime during the Mayoral year up to 31st March.

21.2 The funding will be approved by the Town Clerk on the recommendation of the Town Mayor and will be reported at the next Council Meeting. The maximum amount the Mayor may allocate for the Discretionary Grant Fund in one year will be allocated annually in the budget.

22. INSURANCES

22.1 The Responsible Financial Officer shall effect all insurance cover and negotiate all claims.

22.2 All members of staff with line responsibility are responsible for notifying the RFO of all new risks which require to be insured and of any alterations affecting existing risks or insurances.

22.3 A comprehensive record of all insurances effected by the Council and the property and risks covered thereby shall be maintained and this reviewed annually.

22.4 All members of staff are responsible for immediately notifying the RFO, in writing, of any loss, theft, liability or damage, or of any event likely to lead to a claim.

22.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

23. LOANS AND INVESTMENTS

23.1 All investments of money under the control of the Council shall be in the name of the Council and made under arrangements approved by the Town Clerk and RFO.

23.2 All borrowings shall be effected in the name of the Council and be subject to approval of the Council who shall determine the terms and purpose of the application for the necessary borrowing approval.

23.3 Once the borrowing approval has been received, the Council shall approve the application for borrowing. The decision to borrow must be taken by the full Council (2003 Act, Schedule 1 paragraph 2(4)). This is a separate decision from the decision to apply for borrowing approval.

23.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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23.5 The Council shall agree an annual investment strategy, in accordance with relevant regulations, proper practices and guidance.

23.6 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 6 (Banking Arrangements) and Regulation 8

(Payment Procedures). The RFO (or in his/her absence the Town Clerk) shall be authorised to make all necessary transfers between the Council's bank accounts and investments to achieve the best possible interest within the guidance of the Council's Annual Investment Strategy.

23.7 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

24. EARMARKED RESERVES POLICY

24.1 Reserves will only be earmarked in line with the CIPFA Code of Practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount Earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.

24.2 Reserves can be spent or Earmarked at the discretion of the Town Council. They can result from:

(i) events which have allowed monies to be set aside,
(ii) surpluses,
(iii) decisions causing anticipated expenditure to have been postponed or cancelled,
(iv) monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council may wish to carry out.

24.3 Expenditure will not be charged direct to Earmarked Reserves and transfers to and from Earmarked Reserves will be distinguished from service expenditure in the Statement of Accounts.

24.4 For each reserve established the following will be clearly documented:

(i) The reason for or the purpose of the Earmarked Reserve will be clearly defined within the above guidelines.
(ii) The types of expenditure the Earmarked Reserve will be used for and the basis of transactions will be clearly defined.
(iii) Any circumstances for which the reserves cannot be used.

24.5 Reserves will be managed, controlled and reviewed by the RFO;

(i) On a transaction by transaction basis to ensure that the correct expenditure is being taken from the correct reserve and that no reserve is overspent.

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(i) Twice per year, once during the budget review procedure and once at the year end. The RFO, in consultation with the Town Clerk, will review the appropriateness of each reserve, making recommendations as to which reserves should be earmarked in the next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.

24.6 The Town Clerk or in his/her absence the RFO, is authorised to spend Earmarked Reserves up to the amounts included in the approved EMRs in line with the Financial Regulations, Standing Orders and Scheme of Delegation.

25. INTERNAL CONTROL

25.1 The Town Clerk and RFO, under the direction of the Governance & Audit Committee shall be responsible for all internal control matters.

25.2 The Council's system of internal control shall cover:

i) Appointment of Proper Officers and the RFO;
ii) Proper book-keeping and financial reporting arrangements;
iii) Financial Regulations including Standing Orders and payment controls;
iv) Risk management arrangements;
v) Budgetary controls;
vi) Income controls;
vii) Petty cash controls;
viii) Payroll controls;
ix) Capital controls covering asset management, investments and borrowing;
x) Bank reconciliation;
xi) Other areas identified from time to time in risk assessments.

26. RISK MANAGEMENT

26.1 The Council is responsible for putting in place arrangements for the management of corporate risk. The Town Clerk in conjunction with the RFO, under the direction of the Governance & Audit Committee, shall be responsible for all corporate risk management matters and prepare, for approval by the Council, corporate risk management policy statements in respect of all activities of the Council. The Council's Corporate Risk Register shall be reviewed by the Council at least annually.

26.2 When considering any new service provision, the Town Clerk shall prepare a draft corporate risk assessment including risk management proposals for consideration and adoption by the Council.

27. FINANCIAL VARIATIONS

27.1 All financial figures contained within these Standing Orders and Financial Regulations will be increased as and when appropriate following review by the Governance & Audit Committee and approval by Council.

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28. REVISION AND SUSPENSION OF FINANCIAL REGULATIONS

28.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

28.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

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LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **28th March 2019**

Report by: **Town Clerk**

Subject: **Continuation of the "FindItOut" service from the Project 82 building**

1. Summary

1.1 This report sets out a proposal for continuation of the Partnership Agreement with West Sussex County Council, of the FindItOut (FIO) universal drop-in provision for 13-25 year olds at Project 82.

2. Recommendations

The Committee is RECOMMENDED to approve:

(1) That a 6 month interim Partnership Agreement is entered into with West Sussex County Council for the continuation of a FindItOut and YES (Youth Emotional Support) service provision at Project 82.
(2) That the Town Council seek to be consulted, as a stakeholder, with regard to the review of the Integrated Prevention and Earliest Help (IPEH).

3. Background

3.1 FindItOut

3.1.1 The FIO service has been operating out of the Project 82 building since February 2015.

3.1.2 The Integrated Prevention and Earliest Help (IPEH) service was launched on 1 April 2017, following the alignment of a number of separate County Council services in order to deliver better outcomes for children, young people and families. The model was set up to meet the needs of those aged from 0-25 years with a preventative focus.

3.1.3 The FindItOut service has been developed as an alternative provision of both Information Shops and the Connexions careers service and is part of the IPEH. The service currently operates in 8 areas in West Sussex including Worthing and Bognor. Without the Littlehampton service the Town would not have any form of information, advice and guidance service although young people from the Town could access the other centres in the neighbouring towns.

3.1.4 The Littlehampton service operates on three days ensuring 15 hours of service per week. Services provided include:

- Youth Emotional Support referrals and assessment
- Sexual health advice and guidance
- Job searching and CV writing
- Housing support and advice
- Food vouchers and travel warrants
- General advice

3.1.5 Most of the young people attending the centre are from the local area (Littlehampton, Rustington and East Preston) but occasionally from further afield.

3.1.6 The IPEH service has now been in operation for approximately two years. The recent investment by the County Council in children's social care to better manage caseloads and recruitment and retention in response to rising demand, the development of place based models of service delivery and a place based focus for the Sustainability and Transformation Plan (STP), means that the County Council has deemed that the time is right to undertake a review and redesign of IPEH to assess its effectiveness in meeting need, reducing demand for statutory services and demonstrating value for money.

The review will be informed by the outcomes of a peer challenge and support event by the Local Government Association (LGA) in December 2018, benchmarking, financial data and best practice from other local authorities rated good and outstanding by Ofsted. The aim of the review is to design and plan to implement a targeted early help offer that delivers improved outcomes, reduces demand for children's social care and directs the financial resources available appropriately.

3.1.7 It is not known at this stage what the final revised IPEH offer will be. Ongoing consultation with stakeholders in planned over the coming weeks before a recommendation is presented to WSCC members. However, in the meantime, there is a need to continue to deliver the FIO service and a vital part of this is the FIO in Littlehampton. The current lease agreement will expire at the end of March 2019 but a formal request from WSCC has been received by the Town Council to ask that this is renewed, initially for a six month period, to enable the continued provision of support for young people in the Littlehampton area whilst the review of the IEPH service, and where services will be provided from, is completed.

4. Financial Implications

4.1 The Project 82 building has been offered free of charge to WSCC since 2015 and arrangements for this have been confirmed within an annual Partnership Agreement. The current agreement expires on the 31st March 2019. Members are recommended to enter into a further 6 month agreement until the outcomes of the IPEH review is published.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **28th March 2019**

Report by: **Town Clerk**

Subject: **Keystone Centre Project – Next Steps**

1. Summary

1.1 This report provides an update on progress with the first phase of community engagement regarding the proposed re-siting of the youth centre opposite the existing facility on Eldon Way and seeks approval for the next phase of work.

2. Recommendations

2.1 The Council is **RECOMMENDED** to:

1) Consider the feedback from the community engagement exercise and agree the broad principles of the feasibility study.

2) Delegate authority to the Town Clerk, in consultation with the Chair of the Property and Personnel Committee to commission a feasibility study for the building of a new youth centre opposite the existing facility on Eldon Way.

3) Note the financial implication as set out in section 6 of this report.

3. Background

3.1 The strategic aims and objectives of this Council are to deliver a youth facility to replace Project 82 and possibly the Keystone Centre. Throughout 2018 the Town Council held exploratory discussions with the District Council and community groups to identify proposals for a youth hub in Wick. In the latter part of that year a way forward was agreed by both authorities that will see the Town Council taking the lead on a project to deliver a new building providing facilities for young people and the community as a whole in 2019/20, but more specifically, to add greater value than simply a meeting place.

3.2 The District Council has agreed in principle to provide land opposite to the existing Centre for this purpose by way of a lease for the footprint of the new building. This is linked to the desire to deliver better value services to improve young people's lives. They are therefore working with the Town Council on developing a project brief to redevelop the Keystone Centre and deliver improvements to the existing outdoor play facilities. A draft timetable for the project is attached for information (Appendix A).

3.3 A community engagement exercise was therefore undertaken between 11th February and 8th March 2019 to gather views regarding what the priorities should be and at the same time to generate ideas for the shape of future provision that would inform a feasibility study. Details of the activities undertaken are set out in Appendix B.

4. The Community Engagement Exercise

4.1 The exercise aimed to obtain the views of a cross section of the community. A questionnaire was prepared for use throughout the exercise designed to gain insight in terms of how well the existing Centre is known, main users, their preferences, what people would like to see in a new Centre and what could stop them from using it. This was used to engage with young people, those who use the Centre and pupils at the Littlehampton Academy, youth workers, businesses on the nearby trading estates at Lineside and Fort Road and residents in the immediate vicinity. The exercise was promoted through articles in the Town Council's Progress Newsletter, website and social media, the Littlehampton Gazette as well as being picked up by the Academy on the school intranet and Arun Youth Projects (AYP) Facebook page.

4.2 No adverse comments about the proposals to move the Centre across the road have been received. In fact, many commented upon the unwelcoming appearance of the current centre and the outdated facilities and expressed support for a new centre. The Centre is well known within the community with some of the older respondents commenting that they used the Centre when they were young to those who visit it now, for example when it is used as a polling station. The feedback from the AYP sessions at the Keystone Centre show that the young people currently attending activities at the Keystone have a great sense of ownership of the Centre, feel safe participating in events there and have confidence in the AYP youth workers that deliver sessions. This is demonstrated in the strength of some of the comments received as feedback during this exercise.

4.3 The feedback from residents in the immediate vicinity of the Centre favoured moving the Centre across the road. The responses from both residents and young people support the creation of a fully accessible, modern and flexible building that is open for longer periods, especially during the week and in the evenings, with better toilet facilities for users. Respondents favoured the Centre remaining predominantly used by young people to meet in small groups or as part of a larger group to experience a wider range of sports and cultural activities. There were also calls for a Café, more meeting room facilities to facilitate counselling, clinics and a "chill out" area. A space that was Wi-Fi enabled and kitted out with IT equipment and large screens was also high on the list of requests. It was also commented that future provision should be flexible enough to support those with additional needs. There is also reference to provision for toddlers, but it is unclear whether this relates to the play equipment.

4.4 As well known as the current Centre is, many felt that more could be done to promote activities at the Centre. Comments regarding the need to protect the facility with CCTV and that all activities should be supervised were also

received. Regarding improvements to the outdoor recreational facilities there is strong support for a Mutli-Use Games Area (MUGA) with scope for a wide range of athletics and sports, floodlit to provide all year-round availability as well as an outdoor space to encourage horticulture and cultivation. This will be referred to ADC.

4.5 The feedback received from the Keystone Centre Management Committee (KCMC) mirrors that expressed in many of the responses from the community engagement exercise. The Committee are keen that the plans don't lack ambition and that the new build should be a two-storey building. If this not possible, they consider that any future design should not compromise the ability to deliver a tall main hall. In terms of the future use of the old site, the Committee were concerned that if left vacant it could attract undesirable activities and they would like to see CCTV and lighting introduced as a deterrent.

4.6 The Management Committee believe that when looking at a new building, the services and facilities at the Maybridge Centre in Goring/Durrington would be a good model to emulate. The Committee would like to see the provision of a large hall as a flexible open space, sufficient to accommodate ball games, such as five a side football and the storing of equipment, also with the ability to section off areas for smaller groups and one to one meetings and catering provision sufficient to support the operation of a café. The provision of a MUGA is in their view vital and they would support the inclusion of an all weather pitch surface. The Committee's response has raised some interesting usage requirements which if they cannot be accommodated within a new building opposite the existing site could be adopted when looking at the Community Centre which is planned as part of the North Littlehampton development (Hampton Park).

5. Conclusion

5.1 The feedback from the community engagement exercise though not massive, was extremely positive and suggests there is strong support for the project. It is therefore strongly recommended that the Council commission a feasibility study to establish how this might be achieved within the constraints of the proposed new site. Attached (Appendix C) is a draft scope of options for the feasibility study for consideration.

5.2 The outcome of the feasibility study will be reported to both Councils in June this year. This will be a critical decision for both Councils who will also be asked to approve the scope of provision and outline design for the redevelopment of the Centre including a final budget for the project.

6. Financial Implications

6.1 Printing, distribution and publicity costs to date amount to £560. These costs are, in the first instance being met from funds remaining (Circa £2,000) in the Community Rights Programme Budget which remain unspent following earlier research on a similar project. Once the project has been defined and budget agreed, this budget will be transferred over. It is likely that a high-quality building

of sufficient size to meet requirements could cost in the region of £1M+, but the feasibility study should clarify this.

6.2 If approved it is expected that a feasibility study would cost Circa £20,000. This would be funded from the Loan Capital EMR (part of which previously originated from the sale of the Dairy site).

6.3 An estimated total budget of circa £627K is available from the Town Council's resources (see the table below) which it is thought could provide new facilities of around 300sq.m. This may be short of the estimated costs of a new 600sq.m facility. If so, the Council's reserves could be used or borrowing undertaken.

Source	**Amount**
Courtwick (Kingley Gate) S106 developer contribution towards improvements at the Keystone Centre / community facilities in Littlehampton	Circa £200K
Remaining monies in the community fund from the Morrisons development	Circa £100K
Loan Capital EMR (funded by the sale of the Dairy site)	£77K*
Arun District Council Youth Facilities Contribution	£250K
Total	**Est. £627K**

*This has been absorbed into the Loan Capital EMR.

Peter Herbert
Town Clerk

Appendix A

DRAFT KEYSTONE PROJECT TIMELINE	
Approval Milestones / Decision timetable ADC & LTC	Dec.18/Jan.19
Mechanism / Decision maker	End Jan.2019
Consultancy / support requirements	Jan.Feb2019
Project Initiation - including completion of PI Document	Jan. to March 2019
Informal stakeholder consultation to get community buy in	Jan/Feb.2019
Consider whether to do Design & Build or separate design and separate build	End March.2019
Explore Planning Options	End March.2019
Formulation of legal status / conditions	End March.2019
Funding options	March / April.2019
Recommendation to build following informal consultation	End March.2019
Feasibility study /Design work	Jan to June.2019
Draft scope of feasibility study for tender	Jan. to March 2019
Scope of tender agreed	March.2019
Select & appoint feasibility consultant	April/May.2019
Agree final draft of feasibility study	June.2019
Formal stakeholder consultation	July / Aug /Sept.2019
Detailed Design	Sept.2019
Decision on final design and costs	Oct.19
Construction	
Planning approval	Dec.19/Mar.20
Tender to Appt. builder	March/April.2020
Select & appoint	April.2020
Build	June- Sept.2020
Handover new premises & demolition of old centre	Oct.2020

Appendix B

Date (s)	Activity	Audience	Comments
Week Commencing Monday 11th Feb.19	Throughout the week flyers distributed distributed to households & trading estate in catchment area of KC highlighting community engagement sessions • **Tues 12/2 – TLA Assembly** – brief presentation of the concept & invite to **lunchtime open session** for questionnaire, feedback & seek volunteers to represent youth views on a project focus group. • **Wed 13/2 – AYP Seniors Session @ KC** -7-9pm • **Thur 14/2 – AYP** Juniors Session @ KC 4-6pm	All households in the catchment area of the Centre Young people Attendance levels: 12/2 – 6 13/2 – 23 14/2 - 25 JH attend all, workshops with AYP support	Social media drive- Website & Facebook prompts throughout • 4,000 flyers delivered • Online questionnaire promoted via LTC Facebook, AYP Facebook & TLA intranet Total number of questionnaires completed = 16 online, 12 by hand
Week Commencing Monday 18th Feb.19	Progress distribution throughout the week containing front page article profiling the project plus **posters @ site** 1. **Tues 19/2** – Evening 6-8.30pm @KC 2. **Wed 20/2** – 3-5.30pm @KC before youth session starts 3. **Thur 21/2** – 10AM – 12 session @KC before youth sessions starts	The Community 1. JH & Cllr support (6 visits) 2. JH & 2xRep. ADC (2 visits) 3. JH & Cllr support (3 visits)	• Open forums on the back of or before KC sessions open to all residents • 21/2 - Littlehampton Gazette – front page article profiling the project
Others:			
Monday 25 Feb	Hand deliver information to commercial businesses on industrial estates. Article in ADC Business newsletter 1/3/19	Businesses • JH knocking on doors • article profiling the project	52 flyers handed out – 12 via letter box, 40 met & project explained
Thurs.28 Feb	Arun Youth Council	JH& RC attend – promote project & call for feedback	18 pupils attended – debate and feedback taken from discussion.
Thurs.28 Feb	TLA Year 7 Parents Evening	JH attend – promote project & questionnaires	13 parents / carers / young people engaged.
Monday 4/3	5-6pm KCMC mtg	KCMC	Town Clerk & JH attend to explain project. KCMC formal response received.

KEYSTONE CENTRE FACILITIES FEASIBILITY STUDY

1. OVERVIEW

1.1 This is a brief for the production of a Feasibility Study to replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. Also included within the scope of this brief is the redevelopment of the outdoor recreational facilities in this area.

1.2 The current Keystone Centre in Eldon Way has a footprint of c.300m². It is considered that a foot print of roughly double this size and not exceeding two storeys, will be required to accommodate the facilities that have been identified in the community engagement exercise that was carried out in February / March 2019.

1.2 In summary, this envisages the provision of a sports hall, a further small hall, catering / cafe area and meeting/activity rooms. Included in this brief is provision for an outdoor year-round multi-use games area (MUGA) to replace the existing outdoor recreational facilities at the rear of the new build which will also have parking provision. (This needs to be confirmed with Arun District Council as other play options for the area may need to be included).

2. FEASILBILITY STUDY OUTPUTS

2.1 The report will include appropriate drawings, photographs, plans and figures which clearly demonstrate the different options for the site and the supporting information for these. The presentation of these should be appropriate for community consultation purposes, and the whole report should be produced in such a way as it can be adopted as a public document.

2.2 Background material and supporting evidence for the study should be produced as a technical appendix and this is expected to cover information that cannot form part of the main report including financial information, detailed technical information, records and information that are commercially sensitive.

2.3 The feasibility study should be produced within three months and there will be a requirement to present the study formally to both local authorities at the relevant committees.

3. REQUIREMENTS / SCOPE OF WORK

1. Project Management

1.1 The optimum project management arrangements pre-construction are as follows:

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- Procurement - Led by LTC
- Planning / Building Control – ADC/LTC
- Build management – LTC

1.2 The optimum project management arrangements on completion of build are:

- Staffing – LTC
- Building – LTC with the aim of working in partnership with a Management Committee in the fulness of time/ once the services have been established.
- Outdoor recreational facilities - ADC/LTC

2. Requirements/Scope of work

2.1 Services/Utilities

Relocation costs of various amenities, gas, electricity, water, telephone and Wi-Fi

2.2 External works

The external area should be of a similar size to the footprint of the building i.e. approximately 600m². It should include:

- Paths and paving's
- Car parking provision, the number of spaces to be based on the area available, with the option to section off parts of the space with security gates during night time hours.
- Soft landscaping and planting

2.3 Building construction

The building should be fully accessible, of innovative design and should not intrude on what is partly a residential landscape. It should be one or two -storey height only and accommodate a main hall with sufficient height to allow a range of activities. Types of acceptable construction and points to avoid are set out in the Sport England guidelines, which also provide guidance on standards for internal finishes. The overall footprint of the building should not exceed 600m² which should include, lobby and access corridors as well as the other areas specified.

Energy efficiency in all aspects of the final project is desirable where possible.

2 Components of build

2.1 Main hall

The interior must be designed to be a suitable environment for a range of indoor sports uses including five a side football, with lighting that can be adapted to suit different activities and a safe and durable floor finish.

2.2 Other requirements

The building should also contain:

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- A fully fitted kitchen for commercial catering with units/appliances to a commercial standard
- Cafe servery and cafe area
- Bar area servicing main hall
- A second small hall
- Main office
- Small meeting/activity rooms
- Toilets
- Entrance lobby/foyer
- Plant room
- Store(s) area

These can be configured in any way that is appropriate but should not exceed a footprint of 600m² over one or two stor

3. Internal build requirements

3.1 The building should also be equipped with the following:

- Boiler
- Telephone system
- Wire free internet access
- Air con /mechanical ventilation with heat recovery system in the main hall
- Zoned under floor heating
- Motion activated lighting systems
- Sound proofing in Small meeting/activity rooms
- Audio visual facilities in the halls
- Washable flooring throughout except for in interview room which should be carpeted
- Hearing loop system through out
- Fire alarm system
- Emergency lighting
- Security sensors / burglar alarm
- Gas supply
- Internal CCTV provision

4. External build requirements

4.1 The external works will need to be agreed with Arun District Council but it is suggested that the following are included:

- Car park area to be sufficiently lit to reduce anti-social behaviour.
- Flood lit MUGA
- Tactile paving
- Cycle racking
- Soft landscaping
- Bin store
- External lighting
- Passive solar shading for areas surrounding the internal court yard
- External CCTV provision

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LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: **Full Council**

Date: **28th March 2019**

Report by: **Town Clerk**

Subject: **Marking the Death of a Senior National Figure**

1. Summary

1.1 The Policy and Finance Committee has considered a report (attached as Appendix 1) seeking observations on proposals to mark the death of a Senior National figure. They gave several steers as to how the Council should mark this, for a senior Royal (HM The Queen; HRH The Duke of Edinburgh and HRH The Prince of Wales) which is set out below. The overarching thrust is that the Action Plan should be implemented, but that the Town Clerk, in consultation with the Town Mayor, should have delegated authority to adopt this to meet the mood of the Nation and Town.

2. Recommendations

The Council is RECOMMENDED to:

(1) Instruct the Town Clerk to progress the initial work programme set out in paragraph 3.2 below.
(2) Approve the Action Plan as set out in paragraph 3.4 below, subject to giving the Town Clerk, in consultation with the Town Mayor, delegated authority to adapt this to meet the mood of the Nation and Town and so as to enable flexibility to deliver what would be expected as the Town Council.
(3) Delegate to the Town Clerk, in consultation with the Town Mayor, authority to adapt this protocol so as to enable the Town to mark the death of a senior national figure, such as other Royals; the current or former Prime Minister, or a significant local figure.
(4) Agree to meet the costs set out in paragraph 4 of Appendix 1 from the Community Resources Initiatives Budget.

3. Background

3.1 It is important that the Town Council has in place an appropriate plan to mark the death of a senior national figure. This report focuses on the death of a senior member of the Royal Family and the attached appendix sets out some of the key elements with which the Town Council should or could be involved. The timetable for such an occurrence is set out in paragraph 3.4 of the report.

3.2 The Policy and Finance Committee has looked through the report and proposes the following actions, where there is discretion:-

- A local (Littlehampton) Proclamation is not necessary. The statutory National and County level proclamations will suffice. Most will watch the national proclamation on television and there would be insufficient time to ensure a gathering in the Town.
- Depending upon the mood of the Nation/Town, a Civic Service organised by the Town Council is not recommended. However, the Town Council should instigate discussions with the local clergy/diocese to understand their plans. A parish service might be more appropriate on the evening before the funeral, but this will rest with the local church/churches.
- The changes to the website should be prepared as soon as possible to ensure they can be implemented immediately.
- It is noted that any event during the period of mourning is likely to be cancelled. It is not proposed that any insurance be taken out for this.
- Council meetings will continue.
- The dress code proposals set out in paragraph 3.11 of the appendix are supported and the Town Council should purchase the appropriate number of armbands/rosettes/ribbons.
- It is noted that the Jewels in the Mayoral Chain (and those of the Deputy Mayor and Consort/ Mayoress) will need to be covered in a black bag, which should be purchased.
- It is thought appropriate to purchase a loose-leaf Condolence Book and to locate this in the Manor House. Other localities in the Town will be investigated.
- Discussions need to be progressed with the District Council to agree an appropriate location for those who wish to leave flowers. It would be appropriate for these to be composted.
- A portrait will sit beside the Condolence Book in the Manor House, which will need to be relocated to the Chamber or Chamber entrance.
- Arrangements to be put in place to compost flowers.

3.3 The above points need to be programmed as far and as soon as possible.

3.4 The timetable for the Mourning period will therefore be as follows: -

D Day - Death reported

- Any events happening at the time will cease immediately and any others before the funeral will be cancelled.
- Members and staff will don black ties/ribbons/armbands during work/public facing engagements. (asap)
- Website changes implemented. (asap)
- Jewels and Badges of Office to covered until after the funeral. (asap)
- Flags to be flown as set out in pargraph 3.14 of the appendix.
- Condolence Books made available during working hours.

D Day +1 - Proclamation Day (London) – For HM The Queen only.

D Day +2 - Proclamation Day (West Sussex) – For HM The Queen only.

D Day + ? - Civic Service – Middle Sunday – Not proposed

Depending on discussions with Diocese/Churches.

D Day 4/6 – D9 Lying in State

D9 - Possible Parish Service of Clergy

D10 - Date of funeral – If on a week day it is likely that this will be a public holiday.

4. Financial Implications

4.1 Some indicative costs for the items identified above have been obtained: -

- Condolence Book paper (500 sheets) - c. £220
- Binding into Book - c. £170
- Portrait & frame (each) - c. £25
- Black mourning ribbons (40) - c. £42
- Black rosette (20) - c. £74
- Black armbands (20) - c. £40
- Black ribbon for portrait (each) - c. £4

Total **c.£475**

4.2 The Black ribbon and Mourning bags for the Mayoral chain have already been acquired.

4.3 The costs for the website update will be reported to the Committee.

4.4 The cost of these could be met from the Community Resources Initiatives Budget.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: Full Council

Date: 28th March 2019

Report by: Town Clerk

Subject: Members Allowances Review

1. Background, Summary and Financial Implications

1.1 The Arun District Council Independent Remuneration Panel has undertaken a review of their Members' Allowances Scheme. The Panel's report and recommendations were submitted to Arun District Council's Audit and Governance Committee on 14th February 2019 and the agenda papers and minutes from that meeting can be found on Arun District Council's website https://www.arun.gov.uk/audit-governance-committee. This report sets the recommendations from that review as they relate to the level of Members Allowances paid to Town Councillors.

1.2 Town and Parish Councils can adopt a Parish Scheme that allows their elected Councillors to receive a basic allowance equating to 10% of the District Council's Basic Allowance. The level of allowance paid to Littlehampton Town Councillors has remained unchanged since 2015 and equates to approximately 10% of that which was paid to District Councillors at that time, i.e. £487 per annum. The District Council allowance has increased since then.

1.3 As part of the Review the Panel sought the views of Town and Parish Councils on the current arrangements and any changes they might wish to make. Almost half the Town and Parish Councils replied. Responses showed the overwhelming view was that the arrangements should remain unchanged. This was in line with the Town Council's view.

1.4 The Panel's recommendation regarding the level of Members' Allowance paid to District Councillors was that it should continue to be index linked to the annual staff pay settlement. As Council staff will be receiving a 2% pay award on 1 April 2019 this means that the District Council Basic Allowance will also increase by 2%. The level of the District Council Basic Allowance will, therefore, from 1 April 2019 increase from £5,374 to £5,481. This represents a potential increase in the Town Council's level of Basic Allowance, should Members decide to increase the allowance.

1.5 Council has several options;

1) To retain the existing allowance for 2019/20 (no additional cost - £487 per annum per Councillor)

2) To retain the existing allowance until the matter can be considered by Councillors in the new Council, thereby deferring any increase possibly until 1st July 2019

3) To implement the 10% of the District Council rate with effect from 1st April 2019 linked to further staff pay rises (cost implication = £548 per annum: increase of £61 per annum per Councillor x 15 Councillor's = £915 increase per annum).

4) To increase the existing rate by 2% in April and link this to staff pay increases in future (cost implication = £497 per annum: increase of £10 per annum per Councillor x 15 Councillor's = £150 increase per annum)

5) Consider any other options.

2. Recommendation

2.1 Council is **RECOMMENDED** to:

Decide which of the options set out in paragraph 1.5 above they wish to proceed with.

Peter Herbert

Town Clerk