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**

14th June 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 20TH JUNE 2019** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2019/2020

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 Baker is a Member of Arun District Council

- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Buckland is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board
- Cllr Northeast is a Member of Arun District Council
- Cllr Rhodes is a Member of Arun District Council
- Cllr Seex is a Member of Arun District Council
- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board

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 Annual Council meeting held on 16th May 2019, circulated herewith (pages 5-10). 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

9. REPORTS OF COMMITTEES – (NON-EXEMPT)

9.1 Recommendations from Committees – report herewith (pages 11-12)

The report brings together the Recommendations from Committees that need approval by Council.

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on 10th June 2019 – circulated herewith (pages 13-17) - at which the following items were discussed;

Minutes -

(6.1) Urgent Action – Council Photographer
(6.2) Future of Seaside Towns: Government response to the Select Committee Report
(8.1) Town Centre Management
(8.2) Safer Arun Partnership Joint Action Group
(8.3) Armed Forces Covenant
(8.4) Health Services Update
(8.5) Members Allowances Review
(8.6) Town Council Priorities

(9.1) Committee Budget Monitor

9.2.2 Community Resources

To receive the Minutes of the meeting held on 6th June 2019 – circulated herewith (pages 18-23) - at which the following items were discussed;

Minutes -

(6.1) Event Support Request
(8.) Littlehampton Sports Forum
(9.1) Appoint the Allotments Working Group for 2019/20
(10.1) Urgent Action – SPACE Grant
(10.2) Museum Periodic Report
(10.3) Events Periodic Report
(10.3.2) Armed Forces Day
(10.4) Arun Youth Projects Update
(10.5) Keystone Project Update
(10.6) Grant Aid Applications 2019/20
(11.1) Committee Budget Monitor

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **28th May 2019** – circulated herewith (pages 24-32) - at which the following items were discussed;

Minutes –

(6.1) Non-Strategic Sites Development Plan Documentation (DPD) Issues and Options consultation
(6.2) Notification of Committee Hearing re: LU/78/19/PL - 32 Griffin Crescent
(6.3) ADC Consultation regarding proposed supplementary planning guidance on Accommodation for Older People and People with Disabilities
(6.4) Member Training – Planning Matters
(7.1) Planning application LU/125/19/PL, 54 Arundel Road, Littlehampton
(7.3) Planning application LU/91/19/PL - various sites along the Promenade
(7.4) Planning application LU/81/19/A, Lovelong House, East Street
(7.5) Traffic at the junction of River Road and Surrey Street
(8.1) Planning Applications – Lists 18, 19, 20 and 21
(8.2) Planning Application LU/47/19/RES - Kingley Gate, Courtwick Lane
(8.3) Planning Application LU/136/19/PL - Littlehampton Skate Park Sea Road

9.2.4 Property and Personnel

To receive the Minutes of the meeting held on **3rd June 2019** – circulated herewith (pages 33-35) - at which the following items were discussed;

Minutes -

(8.1) Staffing Update
(8.2) Keystone Centre
(8.3) Properties Update
(8.4) HR Training for Councillors
(9.1) Committee Budget Monitor

9.2.5 Governance and Audit

The next meeting for this Committee is on Tuesday 2nd July 2019.

10. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES – report herewith (pages 36-39).

11. AUDIT AND ANNUAL RETURN 2018/19 (attached)

11.1 Annual Governance Statement for 2018/19 (Section 1 of the Annual Return) – report attached (pages 40-58)

11.2 Statement of Accounts - Annual Return 2018/19 (Section 2 of the Annual Return) - report attached (pages 59-67)

12. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

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

13. EXEMPT BUSINESS

It is **RECOMMENDED** that:

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

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Town Clerk **- Peter Herbert**

MINUTES of the **ANNUAL MEETING** of the **TOWN COUNCIL** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 16th MAY 2019** at **6.30pm**

PRESENT: Cllrs Baker (Mayor), B Blanchard-Cooper, C Blanchard-Cooper, Chace, Buckland, Long, Molloy, Northeast, Price, Seex, Squires, Tandy, Turner and Dr Walsh KStJ.

2019/2020

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

3. APOLOGIES

It was noted that Councillor Rhodes was delayed and would join the meeting as soon as she was able.

4. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests other those already recorded that they may have in relation to items on this Agenda.

5. PUBLIC FORUM

There were 26 members of the public present

5.1 Mr Page addressed Council on two points. Firstly, recalling the discussion at the Annual Town Meeting in March, he stated that there appeared to have been very little progress in addressing antisocial behaviour in the Town. Speaking about specific incidents affecting the area where he lived, he expressed concerns about the effectiveness of the Police response. He called for action and sought the support of the Council to find ways of tackling this issue.

5.2 Members reported having received reports of similar comments from residents. Whilst the need to continue reporting this type of behaviour was acknowledged, there appeared to be little evidence that this intelligence was being used effectively. It was reported that a Joint Action Group had been formed to take this work forward and that the Town Clerk would be attending a meeting with the District Council the following day. Councillor Dr Walsh KStJ also stated that as Leader Elect of Arun District Council, he would be seeking a review of local policing as a priority. It was noted that progress in this respect would be monitored by the Policy and Finance Committee.

5.3 Representing the Votes for Women Centenary Group, Mr Page described a proposal to plant 100 trees in recognition of local suffragettes. He sought the support of local Town and District Councillors in making an appeal to the developers at Hampton Park to achieve this. It was noted that Members, through the North Littlehampton Steering Group, had urged the developer to plant mature trees as part of their landscaping plans and that this proposal would be raised with them at the next Steering Group meeting.

6. TOWN MAYOR'S VALEDICTORY STATEMENT

6.1 Before making his valedictory statement the outgoing Town Mayor, Billy Blanchard-Cooper reported the very sad news of the recent death of Daphne Snowden. Daphne, or "Snowy" as she was fondly known to many throughout the Town, had devoted may years to raising funds for the Royal British Legion by selling poppies. He stated that her presence would be missed and that it had been a great privilege to know her. Recalling her joyful presence, the Council remembered her life with a heartfelt round of applause.

6.2 Council received the valedictory statement of the outgoing Town Mayor, Billy Blanchard-Cooper. He began by stating that It had been a privilege and an honour to be able to represent the town as Mayor for the past two years. It had also been a huge learning experience and one which he could not have done without the help and support of family, friends, the public, officers and fellow councillors. It was impossible to thank everyone individually, but he did wish to acknowledge the support of past Mayors, many of whom he had relied upon for advice.

6.3 He thanked everyone who had helped in various different ways with his fundraising for the charities that he had supported particularly those involved in his main fundraisers, Curtain Up. This show would never have happened without the support of two ladies in particular, Jan Combes and Lynne Jones and he would be arranging for them to receive gifts as a thank you for all their hard work on the production which had raised just over £5,000. Acknowledging the very special support that he had received from his husband, he also presented a card to Councillor C Blanchard-Cooper.

6.4 Throughout the past year he had been very lucky in being able to share his duties with and have as Deputy, Councillor Baker. Stating that she had been a tower of strength, he presented her with a bouquet of flowers as a token of his appreciation. Looking back to the beginning of his second term, and following the retirement of his then PA, he recalled how wonderfully the Town Clerk's PA, Zoe Groves, had stepped in to make sure he could continue to carry out his role. This period had been seamless, and he was very pleased to present Zoe with a bouquet of flowers as a thank you for all her help and support during this period. Commenting that the role of the PA was often one of frantic organisation, the Mayor thanked Nadia Shannon for taking on the role and being his rock. He stated that Nadia had been excellent in the role and would be a huge support to Councillor Baker in her coming term as Mayor. He then presented Nadia with a bouquet of flowers.

6.5 Finally, one of the opportunities afforded to the Mayor was to find a cause to champion during their Mayoral year. This could be a daunting task but had been one in which he had been very fortunate to have the help of the Assistant Town Clerk, Rosie Costan. Through the Town Council's work with the Arun Youth Churches Project, his attention had been drawn to the proposed creation of an Arts and Social Club Bursary. This would be an opportunity to help young people in the town access and get involved in activities and groups that they might not otherwise come into contact with and could open up opportunities for the future. The funds raised to support the bursary would be distributed to young people chosen by the Arun Youth Project, Young Leaders. He therefore presented a cheque in the sum of £12,012.68p to the Young Leaders and Youth Workers form the Arun Youth Project.

7. COUNCIL'S RESPONSE

7.1 Councillor Dr Walsh KSt.J, led the response to the Town Mayor's valediction. Acknowledging the two consecutive terms that Councillor B Blanchard-Cooper had served as Mayor, Councillor Dr Walsh KStJ expressed his heartfelt thanks on behalf of the Council for everything that Councillor B Blanchard-Cooper had brought to the role. These sentiments were echoed by Members who commented that Councillor B Blanchard-Cooper had achieved so much in broadening their knowledge of local groups and raising the profile not only of the Town and the Town Council but also the role of the Mayor particularly through his use of the local press and social media. The outgoing Mayor thanked Council and past Mayors for the advice and support he had received whilst carrying out his mayoral duties.

8. INSTALLATION OF TOWN MAYOR

8.1 The Deputy Mayor and Mayor Elect Councillor Tracey Baker was installed as the Town Mayor.

9. DECLARATION OF OFFICE AND WELCOME ADDRESS

9.1 Councillor Baker read and duly signed her declaration of acceptance of office as Town Mayor.

9.2 The Mayor wished to express a special thank you to Councillor B Blanchard-Cooper for all he had achieved during his historic two-year term. Commenting that Councillor B Blanchard-Cooper had completely revitalised the role with his use of social media, she added that he would be hard act to follow. She stated that it was privilege and honour to be Town Mayor and one which, with the help of the capable staff and Officers of the Town Council, she hoped to sustain. She felt privileged and honoured to have this opportunity and thanked everyone for the trust that had been placed in her. She also welcomed the new Members to the Council and wished them well in their new role. Finally, she announced that she would be supporting two charities during her year in office, the RNLI and The Firefighters Charity.

9.3 The Mayor's Consort, Mr Alan Baker was also recognised and installed, and the emblems were duly exchanged.

10. APPOINTMENT OF DEPUTY MAYOR

10.1 Councillor Chace and Councillor Squires were proposed as candidates for Deputy Mayor and the proposals were duly seconded. Supporting statements were made and in accordance with Standing Order 12(b), a secret ballot was held. It was **RESOLVED** that:

Councillor Chace be elected Deputy Mayor for 2019/20, Vice Chair of the Council and Town Mayor Elect.

11. APPOINTMENT AND MEMBERSHIP OF COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES

11.1 The Town Clerk presented a report which set out the rationale for the allocation of Committee places and vacancies for outside bodies. A revised list of proposals for Committee places and vacancies for outside bodies which had been agreed with Group Leaders prior to the Council meeting was circulated to Members for approval.

11.2 Council proceeded to discuss the Committee nominations. Regarding the Planning and Transportation Committee, Councillor Buckland withdrew from the Committee and Councillor Billy Blanchard-Cooper indicated his willingness to replace him and take on the role of Vice Chair on the Committee. Councillor Price would also be unable to attend the forthcoming meeting of that Committee. It was noted that a substitute would be arranged and that a nomination to replace Councillor Price on the Committee would be brought to Full Council in June. Regarding the Property and Personnel Committee there were two nominations for Vice Chair, Councillors Baker and Squires. Councillor Baker withdrew her nomination for Vice Chair of this Committee. These proposals were supported by Council.

11.3 Regarding the proposals for membership of Outside Bodies, Councillors Molloy and Squires were nominated as the Town Council's

representative on the Joint Eastern Arun Area Committee (JEAAC) and Councillors C Blanchard-Cooper and Rhodes as the Town Council's representatives on the JEAAC Highways and Transport Sub Committee. Following a vote, Councillors Molly and C Blanchard-Cooper respectively were duly appointed as the Town Council's JEAAC representatives. Councillor B Blanchard-Cooper, as Chair of the Community Resources Committee, confirmed his willingness to be the Town Council's representative on the Littlehampton Sportsfield Management Committee and the Sports Forum.

11.4 Regarding the two nominations to be the Town Council's representative on the Wick Information Centre Management Committee, Council confirmed that if this was acceptable to that Committee, the appointment of Councillors Long and Squires as the Town Council's representatives be approved. It was noted that the Council was waiting to hear from the Committee on this. The changes to the Committee memberships and outside body representation were supported and it was therefore **RESOLVED:**

1. ***That subject to the changes set out in point 11.2 above, the Committee memberships including the Chairs and Vice-Chairs as set out in appendix 1 be approved.***

2. ***That subject to the changes set out in Point 11.3 above, the representatives to outside bodies as set out in Appendix 2 be approved.***

12. MINUTES

The Minutes of the Meetings of the Town Council held on 28th March and 30th April 2019 were approved as a correct record and signed by the Mayor.

13. REPORTS OF COMMITTEES – (NON-EXEMPT)

13.1 Recommendations from Committees

There were none.

13.2 Committee Minutes (Non-Exempt)

13.2.1 Planning and Transportation

Council received the Minutes of the meeting held on 1st April 2019 (previously circulated) with no matters arising.

13.2.2 Planning and Transportation

Council received the Minutes of the meeting held on 29th April 2019 (previously circulated) with no matters arising.

14. OFFICER'S REPORTS

14.1 Authorised Member Signatories

In accordance with the Town Council's Financial Regulations, Council was asked to confirm the authorised Member signatories and any changes that may be required to the Bank Mandate following confirmation of the Committee appointments for 2019/20. Having confirmed the Committee appointments for 2019/20, it was therefore **RESOLVED** that:

The Mayor, the Chairs of the Policy and Finance, Community Resources, Property and Personnel and Planning and Transportation Committees be confirmed as authorised Member signatories and that the Town Council's bank mandate be amended accordingly.

14.2 Eastern Arun Parish Group

Council had before it details of a proposal to reconvene this Group (previously circulated). Members were asked to consider whether the Council should participate in this forum and if so, to appoint representatives. It was noted that membership was limited to a maximum of two and that the first meeting was scheduled to take place on Tuesday 21st May at 10am in Rustington. Reviewing the agenda, Members observed a degree of overlap with the Joint Eastern Arun Area Committee (JEAAC). Members also acknowledged that there had been occasions when the Town Council had worked with neighbouring parishes on matters of mutual interest. Whilst Members did not therefore consider it necessary to attend the coming meeting, it would be beneficial be kept informed of the meetings and actions where there was a significant benefit. It was therefore **RESOLVED** that:

The Eastern Arun Parish Group be informed of the Town Council's decision.

15. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

There were none.

16. EXEMPT BUSINESS

There was none.

The meeting closed at 7.36pm

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TOWN MAYOR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Full Council**

Date: **20th June 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. There are three items recommended to Council: -

2. Policy and Finance Committee: 10th June 2019

2.1 Minute 8.2 Safer Arun Partnership Joint Action Group (JAG)

The Committee noted that the inaugural meeting of this group would be held on 13th June 2019. The Town Clerk had represented the Town Council while the Group was being formed. Now that it was established, it was proposed that the Mayor represent the Town Council and that this be agreed as an approved duty prior to Full Council on 20th June 2019 when representation would be confirmed. It was **RESOLVED** that:

> ***Council be RECOMMENDED to approve the appointment of the Mayor as the Town Council's representative on the Safer Arun Partnership JAG.***

2.2 Minute 8.3 Armed Forces Covenant

The Committee was asked to consider and if agreed, recommending to Full Council that the Town Council signs the Covenant. The Committee wholeheartedly supported the principles and aims of the Covenant and it was therefore **RESOLVED** that:

> ***Council be RECOMMENDED to sign up to the Armed Forces Covenant.***

2.3 Minute 8.5 Members Allowances Review

The Committee received a report (previously circulated) which set out the outcome of the District Council review of Members Allowances. The report had previously been presented to Council on 28th March 2019 where it was agreed that the existing allowance be retained until the matter could be considered by Councillors in the new Council. The Committee was therefore asked to consider options regarding the level of Members' Allowance with a view to making a recommendation to Full Council.

The level of allowance paid to Littlehampton Town Councillors had remained unchanged since 2015, but this equated to 10% of the District Council's Basic Allowance at that time. Acknowledging the wage restraint that was also in place for local government workers at the time, Members allowances had been held at that level since then. Members preceded to consider the options and it was proposed that the Town Council revert to the 10% figure with effect from 1st April 2019. As the District Council rate was linked to further staff pay rises, this was considered reasonable and the Committee therefore **RESOLVED** that:

Council be RECOMMENDED to implement the 10% of the District Council rate with effect from 1st April 2019, subject to the District Council rate continuing to be linked to further staff pay rises.

Peter Herbert
Town Clerk

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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 10th JUNE 2019** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), B Blanchard-Cooper, C Blanchard-Cooper, Chace, Long and Rhodes

2019/2020

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

3. APOLOGIES

There were none.

4. 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.

5. MINUTES

The Minutes of the meeting held on 11th March 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

6. CHAIR'S REPORT AND URGENT ITEMS

6.1 Standing Order / Urgent Action – Council Photographer

The Committee received (copy attached to the minutes) an urgent action regarding the re-appointment of Scott Ramsey as the Council photographer for a further two years. It was **RESOLVED** that:

The urgent action be noted.

6.2 Future of Seaside Towns: Government Response to the Select Committee Report

The Committee received (copy attached to the Minutes) the Government's response to the report by the House of Lords Select Committee on the future of seaside towns. The report considered a wide range of issues affecting seaside towns and highlighted some of

the work being undertaken to help develop sustainable coastal towns. It was **RESOLVED** that:

The report be noted.

7. PUBLIC FORUM

There was one member of the public present.

7.1 Mr Ellis raised two questions relating to the town centre. These were about the possibility of installing temporary signage on the side wall to Exotic Pets directing visitors towards the seafront and other attractions in the Town. Regarding the poor state of some of the empty shops, he sought more immediate action to make the Town Centre more presentable during the coming holiday season. These comments were noted.

8. OFFICER'S REPORTS

8.1 Town Centre Management

8.1.1 The Town Centre Regeneration Officer (TCRO) presented a report (copy attached to the minutes) and updated Members on current work and ongoing projects. He began by outlining the main purpose of his role, the current funding agreement between the Town and District Council and his work with traders. He updated Members on planning applications with implications for the Town Centre, progress with initiatives to tackle community safety issues, promote the Town and attract visitors, forthcoming events planned for the Town Centre and his work with the Traders Partnership.

8.1.2 Acknowledging the comments during the Public Forum about the Town Centre, he shared the frustration felt by Members and the public about the deterioration of the High Street. The general decline in retail coupled with antisocial behaviour was a nationwide issue. A Local Action Team (LAT) had been formed comprised of representatives from key stakeholders including the District Council, the Police and the Town Council to highlight and direct resources to tackle issues relating to crime and antisocial behaviour. Action currently focussed on increased patrols by the Police and Business Wardens and disrupting anti-social behaviour.

8.1.3 The Committee was sceptical about the effectiveness of this activity, particularly the conduct of some of the Business Wardens. Citing reports from residents and shoppers who had been intimidated by people displaying aggressive behaviour in the High Street and in shops, there also appeared to be a lack of enforcement. The TCRO agreed to take these views forward at the next meeting of the LAT. It was noted that the Town Chaplaincy had started operating in the Town Centre, but this was relatively new, and it was therefore too early to gauge its effectiveness.

8.1.4 Regarding the appearance of retail frontages, the District Council grant was being utilised, but encouraging tenants and landlords to act was problematic. Whilst some shop fronts had been significantly improved, problems with the upper parts of some buildings were not being addressed. The TCRO was aware of this and would continue to

encourage landlords to act. Having noted the suggestion made during the Public Forum regarding the side wall to Exotic Pets, he agreed to investigate this further. On a positive note it was confirmed that the Look and Sea would re-open soon which it was hoped this would once again attract more visitors to the River and seafront.

8.1.5 Discussion turned to the overall cleanliness of the Town Centre and ongoing problems with vehicles using the pedestrianised area of the High Street. It was noted that the District Council's Cleansing Manager would be reviewing the cleansing arrangements for the Town Centre. This was welcomed and it was suggested that Ward District Councillors be invited to participate in this review. The TCRO was aware of the issues with vehicles on the High Street and considered that restrictions were needed. This would be a matter for the County Council, and it was agreed that he would write to the Joint Eastern Arun Area Committee (JEAAC), Highways and Transport Sub Committee, seeking support for the introduction of restrictions to control this activity. It was **RESOLVED** that:

1) The Town Centre Regeneration Officer explore options to improve the side wall to Exotic Pets and write to the JEAAC Highways and Transport Sub Committee seeking support for the implementation of vehicle restrictions in the High Street.

2) The update be otherwise noted.

8.2 Safer Arun Partnership Joint Action Group (JAG)

The Committee noted that the inaugural meeting of this group would be held on 13th June 2019. The Town Clerk had represented the Town Council while the Group was being formed. Now that it was established, it was proposed that the Mayor represent the Town Council and that this be agreed as an approved duty prior to Full Council on 20th June 2019 when representation would be confirmed. It was **RESOLVED** that:

1) The Mayor represent the Town Council at the forthcoming meeting of the Safer Arun Partnership Joint Action Group (JAG) and that attendance be confirmed as an Approved Duty.

a. Council be RECOMMENDED to approve the appointment of the Mayor as the Town Council's representative on the Safer Arun Partnership JAG.

8.3 Armed Forces Covenant

The Committee was asked to consider and if agreed, recommending to Full Council that the Town Council signs the Covenant. The Committee

wholeheartedly supported the principles and aims of the Covenant and it was therefore **RESOLVED** that:

Council be RECOMMENDED to sign up to the Armed Forces Covenant.

8.4 Health Services Update

The Committee had before it a letter from the local MP which contained a response from the Department of Health and Social Care regarding healthcare services in Littlehampton (previously circulated).It was also noted that a meeting of the East Arun Health Service Advisory Group was scheduled to take place on Thursday 20th June 2019. It was therefore **RESOLVED** that:

The correspondence be noted

8.5 Members Allowances Review

8.5.1 The Committee received a report (previously circulated) which set out the outcome of the District Council review of Members Allowances. The report had previously been presented to Council on 28th March 2019 where it was agreed that the existing allowance be retained until the matter could be considered by Councillors in the new Council. The Committee was therefore asked to consider options regarding the level of Members' Allowance with a view to making a recommendation to Full Council.

8.5.2 The level of allowance paid to Littlehampton Town Councillors had remained unchanged since 2015, but this equated to 10% of the District Council's Basic Allowance at that time. Acknowledging the wage restraint that was also in place for local government workers at the time, Members allowances had been held at that level since then. Members preceded to consider the options and it was proposed that the Town Council revert to the 10% figure with effect from 1st April 2019. As the District Council rate was linked to further staff pay rises, this was considered reasonable and the Committee therefore **RESOLVED** that:

1) ***Council be RECOMMENDED to implement the 10% of the District Council rate with effect from 1st April 2019, subject to the District Council rate continuing to be linked to further staff pay rises.***
2) ***The financial implications be noted.***

8.6 Town Council Priorities

The Committee received details of the Town Council's current Strategic Aims and Objectives (previously circulated). The Town Clerk reported that following the Elections, the new Council would be considering future priorities and a session would be arranged this summer to begin this. The outcome would form the basis of a revised set of priorities that

would be presented to Full Council for approval in the autumn. It was **RESOLVED** that:

The update be noted.

9. FINANCE

9.1 Committee Budget Monitor

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to the Committee's budget for 2018/2019 and the budget figures for 2019/2020. It was **RESOLVED** that:

The report be noted.

10. EXEMPT BUSINESS

There was none.

The meeting closed at 7.26 pm.

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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 6th JUNE 2019** at **6.30PM**

Present: Cllrs B Blanchard-Cooper (Chair), C Blanchard-Cooper, Molloy, Seex, Squires and Tandy. Cllr Long substituted for Cllr Turner.

2019/2020

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

3. APOLOGIES

Apologies were received from Councillor Turner.

4. 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. The following additional declarations were made in respect of agenda item 10.6, the Grant Aid Applications.

Councillor B Blanchard-Cooper declared a personal and prejudicial interest and potential disclosable interest as Chairman of the Friends of Mewsbrook Park, a member of the Littlehampton Musical Comedy Society and as an acquaintance of the Virtuoso Dance Company organiser relating to the grant applications.

Councillor C Blanchard-Cooper declared a personal and prejudicial interest and potential disclosable interest as President of the Littlehampton Musical Comedy Society and Membership Secretary of the Friends of Mewsbrook Park regarding the grant applications.

Councillor Chace declared a personal and prejudicial interest as he owned the shed in Mewsbrook Park that housed the Mens Shed – East project who had made a grant application and his business had nominated the 5th Littlehampton Sea Scouts as one of their fund raising charities.

Councillor Long declared a declared a personal and prejudicial interest as Chairman of the 5th Littlehampton Sea Scouts and a Trustee of Safe in Sussex who worked with My Sisters House CIC.

Councillor Squires declared a personal and prejudicial interest as a volunteer with the 5th Littlehampton Sea Scouts.
Councillors B Blanchard-Cooper, C Blanchard-Cooper, Chace, Long and Squires also stated that in view of their interests, they would leave the meeting if there was any discussion regarding the grant applications from these groups when the Committee came to consider the matter later in the meeting.
Councillor Tandy declared a personal interest in agenda item 10.5, Keystone Project Update as the Treasurer and Secretary of the Keystone Centre Management Committee.

5. MINUTES

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

6. CHAIR'S REPORT AND URGENT ITEMS

6.1 Event Support Request

The Committee was asked to consider an application for funding support, received after the agenda had been published. The application was from a public house in the Town Centre which was planning an event to celebrate Sussex Day. Members proceeded to review the application which was limited in terms of details and costs. Overall, it was considered that a wider event involving traders would be more effective at attracting visitors to the High Street and be of greater benefit to the Town as a whole. The timescale was also extremely short, and the proposals could potentially conflict with the Sussex Day activities already planned in Wick. Members were however supportive of the concept and the need to engage with traders to develop an event focussed on Sussex Day and it was therefore **RESOLVED** that:

1. ***Celebrating Sussex Day be explored, and proposals developed for delivery by traders and others in the Town Centre, possibly with Town Council financial support.***
2. ***The application for funding support not be approved.***

7. PUBLIC FORUM

There was one member of the public present and no questions were asked.

8. LITTLEHAMPTON SPORTS FORUM

8.1 The Committee received the notes of the meeting of the Littlehampton Sports Forum meeting held on 29 April 2019 (previously circulated). It was noted that nominations for the Sports Awards and applications for Sports Excellence Grants were open until 31st July. The Town Clerk would arrange for details of both to be circulated to Members. It was **RESOLVED** that:

The updates be noted

9. ALLOTMENTS WORKING GROUP

9.1 To appoint the Working Group for 2019/20

The Committee were asked to consider the Town Council's appointments to the Allotments Working Group. It was noted that Councillors B Blanchard-Cooper and Tandy were willing to remain on the Working Group. In addition, Councillor Molloy indicated her willingness to join the Working Group and it was also proposed that Councillor Turner, although not present, be asked to fill the remaining vacancy. It was therefore **RESOLVED** that:

1. ***Councillors B Blanchard-Cooper, and Tandy be re-appointed to the Working Group and that they be re-appointed Chair and Vice Chair respectively of the Working Group for 2019/20.***
2. ***Councillors Molloy and Turner, if she was willing, also be appointed as members of the Allotments Working Group for 2019/20.***

10. OFFICER'S REPORTS

10.1 Standing Orders - Urgent Action – SPACE Grant

The Committee received (previously circulated) an urgent action regarding the allocation of unspent SPACE grant funds from 2018/19. It was **RESOLVED** that:

The urgent action be noted.

10.2 Museum Periodic Report

10.2.1 The Committee received a report (previously circulated) that updated Members on visitor numbers, progress with the Collection Documentation Project and the Museum Action Plan. Progress with the Action Plan had slowed but the new Collection Documentation Project Manager and Curator had started on 28th May and was settling in well. She had already begun familiarising herself with the Collection and brought some much-needed stability to the Museum Team. In future, the Action Plan would provide more clarity on completed tasks and progress with key pieces of work. Regarding the Accreditation, it was noted that the timescale for submission of the relevant documents had been extended to 31st October. A number of Museum polices would need to be reviewed to meet the Accreditation requirements, including the Collections Development Policy. These would be presented to the Committee in September and it was also agreed that this work would include an analysis of the benefits of the Accreditation.

10.2.2 It was noted that as part of the work to rationalise the collection, potential donations would be referred to the Committee for approval. The Committee was therefore also asked to consider the potential acquisition of a collection of items from Ockenden's. There were a range of items which had been assessed as falling within the Museum's collecting criteria as set out in the Collections Development

Policy. The Committee considered that the collection was an excellent example of the early history of the High Street and would make a good display in the future. It was therefore **RESOLVED** that:

1. ***The acquisition of the Ockenden's Collection items as set out in paragraphs 3.2.2 and 3.2.3 in the report be approved.***
2. ***The report and updates be otherwise noted.***

10.3 Events Periodic Report

10.3.1 The Committee received a report (previously circulated) which provided updates on the Easter Out and About sessions, the plans for Armed Forces Day (AFD) and other events scheduled for the remainder of the year. It was noted that the Easter Out and About sessions had benefitted from good weather and were as popular as ever. It was **RESOLVED** that:

The Outcome of the Easter Out and About sessions be noted.

10.3.2 Armed Forces Day (AFD)

Upmost in Member's minds were concerns about the availability and position of toilet facilities and the impact on the seafront greens. The need for prominent and effective signage directing visitors to toilet facilities and maintaining good communication throughout the event was emphasised. Although plans for AFD were advanced, officers were asked to investigate options to provide water but without promoting single use plastic bottles. This included approaching Southern Water and seeking the provision of more recycling bins on the site. Assurances were also sought regarding the timing of the displays in the arena to avoid clashes with the aerial display in the afternoon. It was **RESOLVED** that:

The suggestions set out in Minute 10.3.2 be explored and the update on the plans for the Armed Forces Day Event be otherwise noted.

10.3.3 Progress with plans for the Screen on the Green, Boat Jumble and Christmas Lights Switch On was noted. The Events programme would be considered when Members came to consider the priorities for the new Council. Observing the considerable crossover with tourism, particularly in relation to advertising, it was agreed that consideration would be given to whether to locate such work within the overall economic regeneration portfolio. It was therefore **RESOLVED** that:

1. ***The updates on plans for the Screen on the Green, Boat Jumble and Christmas Lights Switch On be noted.***
2. ***The financial implications as set out in paragraph 4 of the report be noted.***

10.4 Arun Youth Projects Update

The Committee received a report (previously circulated) on monthly activity for April 2019 in respect of the delivery of youth services by Arun Youth Projects. It was noted that the report would be circulated to members of the Committee electronically on a monthly basis going forward. It was **RESOLVED** that:

The update be noted.

10.5 Keystone Project Update

The Committee considered a report (previously circulated) updating Members on the progress of the project to build a new Keystone Centre. The Town Clerk reported that following a recent meeting with District Council officers, the specification for the feasibility study needed further work to improve it. The project remained focussed on re-provisioning the youth centre with scope for outdoor facilities. It was **RESOLVED** that:

The current position be noted.

10.6 Grant Aid Applications 2019/20

10.6.1 The Committee received a report (previously circulated) which contained feedback on the 2018/19 Grant scheme and recommendations regarding the allocation of Grant Aid for 2019/20. In addition, `the Committee was also asked to consider two requests to extend the time limit on expenditure relating to grants awarded in 2018/19 and one to re-allocate the funds awarded.

10.6.2 The Committee began by reviewing the feedback from the previous year's Scheme. This included requests on behalf of the Littlehampton Tea and Chat Club and the Littlehampton Sea Cadets for a one-year extension to the terms of their grants. These were supported. A further request from Jamie's Wish to reallocate the funds awarded last year was not considered appropriate. However, acknowledging the recent upheaval caused by the relocation of their offices, the Committee agreed a one-year extension to allow to the Group to deliver the event they had originally planned. It was therefore **RESOLVED** that:

1. ***The successful projects undertaken last year due to the Town Council Grants scheme in 2018/19, Appendix A of the report, be noted.***
2. ***The one-year extensions to the2018/19 grants awarded to the Littlehampton Tea and Chat Club, the Littlehampton***

Sea Cadets and Jamie's Wish be approved for completion of their projects as originally intended and that if the funds were not spent by 31st March 2020, that they be returned to the Town Council.

Cllr Seeks declared a personal interest in the following discussion as her brother and sister in law volunteered at the Littlehampton Sea Cadets.

10.6.3 The Committee proceeded to consider the proposals for the allocation of Grant Aid for 2019/20. The Town Clerk explained the process for determining the recommendations and provided further clarification in respect of some of the applications. Regarding the application from the Clymping Petanque Club, although newly formed, the Committee considered that they needed to demonstrate that they could attract Littlehampton residents. It was therefore not considered appropriate to award a Grant to the Club as part of this year's awards.

10.6.4 In considering the applications further, Members also wished to better understand the effectiveness of the Scheme in terms of wider benefits for the community and considered that the criteria should be reviewed in the context of the Town Council's strategic objectives. This was noted for consideration when Members came to consider the priorities for the new Council. The Committee was pleased to note the substantial number of applications from new groups and it was therefore **RESOLVED** that:

The recommended allocations of Grant Aid for 2019/20, other than that for the Clymping Petanque Club, as set out in Appendix B (attached to the report) be approved.

11. FINANCE

11.1 Committee Budget Monitor

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to the Committee's budget for 2018/2019 and also the budget figures for 2019/2020. It was therefore **RESOLVED** that:

The report be noted

12. EXEMPT BUSINESS

There was none.

The meeting closed at 8.13 pm.

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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 **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **TUESDAY 28th MAY 2019** at **6.30PM**

Present: Cllrs C Blanchard-Cooper (Chair), B Blanchard-Cooper, Long, and Tandy. Cllr Chace substituted for Cllr Price. Cllr Buckland substituted for Cllr Molloy.

2019/2020

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

3. APOLOGIES

There were apologies from Councillors Molloy and Price.

4. 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 Buckland declared a personal interest as a West Sussex County and Arun District Councillor across the Agenda.

Councillor B Blanchard-Cooper declared a personal interest in planning matters as a member of the Development Control Committee and as Chair of the District Council's Licensing Committee. He confirmed that should any items on the agenda come before him in these forums, he would consider them without predetermination, taking into account the papers that were before him and the debate in those forums.

5. MINUTES

The Minutes of the meeting held on 29th April 2019, (previously circulated), were confirmed as a true record and signed by the Chair.

6. CHAIR'S REPORT AND URGENT ITEMS

6.1 Non-Strategic Sites Development Plan Documentation (DPD) Issues and Options consultation

The parish workshop scheduled to take place that morning aimed at taking forward the work on sites proposed to meet additional housing requirements had been cancelled. A new date was awaited. It was **RESOLVED** that:

The update be noted.

6.2 Notification of Committee Hearing re: LU/78/19/PL - 32 Griffin Crescent, Littlehampton

The Committee was informed that this application would be determined by the District Council's Development Control Committee on 5th June 2019. The Town Council had objected to the application on the grounds that the resultant dwellings were deficient in terms of external and internal space provision and did not meet the current space standards. It was **RESOLVED** that:

The update be noted.

6.3 ADC Consultation regarding proposed supplementary planning guidance on Accommodation for Older People and People with Disabilities

The Town Clerk reported that the District Council had published a draft supplementary planning guidance on accommodation for older people and people with disabilities on 23rd May 2019. The consultation was open until 20th June 2019, which was before the next meeting of this Committee. The document would be used as interim guidance for the purposes of determining planning applications so as to try and increase the amount of appropriately sized dwellings being delivered. Members were invited to send any views that they had on this draft to the Town Clerk so that he could compile a response in consultation with the Chair. It was **RESOLVED** that:

The Town Clerk be given delegated authority to respond to the consultation, in consultation with the Chair, having incorporated the comments of Members.

6.4 Member Training – Planning Matters

The Town Clerk reported that an external provider had been contacted regarding the provision of planning training for Councillors which focused on the Town Council's role as a consultee commenting on planning applications. Whilst a Thursday was the preferred day, the Thursday put forward clashed with another Town Council meeting. Therefore, officers would consult Members about a new date.

7. PUBLIC FORUM

There were 15 members of the public present.

7.1 Several members of the public raised concerns with regard to planning application LU/125/19/PL. This related to the demolition of three garages and the erection of a seven room House in Multiple Occupation (HMO) with shared facilities and parking for three cars. Representations from the meeting came from very close neighbours living in York Road and Arundel Road.

The concerns that they had about the application were: -

- Inadequate car parking
- The strong likelihood of increased antisocial behaviour
- The impact on the privacy on local neighbours with one comment being that the premises would immediately overlook their bedroom
- The number of other similar properties in the immediate area
- The state of the premises already as a result of neglect by the landlord
- Fly tipping
- The over population of the area and lack of infrastructure
- The area being blighted
- The impact on children attending the local school as a result of the behaviour of the likely tenants

7.2 In summary, the representations mainly focused upon the likely intolerable increase in antisocial and criminal behaviour, which was already at very high levels as a result of the creation of similar properties in the vicinity. The other main concerns related to the lack of car parking, a problem that would be exacerbated by this, and the unacceptable impact on the whole immediate area as a result of an oversupply of one type of accommodation.

7.3 Mr Ellis raised three points. The first referred to planning application LU/91/19/PL (various sites along the promenade, Littlehampton) which he stated required more information before a decision was made. With regard to planning application LU/141/19/HH, he commented that the property could be seen and emphasised its location with regard to the conservation area.

7.4 Lastly, Mr Ellis asked that the Town Council review the District Council's decision relating to LU/81/19/A and the sign at Lovelong House. He was concerned that the Town Council had objected but that the matter had not been brought before the Development Control Committee and that the decision had been made by an officer. The Town Clerk undertook to clarify the procedures that the District Council had taken in approving this application.

7.5 Mrs Tyrell again drew the Committee's attention to the problem of ignoring the no right turn at the junction of River Road and the one way stretch of Surrey Street. Councillor Buckland, as the local County Councillor, stated that this problem had been ongoing for many years and he would ask the Highway Engineers at the County Council to look at this further. He would take this forward under his capacity as a County Councillor.

8. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

8.1 Planning Applications – Lists 18, 19, 20 and 21

It was **RESOLVED** that:

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

8.2 Planning Application LU/47/19/RES - Kingley Gate, Courtwick Lane

The Committee had before it proposals in respect of the reserved matters relating to the provision of sports facilities at adjacent to the development (previously circulated). Changes were proposed to the exterior of the facilities building including canopies over the doors and the re-introduction of signage next to the front door. In addition, two car parking spaces opposite houses on Courtwick Lane were to be repositioned. However, following the publication of the agenda, the Town Council had been advised that further changes to the design were likely and it was therefore **RESOLVED** that:

The Town Clerk, in consultation with the Chair of the Committee, be delegated authority to respond to the changes once the design was finalised.

8.3 Planning Application LU/136/19/PL - Littlehampton Skate Park Sea Road Littlehampton

The formal planning application relating to the partnership project between the Town and District Council to build a new concrete skate park with floodlighting and a new parkour training facility had been submitted. The application was due to be determined by the 3rd July 2019. It was **RESOLVED** that:

The update be noted.

9. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS -There were none.

10. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

11. EXEMPT BUSINESS

There was none.

The meeting closed at 8.30pm.

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CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 28th May 2019
Representation on Lists 18, 19, 20 and 21

Page 1 of 5

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
18	Courtwick with Toddington	JL/FT	LU/134/19/PO	Application to discharge a Planning Obligation dated 15/01/1975 under Planning reference LU/484/73 (APP/1321/A/74/3173) relating to occupation of dwelling limited to person solely employed, or last employed in agriculture	Glenvilla Chalet Old Mead Rd Littlehampton BN17 7PU	No Objection
19	River		LU/140/19/L	Listed building consent for the propping canopy & supporting timber posts, demolition & reinstatement of balcony	15 South Terrace Littlehampton BN17 5NZ	No objection
19	Courtwick with Toddington	JL/FT	LU/133/19/PL	'Application for full planning permission for the demolition of the existing vacant dwelling and workshop and the erection of 10 detached dwellings. (9 dwellings net) as described on the submitted plans''	'Site of Inglecroft'' Barn Close Littlehampton West Sussex BN17 6JU	**Objection**: On the grounds of overdevelopment of the site; the impact on the highway both in terms of increased usage and the visibility onto Toddington Lane and the lack of social infrastructure to deal with additional housing.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 28th May 2019
Representation on Lists 18, 19, 20 and 21

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
19	River	MM	LU/91/19/PL	Change of use of parts of seafront for temporary food & drink outlets & other seaside uses together with associated temporary/portable structures & equipment for use by businesses associated with those outlets. Re-submission.	Various Sites Along The Promenade Littlehampton BN17 5LF	**Objection**: As a result of the application needing to address alternative locations for coaches should they be moved from Banjo Road and the concerns with regard to health and safety relating to the location of some of the sites and the marked route of the road train. This was particularly seen to be a problem where people might be queuing at the concession. A further concern was raised with regard to pedestrians who might accidentally slip from the promenade onto the beach.
19	River	MM	LU/143/19/HH	Erection of single storey rear extension, single storey side extension and balcony above porch to front elevation. This application affects the setting of a listed building	20 Goda Road Littlehampton BN17 6AS	No objection
20	River/ Beach	MM/BBC/ CBC	LU/151/19/PL	Change of use from a duplex apartment to 1 No. self contained studio & 1 No. 1-Bed apartment to include first floor rear extension. This application may affect the setting of a listed building & affects the character & appearance of the Littlehampton Seafront Conservation Area	Flat 2 4 St Augustine Rd Littlehampton BN17 5NG	**Objection**: The application is in contravension of Policy D DM2 (internal space standards) of the Arun Local Plan in so much as the internal space is significantly deficient and the standards have not been met.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 28th May 2019
Representation on Lists 18, 19,20 and 21

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Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
20	River	MM	LU/125/19/PL	Demolition of 3 no. garages & erection of 7 room HMO with shared facilities & parking for 3 cars	54 Arundel Rd Littlehampton BN17 7DD	**Objection:** The Town Council strongly objects to this application which it believes is contrary to Policy HSP4 (Houses in Multiple Occupation) of the Arun Local Plan particularly relating to the fact that the application will adversely affect the character of the area, including eroding the balance between different types of housing, including family housing and will contribute to the generation of excessive parking demands in an area. It is also contrary to Policy D DM1, aspects of form and design quality, whereby the application does not make the best possible use of the available land by reflecting or improving upon the character of the site and surrounding area, particularly in terms of its scale, massing, aspects, siting layout and density. Furthermore, it would have a significant impact on the residential amenity of residents of the nearby properties, particularly with regard to unacceptable noise and disturbance. The Council also believes that the development would be overbearing and an overdevelopment of the site and would be very likely to add to already significant problems with regard to antisocial behaviour and crime.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 28th May 2019
Representation on Lists 18, 19, 20 and 21

Page 4 of 5

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
20	River	MM	LU/141/19/HH	Conservatory to rear. This application may affect the setting of a listed building & affects the character & appearance of the East Street, Littlehamton Conservation Area	Lion Cottage 57 East Street Littlehampton BN17 6AU	No objection
21	River	MM	LU/126/19/PL	Demolition of the existing garage building (B2 industrial use) and redevelopment of the site providing 9no C3 residential units - This application affects the character and appearance of River Road Conservation Area	25 River Road Littlehampton BN17 5BZ	**Objection:** Overdevelopment of the site; The design appearance and scale of the development in Terminus Place was thought to be overbearing; car parking would be a significant problem which combined with the lack of provision for cyclists was thought to have a significant impact on the highway (Terminus Place). There were also concerns about the likely increase in antisocial behaviour. The appearance and scale of the River Road frontage was thought to be acceptable.
21	River	MM	LU/154/19/PL	Change of use of ground floor from banking (A2 Financial & professional services) to retail (A1 Shops), permitted develoment to form 2 No. flats above plus 1 No. further flat & extension to form 1 No. two storey dwelling & ancillary alterations	52 High Street Littlehampton BN17 5SY	Supported

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Tuesday 28th May 2019
Representation on Lists 18, 19, 20 and 21

Page 5 of 5

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
21	River	MM	LU/164/19/PL	Change of use from trophy/medal shop (A1 shops to Hot food takeaway (A5 Hot Food Takeaway), shopfront amendments, installation of extract outlets on north & west elevations, installation of condenser unit on west elevation & installation of roof-mounted extract flue & fresh air intake pipe	5 Arundel Road Littlehampton BN17 7BY	No objection
21	River	MM	LU/159/19/PL	New maisonette over parking area, extend crossover & alterations to rear fenestration	2 Croft Cottages Pier Road Littlehampton BN17 5LS	No objection
21	Brookfield	JP	LU/162/19/CLP	Lawful development certificate for a proposed ground floor side extension, ground & first floor rear extension, rear dormer & front roof window	Parkfield Worthing Road Littlehampton	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 3 JUNE 2019** at **6.30PM**

Present: Cllrs, Chace (Chair), C Blanchard-Cooper, Rhodes and Squires
Cllrs B Blanchard-Cooper and Molloy attended as substitutes for Cllrs Price and Baker respectively

2019/2020

1. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

3. APOLOGIES
Apologies were received from Councillors Baker and Price.

4. 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 this Agenda. Councillors B Blanchard-Cooper, C Blanchard-Cooper and Rhodes declared personal interests as Members of Arun District Council relating to the item on the Keystone Centre.

5. MINUTES
The Minutes of the Extraordinary meeting held on 19th March 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

6. PUBLIC FORUM
One member of the public was in attendance. Mr Ellis raised two questions relating to the town centre. These were about the possibility of linking with LOCA with regard to installing a mural on the side wall to Exotic Pets and also the poor state of some of the empty shops. In noting these comments, Mr Ellis was referred to the meeting of the Policy and Finance Committee the following week which had oversight

of these issues. Mr Ellis also asked the Town Council to consider undertaking a feasibility study with regard to purchasing the Tamarisk Centre to provide a key resource for local people. The Town Clerk responded that he had would include this on the list of possible priorities for the Town Councillors to consider over the summer and that Mr Ellis might wish to comment upon this when the list emerged during the early autumn.

7. CHAIR'S REPORT AND URGENT ITEMS

There were none.

8. OFFICERS REPORT

8.1 Staffing Update

The Committee considered a report (previously circulated) setting out recent changes in staffing, particularly following the Extraordinary meeting of Council on the 30th April 2019. The Town Clerk was pleased to report that interviews for apprentices would be held on 7th June 2019 and that the advertisement for the Community Resources Officer was to be published very shortly. The Museum Curator had now joined the Council and the Town Clerk hoped that she would be introduced to Members prior to the Council meeting at the end of the month. It was **RESOLVED** that:

The report be noted.

8.2 Keystone Centre

The Committee considered a report (previously circulated) updating Members on the progress of the project to build a new Keystone Centre. The Town Clerk reported that following a recent meeting with District Council officers, the specification for the feasibility study needed further work to improve it. This would cause a small delay. It was **RESOLVED** that:

The current position be noted.

8.3 Properties Update

8.3.1 The Town Clerk reported orally on the major pieces of work being undertaken across the Town Council's property portfolio. At the Manor House a maintenance programme was now in place; new CCTV was to be acquired and the dry-stone wall by the Durmersheim Garden would be repaired during the summer. At Rosemead Park the Community Resources Committee would soon be receiving a report looking to replace the play equipment. There were currently no major pieces of work being undertaken or programmed for the Southfields Jubilee Centre.

8.3.2 The War Memorial was the subject of a new three-year maintenance agreement and the Lineside premises, where the Amenity Team were located, had just commenced a ten-year lease. Members had previously heard of the update with regard to the Keystone Centre and the Town Council's policy with regard to maintaining Project 82 was

clarified. The Stage by the Sea remained in good condition although needing to regularly be cleaned of graffiti.

8.3.3 Referring to North Littlehampton, the Clerk updated Members on three new allotment sites and emphasised that the Church Land work needed to be expedited as there was a risk of losing the Tesco Bags for Life grant for new disabled plots. The Kingley Gate allotments were now fully occupied, with a waiting list from local residents. It was **RESOLVED** that:

The update with noted.

8.4 HR Training for Councillors

The Committee supported the need for those Members of the Committee and other Members involved either in interviews or appeals, to be better prepared to undertake these tasks and fulfil their role as an employer. It was **RESOLVED** that:

The Town Clerk be asked to arrange appropriate external training during the summer months.

9. FINANCE

9.1 Committee Budget Monitor

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to the Committee's budget for 2018/2019 and also the budget figures for 2019/2020. It was **RESOLVED** that:

The report be noted.

10. EXEMPT BUSINESS

There was none.

The meeting closed at 6.58pm

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential: **Full Council**

Date: **20th June 2019**

Report by: **Town Clerk**

Subject: **Appointment of Committees and Representatives to Outside Bodies**

1. Summary

1.1 Changes are proposed to the Membership of the Planning and Transportation Committee. A summary of the proposed changes to the Committee membership is set out below:

- Councillors B Blanchard-Cooper and Price to be replaced by Councillors Buckland and Chace respectively.
- Councillor Buckland is also nominated as Vice Chair of the Committee.

1.2 In addition, the Outside Body list has been updated to reflect the following:

- **Safer Arun Partnership Joint Action Group (SAPJAG)** – added (*representation is the subject of a separate report earlier on the agenda for this meeting)*
- **North Littlehampton Steering Group (NLSG)** – representation updated and Councillor Rhodes removed from the Town Council's list of representatives as she has been appointed to the Group as an Arun District Ward Councillor. There is no need to nominate any further representatives as the Town Council is limited to three places on this group.
- **East Arun Health Services Advisory Group (EAHSAG)** – Councillors Dr Walsh KStJ and Northeast have been appointed to the Group as Arun District Councillors. The Town Council has four places on the Group. Councillors B Blanchard-Cooper and Long are the remaining Members and there are two vacancies to fill. Updated Committee membership and Outside Body representation arrangements are set out in appendices 1 and 2 attached to this report.

1.3 Currently, there are no formal substitution arrangements in place for any of the above advisory groups. Should Council decide to make substitution arrangements, the appointments should be appropriate in terms of knowledge of the issues, not necessarily following the rules of proportionality.

2. Council is RECOMMENDED to:

1) Approve the changes to representation on the Planning and Transportation Committee in line with the proposals as set out in paragraph 1.1 above
2) Approve the change to the North Littlehampton Steering Group representation.
3) Appoint up to two further members to the EAHSAG.
4) Consider and if approved, appoint substitutes for the EAHSAG, NLSG and SAPJAG.

3. Financial Implications

There are no financial implications arising from this report.

Peter Herbert, Town Clerk.

Appendix 1

Committee Membership 2019/20

Committee			
Policy & Finance Committee			
Chair	Cllr Dr Walsh KStJ	Cllr B Blanchard-Cooper	
Vice Chair	Cllr Long	Cllr C Blanchard-Cooper	
	Cllr Chace	Cllr M Northeast	
		Cllr Rhodes	
Community Resources Committee			
Chair	Cllr B Blanchard-Cooper	Cllr Squires	
Vice Chair	Cllr Tandy	Cllr Turner	
	Cllr Seex	Cllr C Blanchard-Cooper	
	Cllr Molloy		
Governance & Audit Committee			
Chair	Cllr Northeast	Cllr Dr Walsh KStJ	Cllr Seex
Vice Chair	Cllr Long	Cllr B Blanchard-Cooper	Cllr Price
Planning & Transportation Committee			
Chair	Cllr C Blanchard-Cooper (Beach)	Cllr Tandy (Courtwick with Toddington)	Cllr Long(Courtwick with Toddington)
Vice Chair	**Cllr I Buckland (River)**	Cllr Molloy (River)	**Cllr Chace (Brookfield)**
Property & Personnel Committee			
Chair	Cllr Chace	Cllr Price	
Vice Chair	Cllr Squires	Cllr Rhodes	
	Cllr Baker	Cllr C Blanchard-Cooper	
Editorial Board			
	Cllr Long	Cllr B Blanchard-Cooper	
	Cllr Northeast		
Allotments Working Group			
Chair	Cllr B Blanchard-Cooper	Cllr Molloy	
Vice-Chair	Cllr Tandy	Cllr Turner (TBC)	
Co-opted Members		Messrs. Fiest, Farquhar, Weights & Oliver	

REPRESENTATIVES ON OUTSIDE BODIES 2019/20 – Revised Appendix 2

Organisation	Frequency	Time	Total No.of Reps	Officer	Councillor	Name of Representatives
50 Up Club	Quarterly	12.00 noon	1	X 1		Cllr B Blanchard-Cooper
East Arun (formally Littlehampton) Health Services Advisory Group			5	X1 ATC	X4	Cllr B Blanchard-Cooper Cllr Long Cllr Vacancy Cllr Vacancy
VAAC (Voluntary Action Arun & Chichester) formerly CVS Arunwide	8 weekly Wednesdays Bognor or Littlehampton	12.30-2.00pm	1	X1		Assistant Town Clerk / CRO
Joint Eastern Arun Area Committee (JEAAC)	Quarterly	Evening	2	X1	1 main and 1 substitute Plus TC/ATC as required	Cllr Molloy Cllr Baker (sub)
JEAAC - Highways & Transportation – Sub-Committee			1		1 main and 1 substitute	Cllr C Blanchard-Cooper Cllr Baker (sub)
Keystone Centre	Monthly	6.00pm	1		X 1 Cllr	Assistant Town Clerk / CRO
Littlehampton Badminton & Squash Club			1	X1		Events Officer
Littlehampton Bonfire Society	Communications only	N/a	1	X1		Events Officer
Littlehampton Sportsfield Management Committee	6 weekly Mondays	7.30pm	1	X1		Chair CRC (Cllr B Blanchard-Cooper)
Littlehampton, Bognor Regis & Chichester CAB	Wednesdays Every other month	4.45pm	1		X 1 Cllr	Cllr Turner
Shopmobility	Monthly – early evening variable	5.45pm	2		X 2 Cllrs	Cllr Turner Assistant Town Clerk
ADC/LTC Liaison	Three times a year	3-5 pm	6	X1	To select x6 main & no substitute	Mayor, Cllr Baker Cllr Buckland Cllr B Blanchard-Cooper Cllr Squires Cllr Long
NALC / SALC matters			1		X1	Town Clerk

REPRESENTATIVES ON OUTSIDE BODIES 2019/20 – Revised Appendix 2

Organisation	Frequency	Time	Total No.of Reps	Officer	Councillor	Nominations
North Littlehampton Members Steering Group	Periodic	AM	4	X1 Town Clerk	X3	Cllr Baker Cllr C Blanchard-Cooper Cllr Tandy
Sports Forum	Quarterly		1	1	X1	Chair CRC (Cllr B Blanchard-Cooper) Events Officer
Town Traders Forum	Twice a year		1	X1		Cllr Seex Town Clerk / Communications & Marketing Manager
Wick Information Centre Management Committee	6 weekly Monday or Wednesday	4.30-6.00pm flexible	1		X1 *Two places sought – TBC with WIC.*	Cllr Long and / or Squires
Littlehampton Children and Family Centre	6 weekly	10am-12.30pm	1		X1	Assistant Town Clerk / CRO
Littlehampton Organisation of Contemporary Arts (LOCA)	AGM		1		X1	Events Officer / Assistant Town Clerk / CRO
Safer Arun Partnership Joint Action Group	TBC	TBC	1		X1	Mayor, Cllr Baker (subject to confirmation)

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Council**

Date: **20th June 2019**

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

Subject: **Annual Governance Statement 2018/19 (Section 1 of the Annual Return)**

1. Summary

1.1 Council is being asked to approve and adopt the 2018/19 Annual Governance and Accountability Return which is the Statutory Statement of Accounts for the Council as at 31st March 2019 (Appendix 1). In doing so, the Council is also required to review the effectiveness of the system of internal control and approve the Annual Governance Statement 2018/19 (Section 1 of the Annual Governance and Accountability Return) accordingly.

2. Recommendation

The Council is RECOMMENDED to RESOLVE that:

1) To the best of its knowledge and belief, with respect to the Annual Governance Statement for the year ended 31st March 2019, it has complied with all 8 items.
2) The Mayor, as Chairman of the Council, and the Clerk be authorised to sign Section 1 of the 2018/19 Annual Return on behalf of the Council.

3. Background

3.1 The Council is required to complete an Annual Governance and Accountability Return which comprises the Annual Governance Statement and Statement of Accounts and to have it approved by Council by 30th June each year.

3.2 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

3.3 The purpose of the Annual Governance Statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

3.4 Smaller authorities (i.e. authorities with a gross annual income and expenditure for the year that does not exceed £6.5 million) prepare their annual governance statement by completing Section 1 of the Annual Return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'.

3.5 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes. If an authority is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified.

3.6 The Auditor's job is to review the Annual Governance and Accountability Return and supporting documentation and report whether any matters have come to their attention that give cause for concern that the relevant legislation and regulatory requirements have not been met. This is a negative assurance Audit.

4. Annual Governance Statement

4.1 The Annual Governance Statement is signed on behalf of the Council by the Chair and Town Clerk.

4.2 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.

4.4 The statements are explained in the following table. The Annual Governance Statement is attached as Appendix 1, as part of the Annual Governance and Accountability Return, page 4.

Statement	Explanatory note	Evidence
1. 'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements".	Through the act of formally approving the accounts the Council asserts that it has prepared those accounts in the way prescribed by law and in accordance with proper practices.	There are accounting systems in place and observed. The accounting system is used to prepare the accounting statements.
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.	Completed monthly bank reconciliations and investments are signed off by the Chair of the Policy and Finance Committee at least once in each quarter. All Committees receive periodic reports on income and expenditure as they relate to their budgets and

Statement	Explanatory note	Evidence
		significant variances are highlighted. The Governance and Audit Committee reviewed the Town Council's Internal Controls at its meeting on 5th February 2019 and noted that the Internal Auditor assessed the effectiveness of the Town Council's Internal Controls as part of his inspection.
3. 'We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.' 4. 'We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'	These statements cover the local Council's responsibility to act within the law and to put in place proper arrangements to ensure that its financial affairs are conducted in accordance with the law and relevant regulations, including providing the opportunity for electors to exercise their rights to inspect the financial records and ask questions of the auditor. The third statement confirms that the Council has only done what it has the legal power to do and the fourth statement, confirms that it has during the year allowed all persons who may be interested the opportunity to exercise their rights.	The Town Council's Standing Orders, Financial Regulations and Scheme of Delegation are reviewed at least annually. The Notice of Electors' Rights is placed on the Town Council's website and notice boards in accordance with the Regulations and can be inspected by arrangement with the Town Clerk / RFO. Expenditure over £500 is published on the website together with internal and external audit reports, the Council Budget, Members Allowances, the Annual Investment Statement and the Annual Return.
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	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.	Under the Town Council's Scheme of Delegation to Committees, the Governance and Audit Committee has oversight of Governance, Standards, Audit and Performance matters. The Committee meets at least twice a year and follows a programme of work designed to monitor and assess the effectiveness of the Town Council's policies and

Statement	Explanatory note	Evidence
accounting records and control systems.' 7. 'We have taken appropriate action on all matters raised in reports from internal and external audit.'		procedures in respect of these matters. This includes reviewing the Internal Audit reports, of which there are two per year.
8. 'We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.'	This statement covers the Council's responsibility to conduct its financial affairs and to put in place proper arrangements to ensure that its financial standing is soundly based. This statement provides assurance that the Council has considered and disclosed in the Annual Return all matters relevant to its business, including any relevant events which have taken place in the period between the end of the financial year being reported and the date of the Annual Return, which could have an impact on its ability to continue its work.	The Annual Return is presented to Full Council for approval.
9 N/A		

5. Internal Audit

5.1 The Internal Auditor has completed and signed the Annual Internal Audit Report as part of the Annual Return (Appendix 1, page 3).

5.2 The actual detailed report is attached as Appendix 2 and will be reviewed by the Governance and Audit Committee on 2nd July 2019.

Peter Herbert
Town Clerk

Laura Chrysostomou
Responsible Financial Officer

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **annual internal audit report** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2019
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at **31 March 2019** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2018/19

Littlehampton Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. *("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)*			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓

M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2018 03/06/2019

Name of person who carried out the internal audit

mark Mulberry BA (HONS) FCCA CTA

Signature of person who carried out the internal audit M Mulberry

Date 04/06/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Littlehampton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A: ✓ — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.littlehampton-tc.gov.uk AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

Littlehampton Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	2,513,699	2,620,040	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,078,470	1,132,449	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	182,596	132,666	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	603,466	622,789	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	42,230	40,929	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	509,030	645,672	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,620,040	2,575,765	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	2,712,644	2,659,208	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,101,911	3,095,313	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	128,000	90,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 070619

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of Littlehampton Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Our Ref: MARK/LIT003

Mr P Herbert
Littlehampton Town Council
Manor House
Church Street
Littlehampton
West Sussex
BN17 5EW

4th June 2019

Dear Peter

Re: Littlehampton Town Council
Internal Audit Year Ended 31st March 2019

Following completion of our final internal audit on 3 June 2019 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire financial year. Recommendations for future action are shown in the table at Appendix A.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing orders
- Review of the Risk Assessments
- Review of the Budgeting process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of Bank Reconciliations
- Compliance with Regulations
- Salaries and Wages

Final Audit – Summary findings

We completed the following work at the final audit.

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Testing of income and expenditure, final quarter of financial year
- Review of fixed asset register
- Review of information for external auditor.

I have set out the results of my testing against each of the control objectives set out in the internal audit section of the AGAR below.

I am of the opinion that the annual accounts and AGAR are ready to be signed off by Council and the external auditor. Accordingly, I have signed off the Annual Internal Audit Report.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are entirely fit for purpose and indeed are a model of good practice. I would like to thank Laura and Claire for their assistance and hard work.

A. Books of Account

Interim Audit

The Council continues to use RBS an industry specific accounting package. I have tested the brought forward balances against the audited prior year AGAR and can confirm these have been brought forward correctly.

The RBS system is used daily to report and record the financial transactions of the Council, it is used to make bookings for hires, allotments, and fixed asset register recording. A review of the cashbook shows that all data fields are being entered, the hard copy reports are easy to read. Supporting documentation is easily located from references recorded on the general ledger.

I have confirmed that the Council's VAT returns are up to date, with the most recent claim for the 3 months to 30 September 2018 submitted to HMRC. I checked that balances in the return could be agreed to schedules produced by the accounting system.

The Council has loaded the signed accounts and audit certificate for the 2017-18 financial year to its website, as required by regulations. The Council received a clear report from the external auditors. Completion of Audit certificate was completed by the deadline of 30 September, and has been published on the Council website. I also confirmed that both internal and external audit reports for 2017-18 were taken to a meeting of the Full Council and the review of these reports properly noted in minutes.

I have no recommendations in this area.

Final Audit

I agreed the statement of accounts back to AGAR reports produced by the Council's accounting system, RBS. I therefore conclude that all figures on the AGAR have been correctly derived from the Council's accounting system. Arithmetic has been checked and the accounts cast. The Council received a clean audit opinion from external audit in 2017-18, so there is nothing requiring consideration in the current financial statements.

I checked comparative figures for the previous financial year disclosed on this year's AGAR back to last year's signed accounts, and can confirm that opening reserves balances, and comparative figures are accurately recorded in this year's AGAR.

I also confirmed that VAT is up to date, with the return completed and submitted to HMRC for the period to 31.3.19. VAT reclaimed has been agreed to RBS VAT reports.

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. Financial Regulations & Payments

Interim Audit

The Council's financial regulations and standing orders have been reviewed and updated since my last visit. Both documents were reviewed at Governance and Audit Committee in July 2018 and formally adopted at Full Council in October 2018. The Littlehampton documents are based on NALC templates.

I have confirmed by sample testing that the Council has a clear process to ensure all members sign acceptance of office forms. Forms were in place for all Councillors selected, and were signed and dated by the councillor and the Town Clerk.

Council is given authority to spend via the annual budget process. The Council has a strong procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of transactions from the ledger and I was able to confirm that:

- Transactions could be agreed back to invoice
- Payment approval slip was on file, authorised by appropriate officers, with evidence of councillor sign off
- Payment approved at a meeting of the Council
- Cheque signed to provide appropriate councilor authorization (copy cheques saved electronically)
- VAT accounted for appropriately.

I note that the RFO is currently working on a project to move the Council over to electronic banking. This is a sensible decision, as on line banking produces a better audit trail and better security of payment than a cheque based system. I was pleased to note that the RFO will review the financial regulations and will work with councilors before making the move to electronic banking at the start of 2019-20.

I can confirm that the Council is compliant with the 2015 Transparency Code. Information is disclosed in the "Littlehampton Town Council Finance" section of the website, and regular information on payments, fixed assets, grants and staffing is loaded to the website. I tested a sample of information loaded on to the website and found it was up to date.

I have no recommendations in this area.

Final Audit

Non pay expenditure in box 6 to the accounts is £645,672 (£509,030 in 2017-18).

I tested an additional sample of expenditure transactions from the final quarter of the financial year. For all transactions tested I was able to confirm:

- Transactions could be agreed back to invoice
- Payment approval slip was on file, authorised by appropriate officers, with evidence of councillor sign off
- VAT accounted for appropriately

The Council has recently amended financial regulations in preparation for the introduction of electronic banking. I reviewed the new document, and I consider the system documented within the new financial regulations appropriate for the Council.

As a larger town council, Littlehampton is required to follow the 2015 Transparency Code. I confirmed that information required by the Code is disclosed correctly on the Council website, and that information is up to date. There is one area where disclosure could be improved. The Council does not currently publish information relating to Council contracts. I therefore recommend that the RFO reviews the Transparency Code and ensures this information is published on the Council website.

I have identified no errors in my testing of expenditure recorded in box 6 to the accounts

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. Risk Management & Insurance

Interim Audit

The Council has a risk strategy in place and monitors and reviews risk on an ongoing basis. The RFO has confirmed that this will be formally reviewed at the February Governance and Audit Committee with Full Council sign off at the March 2019 meeting. I will review the approved risk assessment at my year end visit.

The Council is in year two of a 3-year deal with Zurich insurance. I have viewed the insurance policy and can confirm it is valid until September 2019. Money cover is set at £1million. This would appear too low, given the Council's cash at bank in excess of 2.5 million. However, this was considered by the Council in response to my audit recommendation last year, and rather than increasing insurance cover, the Council made changes to internal financial controls and restricted banking mandates. I therefore conclude that money cover is lower than I would expect for a Council with Littlehampton's level of cash at bank, however, this has been risk assessed by the Council and appropriate internal controls have been put in place. Asset cover appeared consistent with the asset register.

The Council has a well-established process for backing up computer data, with backups held at remote locations. The RFO confirmed that a test of the back-up has been carried out in the course of 2018-19. The RFO attended and was able to confirm key data could be accessed from the back up.

I have no recommendations in this area.

Final Audit

I confirmed that the Council has carried out a comprehensive risk assessment. This was reviewed at the Governance and Audit Committee in February 2019 after review by Service Managers. The risk assessment was then approved at Full Council on 28 March 2019 and a separate minute recorded. I reviewed the detailed risk assessments, these are comprehensive and well documented, with evidence of updating in the course of the financial year.

I suggest that the Council should add processing of payroll as an additional risk. Payroll is currently processed by the RFO, and there is no other officer with file access or knowledge to process payroll, should the RFO be absent. The risk should be added to the risk register and contingency arrangements considered.

The Council prepared a comprehensive response to my interim audit, which was reviewed at both Governance and Audit Committee and Full Council. I have updated appendix A of this report with details of actions taken by the Council.

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. Budget, Precept & Reserves

Interim Audit

The Council is the process of preparing the budgets for 2019/20. At the time of my audit, meetings had been held with cost centre managers, and at the time of my audit, the RFO was in the middle of a cycle of meetings with committee chairs and council leaders. The budget will be considered at the Full Council meeting in December, and approval of final budget and precept will be finalised at the Full Council meeting in January 2019. All precepting authority deadlines will therefore be met.

I have confirmed that regular budget monitoring reports are issued to committees in line with financial regulations. I reviewed the budget as at 31.10.18. I only identified one significant overspend, an overspend on the ICT budget, relating to work on the new website. I was pleased to note that this spend was approved in advance and is picked up in budget monitoring reports.

I will review the Council's reserves position at my year end visit. However, I note that the Council has well developed reserves, which are recorded on the balance sheet, with additional monitoring via an excel spreadsheet which is used to monitor committed expenditure.

The Council has an investment policy in place which is complaint with statutory guidance on local government investments. I have one minor recommendation – the RFO should prepare a year-end report as required by the investment strategy for consideration by councillors.

Final Audit

Reserves at year end set out in box 7 to the account were £2,575,675 (2017/18 £2,620,040). Of this £200K is held in general reserves, plus £500k which is held as long term investments on the asset register. General reserves are therefore £700K, which is 55% of precept plus income. This is an appropriate level of general reserve for a council of this level of activity. £2.3m is held in several well managed earmarked reserves. This includes £1.5m in the capital receipts reserve. I understand from the RFO that work continues on proposals to utilise this capital receipt.

I confirmed that the 2019-20 budget was approved at the Full Council meeting of January 2019. Precepting authority deadlines were met. Budget and precept are properly noted within minutes. I reviewed the 2019-20 budget and note a small surplus is anticipated, which will be transferred to general reserves. Detailed supporting notes confirm that Councillors were given full information on Council budget proposals enabling informed budget setting decisions to be made. I note that agenda papers include

- Detail on year on year changes compared to the budget for the previous financial year
- Reserves statements, including details on projected earmarked reserves

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. Income

Interim Audit

I carried out a small sample test of non-precept income. For all items sampled I was able to agree

- credit in the cashbook back to an appropriate voucher
- Entry on ledger could be agreed back to invoice
- Fees charged on invoice could be agreed back to approved hire rates (e.g. room hire) or third party confirmation of income due
- Correct VAT levied

I also confirmed fees and charges for 2018-19 had been properly approved at a meeting of the Council

Final Audit

Precept per box 2 to the accounts is £1,132,449 (2017-18 £1,078,470). I have confirmed precept income to third party notification available on the Arun DC website.

Other income per box 3 to the accounts is £132,666 (2017-18 £182,596). The fall in income is due to lower grant income (Welcome pack grant) and reductions in hire income.

I tested a small sample of income transactions from the final quarter of the financial year and I was able to confirm income recorded on the cashbook back to invoices. Where appropriate I then agreed invoice to approved fees and charges for the financial year.

I have identified no errors in my testing of income recorded in box 2 and 3 to the accounts

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.", has been met.

F. Petty Cash

Interim Audit

The Council holds £250 in petty cash. All expenditure is recorded on a spreadsheet, and is counted periodically, depending on activity levels. Cash count is reconciled to the spreadsheet at each count. Detailed receipts are kept to support transactions, and the finance team review records periodically to ensure that expenditure incurred using petty cash is reasonable. I confirmed the year end petty cash balance to reconciled cash count – this had been signed off by the RFO .

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.", has been met.

G. Payroll

Interim Audit

The Council processes the payroll in house using Sage 50 payroll. The RFO inputs all payroll changes and expense claims each month. The payroll is processed and a telepay document is produces and faxed to the bank –payments are made electronically to staff.

I tested the June 2018 payroll in detail. I was able to confirm the payroll posted to the general ledger back to the telepay document that had been authorised by the clerk and by the RFO. I then agreed pay for two officers back to payslips, Rates of pay were checked back to appropriate NJC scales. I am satisfied that the Council has satisfactory controls over payroll.

Final Audit

Staff costs per box 4 of the AGAR £622,789 (2017-18 £603,466)

I carried out further testing of the February payroll. I confirmed the February Telepay document had been completed and signed off by the RFO and counter signature from the Assistant Clerk was viewed. I agreed telepay back to payroll summary produced by SAGE, and agreed pay for 3 officers back to payslip. I confirmed gross pay for these officers back to approved rates of pay.

I have identified no errors in my testing of payroll in box 4 to the accounts.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. Assets and Investments

Final Audit

Fixed assets per box 9 to the accounts are £3,095,313 (2017-18 £3,101,911). I have been able to confirm the balance in the accounts to the Council's asset register. I reviewed the asset register and confirmed that the only change is

due to the disposal of a van, which was correctly written off at cost. I confirmed with the RFO that there have been no additions , and I have identified no additions in my testing of expenditure.

I note that the Council has approved a fixed asset policy in 2018-19. This is in line with best practice and sets out a clear framework for recording Council fixed assets going forward, whilst ensuring inventories are maintained for equipment not to be included on the fixed asset register (eg ICT equipment)

I confirmed the £500k deposit with the Local Authority Property Fund is still held by the Council by review of 31 March statement. This is correctly show at cost on the asset register.

I have identified no errors in my testing of fixed assets recorded in box 9 to the accounts

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I: Bank Reconciliations

Interim Audit

Reconciliations for all bank accounts are carried out regularly and in accordance with regulations. This is clearly evidenced in the Council's bank reconciliation file. The September 2018 bank reconciliation was tested in detail. I confirmed the following.

- The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Cashbook /bank statement differences were explained by schedules of unpresented cheques / lodgments. Testing of these items to subsequent clearance through the bank account confirmed these adjusting items to be genuine – I tested 5 large items to confirm this.
- Bank reconciliations were reported to a meeting of the Policy and Finance Committee, and this review was minuted.

I have no recommendations in this area.

Final Audit

Borrowings – box 10 to the accounts £90,000 (£128,000, 2017-18). I have confirmed year end borrowings to information available on the Public Works Loans Board website.

Cash and bank – box 8 to the accounts £2,659,208 (£2,712,644 2017-18) I have reperformed the year end bank reconciliation and I was able to agree the bank reconciliation back to bank statements and the RBS cashbook. The reconciliation had been reviewed by Councillors at the time of my audit, and review was evidenced on the bank rec and on the bank statement. The bank reconciliation cast correctly

I checked that all monies on short term deposit , amounting to £2.2m, were held in deposits maturing before 31.3.20. These deposits are therefore correctly categorised as cash on the balance sheet, as they mature within 12 months of balance sheet date.

Unpresented cheques were £88k. I checked 10 cheques, amounting to £53K, to subsequent presentation at bank in April 2019. This confirms all unpresented cheques are genuine.

Boxes 10 and 8 to the accounts are fairly stated.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. Year-end accounts

I confirmed that the Council has completed a reconciliation between box 7 and 8 of the accounts and that this is supported by schedules of debtors and creditors. A year on year variance report has been completed as required by the external auditors. Detailed explanation has been provided as required.

The council has prepared the accounts on the income and expenditure basis, which is correct for this larger council.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.", has been met.

K. Trusteeship

No trusts.

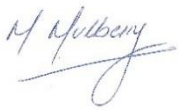
L: Exercise of Public Rights - Inspection of Accounts

This new internal control objective is not active for 2018-19 financial year. However, I confirmed with the RFO that arrangements are in place at this Council to ensure proper exercise of public rights. Proposed dates for inspection periods are set out below – this complies with regulatory requirements.

Inspection of Accounts Process	2018-19 Proposed Dates
Accounts approved at full council	20 June
Date Inspection Notice Issued and how published	21 June
Inspection period begins	21 June
Inspection period ends	2 August
Correct length	yes
Common period included?	yes
Summary of rights document on website?	yes

Should you have any queries please do not hesitate to contact me, finally I enclose a fee note for your kind attention.

Kind regards
Yours sincerely



Mark Mulberry

Points Forward – Action Plan - Interim Audit

Matter Arising	Recommendation	Council Response
The Council has an investment policy in place which is complaint with statutory guidance on local government investments	I have one minor recommendation – the RFO should prepare a year end report as required by the investment strategy for consideration by councillors.	**This in in hand, will be completed as part of year end outturn documentation**

Points Forward – Action Plan - Final Audit

Matter Arising	Recommendation	Council Response
I checked that information required by the Code is disclosed correctly on the Council website, and that information is up to date. There is one area where disclosure could be improved. The Council does not currently publish information relating to Council contracts.	I therefore recommend that the RFO reviews the Transparency Code and ensures this information is published on the Council website.	
I suggest that the Council should add processing of payroll as an additional risk. Payroll is currently processed by the RFO, and there is no other officer with file access or knowledge to process payroll, should the RFO be absent.	The risk should be added to the risk register and contingency arrangements considered	

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Council**

Date: **20th June 2019**

Report by: **The Town Clerk and the Responsible Financial Officer**

Subject: **Statement of Accounts - Annual Return 2018/19 (Section 2 of the Annual Return)**

1. Summary

1.1 Attached as Appendix 1 to this report, for the Council's consideration and approval, is the 2018/19 Accounting Statement, which is the Statutory Statement of Accounts for the Council as at 31st March 2019.

2. Recommendation

The Council is RECOMMENDED to:

1) Approve the Annual Statement of Accounts for the year ended 31st March 2019.
2) Authorise the Mayor, as Chairman of the Council, to sign Section 2 of the 2018-19 Annual Governance and Accountability Return on behalf of the Council.

3. Background

3.1 The Council is required to produce a Statement of Accounts and have it approved by Council by 30th June each year.

3.2 The Statement of Accounts summarises the Council's transactions for the 2018/19 financial year and its position at the year-end of 31st March 2019.

3.3 The accounts have been prepared in accordance with The Governance and Accountability for Local Councils - A Practitioners' Guide (England) 2018 to present a true and fair view of the financial position of the Council at 31st March 2019 and its income and expenditure for the year then ended.

3.4 The Auditor's job is to review the Annual Governance and Accountability Return and supporting documentation and report whether any matters have come to their attention that give cause for concern that the relevant legislation and regulatory requirements have not been met. This is a negative assurance Audit.

3.5 The Accounting Statement is attached as Appendix 1. It forms part of the Annual Governance and Accountability Return and comprises four linked sections, which should be read as a whole (see Appendix 1 of the previous report on this agenda)

- The Internal Audit Report
- The Annual Governance Statement (this was the subject of the previous report on this agenda)
- The Accounting Statements
- The External Auditors certificate and opinion (to be completed after the audit)

3.6 In addition to the Accounting Statements as set out in the Annual Return the Auditor has also asked for:

- A bank reconciliation. The document is attached as Appendix 2.
- An explanation of any variances of 15% or more from last year's figures. The document is attached as Appendix 3.
- A reconciliation between boxes 7 and 8 on the accounting statement. The document is attached as Appendix 4.
- A copy of the terms and scope of engagement of the Internal Auditor and a copy of the Annual Internal Audit Report (see Appendix 2 of the previous report on this agenda for the report).
- Confirmation that a detailed risk assessment has been carried out/updated and considered by Council and confirmation that appropriate insurance cover is in place for identified risks. This is attached to the Annual Return.

3.7 Other points to note in respect of the Accounting Statement are:

- Boxes 1 and 7 are the total useable reserves i.e. the General Reserve + Earmarked Reserves.
- Box 7 is adjusted for Debtors and Creditors to give Box 8 the cash at bank and in hand figure.
- Box 9 is the total book value of Fixed Assets without any deduction for depreciation. Land and buildings are at revalued cost as at 31st March 2009, all other assets are at cost and in accordance with the Council's Asset Policy.

4. Annual Governance Statement

4.1 The Annual Governance Statement is signed on behalf of the Council by the Chair and Town Clerk and was the subject of an earlier report to this meeting.

5. Internal Audit

5.1 The Internal Auditor has completed and signed the Annual Internal Audit Report as part of the Annual Return (see Appendix 1 of the previous report on this agenda, page 3).

5.2 The full detailed report from the internal auditor was attached as Appendix 2 of the previous report on this agenda. This will be reviewed by the Governance and Audit Committee on 2nd July 2019.

Peter Herbert
Town Clerk

Laura Chrysostomou
Responsible Financial Officer

Section 2 – Accounting Statements 2018/19 for

Littlehampton Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	2,513,699	2,620,040	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,078,470	1,132,449	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	182,596	132,666	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	603,466	622,789	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	42,230	40,929	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	509,030	645,672	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	2,620,040	2,575,765	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	2,712,644	2,659,208	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,101,911	3,095,313	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	128,000	90,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date 070619

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

LITTLEHAMPTON TOWN COUNCIL

Bank - Cash and Investment Reconciliation as at 31 March 2019

		Account Description	Balance	
Bank Statement Balances				
1		CURRENT ACCOUNT	6,273.04	
1		INSTANT ACCESS	337,002.54	
1		PSDF	204,517.69	
1		FIXED INTEREST	2,200,000.00	
				2,747,793.27
Other Bank & Cash Balances				
		FIXED INTEREST ACCOUNT	0.00	
		PETTY CASH	250.00	
		Cashbook Suspense	0.00	
				250.00
				2,748,043.27
Unpresented Payments				
1	23/10/2018	21641	100.12	
1	30/11/2018	21738	54.00	
1	30/11/2018	21773	746.40	
1	29/01/2019	21803	186.00	
1	31/01/2019	21851	1.25	
1	28/02/2019	21905	119.81	
1	28/02/2019	21907	56.71	
1	11/03/2019	21915	135.00	
1	11/03/2019	21917	864.00	
1	18/03/2019	21924	54.00	
1	18/03/2019	21926	126.00	
1	18/03/2019	21931	75.00	
1	18/03/2019	21932	180.00	
1	18/03/2019	21935	25.00	
1	18/03/2019	21938	250.00	
1	18/03/2019	21942	127.00	
1	18/03/2019	21944	16.60	
1	18/03/2019	21945	250.00	
1	18/03/2019	21950	250.00	
1	28/03/2019	21951	1,896.00	
1	28/03/2019	21952	153.89	
1	28/03/2019	21953	800.00	
1	28/03/2019	21954	57.60	
1	28/03/2019	21955	493.20	
1	28/03/2019	21956	2,153.96	
1	28/03/2019	21957	43.06	
1	28/03/2019	21958	300.00	
1	28/03/2019	21959	197.76	
1	28/03/2019	21960	445.20	
1	28/03/2019	21961	250.00	
1	28/03/2019	21962	150.00	
1	28/03/2019	21963	66.00	
1	28/03/2019	21964	208.00	
1	28/03/2019	21965	10,072.99	
1	28/03/2019	21966	6,561.66	

LITTLEHAMPTON TOWN COUNCIL

Bank - Cash and Investment Reconciliation as at 31 March 2019

		Account Description	Balance	
1	28/03/2019	21967	200.00	
1	28/03/2019	21968	533.87	
1	28/03/2019	21969	85.79	
1	28/03/2019	21970	9,337.96	
1	28/03/2019	21971	250.00	
1	28/03/2019	21972	192.81	
1	28/03/2019	21973	5,880.00	
1	28/03/2019	21974	15,800.00	
1	28/03/2019	21975	9,091.72	
1	31/03/2019	21976	225.00	
1	31/03/2019	21977	100.80	
1	31/03/2019	21978	424.80	
1	31/03/2019	21979	109.30	
1	31/03/2019	21980	190.00	
1	31/03/2019	21981	7,424.17	
1	31/03/2019	21982	51.07	
1	31/03/2019	21983	1,000.00	
1	31/03/2019	21984	395.02	
1	31/03/2019	21985	180.00	
1	31/03/2019	21986	1,110.00	
1	31/03/2019	21987	198.00	
1	31/03/2019	21988	398.40	
1	31/03/2019	21989	265.44	
1	31/03/2019	21990	40.20	
1	31/03/2019	21991	2,292.92	
1	31/03/2019	21992	22.00	
1	31/03/2019	21993	151.24	
1	31/03/2019	21994	30.00	
1	31/03/2019	21995	120.00	
1	31/03/2019	21996	39.43	
1	31/03/2019	21997	500.00	
1	31/03/2019	21998	45.00	
1	31/03/2019	21999	1,275.60	
1	31/03/2019	22000	161.47	
1	31/03/2019	22001	65.00	
1	31/03/2019	22002	603.00	
1	31/03/2019	22003	255.50	
1	31/03/2019	22004	20.75	
1	31/03/2019	22005	2,000.00	
1	31/03/2019	22006	303.20	
				88,835.67
				2,659,207.60

Receipts not on Bank Statement

0	31/03/2019	All Receipts Cleared	0.00	
				0.00
Closing Balance				**2,659,207.60**

LITTLEHAMPTON TOWN COUNCIL

Bank - Cash and Investment Reconciliation as at 31 March 2019

	Account Description	Balance
All Cash & Bank Accounts		
	CURRENT BANK ACCOUNT	2,658,957.60
	Other Bank & Cash Balances	250.00
	Total Bank & Cash Balances	**2,659,207.60**

Explanation of variances – pro forma

Name of smaller authority: **Littlehampton Town Council**

County area (local councils and parish meetings only: **West Sussex County Council**

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2017/18 £	2018/19 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 *Precept or Rates and Levies*	1,078,470	1,132,449	53,979	5.01	
Box 3 *Total other receipts*	182,596	132,666	49,930	27.37	In 2017/18 we received funding from the District Council of £32,434 to produce Welcome Packs. We received £7,705 less in Grants in 2018/19. We received £15,124 less in room hire, income and sponsorship.
Box 4 *Staff costs*	603,466	622,789	19,323	3.2	
Box 5 *Loan interest/ capital repayments*	42,230	40,929	1,301	3.08	
Box 6 *All other payments*	509,030	645,672	136,642	26.84	£77,000 was spent on maintenance works to Manor House and £15,000 was added to earmarked reserves for future liabilities. £22,500 more was spent on provision of youth services (17/18 costs were only part year, 18/19 was the first full year). An additional £10,427 was spent on Events including Centenary, £4,500 on grants, £6,814 on floral contract and £13,500 on a new website.
Box 9 *Total fixed assets & long-term investments & assets*	3,101,911	3,095,313	-6,598	0.21	
Box 10 *Total borrowings*	128,000	90,000	-38,000	29.69	Capital Repayments
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because of a capital receipt for the sale of land, £1,499,459 which is held in Capital Receipts Reserve for a future project. In addition, the Town Council holds earmarked reserves for specific projects, building maintenance and vehicle replacement currently totalling £871,565.				

Difference between Box 7 and 8 on Annual Return

LITTLEHAMPTON TOWN COUNCIL 18/19

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2019

	Code	Description	Last Year £	This Year £
		Total Reserves	**2,620,039.91**	**2,575,765.03**
2	101	DEBTORS	18,223.02	22,668.49
2	105	VAT	10,414.73	14,520.24
2	110	PREPAYMENTS	44,844.79	36,940.03
		Less Total Debtors	**73,482.54**	**74,128.76**
3	501	CREDITORS	3,627.96	1,790.72
3	503	MAYOR'S CHARITY CREDITOR	4,753.62	6,525.22
3	510	ACCRUALS	8,950.06	14,847.45
3	536	SJC KEY DEPOSIT	445.00	1,113.88
3	537	ALLOTMENT KEY DEPOSIT	1,784.00	1,924.00
3	538	CLYMPING GAP PARTNERSHIP	891.85	891.85
3	539	ALLOTMENT PLOT DEPOSIT	11,050.00	12,775.00
3	540	30AU FUND	690.00	672.00
3	545	MORRISONS COMMUNITY INITIATI	97,487.00	97,487.00
3	547	MORRISONS WICK PARADE	30,391.48	10,921.02
3	548	CRP GRANT	2,000.00	1,492.60
3	560	RECEIPTS IN ADVANCE	4,015.95	7,130.59
		Plus Total Creditors	**166,086.92**	**157,571.33**
		Equals Total Cash and Bank Accounts	**2,712,644.29**	**2,659,207.60**
5	201	CURRENT BANK ACCOUNT	2,712,394.29	2,658,957.60
5	230	PETTY CASH	250.00	250.00
		Total Cash and Bank Accounts	**2,712,644.29**	**2,659,207.60**