Littlehampton
Town Council

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Town Clerk - **Peter Herbert**

10th December 2019

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 16 DECEMBER 2019** at **6.30PM**

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

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

3. APOLOGIES

4. DECLARATIONS OF INTEREST

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

Members are reminded that under the Local Government Finance Act 1992, Section 106, any Member who has not paid an amount due in respect of their Council Tax for at least 2 months after it became payable is precluded from voting on any matters affecting the level of Council Tax or the arrangements for administering the Council Tax. (The member is, however, entitled to speak.) Any Members affected by Section 106 please note that any declarations to that effect should be made on the commencement of the meeting or immediately on arrival if this is later.

You should declare your interest by stating:

(a) the item you have the interest in

(b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or

(c) (i) whether it is a personal interest and the nature of the interest

(ii) whether it is also a prejudicial interest

(iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council
- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council and the District Council's appointed representative on the Keystone Centre Management Committee
- Cllr Rhodes is a Member of Arun District Council

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

5. MINUTES

To confirm the Minutes of the meeting held on 28th October 2019, circulated herewith (pages 4 - 7). 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. CHAIR'S REPORT AND URGENT ITEMS

7. PUBLIC FORUM

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. OFFICER'S REPORTS

8.1 Council Communications – report attached (pages 8 - 11).

8.3 Strengthening Police Powers To Tackle Unauthorised Encampments

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. NALC has produced an accompanying briefing summarising the consultation, NALC's previous views on the matter and the key questions that NALC will be responding to. To help NALC in their response they would like to hear from local councils. The Committee is therefore asked to consider and comment upon the attached briefing note (pages 12 - 15).

8.4 NALC Spring Conference 2020 – details of this event are attached (pages 16 - 17). The Committee is asked to consider attendance and if appropriate agree it as an approved duty.

8.5 Council and Committee Dates 2020/2021

The Committee is asked to consider the enclosed draft for recommendation for approval by Full Council (pages 18 - 20).

9. FINANCE

9.1 Capital Programme Draft Funding 2020/21, 2021/22 and 2022/23 – report attached (pages 21 - 26).

9.2 Finance Report – report attached (pages 27 - 29).

9.3 Policy & Finance Draft Budgets 2020/21, 2021/22 & 2022/23– report attached (pages 30 - 38).

9.4 Full Council Draft Budget 2020/21, 2021/22 & 2022/23 – report attached (pages 39 - 64).

10. EXEMPT BUSINESS

It is **RECOMMENDED** that:

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

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Town Clerk **- Peter Herbert**

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 28 OCTOBER 2019** at **6.30PM**

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

2019/2020

24. EVACUATION PROCEDURES
The evacuation procedures were noted.

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

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

27. APOLOGIES
There were apologies from Cllr C Blanchard-Cooper.

28. DECLARATIONS OF INTEREST

28.1 Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

28.2 Additionally, the Town Clerk explained that at Council he had reported that it could be necessary to hold an extraordinary meeting of the Governance and Audit Committee partly to consider granting dispensations to members of the Town Council who were also members of the District Council to allow them to participate in discussions of joint interest. After further checking the Town Clerk was now able to confirm that this dispensation already existed within the Town Council's Code of Conduct.

29. MINUTES
The Minutes of the meeting held on 9th September 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

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

31. PUBLIC FORUM

31.1 The Chair of the Littlehampton Society referred to last year's "Let's talk about your Town" conference and asked why Littlehampton had not applied for support from the Government's Future High Streets Fund and reported that the Grants were still available although it was thought bids were limited to a maximum of £1 million. The Chair and Town Clerk responded by stating that they understood that applications for this funding had been made by Arun District Council in respect of Bognor Regis and that funding for Littlehampton, were particularly regarding the enhancements to the Town Centre, were forthcoming from other sources.

31.2 Janet Crossley, a Littlehampton resident, asked whether the Public Realm enhancements for the Littlehampton Town Centre had been finalised and whether they could be changed at this stage. The Chair and the Town Clerk responded by stating that consultation had taken place earlier in the year and that no decision had been taken as of yet. It was very likely that there would be further discussion in the public arena before this scheme commenced.

31.3 Susan Penn, a local resident, referred to a local trader's survey about current trading conditions, their view of the Town Centre, the likelihood of employing more staff and level of confidence for the future. This was referred to in the District Council's Cabinet Report on the Public Realm and she asked if the results of this survey would be made public. In response, the Chair stated that he would look into this, with a view to making these public if appropriate.

31.4 Referring to the recent presentation by Wayne Hemmingway at a meeting of the Littlehampton Society, Sarah Tyrell suggested that he be approached for his views on significant elements in the Town Centre such as the former Waitrose supermarket site.

31.5 Terry Ellis also referred to the Public Realm Enhancements and reported that he had been told that the proposals were "cast in stone". The Chair of the Committee stated that this was not the case. Mr Ellis also spoke about the possible advantages of inviting someone such as Wayne Hemmingway to become involved in any design element aimed at improving the Town Centre.

32. OFFICER'S REPORTS

32.1 Festive Window Display Proposal

The Committee considered a report (previously circulated) which considered the successful financial prizes for best festive window displays in the Town Centre. Members were supportive of this but requested the Traders be asked to consider options in those displays that might encourage the public to visit the Town Centre. Subject to this, the Committee **RESOLVED**:

To sponsor the festive window display competition each year by awarding cash prizes as set out in paragraph 1.2 of the report.

32.2 Innovating Our Highstreets

32.2.1 The Committee considered the report (previously circulated) which had as an appendix a report considered by Arun District Council's (ADC) Cabinet on 7th October 2019. The report looked to introduce town centre events to drive footfall, encourage out of town visitors to the town centre together, raise local aspirations and also dovetail into support for the night-time economy. Furthermore, the report requested that ADC Officers investigate ways to develop town centre plans and also to research setting up a business rate fund for new start-up businesses in a defined town centre.

32.2.2 The Chair explained that this was part of a much larger package of investment in the town centre which also included the Public Space Protection Order, possible Community Wardens and the Public Realm enhancements. This was in addition to the work that the Town and District Council undertook with the Traders Partnership and the Disc Parking Scheme. Members were strongly supportive of the proposal to fund the town centre events and hoped that visible evidence of Town Council support would be forthcoming. Members were also very strongly supportive of the need for a Town Centre Plan and stated that they wished this to be progressed as soon as possible. It was **RESOLVED** that:

1. ***The proposed town centre events initiative be supported, subject to agreeing provision under the 2020/21 budget and approving the delivery mechanism***
2. ***The need for a Town Centre Plan be strongly supported and that the Town Clerk be instructed to investigate this further and report back as soon as possible.***
3. ***The business rate fund proposal be supported, and the full report be otherwise noted.***

32.3 Town Centre Public Realm

The Committee considered a report (previously circulated) which explained the rationale for a decision that had been taken under the Urgent Action procedure to agree in principle, and subject to Council approval, to join with Arun District Council to jointly meet the shortfall in funding that would allow the public realm enhancements in the Town Centre to extend to cover Beach Road. Members strongly supported the action taken to date and **RESOLVED** that:

1. ***The Urgent Action be noted.***
2. ***Council be RECOMMENDED to approve a Capital Sum of up to £200,000 for expenditure on the Beech Road Public Realm Enhancements.***

3. ***Council be RECOMMENDED to agree that the approval to release these monies be delegated to the Town Clerk in consultation with Councillors Chace and Long.***
4. ***It be noted that the dispensations referred to in the report no longer needed to be sought as it had been identified that these already existed in the Town Council's Code of Conduct.***

32.4 Town Council Priorities

The Committee considered a report (previously circulated) which explained that during the Summer a list of prospective Town Council Priorities had been created from Major Capital Projects to Small Location-Specific Initiatives. Some of these were, at least initially, outside of the Council's control being services or land run by other bodies, generally Arun District Council. Members went through the Priorities in detail making the following amendments: -

- **(3) North Littlehampton Community Centre and Youth Facility:** last bullet point of section A to read "large facility, with option to include "surgery" (including medical) facilities for other services".
- **(14) Tree Planting & Wildflowers on new Fitzalan Corridor, also including Rosemead Conifers:** The Chair of the Committee would look to progress this matter through the Joint Eastern Arun Area Committee Highways and Transport Sub Committee, and that the Tree Planting should to state that semimature and mature trees were required.

It was therefore **RESOLVED** that:

With the inclusion of the amendments above, the priorities and proposed timescales to deliver these be RECOMMENDED to Council for approval.

33. EXEMPT BUSINESS

There was none.

The meeting closed at 7:26pm

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **16th December 2019**

Report by: **The Town Clerk**

Subject: **Council Communications**

1. Summary

1.1 This report updates the Committee on the monitoring of the Council's communications including Facebook and the website.

2. Recommendation

2.1. The Committee is RECOMMENDED to:

1) Note the report.

3. Background

3.1 Town Council Facebook

3.1.1 The focus of the Facebook page is to promote the work of the Council and key resident information such as public meetings, roadworks, sponsorship opportunities, venue hire, job vacancies, bus service etc. Events are promoted via the Visit Littlehampton page, which is managed by the Events Team, events are then shared on the Council page. Museum activities are also shared on this page.

3.1.2 From July 2019, the page has been managed by the Corporate Apprentice with oversight from the Communications & Marketing Manager. A scheduling system is used to enable a more targeted approach to content with key topics covered at the appropriate time such as grant applications and public meeting dates, by doing this the Council page has seen an increase in followers.

3.1.3 To further boost interaction and amplification (sharing/tagging) the Team have increased the number of visual content as hooks.

3.1.4 Information of relevance to residents from external organisations is also shared including road closures/roadworks, open community events/training days, consultations etc.

3.1.5 The most popular topics are roadworks/road closures and public consultations which tend to have high numbers of shares/people tagging (reaching 7,100 people at times) but the highest reaching post of 2019 was the one promoting the Council's BBQ units on the seafront which reached an astounding 18,400 people, was shared 57 times and had 174 comments such as 'love it but wish there were more', 'such as good idea' and lots of comments asking to have units in Bognor Regis.

3.1.6 As stated in the Council's Communications Strategy the Council will use all available communication channels to inform and engage residents. Officers plan to develop a Social Media Strategy to be incorporated into the wider corporate objectives. The document would provide much needed guidance for staff managing social media accounts and help focus on key performance indicators.

3.1.7 Among many of new content ideas, Officers plan to offer community groups an opportunity to be featured in a new monthly 'shout-out' that could be linked to eProgress. This could be beneficial for both the group and the Council in acquiring more followers.

3.1.8 The page has a total of 2,289 followers (27% increase on 2018). 69% of followers are female (unchanged from previous year) of which 23% belong to the 35-44 age range (increase of 1%). Below are the statistics for the page which provides average figures for each type of post including the number of people reached and engaged. Visual posts are the most engaging.

3.1.9 Officers have identified a Social Media training provider specialising in local government that can provide two sessions covering key aspects of social media presence management. By completing a day's training Officers would gain:

- An understanding of the tone of voice and the service that can be offered. How to use free tools, which analytics to monitor in order to report back on the successes of channels and campaigns and feel confident in discussing Social Media.
- Good knowledge of how to optimise any post for all the social platforms as well as be in a position to identify great content that can be both created or curated from other forms of media and brand ambassadors. Confidence in creating engaging content as well as knowing where to source material and present it in the best way across each of your channels.

The training would benefit those directly linked to the management of the accounts such as the Communications & Events Teams as well as staff whose roles generate content suitable to social media such as the Mayoral & Administrative Officer, PA to the Town Clerk, the Community Resources Officer, Assistant Town Clerk and the Museum Team.

3.2.1 Town Council Website

3.2.2 In the last 12 months, 78% of website users were from the UK. The dominant age demographic was 25-34 years old and the dominant gender is male 54%. However, not all users have demographics associated with them, so this figure may only represent a subset of users and may not be representative of the overall site composition. 45% of users accessed the website via desktop whilst 44% did so via a mobile phone, the remainder used tablet devices. As the website was launched in July 2018 it is not possible to do a full comparison analysis. Data for a 12 month period is shown in the table below:

Date Range	**22/11/2018 to 22/11/2019**
Users Users who have initiated at least one session during the date range.	**18,069**
Sessions Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website.	**28,204**
Pageviews Pageviews is the total number of pages viewed. Repeated views of a single page are counted.	**81,760**
Average Page per Session Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.	**2.90**
Average Session Duration The average length of a Session.	**00:02:41**

3.2.3 Over 48% of website traffic happens organically with the top 10 terms used to reach our site via search engines and web browsers including: Littlehampton fireworks 2019, Littlehampton Town Council jobs and Littlehampton Mayor. 32% of traffic is direct, the user has either bookmarked the website or their browser recognised it whilst being typed and directed the user straight to the site. Just over 14% (2,670 users) of traffic originates from social media with Facebook being the highest referral at 2,633 users followed by Twitter with 26. Traffic arriving from referrals (3rd party sites) equates to just over 4% of all traffic with the Department for Work and Pensions ‘find a job’, Littlehampton Museum and Spirit FM in the top 5 sources.

3.2.4 Below is an overview of the top 10 most visited pages, page title Littlehampton Town Council refers to the Homepage:

	Page Title	Page Views	% Page Views
1.	Littlehampton Town Council	17,709	21.66%
2.	Job Vacancies | Littlehampton	3,591	4.39%
3.	Committee Meetings | Littlehampton	3,343	4.09%
4.	Search | Littlehampton	3,265	3.99%
5.	Councillors | Littlehampton	3,051	3.73%
6.	Events | Littlehampton	2,566	3.14%
7.	Contact us | Littlehampton	1,626	1.99%
8.	Allotments | Littlehampton	1,609	1.97%
9.	A-Z | Littlehampton	1,500	1.83%
10.	Hampton Park | Littlehampton	1,472	1.80%

view

4. Financial Implications

4.1 None.

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19 NOVEMBER 2019

PC13-19 | STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS

Summary

The Home Office has issued a new consultation on strengthening police powers to tackle unauthorised encampments. The consultation covers criminalising the act of trespassing, broadening the existing categories of criminal trespass and broadening police powers to deal with trespassers. The main consultation document can be found here.

Context

The government previously consulted on unauthorised developments and encampments in April 2018. Responses to this made clear that significant problems are created by many unauthorised encampments, including the sense of unease and intimidation residents feel when an unauthorised encampment occurs, the frustration at not being able to access amenities, public land and business premises, and the waste and cost that is left once the encampment has moved on.

The government also heard compelling evidence that stronger powers are needed to address the issues and concerns identified and that the majority of respondents believe the government should consider criminalising unauthorised encampments in England and Wales, by creating an offence of trespassing when setting up an unauthorised encampment. The government would now like to test the appetite to go further and broaden the existing categories of criminal trespass.

NALC's views

NALC is minded to use points made in response to the April 2018 consultation, as a steer to guide our new response. These include:

- All cases of unauthorised encampments should be criminalised on account of trespassing
- The police should have the power to direct trespassers to leave land as soon as it has been determined that they are there illegally
- The police should be able to take action regardless of the number of vehicles in the unauthorised encampment
- Principal authorities should have the power to demand the police attend as soon as an unauthorised encampment appears and to claim back costs incurred repairing damage caused by clearing up after unauthorised encampments

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Consultation questions

NALC will be responding to the below consultation questions and is interested in the sector's views:

Q1. To what extent do you agree or disagree that knowingly entering without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q2. To what extent do you agree or disagree that the act of knowingly entering land without the landowner's permission should only be made a criminal offence if it is for the purpose of residing on it with vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q3. To what extent do you agree or disagree that the landowner or representatives of the landowner should take reasonable steps to ask persons occupying their land to remove themselves and their possessions before occupation of the land can be considered a criminal offence?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q4. To what extent do you agree or disagree that a criminal offence can only be committed when the following conditions have been met?

a) the encampment prevents people entitled to use the land from making use of it

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

b) the encampment is causing or is likely to cause damage to the land or amenities

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

c) those on the encampment have demanded money from the landowner to vacate the land; and/or

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

d) those on the encampment are involved or are likely to be involved in anti-social behaviour.

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q5. What other conditions not covered in the above should we consider?

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Q6. To what extent do you agree or disagree that police should be given the power to direct trespassers to suitable authorised sites in a neighbouring local authority area?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q7: Should this be subject to conditions around agreements being in place between local authorities?

Yes / No

Q8: Should there be a maximum distance that a trespasser can be directed across?

Yes / No If yes, what distance should that be?

Q9: Should there be any other conditions that should be considered when directing a trespasser across neighbouring authorities. If so, what should these be?

Yes / No

If yes, what should these be?

Q10. To what extent do you agree or disagree that the period of time in which trespassers directed from land would be unable to return should be increased from 3 months to 12 months?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q11. To what extent do you agree or disagree that the number of vehicles needing to be involved in an unauthorised encampment before police powers can be exercised should be lowered from six to two vehicles?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q12. To what extent do you agree or disagree that the police should be granted the power to remove trespassers from land that forms part of the highway?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q13: To what extent do you agree or disagree that the police should be granted the power to seize property, including vehicles, from trespassers who are on land with the purpose of residing on it?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q14: Should the police be able to seize the property of:

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i) Anyone whom they suspect to be trespassing on land with the purpose of residing on it;

ii) Anyone they arrest for trespassing on land with the purpose of residing on it;

or iii) Anyone convicted of trespassing on land with the purpose of residing on it?

Q15. To what extent do you agree or disagree that the proposed amendments to sections 61 and 62A of the Criminal Justice and Public Order Act 1994 contained in this consultation are sufficient measures to tackle the public disorder issues which are associated with unauthorised encampments without the requirement for introducing specific powers that criminalise unauthorised encampments?

Strongly agree / Agree / Neither agree or disagree / Disagree / Strongly disagree

Q18. Do you have any other comments to make on the issue of unauthorised encampments not specifically addressed by any of the questions above?

Your views

Please email your responses to this consultation to Jessica.Lancod-Frost@nalc.gov.uk by 17.00 on 19 February 2019. County associations are asked to forward this briefing onto all member councils in their area.

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NALC SPRING CONFERENCE 2020: CREATING HEALTHEIR COMMUNITIES - SPONSORED BY BHIB COUNCILS INSURANCE

09:00 – 10.00	Registration and networking
10:00 – 10.15	Conference opening
	Cllr Sue Baxter, chairman of the National Association of Local Councils (NALC)
	Ashwin Mistry OBE, executive chairman of the Brokerbility Group
	Phil Bayles, UKGI Intermediaries managing director at Aviva
10:20 – 11:00	What health challenges are communities facing?
	There are increasing pressures on principal authorities and other public health agencies to provide services to keep up with current demand. Discover how this will affect local councils and their communities, and how they can bridge the gap and help deliver services.
	This session will include a Q&A.
11:05 – 11:35	Break and networking
11:35 – 12:20	How the public and private sectors can work together?
	Both sectors have a significant role to play working together on projects. You will hear examples of how the private sector has worked with the public sector to make a difference in communities.
	This session will include a Q&A.
12:20 – 13:20	Lunch and networking

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13:25 – 14:25	Reaching out to help local councils tackle hidden disabilities Hear from a range of experts across the public sector on what the hidden disabilities are and how they think local councils can make a difference to improve people's lives. This session will include a Q&A. Professor Ian Sherriff BEM, academic partnership lead for dementia at the University of Plymouth Cllr Liz Hitchins, chair of Dementia friendly parishes around the Yealm
14:25 – 15:00	Break and networking
15:00 – 16:00	How are different tiers of local government collaborating? Find out how Essex County Council, Essex Association of Local Councils and local councils worked together to tackle issues. You will hear practical examples of how collaboration improved the lives of many people in their communities. This session will include a Q&A. Mike Gogarty, director of wellbeing, public health and communities at Essex County Council Danielle Frost, health and wellbeing officer at the Essex Association of Local Councils
16:05 – 16:15	Conference closing Cllr Sue Baxter, chairman NALC Michelle South, BHIB Councils Insurance

NB: NALC reserves the right to change the programme at any time.

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committees: **Policy and Finance**

Date: **16th December 2019**

Report by: **Town Clerk**

Subject: **Committee Meeting dates 2020 and 2021**

1. Summary

The Town Council sets the meeting dates for Council and the Committees at least 18 months in advance. This includes reserve dates for meetings in January which are used if further discussions are required prior to Council agreeing the Budget and precept.

The meetings calendar for 2020 was agreed by Full Council in January 2019. Following the local government elections in May 2019, the New Council has reviewed and agreed a new set of priorities, the delivery of which may require further decisions as these projects progress. Further provisional dates for the two Committees with oversight of the majority of the priorities are Community Resources and Policy and Finance.

The Community Resources Committee already has additional provisional meeting dates reserved in July and it is proposed that the same arrangement is retained in 2020 and 2021. The additional date is similarly proposed for Policy and Finance as set out below:

2020 – CRC – 23/7/2020 and P&F 13/7/2020

2021 – CRC - 22/7/2020 and P&F 12/7/2021

The Draft Calendars for the Council and Committee meetings for 2020 and 2021 are attached for approval. It should be noted that the provisional dates are reserved for meetings only if required.

2. Recommendations

The Committee is RECOMMENDED to:

Consider the enclosed draft calendar of Committee and Council Meetings for 2020 and 2021 for recommendation for approval by Full Council.

3. Financial Implications

There are none arising from this report.

Peter Herbert

Town Clerk

Littlehampton Town Council: Committee Meetings 2020

January						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7*	8	9*	10	11	12
13*	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13*	14	15	16	17	18	19
20	21	22	23*	24	25	26
27	28	29	30	31		

August						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Full Council 6.30pm ∞
Planning & Transportation 6.30pm ∞
Allotments 6.30pm ∞
Property & Personnel 6.30pm ∞
Community Resources 6.30pm ∞
Policy and Finance 6.30pm ∞
Annual Town Meeting 6.00pm ∞
Governance & Audit 6.30pm ∞
Progress Editorial Board Varying Times ∞
Reserved Dates *

Note to Members: *dates marked * are reserved for meetings only if required.*

APPROVED BY FULL COUNCIL ON 24TH JANUARY 2019

REVISED

Littlehampton Town Council: Committee Meetings 2021

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5*	6	7*	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11*	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12*	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22*	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					

September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

Full Council 6.30pm ∞
Planning & Transportation 6.30pm ∞
Allotments 6.30pm ∞
Property & Personnel 6.30pm ∞
Community Resources 6.30pm ∞
Policy and Finance 6.30pm ∞
Annual Town Meeting 6.00pm ∞
Governance & Audit 6.30pm ∞
Progress Editorial Board Varying Times ∞
Reserved Dates *

*Note to Members: dates marked * are reserved for meetings only if required.*

APPROVED BY FULL COUNCIL ON

LITTLEHAMPTON TOWN COUNCIL

Non- Confidential

Committee: **Policy and Finance**

Date: **16th December 2019**

Report by: **Town Clerk**

Subject: **Capital Programme Draft Funding 2020/21, 2021/22 and 2022/23**

1. Summary

1.1 Over the Summer, the Council has progressed the creation of a list of priorities. These range from major capital projects to small location-specific initiatives.

1.2 These priorities were considered by the Policy & Finance Committee on the 28th October 2019, and Full Council on 21st November 2019 where they were approved and adopted by Council, together with a projected timeline for delivery.

1.3 This report seeks to explain the funding of the Capital Programme and the financial implications of the emerging priorities as part of the budget setting process for 2020/21, 2021/22 and 2022/23.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.
In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

Council is RECOMMENDED to:

1) Consider the draft budget for 2020/21 and the projected funding for 2021/22, 2022/23 and recommend the proposals to Council, as part of the overall Council Budget.
2) Meet the funding for the Skate park from the Capital Receipts Reserve, instead of the Loan Capital EMR.

3. Background

3.1 Work on the draft budget is looking to create a strategic approach with the flexibility within the budget to deliver the Council's aspirations, new developments, proposed projects and initiatives to uplift the Town. The budget

also aims to build ongoing items into the revenue budget, rather than fund from earmarked reserves (EMR), and to build reserves and revenue budgets for new buildings. These are commented upon below and to support Members understanding of the budgets the Council's EMRs are included as Appendix 1.

3.2 The Council's EMRs include a 'Capital Receipts Reserve' of £1,499,459.48 (Reserve Code 345). This includes the money received from the sale of land at Worthing Road allotments regarding the North Littlehampton development. Capital Receipts can only be spent on capital expenditure (fixed assets, which are expected to be productive assets for a long period of time, for example a new building) and not on revenue items (costs that are related to specific revenue transactions or operating periods, such as utility bills or repairs and maintenance expenses).

3.3 In addition, the EMRs include Capital Receipts of £297,871 (Reserve Code 321) that have been converted into EMRs that can be spent on either revenue or capital, following capital expenditure (from Stage-by-the-Sea and payments on Capital Loans) being met from Capital Receipts Reserve rather than the revenue budget. It is from this budget that many of the uplift initiatives can be funded (such as the Town Centre Match Funding for Events).

3.4 It was previously agreed by this Committee to fund the Skate Park (£81,425) from Loan Capital. It is recommended that instead this is met from Capital Receipts Reserve as Capital expenditure, meaning there is more in the Loan Capital EMR which provides more flexibility to support initiatives emerging from the priorities.

3.5 At the end of the 2019/20 financial year a further £30,000 will be converted from Capital Receipts Reserve to Converted Capital Receipt following capital expenditure on Southfields Loan rather than the revenue budget.

3.6 <u>Converted Capital Receipt (£297,871 plus £81,425 plus £30,000 = £409,296)</u>

3.6.1 An estimated total of £45,000 of Converted Capital Receipt to support a two-year pilot scheme of Community Wardens in partnership with ADC. £22,500 is shown as being spent from EMR in 2020/21 and a further £22,500 in 2021/22. The budget for Community Wardens is £45,000 per annum for two years (a total of £90,000), half which will be funded from Loan Capital and half will be met by the revenue budget.

3.6.2 £20,000 of Converted Capital Receipt in 2020/21 and £10,000 in 2021/22 for Town Centre Match Funding, to support the proposed town centre events initiative to 'innovate our high streets' in partnership with ADC. A further £10,000 is projected to be spent from EMR Town Centre Initiatives in 2021/22. The required budget is £25,000 per annum, and so £5,000 will be met by the revenue budget in 2020/21, £5,000 in the revenue budget 2021/22 and £25,000 in the revenue budget in 2022/23, should the initiative continue.

3.6.3 An estimated £30,000 for the removal and replacement of the conifers at Rosemead Park to be met from Converted Capital Receipt.

3.6.4 Other initiatives identified in the priorities that could be funded from the Converted Capital Receipt include: Water Refill Stations; Recycling Scheme; Outdoor Leisure (e.g. Boules/Petanque at Mewsbrook Park, Splash Pads, Rickshaws); an Organic Allotment Site and a possible possible Supplementary Planning Document.

3.7 Capital Receipts Reserve (£1,499,459.48 less £81,425 less £30,000= £1,388,034.48)

3.7.1 As agreed through the emerging priorities, a refocus of New Major Capital Projects from Town Centre Community Centre to: High Street Public Realm; Rosemead Playground; Keystone & North Littlehampton Community Centres; the Windmill and St Martins Car Park.

- Beach Road Public Realm Enhancements – As agreed by Full Council, a capital sum of up to £200,000 for expenditure on this, in partnership with ADC.

- Rosemead Playground

  - There is £70,819 in EMR for the replacement of Rosemead Playground as well as the Anesco Grant EMR of £12,000. It is estimated that a further £4,000 could be earmarked at the end of 2019/20 from the 2019/20 budget.

  - The planning application to develop the land south of the Littlehampton Academy at Elm Grove Road includes provision under a Section 106 developer agreement for a contribution of £68,000 towards improvements to this area. This replacement playground has been identified as a priority for the new Council and if this S106 funding does not come forward it is proposed that additional capital funding be made available from the Capital Receipts Reserve to give a total budget available of up to £150,000.

- New Keystone Community Centre

  - An initial feasibility study has indicated the new Keystone Centre could cost c.£1.2 million. The Town Council currently expects this to be funded as follows: £97,487 for Keystone from Section 106 funds held by the Council (Morrisons) + £77,000 from Loan Capital (the remaining sum from the sale of the Dairy) + £250,000 from ADC Youth Facility Contribution + £200,000 from the Kingley Gate Section 106 and potentially up to £600,000 from the Council's Capital Receipts Reserve.

  - There is also £1,492.60 remaining from the 'Community Rights Programme' Grant received in 2015 that can be used on Keystone consultation

- There are currently no estimates for the new North Littlehampton Centre, the Windmill and St Martin's Car Park. The former should be met from the Section 16 Agreement for that development.

3.8 Building revenue and reserve budget for new Centres

3.8.1 As indicated earlier in this report this budget aims to build revenue and reserve budgets for new facilities. To this end revenue budgets have been introduced for both the new Keystone Centre and new North Littlehampton Centre. These will be earmarked and used to support the revenue budgets when the new centre's open.

3.8.2 It is hoped that the new Keystone Centre will open in summer/autumn 2021. £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked as agreed in the previous budget setting process. £20,000 has been added to the Revenue Budget for new Keystone Centre in 2020/21 and will be earmarked. There is a £30,000 budget in 2021/22 when the Centre should open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will support revenue costs to begin with. Figures are very much an estimate and are based on the running costs of Southfields Community Centre (£30,000 per year excluding the loan) and exclude an 'anchor' tenant and possible café.

3.8.3 The new North Littlehampton Centre may open in 2023. This will be a large community centre, with a possible anchor tenant. Similarly, revenue costs that can be earmarked have been introduced to the budget, with £20,000 in 2021/22, £40,000 in 2022/232 with a view to reaching £60,000 in 2023/24. As above, these figures are very much an estimate.

Peter Herbert
Town Clerk

Earmarked Reserves 2019/20

Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
Allotments	320	2,849.00			2,849.00		**2,849.00**
Allotment Accesibility Grant	320	5,819.63			5,819.63		**5,819.63**
Arcade enhancements	320	385.00			385.00		**385.00**
A Team Ticket System	320	2,429.60	40.30		2,389.30		**2,389.30**
Bus Expenditure	320	17,000.00			17,000.00		**17,000.00**
CRC initiatives	320	18,153.18			18,153.18		**18,153.18**
Community Event	320	16,248.71	20.00		16,228.71	16,000.00	**228.71**
Christmas Lights	320	8,784.62			8,784.62	6,000.00	**2,784.62**
Election Expenses	320	19,402.20			19,402.20		**19,402.20**
Events	320	2,650.00			2,650.00		**2,650.00**
GDPR	320	7,380.00			7,380.00	1,368.00	**6,012.00**
General Grants	320	2,357.04	500.00		1,857.04	1,500.00	**357.04**
Heritage Lottery Grant 2017/18	320	16,946.00	81.84		16,864.16		**16,864.16**
Keystone Centre	320	7,800.00			7,800.00		**7,800.00**
Legal Expenses	320	6,269.00			6,269.00		**6,269.00**
Lineside industrial Unit Rent	320	6,499.52			6,499.52	6,000.00	**499.52**
Manor House Advertising	320	489.00			489.00		**489.00**
Marketing	320	5,000.00			5,000.00	5,000.00	**0.00**
Mayors Allowance - Contingency	320	2,000.00	55.00		1,945.00		**1,945.00**
Mayors Allowance - Chain	320	1,000.00			1,000.00		
Members Training	320	4,160.00	1,000.00		3,160.00		**3,160.00**
Minute Binding	320	2,204.00			2,204.00		**2,204.00**
Neighbourhood Plan	320	9,956.34			9,956.34	9,000.00	**956.34**
Notice Boards	320	512.00			512.00		**512.00**
Parks & open spaces	320	1,096.59			1,096.59	45.60	**1,050.99**
SE in Bloom	320	319.55			319.55		**319.55**
PC Refurb	320	10,000.00			10,000.00		**10,000.00**
Recruitment	320	3,041.50			3,041.50		**3,041.50**
Rosemead	320	70,819.06			70,819.06		**70,819.06**
Rosemead- Anesco Grant	320	12,000.00			12,000.00		**12,000.00**
SJC Furniture & Equip	320	2,227.48			2,227.48		**2,227.48**
Sports Forum	320	421.90			421.90		**421.90**
SBTS	320	3,017.80			3,017.80	500.00	**2,517.80**
SBTS concerts	320	600.00			600.00	600.00	**0.00**
Small Arts Grants	320	800.00	225.00		575.00		**575.00**
Street Scene	320	4,979.04			4,979.04		**4,979.04**
Town Centre Initiatives	320	29,144.25	12,811.33		16,332.92	10,000.00	**6,332.92**
Tourism	320	3,914.05			3,914.05		**3,914.05**
Training	320	5,707.48			5,707.48		**5,707.48**
Tree Planting	320	3,129.37	74.33		3,055.04	1,425.67	**1,629.37**
Vehicles & Equipment	320	40,248.94	2,133.28		38,115.66	9,431.88	**28,683.78**
Visit Littlehampton	320	3,043.51			3,043.51		**3,043.51**
Welcome pack	320	35,297.60			35,297.60		**35,297.60**
Wick Village Traders Gateway	320	500.00			500.00		**500.00**
Wick Initiatives	320	1,880.00			1,880.00		**1,880.00**
Wick Week	320	662.00	105.00		557.00		**557.00**
Youth Mayor	320				0.00		**0.00**
		399,144.96	17,046.08	0.00	**382,098.88**		**314,227.73**

Earmarked Reserves 2019/20

Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
From SBTS	321	143,396.00			143,396.00		**143,396.00**
From Church Street	321	7,900.00			7,900.00		**7,900.00**
From Loan Capital	321	228,000.00	81,425.00		146,575.00	182000	**(35,425.00)**
Converted Capital Receipt		379,296.00	81,425.00	0.00	**297,871.00**		**115,871.00**
Capital Receipts Reserve	345	1,499,459.48			1,499,459.48		
					1,499,459.48		
RALP Assets	325	2,000.00			2,000.00		**2,000.00**
IT	325	4,080.88			4,080.88		**4,080.88**
		6,080.88	0.00	0.00	**6,080.88**		**6,080.88**
WSCC Skate Park Grant	326	2,561.00			2,561.00		**2,561.00**
Music project- YOF	326	929.60			929.60		**929.60**
Escape Project	326	2,243.00			2,243.00		**2,243.00**
Outreach	326	1,200.36			1,200.36		**1,200.36**
Subs P82	326	3,251.09			3,251.09		**3,251.09**
Volunteers & offsite Activities	326	804.00			804.00		**804.00**
		10,989.05	0.00	0.00	**10,989.05**		**10,989.05**
Building maintenance MH	327	16,618.96	2,170.08		14,448.88		**14,448.88**
Building maintenance SJC	327	47,278.03			47,278.03	2,000.00	**45,278.03**
Building maintenance LIU	327	2,320.66			2,320.66		**2,320.66**
Building maintenance P82	327	5,158.00			5,158.00		**5,158.00**
Clock maintenance	327	335.10			335.10	250.00	**85.10**
Memorial maintenance	327	0.00			0.00		**0.00**
		71,710.75	2,170.08	0.00	**69,540.67**		**67,290.67**
Museum Collection Mgmt	328	0.00			0.00		**0.00**
Museum Storage	328	470.76			470.76		**470.76**
Museum Events	328	150.35			150.35		**150.35**
Museum Archaeological deposits	328	284.90			284.90		**284.90**
Museum Volunteers	328	130.00			130.00		**130.00**
Museum donations	328	2,173.57			2,173.57		**2,173.57**
Places of Science Grant	328	875.00	74.00		801.00		**801.00**
Museum WIDMB reprint	328	258.50			258.50		**258.50**
		4,343.08	74.00	0.00	**4,269.08**		**4,269.08**
Totals		**871,564.72**	**19,290.16**	**0.00**	**770,849.56**	251,121.15	**519,728.41**

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **16th December 2019**

Report by: **Town Clerk**

Subject: **Finance Report**

1. Summary

1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2019/20. Actual figures are shown in Appendix 1.

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

2. Recommendations

2.1 To note the report

3. Budget monitor 2019/20

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

3.2 <u>Central Admin & Support Services</u>

3.2.1 All expenditure is in line with expectations

3.2.2 The 2019/20 insurance for the whole year has been paid and was £7,952.

3.3 <u>Democratic Representation & Management</u>

3.3.1 All expenditure is in line with expectations.

3.3.2 £1,000 has been spent from Members Training EMR on Employer Role Training for Councillors.

3.4 <u>Town Centre Management</u>

3.4.1 The Free Disc Parking Contribution has been paid for the year.

3.5 Corporate Management

3.5.1 Both the internal and external audit fees for 2018/19 have now been paid and were £608 less than the budgeted accrual.

3.5.2 At 30th September 2019 the Council had £2,405,296 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 30/09/19						
Bank	**Date placed**	**Period of Investment**	**Amount Invested £**	**Interest rate %**	**Maturity Date**	**Total Investment £**
Lloyds	05/03/2019	9 months	£250,000	1.05%	05/12/2019	
	05/03/2019	1 year	£250,000	1.10%	05/03/2020	
	18/04/2019	1 year	£1,500,000	1.15%	20/04/2020	
Fixed Interest	05/09/2019	1 year	£200,000	1.05%	07/09/2020	
						£2,200,000
CCLA	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£5,296			**£205,296**
CCLA						
Local Authority	30/04/2015	N/A	£500,000	Variable	instant access	**£500,000**
Property fund						
TOTAL INVESTMENTS						**£2,905,296**

3.5.3 A dividend of £5,840.10, for the 3-month period June-August, has been received from the Local Authority Property Fund from the £500,000 investment.

3.5.4 The Council's bank reconciliations have been checked up to 30th September 2019 and the total balance of both accounts was £919,424.04. The balance of investments was £2,405,295.90.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2019/20

POLICY & FINANCE COMMITTEE MEETING 16th December 2019

SERVICE		Actual I & E as at 18/11/19 £	Budget 2019/20 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	7,753	23,501
	Income	1	75
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	29,287	39,524
	Income		
TOWN CENTRE MANAGEMENT*	Expenditure	45,170	59,970
	Income	-	-
CORPORATE MANAGEMENT	Expenditure	11,819	23,353
	Income	13,059	43,000
	Total Expenditure	94,029	146,348
	Total Income	13,060	43,075
	Net Expenditure	80,969	103,273

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

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

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

Councillor Employer Role Training	1,000
	1,000

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **16th December 2019**

Report by: **The Town Clerk**

Subject: **Policy & Finance Draft Budgets 2020/21, 2021/22 & 2022/23**

1. Summary

1.1 This report sets out the draft Policy and Finance Committee Budget for 2020/21 and the projected budgets for 2021/22, 2022/23 (Appendix 1).

1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.

1.3 The full Council Budget has been prepared to reflect a 4% increase in Band D for 2020/21 and currently a 2% increase for 2021/22 and 2022/23 (the figures for 2021/22 and 2022/23 do not reflect any increase in the Council Tax base.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.
In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

The Committee is **RECOMMENDED** to:

(1) Comment upon the draft Committee Budget for 2020/21 and the projected budgets for 2021/22, 2022/23 and recommend its proposals to Council, as part of the overall Council Budget;
(2) Comment upon the simplified criteria for the Mayors Discretionary Fund and recommend to Full Council (3.10);
(3) Commit to a further three years of support to the Ferry through a Service Level Agreement on the same terms as 2017/20 (3.12);
(4) Note the Committees Earmarked Reserve position.

3. Background

3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2020/21. The proposed Council Precept, Band D figure and General Reserves Balance at the beginning of the year are included for information on the Summary page in Appendix 1. The budgets do not include recharges from Manor House Buildings, Central Support Services or A Team.

3.2 To support the Committees understanding of the budgets the EMR that relate to this Committee are included as Appendix 2.

3.3 The Summary page shows that overall the proposed Policy & Finance Committee budget will increase by 21.24% for 2020/21. It should be noted this

increase is largely due to developments and projects, such as Community Wardens and Town Centre Events Match Funding.

3.4 Budgets have been projected until 2022/23 to inform long term planning. All known future expenditure has been included in these projections.

3.5 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, building revenue and reserve budgets for new developments and proposed projects and activities, as well as taking into consideration the balance of EMR. These are commented upon below and are shown in the itemised budget sheets attached at Appendix 1.

3.6 Where specific EMRs exist, budgets have been kept to a minimum with no contingency, other than EMRs.

3.7 Central Admin & Support Services

3.7.1 Postage and stationery have been reduced slightly to reflect a move towards digital communications which are faster for the customer, as well as more environmentally friendly.

3.7.2 Equipment rental has been reduced by £138 due to savings achieved with the new photocopier contract.

3.7.3 The three-year long-term agreement with the current insurers Zurich ends on 30th September 2020.

3.8 Democratic Representation and Management

3.8.1 The advertising budget has been reduced by £550 to £250 as a newspaper advert is no longer placed for the Annual Town Meeting. The banners will still be used and digital communication channels will be used instead, reflecting the Council's Communication Strategy.

3.8.2 The stationery budget returns to £325. In 2019/20 it was increased to £1,000 due it being an election year.

3.8.3 The budget for Councillors IT and Licences includes the Microsoft Essentials Licence for Councillor Emails £684 which is met from the GDPR EMR. It also includes Adobe Pro DC to enable editing of PDFs for the Committee Minutes.

3.8.4 The budget for election expenses has been kept at £15,000 based on estimated costs. Election expenses for 2019 have not yet been received.

3.8.5 The Members Allowances budget has increased by £661 to reflect the decision of Full Council on 20th June 2019 to set Town Council's Members Allowances at 10% of the District Council rate, subject to the District Council rate continuing to be linked to further staff pay rises. The projected budget is increased by 2% but the staff pay rise is not yet known.

3.8.6 The Youth Mayor budget was introduced in 2017/18 but has been unspent. It will be returned to the General Reserve.

3.9 Town Management

3.9.1 The Town Maintenance budget has been increased by £350 to £1,500 to reflect expenditure being incurred on the maintenance of items such as Stage by the Sea and the High Street Clock.

3.9.2 In the previous financial year, the Town Centre Initiatives budget included a £20,000 contribution to the Town Centre Regeneration Officer Post and £10,000 for Town Centre Initiatives. This financial year those two items have been split out into individual budget lines but the budget for each remains the same in 2020/21. 2020/21 is the second year of a two-year agreement for the

Regeneration Post. Section 106 funding is expected and could fund the post going forward.

3.9.3 £4,750 of the Marketing Budget for 2020/21 will be met from 2019/20 underspend.

3.9.4 £45,000 per year has been added to a new Community Wardens Budget to support a two-year pilot in partnership with ADC, reflecting the Council's emerging priorities. Half of this, £22,500 per year, will be funded from EMR Loan Capital, which is being utilised as an 'uplift' fund to support initiatives that form part of a larger package of investment by the Town Council.

3.9.5 A new budget of £25,000 for Town Centre Match Funding has been created, to support the proposed town centre events initiative to 'innovate our high streets' in partnership with ADC, reflecting the Council's emerging priorities. In 2020/21 £20,000 of this will be funded from EMR Loan Capital. In 2021/22 £10,000 will be funded from EMR Loan Capital and £10,000 from EMR Town Centre Initiatives.

3.10 Grants & Partnership Initiatives

3.10.1 It is proposed to change the Mayors Discretionary Grant Budget to the Mayors Discretionary Fund, reflecting the fact that this budget is not a grant. The criteria (Appendix 3), which forms part of the Mayoral Information Pack, has been simplified and Committee is recommended to consider the revised criteria and recommend it to Full Council.

3.11 Corporate Management

3.11.1 The Newsletter budget has increased by £338 to include the costs for photography in the two-year contract awarded at the beginning of 2019. This additional amount was met by the Event Guide underspend as agreed through an Urgent Action approved by the Chair of this Committee and the Chair of the Community Resources Committee on 4th April 2019.

3.11.2 Bank charges have been increased by £600 as potentially the Council will be charged a monthly account fee to enable access to the facility to upload BACs payments. This is currently being researched.

3.11.3 Bank interest has reduced by £3,000 to reflect the low interest rates from the Public Sector Deposit Fund and because the interest from the sale of Land at North Littlehampton earns less in a Fixed Term Deposit (as opposed to the Local Authorities Property Fund). In addition, as EMR is being spent on new developments and proposed projects and initiatives, the amount that can be placed in a fixed term deposit will be reduced, thereby reducing interest received. This is projected to further reduce in 2021/22 as there is further expenditure from EMR.

3.12 Community

3.12.1 The Ferry budget of £7,500 includes £5,500 paid in five instalments between April and August each year and up to £2,000 for mooring fees. Concerns were raised by the Community Resources Committee regarding the long-term viability of the service, and whether this is value for money. This is not a standard Service Funding Agreement and is more of a contractual arrangement. The Ferry service was requested by this Council and only one operator has been found. It is in line with the policy of the Council and provides a service mainly for visitors to the Town. It is hoped that the development of

the West Beach/Hampton Quay might enable this, or a similar, service to become viable. On this basis, the Committee is recommended to commit to a further three years of support.

3.13 Earmarked Reserves

3.13.1 Reserves can be earmarked at the discretion of the Town Council. They can result from:

- Events which have allowed monies to be set aside,
- Surpluses,
- Decisions causing anticipated expenditure to have been postponed or cancelled,
- Monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council wish to carry out,
- A working balance to help cushion the impact of uneven cash flows e.g. election expenses,
- To avoid unnecessary temporary borrowing,
- A contingency to cushion the impact of unexpected events or emergencies,
- A means of building up funds to meet known or predicted liabilities.

3.8.7 The Mayors Allowance contingency held in EMR was to be capped at £2,000 (as previously agreed by this Committee). It currently stands at £1,844 and it is not proposed to bring this back up to £2,000 in this budget cycle.

Peter Herbert
Town Clerk

P & F Draft Budget

	Budget 19/20 £	Proposed Budget 20/21 £	Projected Budget 21/22 £	Projected Budget 22/23 £	Increase/ Decrease %
Central Administration & Support Services	**23,426**	**22,978**	**23,168**	**23,358**	**-1.91%**
Democratic Representation & Management	**156,504**	**160,621**	**163,816**	**167,351**	**2.63%**
Town Management	**76,745**	**145,155**	**125,440**	**80,755**	**89.14%**
Grants & Partnership Initiatives	**1,120**	**1,120**	**1,120**	**1,120**	**0.00%**
Corporate Management	**103,780**	**110,096**	**118,241**	**122,011**	**6.09%**
Community	**7,500**	**7,500**	**7,500**	**7,500**	**0.00%**
TOTAL NET EXPENDITURE	**369,075**	**447,469**	**439,284**	**402,094**	**21.24%**
Known Expenditure from EMR					
GDPR	**(1,284)**	**(684)**	**(684)**	**(684)**	
Youth Mayor	**(1,000)**				
Town Centre Regeneration Officer Post					
Marketing	**(5,000)**	**(4,750)**			
Community Wardens		**(22,500)**	**(22,500)**		
Town Centre Events Match Funding		**(20,000)**	**(10,000)**		
Town Management Initiatives (Events,Wardens)			**(10,000)**		
P&F Expenditure from Precept	**361,791**	**399,535**	**396,100**	**401,410**	

Whole Council Budget	2019/20 £	Proposed 2020/21 £	Projected 2021/22 £	Projected 2022/23 £
Funding Required	**1,171,101**	**1,264,278**	**1,300,481**	**1,309,493**
Other Funding (from) / to balances	26,049	14,989	765	17,777
Grant receivable				
DRAFT PRECEPT FOR YEAR	**1,197,150**	**1,279,268**	**1,301,246**	**1,327,271**
BAND D COUNCIL TAX	**121.45**	**126.31**	**128.84**	**131.41**
INCREASE IN BAND D COUNCIL TAX	**3.00%**	**4.00%**	**2.00%**	**2.00%**

Additional Information	01/04/2019	04/11/2019
General Fund 01/04/2019	**201,302**	**204,741**
Earmarked Reserves 01/04/19	**2,371,024**	
Earmarked Reserves 1/11/19		**2,270,842**
Total useable Reserves	**£2,572,326**	**£2,475,583**

P & F Draft Budget 2020/2021-2022/23

		Budget 19/20 £	Proposed Budget 20/21 £	Projected Budget 21/22 £	Projected Budget 22/23 £
101	**Central Administration and Support Services**				
	Postage	1,000	975	950	925
	Telephone	3,700	3,500	3,500	3,500
	Printing	2,000	2,000	2,000	2,000
	Stationery	3,200	3,000	3,100	3,200
	Publications	108	108	108	108
	Equipment	1,500	1,500	1,500	1,500
	Equipment Maintenance	730	735	740	745
	Internet	780	790	800	810
	Equipment rental	1,528	1,390	1,390	1,390
	Licenses	55	55	55	55
	Supplies	500	500	500	500
	Insurance	8,100	8,200	8,300	8,400
	Other Overheads	300	300	300	300
	Total Expenditure	**23,501**	**23,053**	**23,243**	**23,433**
	Income from photocopier	(75)	(75)	(75)	(75)
	Total Income	**(75)**	**(75)**	**(75)**	**(75)**
	Net Expenditure	**23,426**	**22,978**	**23,168**	**23,358**
102	**Democratic Representation & Management**				
	Salaries	117,980	123,255	126,280	129,640
	Conference Expenses -Staff	1,000	1,000	1,000	1,000
	Binding	-	100	100	100
	Postage	930	850	800	750
	Advertising	800	250	250	250
	Stationery	1,000	325	325	325
	Subscriptions	4,850	5,243	5,293	5,343
	Councillors IT and Licences	1,284	1,028	1,028	1,028
	Election Expenses	15,000	15,000	15,000	15,000
	Mayors Allowance	3,500	3,500	3,500	3,500
	Hospitality	200	200	200	200
	Members Conferences & Training	500	500	500	500
	Members Travel and Subsistence	200	200	200	200
	Members Expenses	200	200	200	200
	Members Allowances (inc D Mayor)	7,560	8,470	8,640	8,815
	Other Overheads	500	500	500	500
	Youth Mayor	1,000			
	Total Expenditure	**156,504**	**160,621**	**163,816**	**167,351**

		Budget 19/20 £	Proposed Budget 20/21 £	Projected Budget 21/22 £	Projected Budget 22/23 £
103	**Town Management**				
	Notice boards	500	500	500	500
	Town Maintenance (inc SBTS, Mem, cl	1,150	1,500	1,550	1,560
	TC Initiatives	30,000	10,000	10,000	10,000
	Contribution to TC Regeneration		20,000		
	TC Partnership Initiatives (car parking)	28,250	28,250	28,250	28,250
	Salaries	11,775	9,830	10,060	10,360
	Electricity	70	75	80	85
	Marketing	5,000	5,000	5,000	5,000
	Community Wardens		45,000	45,000	
	Town Centre Match Funding		25,000	25,000	25,000
		76,745	**145,155**	**125,440**	**80,755**
104	**Grants & Partnership Initiatives**				
	Merit Awards	120	120	120	120
	Mayors Discretionary Fund	1,000	1,000	1,000	1,000
		1,120	**1,120**	**1,120**	**1,120**
109	**Corporate Management**				
	Newsletter	15,600	15,938	15,938	15,938
	Salaries	123,940	126,505	129,650	133,420
	Audit Fees	3,000	3,000	3,000	3,000
	Legal & Valuation Fees	2,000	2,000	2,000	2,000
	Bank Charges (Credit card)	40	640	640	640
	Publicity	2,200	2,013	2,013	2,013
	Total Expenditure	**146,780**	**150,096**	**153,241**	**157,011**
	Bank Interest	(43,000)	(40,000)	(35,000)	(35,000)
	Total Income	**(43,000)**	**(40,000)**	**(35,000)**	**(35,000)**
	Net Expenditure	**103,780**	**110,096**	**118,241**	**122,011**
302	**Community**				
	Ferry	7,500	7,500	7,500	7,500
		7,500	**7,500**	**7,500**	**7,500**

P & F Earmarked Reserves 2019/20					
Reserve	Opening Balance 01/04/19 £	Expenditure to Date £	Additions to Date £	Balance to Date £	Notes
Arcade enhancements	385.00			385.00	s106
Election Expenses	19,402.20			19,402.20	Future Liabilities
GDPR	7,380.00			7,380.00	Future Liabilities
Legal Expenses	6,269.00			6,269.00	Contingency set aside for possible future liability
Marketing	5,000.00			5,000.00	Underspent budget to be kept in EMR to support 20/21 budget
Mayors Allowance Contingency	2,000.00	156.17		1,843.83	To be capped at £2,000.
Mayors Chain	1,000.00			1,000.00	To fund repair/renewal of Mayoral Chain
Members Training	4,160.00	1,000.00		3,160.00	Contingency set aside for possible future liability
Minute Binding	2,204.00			2,204.00	To fund binding of past minutes
Notice Boards	512.00	100.00		412.00	Contingency set aside for possible future liability
Town Centre Initiatives	29,144.25	12,811.33		16,332.92	Future Liabilities. £10k for TCI (Event Match Funding/Community Wardens)
Welcome pack	35,297.60			35,297.60	Balance of funding received in 2017/18.
Totals	**112,754.05**	**14,067.50**	**0.00**	**98,686.55**	

Mayor's Discretionary Fund Criteria - £1,000

i) The purpose of the budget provided by Council is to meet those one-off initiatives that the Town Mayor might identify whilst out and about in the Community. It is not intended to provide another round of grant funding.

ii) Cases for discretionary funding can be identified by the Town Mayor to assist clubs, societies or organisations that are based in Littlehampton or Wick.

iii) No award will be considered for private or commercial organisations. "Closed" clubs, societies or organisations will need to demonstrate significant community involvement to qualify.

iv) Funding will not exceed £200, unless by referral to The Policy and Finance Committee, and will only be made on one occasion per year to any recipient.

v) The funding is not to be used as a form of top-up for any other grant that has previously been allocated via the Town Council's General Grant Fund. New initiatives from organisations already in receipt of a Grant will be considered.

vi) Recipients of the funding shall acknowledge Littlehampton Town Council as funders on all correspondence or display the Town Council logo on any item purchased.

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

viii) Funding can only be awarded from the beginning of the Mayoral year until 31st March the following year.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **16th December 2019**

Report by: **The Town Clerk**

Subject: **Full Council Draft Budget 2020/21, 2021/22 & 2022/23**

1. Summary

1.1 This report sets out the proposed Council Budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 (Appendix 1).

1.2 The Council's Earmarked Reserves (EMR) are included as Appendix 2.

1.3 The full Council Budget has been prepared to reflect a 4% increase in Band D for 2020/21 and currently a 2% increase for 2021/22 and 2022/23 (the figures for 2021/22 and 2022/23 do not reflect any increase in the Council Tax base).

1.4 The Budget has been prepared to include the new priorities of the Council that aim to deliver a significant uplift to the Town.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.
In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

The Committee is **RECOMMENDED** to:

(1) Comment upon the draft Budget for 2020/21 and the projected Budgets for 2021/22, 2022/23 and recommend its proposals to Council;
(2) Recommend to Council setting a Precept of £1,279,268 for 2020/21;
(3) Recommend to Council setting Band D Council Tax at £126.31 per annum for 2020/21, an increase of 4% / £4.86 per year (0.09p per week)

3. Background

3.1 The Budget that is presented to the Policy and Finance Committee has been considered by all Standing Committees. Each Committee recommends that the Budget for that Committee is approved and presented to Council and these proposals have been incorporated.

3.2 The proposed Precept for 2020/21 is £1,279,268. The overall effect of all projected income and expenditure for 2020/21 is a **4% / £4.86 per annum** increase on Band D Council Tax. The proposed Band D Council Tax is £126.31 per annum, compared with £121.45 in 2019/20.

3.3 The General Reserve as at 1 April 2019 was £204,741 (£201,302 – 2018). £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked for the new Keystone Centre as agreed in the previous budget setting process. The Council also has a long-term investment, the bid market value of which was £506,759 as of 30th September 2019.

3.4 Earmarked Reserves (EMR) at 18th November 2019 were £2,270,842 (£2,371,024 - 2018). This includes Capital Receipts, containing the money received from the sale of land at Worthing Road allotments regarding the North Littlehampton development. Capital Receipts can only be spent on capital expenditure. In addition, the EMRs include Capital Receipts that have been converted into EMRs that can be spent on either revenue or capital following capital expenditure (from Stage-by-the-Sea and interest payments on Capital Loans).

3.5 All known expenditure has been budgeted for. If expenditure is to be funded from EMRs then it has been deducted from the total expenditure before calculating the Precept, (Appendix 1). The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs.

3.6 Where EMR exist for specific budgets, budgets have been kept to a minimum with no contingency, other than EMRs.

3.7 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, building revenue and reserve budgets for new developments and proposed projects and activities, as well as taking into consideration the balance of EMR. The budget has been set to take £251,359 from EMR (£57,309 – 2019/20, £169,826 – 2018/19).

3.8 To support the Committees understanding of the Budgets the EMR shown in Appendix 2 includes a committed column to show current commitments from EMR as well as commitments from the draft Budget. The available balance column deducts the commitments from the closing balance to date.

3.9 Budgets have been projected until 2022/23 to inform long term planning. All known future income and expenditure has been included in these projections, other than likely increases in the Council Tax Base.

3.10 Growth Areas in the budget (£1,000 or above)

Budget	2019/20	2020/21	Reason
IT	£15,900	£18,710	Increased costs of software, increase in number of Microsoft Licences, additional £2,000 for replacement PCs in order to ensure the Town Council meets a recommended PC replacement programme of every 4 years.
Waste Disposal	£1,775	£2,790	Includes an estimated increase of £1,000 for recycling waste.
Community Wardens	£0	£45,000	Funding for Community Wardens for a two-year pilot in partnership with ADC. Half of this (£22,500) to be funded from EMR (Converted Capital Receipt).
Town Centre Events Match Funding	£0	£25,000	To support the proposed town centre events initiative to 'innovate our high streets' in partnership with ADC. £20,000 to be funded from EMR (Converted Capital Receipt).
LOCA	£1,500	£2,500	£1,000 to be moved from Community Services (Cost Centre 302) to the LOCA SFA to deliver a programme for Stage by the Sea.
General Grants	£20,000	£21,000	General Grants has been increased by merging the Small Arts Grants (£500) and using £500 from General Grants EMR.
Wick Initiatives and Wick Week	£750	£4,000	In the 2019/20 budget setting process, £2,000 was merged from the Wick Week budget (under Community Services) with the Wick Information Centre SFA. In 2020/21 the Wick Week budget of £2,000 has been moved from the WIC SFA and merged with the Wick Initiatives budget. Furthermore, an additional £1,250 has been added to the Wick Initiatives budget (which was £750 in 2019/20), making this a total of £4,000 for Wick Initiatives and Wick Week.
Vehicles and Equipment	£5,000	£8,000	The Vehicle/Equipment budget which is put into EMR for future replacement of vehicles was kept at £5,000 in 2019/20 and has been increased to £8,000 for 2020/21 and thereafter.
Planning Initiatives	£9,000	£10,000	A proposed budget of £10,000 has been allocated to Planning Initiatives. £9,000 of this is to be met from EMR and was in the 2019/20 budget for Neighbourhood Plan but was not spent. This may be used for a Town Centre plan as part of the Arun District Council initiative for the Town Centre (Policy & Finance).

Christmas Illuminations	£23,750	£25,000	The budget for Christmas Illuminations is £23,750 and includes the Wick illuminations. £3,000 will be met from EMR for 2020/21. An additional £1,250 has been added as the contract is due for renewal in 2020 and will be subject to a tender process.
Town Show	£17,000	£18,000	The budget has been increased by £1,000 to cover the increased costs of marquees.
Event Support	£5,000	£7,000	Increased by £2,000 to allow external organisations to develop events.
Tree Planting Scheme	£0	£4,000	Created for a Tree Planting Scheme on the new road between the Academy and North Littlehampton, reflecting the Council's emerging priorities.
Rosemead Park Playground	£0	£150,000	For the replacement playground. This will be met from EMR, of which there is £70,819 Rosemead Maintenance EMR (with further underspends to be added at the end of 2019/20) and £12,000 Solar Farm Grant from Anesco. The remainder will come from the Capital Receipts Reserve, depending on final costs. Additional funds are expected from S106 for the Elm Grove development, but it is unknown when these will be available.
Rosemead Park Trees	£0	£30,000	Estimated for the removal and replacement of the conifers at Rosemead Park. This will be met from the Converted Capital Receipt in EMR.
New Keystone Centre	£0	£20,000	It is hoped that the new Keystone Centre will open in summer/autumn 2021. £10,000 will be taken from General Reserves this financial year (2019/20) and earmarked as agreed in the previous budget setting process. £20,000 has been added to the revenue budget for new Keystone in 2020/21 and will be earmarked. There is a £30,000 budget in 2021/22 when the centre should open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will support revenue costs to begin with. Figures are very much an estimate and are based on the running costs of Southfields Community Centre (£30,000 per year excluding the loan) and exclude an 'anchor' tenant and possible café.

Staffing	£639,300	£664,465	Overall the salaries budget has increased by £25,165 in 2020/21 (3.94%). Factors included and affecting the salary budget include: •A 2% pay increase has been budgeted for in 2020/21. Confirmation of the pay increase to NJC salary scales has yet to be announced (this announcement can sometimes be as late as June). •The employer's contribution to the Local Government Pension Scheme has been reduced from 21.7% to 20.7% in 2020/21 as a result of the Actuarial Valuation (which takes place every three years). •The inclusion of the Collection Documentation Officer post until 31st March 2021 for 30 hours per week •The inclusion of the new Communications and Events structure and the new Democratic and Community Services structure •An additional 4.5 hours per week for the Finance Assistant to deal with: increased expenditure; additional work that results from electronic banking and BACs payments; the complex nature of the Town Council's budget; providing capacity to monitor cash flow, EMR and income deposits which will be critical as the Council spends EMR; to undertake work relating to utilities and to keep up to date with routine tasks such as processing payments, monthly bank reconciliations. •As well as the agreed pay rise detailed above, several staff also move up one SCP as part of their incremental increase. •New staff have joined the pension scheme. •Salaries allocated to individual services have fluctuated significantly due to reallocation of staff time to reflect changes in the staffing structure. •The Town Council remains a Foundation Living Wage employer.
Total	**£738,975**	**£1,055,465**	

3.11 Income changes

Budget	**2019/20**	**2020/21**	**Reason**
Room Hire- MH	£12,610	£12,610	No increase to Room Hire charges based on competitor review and the Gladden Room no longer being available. Wedding charges increased based on costs and competitor review.
Catering income	£1,700	£1,000	Decreased catering income based on income received.
Car Park Income	£4,500	£4,500	Car parking charges to remain the same
Bank Interest	£43,000	£40,000	Bank interest has reduced by £3,000 to reflect the low interest rates from the Public Sector Deposit Fund and because the interest from the sale of Land at North Littlehampton earns less in a Fixed Term Deposit (as opposed to the Local Authorities Property Fund). In addition, as EMR is being spent on new developments and proposed projects and initiatives, the amount that can be placed in a fixed term deposit will be reduced, thereby reducing interest received.
SJC Rental Income	£26,270	£26,270	No increase to hire charges based on competitor review.
P82 Rental Income	£2,040	£2,040	No change
Museum Income	£1,025	£1,025	No change
Total	**£91,145**	**£87,445**	

3.12 Reductions in budget (£1,000 or more)

Budget	**2019/20**	**2020/21**	**Reason**
Training	£6,250	£4,250	In 2019/20 an additional £2,000 was added to the Training Budget to cover planned staff development for that year. In 2020/21 the Training budget returns to £4,250.
Youth Mayor	£1,000	£0	The Youth Mayor Budget was introduced in 2017/18 but has been unspent. It will be returned to the General Reserve.
Arun Community Transport	£4,500	£2,000	In 2019/20 £4,500 was allocated for Community Transport. This was adjusted to £3,200 during the financial year due to changes and the newly formed Arun Community Transport. £2,000 has been allocated for Community Transport in 2020/21. Potentially some of the Bus EMR could be used to fund infrastructure support should Members agree this at a future date.
Shopmobility	£2,000	£0	Following a review of the SFAs it was recommended the Council do not enter an SFA with Shopmobility.
Equipment Maintenance	£7,725	£1,750	2019/20 included an additional £6,000 for the replacement PA system in the Millennium Chamber.
Licences	£1,150	£150	2019/20 included an additional £1,000 for building surveys.
Security	£8,000	£4,000	2019/20 included an additional £4,000 for CCTV replacement at Manor House.
Stage by the Sea	£1,000	£0	This has been merged with the LOCA SFA
Skate Park	£16,000	£0	This is now complete.
Collection Management	£10,000	£5,000	2019/20 the budget was increased from £600 to £10,000 to support the Documentation Project. £5,000 has been budgeted for 2020/21.
Total	**£57,625**	**£17,150**	

3.13 Council Tax Base

3.13.1 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D base is 10,128 compared to 9,857 in 2019/20. This figure is divided into the required Precept to give the Band D Council tax figure.

3.13.2 Against a budgeted 4% rise in Band D Council Tax, the increase in Band D base has given the Council an additional £34,230 of Precept.

3.14 Precept

3.14.1 The Recommended Precept is £1,279,268 returning funds of £14,989 to the General Reserve. This increase will enable the Council to maintain services as well as deliver identified priorities, new developments and proposed projects and initiatives for the Town. This is assuming future prudent 2% pa increases in the Band D Base. With this it is possible to meet pressures on the budget in 2020/21 and maintain reserves, increasing them by potential under spends at each year end.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

SUMMARY BUDGETED EXPENDITURE

SERVICES	Actual Budget 2019/20	Draft Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23
	£	£	£	£
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	215,439	215,872	222,060	226,355
Town Management	100,589	168,387	149,164	104,870
Community Grants & Partnership Initiatives	67,815	66,360	66,652	66,961
Amenity Team (Recharged)	-	-	-	-
Planning & Transportation	27,810	24,156	15,566	16,011
Manor House Room Hire	2,262	1,701	2,146	2,356
Corporate Management	182,887	182,885	194,385	199,177
Manor House (Recharged)	-	-	-	-
Street Lighting	1,350	1,405	1,420	1,435
Community	194,959	213,077	215,395	218,161
Southfields Jubilee Centre	57,328	61,126	61,644	31,947
Parks & Open Spaces	79,248	257,679	80,701	77,588
Project 82	70,592	89,851	125,437	145,984
Museum	176,729	170,061	158,873	160,377
Allotments	57,402	63,077	62,447	64,181
TOTAL NET EXPENDITURE	**1,234,410**	**1,515,637**	**1,355,890**	**1,315,402**
Funded from EMR				
GDPR	(1,284)	(684)	(684)	(684)
Youth Mayor	(1,000)	-	-	-
Marketing	(5,000)	(4,750)		
Community Wardens		(22,500)	(22,500)	
Town Centre Events Match Funding		(20,000)	(10,000)	-
Town Management Initiatives (Wardens,Events)			(10,000)	
General Grants		(500)	(500)	(500)
Community Transport Infrastructure				
Neighbourhood Plan	(9,000)	(9,000)		
Rosemead Park Playground		(150,000)		
Rosemead Park Trees		(30,000)		
Lineside Rent	(4,000)	(3,000)	(3,000)	
Vehicle Hire	(3,725)	(3,725)	(3,725)	(3,725)
Christmas Lights	(3,000)	(3,000)		
SOTG	(6,000)			
SBTS Concerts/Promo	(200)	(200)		
Event Support	(4,600)	(4,000)	(5,000)	(1,000)
Southfields Maintenance	(2,000)			
Skate Park	(16,000)			
Tree Planting	(1,500)	-	-	-
Funded from General Reserves	(6,000)			
Funding Required	**1,171,101**	**1,264,278**	**1,300,481**	**1,309,493**
Other Funding (from) / to balances	26,049	14,989	765	17,777
DRAFT PRECEPT FOR YEAR	**1,197,150**	**1,279,268**	**1,301,246**	**1,327,271**
BAND D COUNCIL TAX	**121.45**	**126.31**	**128.84**	**131.41**
INCREASE IN BAND D COUNCIL TAX	**3.00%**	**4.00%**	**2.00%**	**2.00%**
Additional Information	£	£		
General Fund 01/04/2019	201302	204741		
Earmarked Reserves 01/04/19	2371024			
Earmarked Reserves 18/11/19		2,270,842		
Total useable Reserves	£2,572,326	£2,475,583		

Central Administration and Support Services

	C A & SS Budget 19/20 £	C A & SS Budget 20/21 £	C A & SS Budget 21/22 £	C A & SS Budget 22/23 £
First Aid	488	488	488	488
Salaries	55,310	53,030	54,845	56,350
Training	6,250	4,250	4,250	4,250
Travel and Subsistence	2,250	2,250	2,250	2,250
Recruitment	3,000	3,000	3,000	3,000
Postage	1,000	975	950	925
Telephone	3,700	3,500	3,500	3,500
Printing	2,000	2,000	2,000	2,000
Stationery	3,200	3,000	3,100	3,200
Publications	108	108	108	108
Equipment	1,500	1,500	1,500	1,500
Equipment Maintenance	730	735	740	745
Internet	780	790	800	810
Equipment rental	1,528	1,390	1,390	1,390
Licenses	55	55	55	55
IT	15,900	18,710	22,885	23,885
Supplies	500	500	500	500
Insurance	8,100	8,200	8,300	8,400
Health and Safety	1,000	800	800	800
Waste Disposal	1,775	2,790	2,830	2,870
Other Overheads	300	300	300	300
Total Expenditure	**109,474**	**108,370**	**114,590**	**117,325**
Income from photocopier	(75)	(75)	(75)	(75)
Total Income	**(75)**	**(75)**	**(75)**	**(75)**
Net Expenditure	**109,399**	**108,295**	**114,515**	**117,250**
Recharge in MH	34,790	31,725	32,217	32,381
Recharge out C A & S S	(144,189)	(140,020)	(146,732)	(149,631)
Balance	**-**	**-**	**-**	**-**

Democratic Representation & Management

	D R & M Budget 19/20 £	D R & M Budget 20/21 £	D R & M Budget 21/22 £	D R & M Budget 22/23 £
Salaries	117,980	123,255	126,280	129,640
Conference Expenses -Staff	1,000	1,000	1,000	1,000
Binding	-	100	100	100
Postage	930	850	800	750
Advertising	800	250	250	250
Stationery	1,000	325	325	325
Subscriptions	4,850	5,243	5,293	5,343
Councillors IT and Licences	1,284	1,028	1,028	1,028
Election Expenses	15,000	15,000	15,000	15,000
Mayors Allowance	3,500	3,500	3,500	3,500
Hospitality	200	200	200	200
Members Conferences & Training	500	500	500	500
Members Travel and Subsistence	200	200	200	200
Members Expenses	200	200	200	200
Members Allowances (inc D Mayor)	7,560	8,470	8,640	8,815
Other Overheads	500	500	500	500
Youth Mayor	1,000			
Total Expenditure	**156,504**	**160,621**	**163,816**	**167,351**
Recharge in Central Support Services	38,061	36,217	38,914	39,576
Recharge in Manor House	20,874	19,035	19,330	19,429
Net Expenditure	**215,439**	**215,872**	**222,060**	**226,355**

Town Management

	TM Budget 19/20 £	TM Budget 20/21 £	TM Budget 21/22 £	TM Budget 22/23 £
Memorial maintenance	1,800	1,800	1,800	1,800
Notice boards	500	500	500	500
Town Maintenance (incl SBTS, mem,clo	1,150	1,500	1,550	1,560
TC Initiatives	30,000	10,000	10,000	10,000
Contribution to TC Regeneration		20,000		
TC Partnership Initiatives (car parking)	28,250	28,250	28,250	28,250
Salaries	11,775	9,830	10,060	10,360
Electricity	70	75	80	85
Marketing	5,000	5,000	5,000	5,000
Community Wardens		45,000	45,000	
Town Centre Events Match Funding		25,000	25,000	25,000
Total Expenditure	**78,545**	**146,955**	**127,240**	**82,555**
Recharge in Central Support Services	3,800	2,890	3,100	3,163
Recharge in A Team	18,244	18,542	18,824	19,152
Net Expenditure	**100,589**	**168,387**	**149,164**	**104,870**

Community Grants & Partnership Initiatives

	Grants Budget 19/20 £	Grants Budget 20/21 £	Grants Budget 21/22 £	Grants Budget 22/23 £
LOCA	1,500	2,500	2,500	2,500
CAB	3,500	3,000	3,000	3,000
VAAC	1,500	1,650	1,650	1,650
Arun Community Transport	4,500	2,000	2,000	2,000
L'ton Badminton & Squash	500	-	-	-
Bonfire Society	5,500	5,500	5,500	5,500
Shopmobility SFA	2,000	-	-	-
General Grants	20,000	21,000	21,000	21,000
Merit Awards	120	120	120	120
Carnival Grant	-	-	-	-
Mayors Discretionary Fund	1,000	1,000	1,000	1,000
Keystone Centre	3,000	3,000	3,000	3,000
Wick Information Centre	4,000	2,500	2,500	2,500
Small Arts Grants	500		-	-
Holiday Activities Support	1,000	1,000	1,000	1,000
Freedom Out and About	2,000	2,000	2,000	2,000
Wick Initiatives & Wick Week	750	4,000	4,000	4,000
Littlehampton Sportsfield	4,500	4,500	4,500	4,500
Sports Forum	3,000	3,000	3,000	3,000
Sports Excellence Awards	2,000	2,000	2,000	2,000
Salaries	5,250	5,865	6,025	6,275
Total Expenditure	**66,120**	**64,635**	**64,795**	**65,045**
Recharge in Central Support Services	1,695	1,725	1,857	1,916
Net Expenditure	**67,815**	**66,360**	**66,652**	**66,961**

Amenity Team

	A Team Budget 19/20 £	A Team Budget 20/21 £	A Team Budget 21/22 £	A Team Budget 22/23 £
Street Scene Expenditure	1,400	1,500	1,600	1,700
Vehicle and Plant Maintenance	8,365	8,490	8,615	8,745
Tools/Equipment	1,675	1,700	1,725	1,750
Lineside Rent	27,500	27,500	27,500	27,500
Vehicle Hire	3,725	3,725	3,725	3,725
Vehicles/Equip	5,000	8,000	8,000	8,000
Salaries	113,735	114,200	116,305	118,855
Protective Clothing	1,350	1,400	1,450	1,500
Telephone	820	830	840	850
Stationery	175			
Internet and IT	3,000	3,010	3,020	3,030
Rates	10,375	10,605	10,815	11,030
Water	340	345	350	355
Electricity	2,090	2,140	2,190	2,240
Insurance	2,120	1,500	1,530	1,560
Cleaning	200	250	255	260
Building Maintenance	650	700	750	800
Security	1,600	1,200	1,250	1,300
Health & Safety	220	220	220	220
Other Overheads	100	100	100	100
Total Expenditure	**184,440**	**187,415**	**190,240**	**193,520**
Miscellaneous Income- Street Scene	-	-	-	-
Charges for services	(2,000)	(2,000)	(2,000)	(2,000)
Total Income	**(2,000)**	**(2,000)**	**(2,000)**	**(2,000)**
Net Expenditure	**182,440**	**185,415**	**188,240**	**191,520**
Recharge Out	(182,440)	(185,415)	(188,240)	(191,520)
Balance	-	-	-	-

Planning & Transportation

	P&T Budget 19/20 £	P&T Budget 20/21 £	P&T Budget 21/22 £	P&T Budget 22/23 £
Planning Initiatives	9,000	10,000	1,000	1,000
Bus service	-	-	-	-
Salaries	14,220	10,940	11,135	11,500
Total Expenditure	**23,220**	**20,940**	**12,135**	**12,500**
Community Infrastructure Levy (CIL)				
Total income				
Net Expenditure		**20,940**	**12,135**	**12,500**
Recharge in Central Support Services	4,590	3,216	3,431	3,511
Net Expenditure	**27,810**	**24,156**	**15,566**	**16,011**

Manor House Room Hire

	Manor Ho. Hire Budget 19/20 £	Manor Ho. Hire Budget 20/21 £	Manor Ho. Hire Budget 21/22 £	Manor Ho. Hire Budget 22/23 £
Salaries	8,755	9,830	10,115	10,380
Advertising	800	800	800	800
Licences	1,034	1,034	1,034	1,034
Room Hire Expenses	1,500	1,500	1,500	1,500
Other Overheads	200	200	200	200
Total Expenditure	**12,289**	**13,364**	**13,649**	**13,914**
Room Hire	(12,610)	(12,610)	(12,736)	(12,863)
Catering Income	(1,700)	(1,000)	(1,000)	(1,000)
Equipment Hire	(1,000)	(250)	(250)	(250)
Car Park Income	(4,500)	(4,500)	(4,500)	(4,500)
Total Income	**(19,810)**	**(18,360)**	**(18,486)**	**(18,613)**
Net Expenditure	**(7,521)**	**(4,996)**	**(4,837)**	**(4,699)**
Recharge in MH	6,958	3,807	3,866	3,886
Recharge in Central Support Services	2,825	2,890	3,117	3,169
Net Expenditure	**2,262**	**1,701**	**2,146**	**2,356**

Corporate Management

	CM Budget 19/20 £	CM Budget 20/21 £	CM Budget 21/22 £	CM Budget 22/23 £
Newsletter	15,938	15,938	15,938	15,938
Salaries	123,940	126,505	129,650	133,420
Pension Contribution	3,820	3,895	3,975	4,055
Audit Fees	3,000	3,000	3,000	3,000
Legal & Valuation Fees	2,000	2,000	2,000	2,000
Bank Charges (Credit card)	40	640	640	640
Publicity	2,375	2,013	2,013	2,013
Total Expenditure	**151,113**	**153,991**	**157,216**	**161,066**
Bank Interest	(43,000)	(40,000)	(35,000)	(35,000)
Total Income	**(43,000)**	**(40,000)**	**(35,000)**	**(35,000)**
Net Expenditure	**108,113**	**113,991**	**122,216**	**126,066**
Recharge in Central Support Services	39,985	37,170	39,952	40,730
Recharge in Manor House	34,790	31,725	32,217	32,381
Net Expenditure	**182,887**	**182,885**	**194,385**	**199,177**

Manor House

	Manor House Budget 19/20 £	Manor House Budget 20/21 £	Manor House Budget 21/22 £	Manor House Budget 22/23 £
External Loan Repayments	-	-	-	-
External Loan Interest	-	-	-	-
Manor House Maintenance	20,000	20,000	20,000	20,000
Salaries	23,140	20,505	21,150	21,920
Protective Clothing	235	240	245	245
Telephone	150	150	150	150
Lift Maintenance	2,855	2,880	2,905	2,905
Equipment maintenance	7,725	1,750	1,775	1,775
Licenses	1,150	150	150	150
Rates	24,350	24,875	25,375	25,885
Water	630	640	650	660
Gas	4,710	4,780	4,850	4,925
Electricity	5,750	5,835	5,925	6,015
Cleaning	1,500	1,500	1,500	1,500
Security	8,000	4,000	4,000	4,000
Contract Cleaning	2,275	2,310	2,345	2,380
Other Overheads	200	200	200	200
Total Expenditure	**102,670**	**89,815**	**91,220**	**92,710**
Recharge in A Team	36,488	37,083	37,648	38,304
Recharge out	(139,158)	(126,898)	(128,868)	(129,524)
Unapportioned Expenditure	**-**			

Street Lighting

	Street Lighting Budget 19/20 £	Street Lighting Budget 20/21 £	Street Lighting Budget 21/22 £	Street Lighting Budget 22/23 £
Public Lighting Contract Maintenance	1,095	1,100	1,105	1,105
Salaries	170	210	210	215
Electricity	695	715	735	755
Total Expenditure	**1,960**	**2,025**	**2,050**	**2,075**
Recharge maintenance	**(610)**	**(620)**	**(630)**	**(640)**
Total Income	**(610)**	**(620)**	**(630)**	**(640)**
Net Expenditure	**1,350**	**1,405**	**1,420**	**1,435**

Community

	Community Budget 19/20 £	Community Budget 20/21 £	Community Budget 21/22 £	Community Budget 22/23 £
Garden Competition	250		-	-
Community Events	61,763	64,000	64,000	64,000
Christmas Illuminations	23,750	25,000	25,000	25,000
Xmas Trees	1,460	1,480	1,500	1,520
Ferry	7,500	7,500	7,500	7,500
CRC Initiatives	10,000	10,000	10,000	10,000
Visit Littlehampton- Website	1,000	600	600	600
Town Tourism	3,125	3,625	3,120	3,625
Salaries	44,265	56,390	57,630	59,135
Postage	300	200	150	100
Total Expenditure	**153,413**	**168,795**	**169,500**	**171,480**
Charges for Services- Xmas trees	(100)	(100)	(100)	(100)
Total Income	**(100)**	**(100)**	**(100)**	**(100)**
Net Expenditure	153,313	168,695	169,400	171,380
Recharge in Central Support Services	14,280	16,570	17,759	18,053
Recharge in A Team	27,366	27,812	28,236	28,728
Net Expenditure	**194,959**	**213,077**	**215,395**	**218,161**

	Budget 19/20	Budget 20/21	Budget 21/22	Budget 22/23
Community Events Budgets (Net)				
Town Show	17,000	18,000	18,000	18,000
Armed Forces Day	13,500	13,500	13,500	13,500
Xmas Light Switch On	5,600	5,600	5,600	5,600
Remembrance Sunday	1,500	1,800	1,800	1,800
Sandcastle competition	400	500	500	500
Easter Out & About	800	800	800	800
Charity Pancake Race	600	700	700	700
SBTS Concerts-& promotion	1,000			
Events Guide	1,363	1,100	1,100	1,100
SOTG	15,000	15,000	15,000	15,000
Event Support (was new event)	5,000	7,000	7,000	7,000
	£61,763	**£64,000**	**£64,000**	**£64,000**

Southfields Jubilee Centre

	SJC Budget 19/20 £	SJC Budget 20/21 £	SJC Budget 21/22 £	SJC Budget 22/23 £
Southfields JC Loan Principal	30,000	30,000	30,000	
Southfields JC Loan Interest	1,791	1,140	489	
Salaries	17,310	20,755	21,210	21,775
Protective Clothing	130	140	150	150
Postage	70	70	70	70
Telephone	65	65	65	65
Printing	100	50	50	50
Furniture & Equipment	500	500	500	500
Equipment Maintenance	500	500	500	500
Internet	460	470	480	490
Licences	1,700	1,700	1,700	1,700
IT	300	300	300	300
Rates	5,200	5,355	5,515	5,680
Water	825	850	875	900
Gas	2,200	2,250	2,300	2,305
Electricity	1,550	1,600	1,650	1,700
Cleaning	545	560	575	590
Building Maintenance	3,000	3,000	3,000	3,000
Security	2,120	2,160	2,205	2,250
Contract Cleaning	1,100	1,135	1,170	1,205
Health & Safety	200	200	200	200
Other Overheads	100	100	100	100
Total Expenditure	**69,766**	**72,900**	**73,104**	**43,530**
Equipment Hire	(50)	(50)	(50)	(50)
Rental Income	(26,270)	(26,270)	(26,533)	(26,931)
Recharge Changing rooms	(825)	(825)	(825)	(825)
Total Income	**(27,145)**	**(27,145)**	**(27,408)**	**(27,806)**
Net Expenditure	**42,621**	**45,755**	**45,696**	**15,724**
Recharge in Central Support Services	5,585	6,100	6,536	6,647
Recharge in A Team	9,122	9,271	9,412	9,576
Net Expenditure	**57,328**	**61,126**	**61,644**	**31,947**

Parks & Open Spaces

	P & OS Budget 19/20 £	P & OS Budget 20/21 £	P & OS Budget 21/22 £	P & OS Budget 22/23 £
Tree Maintenance	1,500	1,500	1,500	1,500
Tree Planting Scheme		4,000	4,000	
Wildflower Planting Scheme			1,000	1,000
Town Centre planting	5,009	5,009	5,260	5,260
Gateways	11,030	11,030	11,580	11,580
Roundabouts, Manor House	8,709	8,709	9,145	9,145
Rosemead Maintenance	10,000	10,000	10,000	10,000
Rosemead Playground		150,000		
Rosemead Trees		30,000		
Salaries	2,105	7,745	7,935	8,255
Grounds Maintenance	350	600	600	600
Skate Park	16,000			
Total Expenditure	**54,702**	**228,592**	**51,020**	**47,340**
Sponsorship	(3,500)	(1,000)	(1,000)	(1,000)
Total Income	**(3,500)**	**(1,000)**	**(1,000)**	**(1,000)**
Net Expenditure	**51,202**	**227,592**	**50,020**	**46,340**
Recharge in Central Support Services	680	2,275	2,445	2,520
Recharge in A team	27,366	27,812	28,236	28,728
Net Expenditure	**79,248**	**257,679**	**80,701**	**77,588**

Project 82 & Youth Services

	Project 82 Budget 19/20 £	Project 82 Budget 20/21 £	Project 82 Budget 21/22 £	Project 82 Budget 22/23 £
Salaries	6,410	5,715	5,840	6,020
Protective clothing	20	20	20	20
Rates	4,350	4,480	4,615	4,755
Water	310	320	330	330
Gas	1,290	1,300	1,310	1,310
Electricity	730	740	750	750
Cleaning	200	200	200	200
Building Maintenance	1,000	1,000	1,000	1,000
Security	1,750	1,775	1,800	1,825
Contract Cleaning	280	290	300	300
Health and Safety	100	100	100	100
Hospitality	-	-	-	-
Arun Community Church	45,000	45,000	50,000	50,000
New Keystone Centre		20,000	30,000	30,000
North Littlehampton Centre			20,000	40,000
Total Expenditure	**61,440**	**80,940**	**116,265**	**136,610**
P 82 Hire	(2,040)	(2,040)	(2,040)	(2,040)
Total Income	**(2,040)**	**(2,040)**	**(2,040)**	**(2,040)**
Net Expenditure	**59,400**	**78,900**	**114,225**	**134,570**
Recharge in Central Support Services	2,070	1,680	1,800	1,838
Recharge in A Team	9,122	9,271	9,412	9,576
Net Expenditure	**70,592**	**89,851**	**125,437**	**145,984**

Museum

	Museum Budget 19/20 £	Museum Budget 20/21 £	Museum Budget 21/22 £	Museum Budget 22/23 £
Museum Stock	250	250	250	250
Collection Management	10,000	5,000	3,000	1,000
Exhibitions	500	700	1,800	1,800
Education & Outreach	150	150	150	150
Museum Events	500	500	1,000	1,000
Salaries	84,020	84,470	74,720	77,275
Volunteers	125	125	125	125
Postage	100	75	50	50
Advertising	1,850	2,153	2,153	2,153
Printing	990	990	990	990
IT		650	650	650
Subscriptions	520	550	560	570
Building Maintenance	700	700	700	700
Hospitality	75	75	75	75
Total Expenditure	**99,780**	**96,388**	**86,223**	**86,788**
Museum sales	(900)	(900)	(900)	(900)
Loan Box Income	(50)	(50)	(50)	(50)
Donations	-	-	-	-
Exhibition Commissions	(75)	(75)	(75)	(75)
Total Income	**(1,025)**	**(1,025)**	**(1,025)**	**(1,025)**
Net Expenditure	**98,755**	**95,363**	**85,198**	**85,763**
Recharge in Central Support Services	27,105	24,820	23,025	23,590
Recharge in A Team	9,122	9,271	9,412	9,576
Recharge in MH	41,747	40,607	41,238	41,448
Net Expenditure	**176,729**	**170,061**	**158,873**	**160,377**

Allotments

	Allots Budget 19/20 £	Allots Budget 20/21 £	Allots Budget 21/22 £	Allots Budget 22/23 £
Allotment Security	340	380	420	460
Salaries	10,915	15,220	15,565	16,115
Project /Admin Support	125	125	125	125
Postage	420	350	350	350
Water	3,000	3,200	3,400	3,600
Grounds Maintenance	10,370	10,480	8,595	8,595
Total Expenditure	**25,170**	**29,755**	**28,455**	**29,245**
Allotment rents	(16,898)	(17,502)	(17,864)	(17,864)
Total Income	**(16,898)**	**(17,502)**	**(17,864)**	**(17,864)**
Net Expenditure	**8,272**	**12,254**	**10,591**	**11,381**
Recharge in Central Support Services	3,520	4,470	4,796	4,920
Recharge in A Team	45,610	46,354	47,060	47,880
Net Expenditure	**57,402**	**63,077**	**62,447**	**64,181**
charge per rod	7.00	7.25	7.40	7.40
	2,414	2,414	2,414	2,414
Notes				
	16,898	17,502	17,864	17,864

Appendix 2

Earmarked Reserves 2019/20

Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
Allotments	320	2,849.00			2,849.00		**2,849.00**
Allotment Accesibility Grant	320	5,819.63			5,819.63		**5,819.63**
Arcade enhancements	320	385.00			385.00		**385.00**
A Team Ticket System	320	2,429.60	40.30		2,389.30		**2,389.30**
Bus Expenditure	320	17,000.00			17,000.00		**17,000.00**
CRC initiatives	320	18,153.18			18,153.18		**18,153.18**
Community Event	320	16,248.71	20.00		16,228.71	16,000.00	**228.71**
Christmas Lights	320	8,784.62			8,784.62	6,000.00	**2,784.62**
Election Expenses	320	19,402.20			19,402.20		**19,402.20**
Events	320	2,650.00			2,650.00		**2,650.00**
GDPR	320	7,380.00			7,380.00	1,368.00	**6,012.00**
General Grants	320	2,357.04	500.00		1,857.04	1,500.00	**357.04**
Heritage Lottery Grant 2017/18	320	16,946.00	81.84		16,864.16		**16,864.16**
Keystone Centre	320	7,800.00			7,800.00		**7,800.00**
Legal Expenses	320	6,269.00			6,269.00		**6,269.00**
Lineside industrial Unit Rent	320	6,499.52			6,499.52	6,000.00	**499.52**
Manor House Advertising	320	489.00			489.00		**489.00**
Marketing	320	5,000.00			5,000.00	5,000.00	**0.00**
Mayors Allowance - Contingency	320	2,000.00	55.00		1,945.00		**1,945.00**
Mayors Allowance - Chain	320	1,000.00			1,000.00		
Members Training	320	4,160.00	1,000.00		3,160.00		**3,160.00**
Minute Binding	320	2,204.00			2,204.00		**2,204.00**
Neighbourhood Plan	320	9,956.34			9,956.34	9,000.00	**956.34**
Notice Boards	320	512.00			512.00		**512.00**
Parks & open spaces	320	1,096.59			1,096.59	45.60	**1,050.99**
SE in Bloom	320	319.55			319.55		**319.55**
PC Refurb	320	10,000.00			10,000.00		**10,000.00**
Recruitment	320	3,041.50			3,041.50		**3,041.50**
Rosemead	320	70,819.06			70,819.06		**70,819.06**
Rosemead- Anesco Grant	320	12,000.00			12,000.00		**12,000.00**
SJC Furniture & Equip	320	2,227.48			2,227.48		**2,227.48**
Sports Forum	320	421.90			421.90		**421.90**
SBTS	320	3,017.80			3,017.80	500.00	**2,517.80**
SBTS concerts	320	600.00			600.00	600.00	**0.00**
Small Arts Grants	320	800.00	225.00		575.00		**575.00**
Street Scene	320	4,979.04			4,979.04		**4,979.04**
Town Centre Initiatives	320	29,144.25	12,811.33		16,332.92	10,000.00	**6,332.92**
Tourism	320	3,914.05			3,914.05		**3,914.05**
Training	320	5,707.48			5,707.48		**5,707.48**
Tree Planting	320	3,129.37	74.33		3,055.04	1,425.67	**1,629.37**
Vehicles & Equipment	320	40,248.94	2,133.28		38,115.66	9,431.88	**28,683.78**
Visit Littlehampton	320	3,043.51			3,043.51		**3,043.51**
Welcome pack	320	35,297.60			35,297.60		**35,297.60**
Wick Village Traders Gateway	320	500.00			500.00		**500.00**
Wick Initiatives	320	1,880.00			1,880.00		**1,880.00**
Wick Week	320	662.00	105.00		557.00		**557.00**
Youth Mayor	320				0.00		**0.00**
		399,144.96	17,046.08	0.00	**382,098.88**		**314,227.73**

Earmarked Reserves 2019/20

Reserve	Res code	Opening Balance 01/04/19 £	Expenditure to 31/3/20 £	Additions 31/3/20	Closing Balance 31/3/20 £	Committed £	Available balance £
From SBTS	321	143,396.00			143,396.00		**143,396.00**
From Church Street	321	7,900.00			7,900.00		**7,900.00**
From Loan Capital	321	228,000.00	81,425.00		146,575.00	182000	**(35,425.00)**
Converted Capital Receipt		379,296.00	81,425.00	0.00	**297,871.00**		**115,871.00**
Capital Receipts Reserve	345	1,499,459.48			1,499,459.48		
					1,499,459.48		
RALP Assets	325	2,000.00			2,000.00		**2,000.00**
IT	325	4,080.88			4,080.88		**4,080.88**
		6,080.88	0.00	0.00	**6,080.88**		**6,080.88**
WSCC Skate Park Grant	326	2,561.00			2,561.00		**2,561.00**
Music project- YOF	326	929.60			929.60		**929.60**
Escape Project	326	2,243.00			2,243.00		**2,243.00**
Outreach	326	1,200.36			1,200.36		**1,200.36**
Subs P82	326	3,251.09			3,251.09		**3,251.09**
Volunteers & offsite Activities	326	804.00			804.00		**804.00**
		10,989.05	0.00	0.00	**10,989.05**		**10,989.05**
Building maintenance MH	327	16,618.96	2,170.08		14,448.88		**14,448.88**
Building maintenance SJC	327	47,278.03			47,278.03	2,000.00	**45,278.03**
Building maintenance LIU	327	2,320.66			2,320.66		**2,320.66**
Building maintenance P82	327	5,158.00			5,158.00		**5,158.00**
Clock maintenance	327	335.10			335.10	250.00	**85.10**
Memorial maintenance	327	0.00			0.00		**0.00**
		71,710.75	2,170.08	0.00	**69,540.67**		**67,290.67**
Museum Collection Mgmt	328	0.00			0.00		**0.00**
Museum Storage	328	470.76			470.76		**470.76**
Museum Events	328	150.35			150.35		**150.35**
Museum Archaeological deposits	328	284.90			284.90		**284.90**
Museum Volunteers	328	130.00			130.00		**130.00**
Museum donations	328	2,173.57			2,173.57		**2,173.57**
Places of Science Grant	328	875.00	74.00		801.00		**801.00**
Museum WIDMB reprint	328	258.50			258.50		**258.50**
		4,343.08	74.00	0.00	**4,269.08**		**4,269.08**
Totals		**871,564.72**	**19,290.16**	**0.00**	**770,849.56**	251,121.15	**519,728.41**