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## Minutes of the Community Resources Committee held on Thursday 11<sup>th</sup> June 2020 at 6.30pm

### Present:

Councillor Tandy (Chair)

Councillor Molloy

Councillor Seex

Councillor Turner

Councillor Dr Walsh KStJ

The Mayor, Councillor Chace was also in attendance.

### 2020/2021

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=qJzENT-Mt9k&t=753s>

### 1. Virtual Meeting Protocol and Use of Mobile Devices

The Chair opened the meeting and explained how it would be conducted and the protocol that would be followed, including how any break in the proceedings due to technical difficulties would be managed.

### 2. Apologies

There were apologies from Councillor Blanchard-Cooper

### 3. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and Councillor Chace declared a personal and prejudicial interest in item 7.3 on the Agenda, Grant Aid Applications, as Chairman of the Littlehampton United Football Club and a personal interest in respect of Creative Heart, 1087 Squadron Air Cadets, 5<sup>th</sup> Littlehampton Sea Cadets and 4<sup>th</sup> Littlehampton Scouts who were his Mayoral Charities. . Councillor Chace would leave the

meeting when this item was discussed. Councillor Tandy also declared a personal interest in item 7.6 as the Secretary and Treasurer of the Keystone Centre.

#### **4. Minutes**

The Minutes of the meeting held on 12<sup>th</sup> March 2020 (previously circulated) were confirmed as a true record and arrangements would be made for these to be signed at a later date.

#### **5. Chair's Report and Urgent Items**

There were none.

#### **6. Public Forum**

In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its Committees during a remote meeting should have emailed their representations one clear working day before the meeting. There were none.

#### **7. Officer's Reports**

##### **7.1. Museum Periodic Report**

**7.1.1** The Committee received a report (previously circulated) which set out updates on visitor engagement, the new website and progress with the Collections Documentation Project. The Assistant Town Clerk highlighted the changes that had occurred as a result of the nationwide lockdown and the positive impact on the Museum's online presence. Recent online exhibition displays, and virtual talks had proven very popular and they were looking to build on this. It was agreed that year on year online engagement figures would be included in future reports. Work on the Collections Documentation Project had proven difficult during lockdown and focussed on digitising the accession registers. Over the summer the project action plan would be evaluated, and this would be brought to the Committee for review in the Autumn.

**7.1.2** In addition, the Committee was also asked to consider the potential acquisition of a collection of souvenir items relating to the town. Observing that there were already duplicates in the Collection, Members agreed with the recommendation that they be declined. Members thanked the Museum Team for all their hard work and efforts during Lockdown. It was **Resolved** that:

1. **The Museum update and progress with the Collections Documentation Project be noted.**
2. **The recommended acquisition of items listed in Appendix B be declined.**
3. **Year on year online engagement statistics be included in the periodic report going forward.**
4. **The contents of the report be otherwise noted.**

## **7.2. Events Periodic Report**

**7.2.1** The Committee received a report (previously circulated) which updated Members on the impact of the nationwide lockdown and ongoing restrictions on activities as a result of the Covid 19 pandemic. This had led to the cancellation of the Town Council's Events Programme from Easter through to summer including the town Show and Family Fun Day. Whilst there was still hope that the Christmas Lights Switch On would proceed, nothing could be confirmed at this point. The Events Team had been working with contractors, who in the main had confirmed that they would be able to honour their contracts at future Council events. An Easter drawing competition was run in place of the Out and About Events primarily using Facebook and had been very successful. This had been adapted for VE Day and a video broadcast of photos from previous Armed Forces Days Events was planned for broadcast on the Town Council's website and Facebook pages at the end of the month.

**7.2.2** Minor costs had been incurred on a couple of contracts relating to deposits on sound and production equipment. These had ben progressed through the Urgent Action procedure (Appendices 2 and 3 attached to the report). The Events Team were now focused on a programme to support the Town Centre the details of which would be discussed in more detail at the forthcoming Policy and Finance Committee meeting. It was suggested that a drive-in cinema using one of the many carparks in Littlehampton be considered as an event option in the future. An online photography competition to celebrate Sussex Day had been launched and an Urgent Action progressed allocating £50 from the Community Events Budget as a prize for the winning entry. It was therefore **Resolved** that:

1. **The update on the Easter and Summer Events programme be noted and the Urgent Action decisions regarding prizes and cancellation payments to contractors be noted.**
2. **The plans to launch virtual events be noted.**
3. **The purchase of prizes for virtual events be approved.**

4. **The extension of the events contractor agreements until 2022 be approved.**
5. **The update on Tourism Advertising be noted.**
6. **The update on Council Photography be noted.**
7. **The financial implications be noted.**

Councillor Chace redeclared his personal and prejudicial interest in the following matter and left the meeting at 7:06pm.

### **7.3. Grant Aid Applications 2020**

**7.3.1** The Committee received a report (previously circulated) and presentation setting out details of the applications for Grant Aid 2020/21 and feedback from the local groups who had benefitted from the 2019/20 Grant Aid programme. The launch of this year's scheme had highlighted some of the many issues that local groups had faced dealing with the challenges of lockdown in terms how they operate and the capacity to engage in the grant application process. The new Community Resources Officer (CRO) had immediately focussed on establishing relationships with the local groups and supported them with their applications. As a result, 30 applications had been received many of which were delivering services to residents impacted by the pandemic.

**7.3.2** The CRO explained that the proposed awards were based on the proportionate impact for Littlehampton residents, increased need during the pandemic and potential risks to the project in light of current restrictions. In considering the applications it was noted that some recommendations were conditional on further information being supplied. This related to approvals, risk assessments, insurance, and accounts. It was therefore proposed that where a grant was approved and this was missing, it would be sought as a condition of the award. In addition to making applications, the current situation had also led some groups to begin evaluating their position in the long term and enquire about Service Funding Agreements. These would be explored with the groups over the summer and a report brought back to the Committee for consideration in September. It was therefore **Resolved** that:

1. **The Grant applications set out in the Appendix attached to the Minutes be approved as recommended.**
2. **The successful projects undertaken last year due to the Town Council grants scheme be noted.**

Councillor Chace re-joined the meeting at 7:22pm.

#### **7.4 Sports Forum Update**

The Committee received a report (previously circulated) which set out proposals for this year's Sports Excellence Grants. The Town Clerk explained that the Forum operated the Sports Excellence Grants and Sports Awards annually and that in light of the current restrictions, was proposing some changes. This involved delaying the launch of the Grants until July, when hopefully the current restrictions will have eased and postponing the Sports Awards until October 2021. This was considered sensible and it was therefore **Resolved** that:

- 1. The Sports Awards Ceremony be postponed until October 2021.**
- 2. The launch of the Sports Excellence Grants be delayed to 1<sup>st</sup> July 2020.**
- 3. The financial implications be noted.**

#### **7.5 Impact of COVID19**

Members received a report (previously circulated) which identified the action taken in response to the coronavirus pandemic health emergency and highlighted the service implications and potential financial consequences as they related to the remit of the Committee. The Town Clerk explained that each Committee would receive a similar report culminating in a composite report that would be presented to Full Council on 25<sup>th</sup> June. The Town Clerk proceeded to highlight some of the key decisions which had been taken under the Urgent Action Procedure and explain where some further decisions were required. Members were pleased to note the successful reappointment of Arun Youth Projects to deliver the Town Council's Youth Services and that the selection process for the contractor to deliver the Rosemead Park Project could recommence in July. In terms of future working arrangements, approval was also sought to extend the existing Floral Contract for a further year and to hold bookings for regular hirers at The Southfields Jubilee Centre until the first of September. The Committee considered these to be practical in the current circumstances and it was therefore **Resolved** that:

- 1. The Urgent Action decision regarding the Youth Service Contract be noted.**
- 2. The actions taken during the lockdown be endorsed and where appropriate, the likely financial consequences be noted.**
- 3. The Existing floral contract with Ferring Nurseries be extended for a further year.**

4. **The bookings for regular Southfields hirers continue to be held until 1<sup>st</sup> September 2020.**
5. **The contents of the report be otherwise noted.**

### **7.6 Keystone Project**

The Assistant Town Clerk reported that the outcome of the feasibility study would be presented to an Extraordinary Council meeting on the 18<sup>th</sup> June 2020. It was **Resolved** that:

**The update be noted.**

## **8. Finance**

### **8.1 Committee Budget Monitor**

The Committee received a report (previously circulated) which contained the year end position for the previous financial year and the income and expenditure position for the first quarter of 2020/21. The report also highlighted any significant variances from budget in Income and Expenditure relating to this Committees budget. It was **Resolved** that:

**The report be noted.**

## **9. Exempt Business**

There was none.

The meeting closed at 7:35

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**CHAIR**