



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: luc@littlehampton-tc.gov.uk

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16th March 2021

Notice is hereby given that there will be a meeting of the:

Property and Personnel Committee

Date: **Monday 22nd March 2021**

Time: **6.30pm**

Committee:

Councillor Chace (Chair)

Councillor Baker

Councillor Price

Councillor Rhodes

Councillor Tandy

Councillor Turner

Peter Herbert, Town Clerk

Agenda

VIRTUAL MEETING PROTOCOL

2020/21

The provisions of the Coronavirus Act 2020 allow local authorities to put in place different meeting arrangements for the period from 4 April 2020 to 7 May 2021. This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Town Council website at least 24 hours before the meeting.

The Town Council's Protocol and Procedures for 'virtual meetings' can be viewed at <https://www.littlehampton-tc.gov.uk/committee-meetings>

Any members of the public wishing to address the Council or any of its Committees during the Public Forum or seeking further information on the items to be discussed, will need to email luc@littlehampton-tc.gov.uk one clear working day before the meeting and provide details of their question.

1. Mobile Phones

Members are requested to switch their mobile devices to silent for the duration of the meeting and are asked to note the previously approved protocol for remote meetings which is in place for the duration of this meeting.

2. Apologies

3. Declarations of interest

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

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Councillor Baker is a Member of Arun District Council
- Councillor 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.

4. Minutes

To confirm the Minutes of the meeting held on 14th December 2020, circulated herewith (pages 4 - 8). 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.

5. Public Forum

Any members of the public wishing to address the Council or any of its Committees during remote meetings should email lrc@littlehampton-tc.gov.uk one clear working day before the meeting with their submission. These will be read out by the Chair or a supporting officer at the meeting. During this period, and to enable the Council to answer as many questions as possible at the meeting, the submission should not exceed 200 words. The Clerk, in consultation with the Chair of the meeting, reserves the right to summarise written questions. All written questions and responses will be made available on the Town Council web site alongside the meeting minutes.

6. Chair's Report and Urgent Items

7. Officers Reports

7.1. Council Priorities- Report attached (Pages 9 – 13)

7.2. Absence Monitoring Report - Quarter 3 2020 to 2021- Attached
(Pages 14 – 15)

7.3. Anti-Bribery, Fraud and Corruption Policy- Attached (Pages 16 – 26)

7.4. Staffing Update- Report attached (Pages 27 – 28)

7.5. Reception Reconfiguration- Report attached (Pages 29 – 33)

7.6. A Team New Plant and Equipment- Report attached (Pages 34 – 38)

8. Finance

8.1. Committee Budget Monitor - Report attached (Pages 39 – 42)

9. 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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Minutes of a meeting of the Property and Personnel Committee held on Monday 14th December at 6.30pm

Present:

Councillor Chace (Chair)

Councillor Price

Councillor Rhodes

Councillor Tandy

Councillor Turner

2020/2021

This meeting is available to view using the following link:

https://www.youtube.com/watch?v=np_jMQha8XI

19. 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.

20. Apologies

There were no apologies.

21. Declarations of Interest

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

22. Minutes

The Minutes of the meeting held on 7th September 2020 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

23. 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.

24. Chair's Report and Urgent Items

24.1. Committee Vacancy

The Committee was overseeing the major building projects that were being progressed by the Council and urgently needed to ensure that its membership level could be maintained and was proportional. Therefore, under the Urgent Action procedure, Councillor Tandy had been appointed to join the Committee for the period to May 2021 when Council would review all Committee memberships. Councillor Tandy joined the meeting, and it was therefore **Resolved** that:

The update be noted.

24.2. Urgent Repairs to Unit 6F Lineside Industrial Estate

The Town Clerk reported that following the failure of the shutters on the Unit, an emergency order had been initiated for a replacement to ensure the Unit, which served as the base for the Amenity Team, continued to be safe and protected. This had resulted in the urgent expenditure of Circa £3,000. It was **Resolved** that:

The update be noted.

25. Officer's Reports

25.1. Absence Monitoring Report – Quarter 2 2020 to 2021

The Committee received a report (previously circulated) which set out the staff absence records for the full year's 2011 to 2012 to 2019 to 2020 and Quarters 1 and 2 of 2020 to 2021. It was **Resolved** that:

The report be noted.

25.2. Legionella and Water Management Policy

The Council was required to have in place a Legionella and Water Management Policy. The Committee had before it a draft policy document

(previously circulated) which set out the arrangements put in place to manage the risks associated with legionella. It was **Resolved** that:

The Legionella Policy be approved and implemented immediately.

25.3. Museum Staffing

25.3.1. The Committee received a report (previously circulated) which set out details of the recent review of Museum staffing arrangements. Following the review, the job descriptions of the Curator and Archives and Exhibitions Officer roles had been updated to meet the changing trends in the Museum industry and the Strategic Aims and Objectives of the Council. In addition, the staff structure had also been reviewed and revised as the Collections Documentation Project had entered its final phase and the fixed term Officer post related to it would end on 31st March.

25.3.2. These proposals had also been considered by the Community Resources Committee at its meeting on the 10th December where the proposals had been endorsed. It was **Resolved** that:

The updated staff structure for the Museum be approved and implemented on 1st April 2021.

25.4. 82 Wick Street

25.4.1 The Committee had before it a report (previously circulated) following the referral by Council at its meeting on 15th October 2020. The report set out the maintenance costs and an estimate of the work required to bring the property back into use. The works and costs were based on visual inspections and would require professional surveys if it were decided not to proceed with the sale of the building. In addition, the Council had received one enquiry regarding the availability of the building which had been followed up but had not progressed.

25.4.2 The Committee proceeded to examine the costs in more detail, and it was observed that the building would require significant investment to bring it back into use. Although the building was no longer in use, staff costs continued to be apportioned relating to the administration and support for the regular checks and repairs required to maintain the building to a safe standard. The costs of gas were however considered high for a vacant building and it was agreed that this would be investigated, and a breakdown provided before moving to the next stage. The Committee was therefore satisfied that disposing of the property as agreed in the Town Council's priorities was the right decision. The valuation would not be known until the process to declare

the property surplus to requirements began. It was however noted that Council would need clear justification if it were minded to sell at a lower price than the valuation because the building was a public asset. It was therefore **Resolved** that:

Council be RECOMMENDED to declare the Project 82 building surplus to requirements and that authority be delegated to the Town Clerk to engage the District Valuer and progress the sale of the premises.

25.5. Community Centres

An urgent meeting of the Sub-Committee was held on 3rd December 2020 to consider an update on the costs relating to the project to provide a new youth centre in Wick, replacing the Keystone Centre in Eldon Way. It was noted that the minutes of that meeting would be published shortly, and that a further update would be reported to Council in January. It was **Resolved** that:

The update be noted.

26. Finance

26.1. Finance Report

The Committee received a report (previously circulated) which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2020 to 2021. It was **Resolved** that:

The report be noted.

26.2. Property and Personnel Committee Draft Budgets 2021 to 2022, 2022 to 2023 and 2023 to 2024

26.2.1. The Committee received a report (previously circulated) which set out the draft Property and Personnel Committee Budget for 2021 to 2022 and the projected budgets for 2022 to 2023 and 2023 to 2024. The Town Clerk explained the budget process and highlighted the areas of significant change. Whilst a Public Sector pay freeze had been announced for 2021 to 2022, those earning under £24,000 were to receive an award of £250. The salaries budget also included proposals to adjust the structure of the Communications and Events Team which if approved would see the introduction of a

Corporate Administration Assistant role. It was proposed that this role be offered to the existing apprentices and if taken up that the Corporate Apprentice role ended. It was also envisaged that this role would revert to an apprenticeship should the postholder leave. Other minor changes to the staff structure were expected due to flexible working patterns and could realise a small saving. It was also noted that that should the worst (i.e., Lockdown) happen and the income from venue hire suffer, any shortfall would be met from underspends elsewhere in the budget e.g., the Events budget if the programme were curtailed as had happened this year.

26.2.2. Regarding the proposals to adjust the structure of the Communications and Events Team, it was considered that these would provide continuity and stability in an area of the business that had rapidly grown with the advent of new work from home and remote meeting protocols. It was therefore **Resolved** that:

- 1. The draft Committee budget for 2021 to 2022 and the projected budgets for 2022 to 2023 and 2023 to 2024 be RECOMMENDED to the Policy and Finance Committee.**
- 2. Proposals to retain the current charges for the Manor House hire fees for 2021 to 2022 be approved.**
- 3. Authority be delegated to the Town Clerk to apply a discount to long hours/multiple bookings.**
- 4. The Committee's Earmarked Reserve Position be noted.**

27. Exempt Business

There was none.

The meeting closed at 7:02pm.

CHAIR

Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel Committee

Date: 22nd March 2021

Report by: Town Clerk

Subject: Town Council Priorities

1. Summary and Background

- 1.1.** During summer 2019 Members identified a number of priorities which range from major capital projects to small location-specific initiatives in addition to the Council's core functions for the 2019/23 Administration. These were approved at Full Council in November 2019 and the Town Council's Strategic Policies, Aims and Objectives reviewed and realigned in June 2020. In the intervening period and where possible, work has continued to progress these initiatives, and some have also been completed. Members now need to review the work undertaken to date and decide which of the remaining projects should be prioritized.
- 1.2.** During the March cycle of meetings, each Committee is being asked to review the Priorities that fall within their remit and consider if the areas of work should be retained and if so, to provide clarity regarding the continuation of the work. The Priorities that relate to this Committee are therefore set out in Section 3 of this report which also contains an update and recommended way forward. Also included are the financial implications, section 4, showing where budget provision has been made and, where appropriate, highlighting how funding will be addressed in future years' budgets.

2. Recommendations

- 2.1** The Committee is Recommended to:
 - 1) Consider the Priorities that fall within the remit of the Committee and make recommendations to Full Council regarding the continuation of work or confirm that they are completed as appropriate.
 - 2) Note the budget provision for the Priorities that fall within the remit of the Committee as set out in section 4 of this report. Namely:
 - a) **Keystone Youth Centre (New Youth Centre in Wick)** – the maximum budget agreed for the project is £1,554,657. In addition, Revenue budget provision has been approved at £30,000 pa for three years from 2020 to 2021 to 2022 to 2023
 - b) **North Littlehampton Community Centre** – Revenue budget provision has been approved at £20,000 for 2021 to 2022, £40,000

for 2022 to 2023 and £60,000 for 2023 to 2024 when the centre should be open.

- c) **Wildflower Meadow Planting Scheme** – Budget provision of £1,000 for 2021 to 2022 and 2022 to 2023. This is supplemented by a budget of £4,000 for 2020 to 2021 and £4,000 in 2021 to 2022 for a Tree Planting Scheme on the new road between the Academy and North Littlehampton.

- d) **Estate Management** - Budget provision for Manor House maintenance is £20,000 pa for 2021 to 2022 to 2023 to 2024. Budget provision for Southfields Jubilee Centre maintenance is £3,000 pa for 2021 to 2022 to 2023 to 2024.

3. Priorities

3.1. Keystone Youth Centre (New Youth Centre in Wick)

This project is underway and aims to replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. It is envisioned the centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to develop a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. The original design concept has undergone significant changes since the completion of the feasibility study last summer and the final design concept will be presented to Full Council on 25th March 2021 for approval. Once agreed the timeframe for completion of the project will be confirmed.

It is recommended that this priority be retained.

3.2. North Littlehampton Community Centre & Youth Facility (Joint Priority with the Community Resources Committee where it impacts community facilities)

There is provision for a new Community Centre (including youth facility) at North Littlehampton which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Delivery is not expected before 2023 and proposals will be brought to Members in due course.

This is a large community centre incorporating rooms for the use by other organisations or groups and a possible anchor tenant. It is recommended that this priority be retained.

3.3. Tree Planting and Wildflower Meadow (Joint Priority with the Community Resources Committee where it impacts community facilities)

Council has identified two main priorities in this respect:

- 1) Rosemead Park Trees
- 2) Wildflower Verges

In February the Community Resources Committee Members approved a broad concept for a scheme to replace the trees on the western boundary of Rosemead Park. This will be going out to tender and progress will be reported to the Committee. Council has also identified an aspiration to see managed wildflower planting along the Fitzalan Link Road corridor which will become a major access route and gateway into the Town. The Town Council is dependent on West Sussex Highways to realise this ambition as they are responsible for designing the landscaping element of the major road scheme. Officers will engage with the County Council when these proposals come forward.

A further proposal has also come forward from the Mayor which envisages a trial of a wildflower planting scheme at the Manor House and a roundabout. This is set out in Appendix 1 attached to this report. Members are invited to consider whether this scheme is what is wanted on the roundabouts and Manor House. If so, further research will be required to establish whether it can be included in the Council's floral contract options and if not, undertaken in house and the potential staffing commitment. It should also be noted that because of the timing, a scheme may be achievable this year. An alternative trial option could be Rosemead Park,

It is recommended that this priority be retained, and Members consider and comment upon the planting proposal set out in Appendix 1.

3.4. Sale of Project 82

The property at Project 82 Wick Street has been declared surplus to requirements and valuations are being sought. Enquiries made with the District Valuers Service established that they were not in a position to take on additional local authority commissions. Quotations have therefore been sought locally and a valuer appointed.

The valuation will be the subject of a separate report to this Committee when received.

It is recommended that this priority be retained until such time as the disposal is completed.

3.5. Reception Reconfiguration

This project is progressing and proposals to complete this work are the subject of a separate report on this Agenda.

It is recommended that this priority be marked as completed when the work is finished.

3.6. Estate Management - New

Omitted from the original list but a strategic objective for Council is the need to make responsible provision to secure and maintain Town Council capital assets to a high standard that complies with legislation for public buildings including Health and Safety requirements. This is particularly important in respect of the Manor House which has to be maintained in line with its civic importance within the town, its listed building status and its location within a conservation area.

It is recommended that this priority be added to the list.

4. Financial Implications

4.1. Keystone Youth Centre (New Youth Centre in Wick)

The Project Budget was approved by Full Council at the meeting held on 18th June 2020 and is set out in the following table:

Funding Source	Amount
Courtwick (Kingley Gate) S106 developer contribution towards improvements at the Keystone Centre / community facilities in Littlehampton (confirmed by ADC @ 16/6/20)	£263,464
Remaining monies in the Community Fund from the Morrisons development (LTC)	£97,487
Loan Capital EMR (LTC funded by the sale of the Dairy site)	£77,000
Arun District Council Youth Facilities Contribution	£250,000
Littlehampton Town Council Capital Receipt Reserve	£600,000
LTC Maximum additional from Capital Receipt Reserves (agreed 18/6/20)	Maximum £266,706
Maximum Project Budget	£1,554,657

Revenue costs of £20,000 for the new Keystone Centre were introduced into the 2020 to 2021 budget and these will be earmarked at year end. £10,000 was also earmarked from General Reserves at the end of 2019 to 2020. The 2021 to 2022 budget includes £30,000 revenue costs as do the projected budgets for 2022 to 2023 and 2023 to 2024.

4.2. North Littlehampton Community Centre

Revenue costs of £20,000 for the new North Littlehampton Community Centre have been introduced to the revenue budget for 2021 to 2022 and will be earmarked. £40,000 has been added to the revenue budget for 2022 to 2023 and will be earmarked. There is a £60,000 budget in 2023 to 2024 when the centre should be open. As it is unlikely to have tenants generating income when it first opens, the money in earmarked reserves will therefore support revenue costs to begin with. These figures are very much an estimate.

4.3. Wildflower Meadow

A Wildflower Planting Scheme budget of £1,000 has been added for 2021 to 2022 and 2022 to 2023. In addition, a £4,000 budget was created in 2020 to 2021 for a Tree Planting Scheme on the new road between the Academy and North Littlehampton with a further £4,000 in the 2021 to 2022 budget.

4.4. Estate Management

4.4.1 The budget for Manor House Maintenance is £20,000 pa for 2021 to 2022 to 2023 to 2024. This provides for preventative and reactive maintenance to be carried out as well as building up EMR for future maintenance liabilities.

4.4.2 The building maintenance budget for the Southfields Jubilee Centre is £3,000 pa for 2021 to 2022 to 2023 to 2024 as there is £45,762.77 in EMR.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 14th December 2020

Report by: The Town Clerk

Subject: Absence Monitoring Report - Quarter 3 2020 to 2021

1. Summary

- 1.1 Members are provided with the staff absence records for the full year's 2011 to 2012 to 2019 to 2020 and Quarters 1 to 3 of 2020 to 2021.

2. Recommendation

It is Recommended that the report be noted.

3. Staff Absence Records

- 3.1 The figures for self-certificated sickness leave are set out below.

Year	1 st Apr- 30 th Jun	1 st Jul- 30 th Sep	1 st Oct- 31 st Dec	1 st Jan- 31 st Mar	Average
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%
2012/13	1.11%	0.38%	2.5%	1.94%	1.48%
2013/14	1.49%	1.45%	1.35%	2.09%	1.6%
2014/15	1.26%	1.77%	3.38%	2.7%	2.27%
2015/16	1.17%	2.33%	2.08%	3.06%	2.16%
2016/17	1.09%	0.68%	1.49%	1.86%	1.28%
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%		

- 3.2 The figure for Quarter 3 in 2020 to 2021 increased compared to the previous quarter (2020 to 2020 Quarter 2) and is slightly higher than the same period in the previous year (2019 to 2020 Quarter 2). 8 members of staff took self-certificated sickness leave (6 last quarter), this equated to 20.5 days/107 hours.
- 3.3 Four absences presented as COVID19 symptoms but were not COVID-19.

3.4 The figures for certificated sickness leave are set out below.

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	2.76%	1.8%
2013/14	2.18%	1.84%	0.19%	0.18%	1.1%
2014/15	0%	1.1%	0.87%	1.43%	0.85%
2015/16	0.2%	2.89%	1.29%	3.68%	2.01%
2016/17	9.64%	8.09%	1.55%	3.65%	5.73%
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%		

3.5 There was no certified absence in quarter 3 of 2020 to 2021.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel

Date: 22nd March 2021

Report by: Town Clerk

Subject: Anti-Bribery, Fraud and Corruption Policy Review

1. Summary

- 1.1 For the Committee's consideration and endorsement, attached as Appendix 1 to this report, is a revised Anti-Bribery, Fraud and Corruption Policy following a review of the Council's Anti-Bribery and Corruption Policy, Anti-Fraud and Corruption Policy and Anti-Fraud Procedures.

2. Recommendations

- 2.1 The Committee is Recommended to:
1. Review and comment upon the revised Anti-Bribery, Fraud and Corruption Policy and Procedure: then recommend its proposals to Full Council.

3. Background

- 3.1 The Town Council has in place an Anti-Bribery and Corruption Policy, an Anti-Fraud and Corruption Policy and Anti-Fraud Procedures. As part of the Council's review cycle of its policies these were all due for review in 2021.
- 3.2 The two policies and the procedure have been amalgamated into one Policy and Procedure which is included at Appendix 1 to this report. Many elements of both policies were repeated in each policy and amalgamating all three gives ease of reference for all concerned.
- 3.3 In conducting the review of each policy and procedure the relevant legislation, regulatory requirements and applicable guidance has been referred to, as well as similar policies from other organisations.
- 3.4 Due to the amalgamation and update the changes cannot easily be highlighted but a summary of key changes is detailed below. The Council's existing Anti-Bribery and Corruption Policy, Anti-Fraud and Corruption Policy and Anti-Fraud and Corruption Procedures can all be found on the Town Council's website in the "Policies and Strategic Documents" section.

Paragraph in revised Policy	Explanatory Note
2.1 (Policy Statement)	References the Seven Principles of Public Life which are ethical standards for those working in the public sector and therefore intrinsically linked to the Anti-Bribery, Fraud and Corruption Policy.
Section 5 Legal Duties	This section has been added to summarise the relevant legislation underpinning the policy.
Section 6 Organisational Responsibilities	The Council's existing procedures have been framed within the six principles within the Government Guidance to the Bribery Act 2010, enabling the Council to clearly demonstrate its intent to prevent bribery, fraud and corruption.
9.4 (Reporting Procedures)	Clarity has been given as to who to report to for both employees and Members.
Appendix 1 Declaration	This has been added so that a record can be maintained of both employees and Members receiving and agreeing to adhere to the policy, as is done with several other key policies.

- 3.5 In undertaking this policy review it has highlighted the need for Committee responsibility for the Anti-Bribery, Fraud and Corruption Policy and the Whistleblowing Policy to be amended to be both Governance and Audit and Property and Personnel (rather than just Governance and Audit) due to the personnel element of both policies. Whilst the Town Clerk will implement these policies for staff, any matters relating to the procedure for employees will be progressed through Property and Personnel in accordance with the Scheme of Delegation to Committees. The Anti-Bribery, Fraud and Corruption Policy has already been to the Governance and Audit Committee for review, comment, and recommendation to Full Council. The review has also highlighted the need for the Gifts and Hospitality Policy to be the responsibility of both the Governance and Audit and Property and Personnel Committee and not the responsibility of Policy and Finance Committee as it currently is.

Peter Herbert
Town Clerk



Anti-Bribery, Fraud and Corruption Policy

Date: 22nd March 2021

Document number: X (admin to enter sequential number)

Edition Number: 1

Replaces: Anti-Bribery and Corruption Policy and Anti-Fraud and Corruption Policy and Anti-Fraud Procedures

Policy Maker: Laura Chrysostomou, Deputy Town Clerk

Responsibility: Governance and Audit and Property and Personnel

Resolution Number: XX (democratic services to provide)

Review Cycle: Every 3 years or when there are changes in legislation or good practice guidance.

This information pack contains:

Anti-Bribery, Fraud and Corruption Policy and Procedures
Policy Number X – Introduction, Policy Statement, Scope of the Policy, Definitions, Legal Duties, Organisational Responsibilities, Roles and Responsibilities, Sanctions for breach
Procedure Number X.1 – Reporting Procedures
Appendix Number X.1 - Declaration

1. Introduction

- 1.1 Littlehampton Town Council has a responsibility for the provision of effective and efficient services to customers and stakeholders in a manner that seeks to ensure the best possible outcome of the public purse in its delivery arrangements.
- 1.2 The Council is committed to operating an effective anti-bribery, fraud and corruption policy that complies with applicable legislation, including the Bribery Act 2010, the Fraud Act 2006, and with other regulatory requirements and applicable guidance. This includes the best practice principles outlined in CIPFA's 'Code of Practice on Managing the Risk of Fraud and Corruption' and the ALARM Standard 'Managing the Risk of Fraud'.
- 1.3 The Council recognises that failure to implement effective anti-bribery, fraud and corruption measures can undermine the standards of public service that the Council is striving to achieve, reduce the level of resources and services available for the residents of Littlehampton and result in catastrophic consequences which reduce public confidence in the Council.

2. Policy Statement

- 2.1 Littlehampton Town Council is committed to promoting a culture of openness and honesty consistent with the Seven Principles of Public Life identified by the Committee on Standards in Public Life and expects all those who work for and with the Council to adopt the highest standards of propriety and accountability.
- 2.2 The Council expects high standards of conduct and probity from Members and employees and always requires them to act honestly, with integrity and to safeguard the public resources for which they are responsible.
- 2.3 The Council has a zero-tolerance approach to all forms of bribery, fraud, and corruption. The Council will actively seek to deter and prevent bribery, fraud, and corruption and ensure that the associated risks are identified and managed effectively. Where bribery, fraud or corruption is suspected or detected it will be investigated and if proven dealt with in a consistent and proportionate manner. Appropriate sanction and redress will be vigorously pursued against anyone perpetrating or seeking to perpetrate bribery, fraud, or corruption against the Council.
- 2.4 The Council is committed to ensuring the wide circulation of this policy in order that all relevant parties understand the very high standards which the Council is determined to observe in all its business.
- 2.5 The Council has a range of interrelated policies and procedures that provide an effective deterrent to bribery, fraud, and corruption and the means for reporting or detecting such activity. It is important that all employees and

Members know about them and comply with them. They should be read in conjunction with this policy. They include:

- Financial Regulations and Procurement Policy
- Standing Orders
- Hospitality and Gifts Policy
- Whistleblowing Policy
- Internal Control Systems
- Effective internal and external audit

2.6 Members should also ensure they remain familiar and comply with the Council's Code of Members Conduct, which they agree to abide by upon election.

3. Scope of the Policy

3.1 The policy covers any bribery, fraud or corrupt activity committed against the Town Council by Members, employees (permanent and temporary), volunteers, contractors, suppliers, partners, and other external organisations.

3.2 The Council requires all those receiving funds or representing the Council, including its suppliers, grant recipients, partners, contractors, and agents, to act in accordance with this policy and have the same high standards of probity as the Council. The Council expects all its partners, in both the private and public sector, to establish sound and transparent governance arrangements.

3.3 This policy also aims to help partners, contractors, suppliers, voluntary organisations, and members of the public to understand how and when to contact the Council with their concerns.

4. Definitions

4.1 Bribery is generally defined as the giving or receiving of a financial or other advantage in connection with the "improper performance" of a position of trust, or a function that is expected to be performed impartially or in good faith.

4.2 Fraud is an act of deception or dishonesty that is intended to make a financial gain or to cause loss to another party.

4.3 Corruption is the misuse of entrusted power for personal gain. This would include dishonest or fraudulent behaviour. It would include offering, giving, and receiving bribes.

5. Legal Duties

5.1 The Bribery Act 2010 came into force on 1 July 2011. The Act makes it a *criminal offence to give, promise or offer a bribe and to request, agree to receive or accept a bribe either at home or abroad.*

- 5.1.1 The Bribery Act directs that all organisations should demonstrate that they have adequate procedures in place to:
- Prevent bribery and
 - Ensure that all employees, or anyone else doing business with the organisation, are aware of the procedures and adhere to its principles.

5.1.2 The Bribery Act defines bribery as “*an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual leverage.*”

- 5.1.3 There are four key offences under the Act:
- To offer, promise or give a bribe (Section 1)
 - To request, agree to receive, or accept a bribe (Section 2)
 - Bribing a foreign public official (Section 6)
 - A corporate offence of failure by an organisation to prevent bribery that is intended to obtain or retain business, or an advantage in the conduct of business, for the organisation (Section 7).

An individual guilty of an offence under sections 1, 2 or 6 is liable:

- On conviction in a magistrate’s court, to imprisonment for a maximum term of 12 months, or to a fine not exceeding £5,000, or to both.
- On conviction in a crown court, to imprisonment for a maximum of ten years, or to an unlimited fine, or both

Organisations are liable for these fines and if guilty of an offence under Section 7 are liable to an unlimited fine.

5.1.4 The Council must also ensure that the commercial organisations they do business with also comply with Section 7 of the Bribery Act.

5.1.5 An organisation will have a defence to this corporate offence of failure to prevent bribery if it can show it had in place “adequate procedures” designed to prevent bribery by or of persons associated with the organisation.

5.1.6 The Government considers procedures put in place by organisations wishing to prevent bribery should be informed by six principles and should be proportionate to risk.

5.2 The Fraud Act 2006 came into force on 15 January 2007, creating a new general offence of fraud.

5.2.1 The Fraud Act provides a formal definition of fraud which, for the purposes of this policy, can be summarised as obtaining money, property or services dishonestly by making a false representation, abusing a position of trust or failing to disclose information.

- 5.2.2 The Fraud Act identifies three ways of committing fraud:
- Fraud by false representation
 - Fraud by abuse of position

- Fraud by failing to disclose information.

It is important to note that the Fraud Act determines that fraud shall be seen to have been committed where there is a dishonest intention to make a gain, cause loss or a risk of loss to another. There is no requirement to actually gain or cause a loss, as long as the intention to do so can be established.

6. Organisational Responsibilities

6.1 The Town Council's organisational responsibilities are informed by the six principles within the Government Guidance to the Bribery Act 2010 (<https://www.gov.uk/government/publications/bribery-act-2010-guidance>):

1. Proportionate procedures – the Council's procedures to prevent bribery, fraud and corruption are considered proportionate to the risks it faces. The anti-bribery, fraud and corruption policy and procedures are clear, practical, accessible, effectively implemented and enforced and are regularly reviewed and considered against relevant guidance. The Council will maintain a rigorous and effective framework for dealing with any suspected instances of bribery, fraud, or corruption. And will ensure that appropriate disciplinary and legal action is taken in all cases.
2. Top level commitment – the Council seeks to encourage a culture of prevention and deterrence, encouraging everyone to be vigilant and report any genuine suspicions of bribery, fraud, and corruption. Members and Senior Managers are committed to preventing bribery, fraud and corruption and foster a culture within the organisation in which such activity is never acceptable.
3. Risk assessment – the Council has in place a robust approach to assessing risks. The Council will identify and include bribery, fraud, and corruption risks within its risk management framework. The Council will develop and maintain cost effective controls to reduce the risk of bribery, fraud, and corruption.
4. Due diligence – the Council applies due diligence procedures in respect of persons who perform or will perform services for or on behalf of the organisation, to mitigate identified risks of bribery, fraud and corruption. The Council will work with its partners to strengthen and continuously improve its arrangements to counter bribery, fraud, and corruption. The Council's zero tolerance approach to bribery, fraud and corruption will be communicated to all business partners at the outset of the business relationship with them and as appropriate thereafter.
5. Communication including training –the Council seeks to ensure that its anti-bribery, fraud and corruption policy and procedure are embedded and understood throughout the organisation and is available on the Council's website. The Council will ensure that responsibilities are clearly defined and communicated at all levels. The Council will provide training to all Members and employees to help them understand their duties and responsibilities under this policy.
6. Monitoring and review – the Council regularly monitors and reviews its policy and procedures designed to prevent bribery, fraud and

corruption. Responsibility for the implementation and review of this policy lies primarily with the Governance and Audit Committee as well as the Property and Personnel Committee.

7. Roles and Responsibilities

- 7.1 All Members, employees and associated persons are required to:
- Read, understand, and comply with the anti-bribery, fraud, and corruption policy and the controls that are in place.
 - Comply with any anti-bribery, fraud and corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business.
 - Act honestly, responsibly and with integrity.
 - Safeguard and uphold the Council's core values by operating in an ethical, professional, and lawful manner at all times.
 - Make every effort to ensure that policies and controls are complied with by others.
 - Seek advice from their line manager, the Town Clerk, or the Responsible Financial Officer if unsure about any policy or control procedure.
- 7.2 It is unacceptable for any Member, employee, contractor, or agent when engaged in any activity for or on behalf of the Council to:
- Give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given.
 - Give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure.
 - Accept payment from a third party that you know, or suspect is offered with the expectation that it will obtain a business advantage for them.
 - Accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Council in return.
 - Retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy or the whistleblowing policy.
 - Make any payment or gift to a public official or other person to secure or accelerate the prompt or proper performance of a routine government procedure or process, otherwise known as a "facilitation payment".
 - Engage in activity in breach of this policy.
- 7.3 All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off the record" to facilitate or conceal improper payments.

- 7.4 The Town Clerk has lead responsibility for ensuring compliance with this policy and will review its contents on a regular basis. The Clerk will be responsible for monitoring its effectiveness and will provide regular reports in this regard to the Members of the Council who have overall responsibility for ensuring this policy complies with the Council's legal and ethical obligations.
- 7.5 If in doubt as to what might amount to bribery, fraud, or corruption or what might constitute a breach of this policy, refer the matter to your line manager or to the Town Clerk.

8. Sanctions for breach

- 8.1 A breach of any of the provisions of this policy by an employee (in addition to any legal remedies, for example the police), will constitute a disciplinary offence and will be dealt with in accordance with the Council's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal.
- 8.2 As far as associated persons are concerned, a breach of this policy could lead to the suspension or termination of any relevant contract, sub-contract, or other agreement.
- 8.3 For Members, a breach will be reported to the relevant Standards Body.

9. Reporting Procedures

- 9.1 The Council encourages all Members, employees, and associated persons to be vigilant and to report any unlawful conduct, suspicions or concerns promptly and without undue delay so that investigation may proceed, and any action can be taken expeditiously.
- 9.2 You must immediately disclose to the Council any knowledge or suspicion you may have that you, or any other Member, employee, or associated person, has plans to offer, promise or give a bribe or to request, agree to receive or accept a bribe in connection with the business of the Council. For the avoidance of doubt this includes reporting your own wrongdoing.
- 9.3 If you receive, or uncover, evidence of the possibility of fraud or corruption, you must promptly and confidentially report the matter immediately. The consequence of a failure to report allegations of fraud and corruption promptly can be serious and may affect the chances of a successful investigation. Also, those who are minded to perpetuate fraud and corruption will feel less likely to be apprehended if they become aware of a reluctance to act when such abuses are uncovered.
- 9.3 If a control weakness is identified, whether the weakness is actual or perceived, the weakness should be reported, and the potential consequences, without undue delay to the Town Clerk or Responsible Financial Officer. This is particularly important if the control weakness might enhance the potential

for fraud. A reluctance to report potential control weaknesses undermines the Council's entire corporate governance and control framework.

- 9.4 In the event that you wish to report an instance of suspected bribery, fraud or corruption, you should follow the steps set out in the Council's Whistleblowing Policy.

Employees and volunteers should report to their line manager or the Town Clerk. If it relates to the Town Clerk, then it should be reported to the Mayor and Responsible Financial Officer.

Members should report to the Town Clerk and Mayor, unless it relates to the Mayor, in which case report to the Town Clerk and Deputy Mayor.

- 9.5 Concerns should be reported confidentially. Confidentiality is important not only to protect the innocent but also to ensure that an opportunity is not offered to cover up or to destroy potential evidence.
- 9.6 Confidentiality will be maintained during the investigation to the extent that this is practical and appropriate in the circumstances. The Council is committed to taking appropriate action against bribery, fraud, and corruption. This could include either reporting the matter to an appropriate external government department, regulatory agency, or the police and/or taking internal disciplinary action against employees and/or terminating contracts with associated persons.
- 9.7 The Council will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. It is also committed to ensuring nobody suffers any detrimental treatment because of refusing to take part in bribery, fraud, or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery, fraud or corruption offence has taken place or may take place in the future.
- 9.9 Staff should not attempt to investigate such matters themselves unless they have received specific training and have the authority within the Council to conduct such investigations. It is essential that investigations are dealt with only by trained staff, to ensure that nothing is done that may hamper any subsequent criminal or civil proceedings.



Littlehampton Town Council

Anti-Bribery, Fraud and Corruption Policy

Declaration Form

Employee Declaration:

I have been provided with and read the Town Council's Anti-Bribery, Fraud and Corruption Policy and agree to adhere to this policy. I understand that by accepting these conditions that any intentional transgression or misuse may result in the Council instigating its disciplinary procedure or seeking criminal prosecution.

Name: _____
(print)

Signed: _____ Date: _____

Member Declaration:

I have been provided with and read the Town Council's Anti-Bribery, Fraud and Corruption Policy and agree to adhere to this policy. I understand that my obligation to adhere to this policy is set out in the Town Council's Code of Members Conduct which I agreed to abide by upon election (Local Government Act 2000, Section 52 (1(a))). I understand that any intentional transgression or misuse may result in the Council reporting the matter to the relevant Standards Body or seeking criminal prosecution.

Name: _____
(print)

Signed: _____ Date: _____

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 22nd March 2021

Report by: Town Clerk

Subject: Staffing

1. Summary

- 1.1 The report proposes to extend temporary arrangements to the Caretaking and Amenity Team structure.
- 1.2 The report also provides updates on staffing.

2. Recommendations

- 2.1 The Committee is Recommended to:
 - 1) recommend to Full Council that the temporary staff structure whereby the Project 82 Caretaker is transferred to Southfields Community Centre and the current Southfields Caretaker works reduced hours at Southfields and increased hours for the Amenity Team Operative be extended for up to 12 months until 31st March 2022.
 - 2) otherwise note the report

3. Background

3.1 Caretaking and Amenity Team

- 3.1.2 At its meeting in March 2020 this Committee agreed that while the Project 82 building was empty and the sale of the building was progressed, an amendment be made to the Caretaking and Amenity Team staff structure to cover against redundancy costs whilst providing continuity and future proofing for the Council's buildings.
- 3.1.2 The Caretaker for Project 82 was transferred to Southfields Community Centre. As it was not necessary to increase the caretaking hours at Southfields at the time, the current Caretaker at Southfields reduced their hours at Southfields but took on an additional 3.75 per week with the Amenity Team. This was for a fixed period of 12 months up to 31st March 2021, enabling an assessment of future requirements as new developments, such as the Keystone Centre, progressed.
- 3.1.3 As these new developments are still being progressed it is proposed that this temporary adjustment to the staffing structure is extended for a further 12 months up to 31st March 2022. This can be met from the staffing budget for 2021 to 2022.

3.2 Central Administration and Support Services

- 3.2.1 The Personal Assistant to the Town Clerk has returned from maternity leave and following a flexible working request will work four days a week from 1st April 2021.
- 3.2.2 To ensure that all work is covered, the Administrative Assistant post that was vacant was increased from 30 hours per week to 36 hours per week. Following an internal recruitment process this has been filled by Chloe

Brown-Felpts, who was the Events Apprentice. This saves £392 per year (excluding on-costs such as national insurance and pension).

- 3.2.3 Jenny Millard who covered the maternity leave of the PA to the Town Clerk will leave us on 31st March 2021. Jenny joined the Town Council just before lockdown and has worked hard to support the work of the Council during very challenging times. She will be missed by everyone and we wish her luck with her future endeavours.

3.3 Museum Team

- 3.3.1 The temporary post of Collections Documentation Officer comes to an end on 31st March 2021, and we are thankful to Lauren Deveruex who has completed an extensive amount of work whilst undertaking this role.

- 3.3.2 From the 1st April 2021 the Museum Staffing structure returns to its previous complement. The part time post of Museum Officer was offered to staff in an internal recruitment process. It has been agreed that Lauren Devereux will take this up on a fixed term contract until 17th May 2021, whilst continuing with her Saturday Assistant Post. During this time options for staffing the Museum on Saturdays will be reviewed.

3.4 Events Team

- 3.4.1 The process of recruiting a new Events and Business Admin Support Apprentice will begin shortly.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel

Date: 22 March 2021

Report by: Town Clerk

Subject: Reception Refurbishment and Reconfiguration

1. Summary

- 1.1 The reception and associated areas have remained the key first point of contact for the Town Council and Museum. The Town Clerk, Deputy Town Clerk, Communications Team, Museum Curator and PA to the Town Clerk have met to discuss proposed design reconfigurations of the area. This report sets out the proposals for the reconfiguring and refurbishment of the Town Council's reception area.

2. Recommendations

- 2.1 The Committee is Recommended to:
1. Approve the recommended design (see Reception Desk Quotations Table 1 and Carpet Quotations Table 1) and agree expenditure of circa £5,500.

3. Background

3.1 Reception and Associated Areas

- 3.1.1. Current Reception and associated areas are extremely tired and dated. These areas are the first point of contact for visitors to the Town Council offices, Museum and Visitor Information Point and need to give a professional, positive, and approachable impression of the Council in line with our Communications Strategy.
- 3.1.2. When visitors enter the building, they are unsure of where they have arrived and which way to go due to the current entrance and reception areas not acting as one. The current reception desk is uninviting and does not meet current regulations for disability access.
- 3.1.3. The main reception area was decorated during lockdown using colours from the corporate branding.



- Leaflet display cases
- Museum shop
- New carpet flooring
- New blinds for windows
- Paint the entrance hall to link in with the reception area.

3.1.4. The aim is to create an open, visitor friendly environment, with a design that is more welcoming and takes into consideration the Museum as an attraction and the Council's commitment to being a Visitor Information Point. The new desk design will help create a natural flow to the Museum entrance, allow visitors to see the Receptionist upon arrival and provide disability access to both sides of the desk.

3.1.5. The intention is to reuse the electronic screen saved from the Look and Sea Centre to display various community events in the local area and to promote the work of the Town Council. This will be positioned on the chimney breast behind the reception desk for the public to view.

3.1.6. Quotes have been sourced from local companies to supply and install the reception desk and new carpeting, see tables below for comparisons. Blinds for both windows will be sourced in due course but should be no more than £500.

Reception Desk Quotations Table 1

Company A



Reception desk in two tone finish. Main body white with low level Calva Oak counter tops. (please note the image shows a higher level on the desk which would not be included). This desk is an 'off the shelf' flat pack made up of standard component parts.

Price: £2,389.00

3 x Acrylic Screens when ordered and delivered with reception

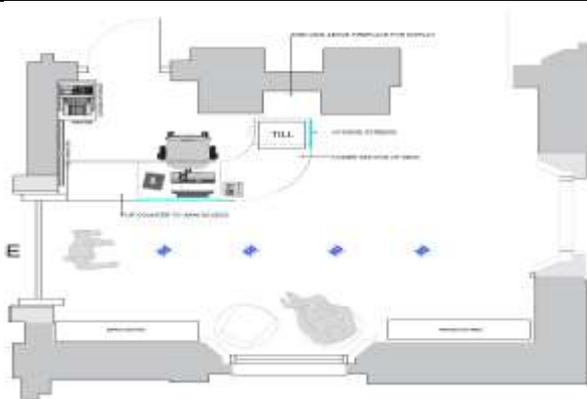
Price: £ 445.00

Total Price: £ 2,834.00

Price includes delivery, installation and removal of packaging.

Lead time 4 weeks.

Company B



(Floor plan only, no photo supplied)

Reception desk white MFC. This desk is made to order and bespoke fitted.

Price includes 2 clear acrylic screens, a 3- drawer desk high pedestal, and vinyl logo affixed to front of desk.

Price: £ 4,020.00

To supply, assemble and removal of packaging: **£857.00**

Total Price: £4,877.00

Lead time 4-5 weeks

Company C



1 special Xpression Style Reception desk as per design specification. Desk finished in a combination of ash and white laminate, including 1 x lockable drawer. Desk includes LED lit feature logo recess. (logo extra)

Price: £ 6,015.00.

Vinyl Logo from artwork supplied:

£ 425.00

Screen with document cut out: **£ 80.35**

Delivery, installation and removal of packaging: **£ 895.00**

Total Price: £ 7,415.00

Carpet Quotations Table 1

Company A	Company B	Company C
To supply and fit contract carpet tile by laying direct to sub floor, with coir matting to entrance. Price: £ 1,200.00	To supply and fit carpet tiles to entrance hall and Reception with barrier matting for door entrance: Price: £ 1,784.00	To supply and fit Dominator Barrier carpet tiles to entrance. To supply and fit Reception with Falkirk Carpet tiles: Price: £ 1,088.00

Members are recommended to appoint Company A to supply and install the reception desk and Company C to supply and install the carpet.

Company A does not supply corporate branding therefore this will need to be sourced from an independent company.

4. Financial Implications

- 4.1 The potential costs for the total refurbishment of the reception area range as explained in this report from a minimum of £5,500 to a maximum of £10,000. This could be met from General Reserves.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 22nd March 2021

Report by: Town Clerk

Subject: New Amenity Team Plant and Equipment: Van, Ride on Mower, Trailer and Pressure Washer

1. Summary

- 1.1 The report outlines research and quotes to purchase a replacement Amenity Team Tipper Van.
- 1.2 The report outlines research and quotes into purchasing a new Ride on Mower.
- 1.3 The report seeks approval to purchase a new trailer and pressure washer.

2. Recommendations

- 2.1 The Committee is Recommended to:
 - 1) agree the purchase of a new Tipper Van with the preferred supplier and approve expenditure of £27,252.50 (3.1.1 to 3.1.6)
 - 2) consider whether to purchase a new Ride on Mower with the preferred supplier and approve expenditure of £5,850 (3.2.1 to 3.2.6)
 - 3) agree the purchase of a new trailer and approve expenditure of £2,720 (3.3.1 to 3.3.2)
 - 4) agree the purchase of a new pressure washer and approve expenditure of £1,300 (3.4.1)

3. Background

3.1 Amenity Team Tipper Van

- 3.1.1 The Amenity Team Tipper Van was stolen and the insurance claim of £8,458 has now been received. In the meantime, various replacement options have been explored, including options of leasing, and purchasing both second hand and new. The table at Appendix 1 provides a comparison of prices for a new Tipper van.
- 3.1.2 Currently no manufacturer produces an electric powered tipper van. The option of acquiring another mid to large size electric van has been considered however, the work of the Amenity Team requires the use of a Tipper. Furthermore, it would not have the power to cope with wet, muddy, slippery conditions at the allotments and the weight of the battery will severely restrict towing capabilities and the tipper is used to tow large trailers with heavy plant and equipment.
- 3.1.3 The cost of leasing was also explored, and this could cost in the region of £18,530 for a three-year lease. This would include a full maintenance package covering servicing, tyres, repairs, and breakdown as well as a replacement vehicle if it went off road with a mechanical fault. However, considering the length of time the Town Council is likely to own a van if bought outright, it was not considered good value for money to lease.
- 3.1.4 Prices were also sought for nearly new vans (£24,300 for a three-year-old Tipper) but were not necessarily cheaper than the quotes for a new van due

to the discounts being given and additional equipment (such as rear sounders) would still need to be added.

- 3.1.5 Livery would need to be added to the vehicle but costs for this have not yet been obtained.
- 3.1.6 The table in Appendix 1 shows the shortlisted quotes for three different makes of Tipper van. It is recommended that the Ford Transit Tipper is purchased as not only is this the cheapest option, but it also offers the option of dual rear wheels (which help to spread the weight of the load) and research showed Ford's hold their value well. Furthermore, sourcing and cost of parts is economical, and servicing can be undertaken easily and economically.

3.2 Ride on Mower

- 3.2.1 The A Team currently hire a ride on mower at least three times a year for a week at a time to trim overgrown plots at the allotments, to cut grassed areas at the allotments where the tractor cannot reach and to cut the grass at Rosemead Park when the ground is wet (as the cleated tyres of the tractor are not suitable in these conditions) and to cut areas the tractor cannot go instead of using ordinary mowers (for example around the trees). The ride on mower does not chuck out debris (such as sticks from under the trees) in the same way the mowers can which is helpful when cutting at Rosemead as the public quite often walk in close proximity.
- 3.2.2 When plots cannot be trimmed by the tractor then it is done by hand using trimmers and brush cutters and takes several hours. Using the ride on mower to trim these allotment plots is far more efficient. It also saves on wear and tear of the tractor as the ride on mower is designed to handle debris and the staff are better able to see hidden debris on the ride on mower than on the tractor. It is also more efficient to use the ride on mower rather than just the mowers for the grass paths at allotments that the tractor cannot reach. The ride on mower also means that less physical strength is required so anybody can use it and can do so for longer periods of time, reducing the risk associated with hand/arm vibration.
- 3.2.3 The tractor has both a grass cutting deck and a rotavator, but these two pieces of equipment have to be changed at the unit, so if the tractor is used to cut the grass on an allotment plot it then has to be taken back to the unit to have the rotavator fitted and return to the allotment to rotavate the plot.
- 3.2.4 When hiring the ride on mower it has to be booked in advance and if the weather is unfavourable then it can't be used, and the hire is either postponed or shortened. Ideally the Amenity Team would use a ride on mower several times a month during growing season (April to September) and this would enable them to stay on top of the grass cutting at all sites.
- 3.2.5 The cost of a one-week hire is £250 plus the cost of collecting and returning the mower. It is more expensive to rent by day at £125 per day. To continue with hiring a ride on mower three times a year for a week at a time would cost £750 per year plus collection and return costs. If the Team were to hire two times a month during growing season this would cost £1,500 per year.
- 3.2.6 Quotes for a new ride on mower have been obtained and are detailed in the table below. In addition, there would be servicing costs of £100-200 per year. A new ride on mower should last at least 10 years and would provide flexibility in scheduling the work. Members are therefore asked to consider the option of purchasing a ride on mower and, if agreed, approve the purchase of option C and approve expenditure from earmarked reserves.

Option A £4,149	Option B £5,795	Option C £5,850
<p>The cheapest of the quotes however the supplier did not recommend this mower based on the work the A Team undertake. Furthermore, it has a side exit for grass cuttings which makes it difficult to load onto the trailer as it is wider. It has 'skid steering' which means it is steered by levers rather than a steering wheel making it harder to operate.</p>	<p>This also has a side exit making it wider and harder to fit on the trailer. This has a steering wheel.</p>	<p>This mower doesn't have a side exit and could fit on the smaller trailer.</p>

3.3 New Trailer

- 3.3.1 The Amenity Team currently have two large trailers that are used to transport equipment such as mowers, generators, and event equipment. They are towed by either the tipper van or tractor. Due to weight restrictions, they cannot be towed by the electric van. They require two people to manually move them when not hitched to the vehicles. The combination of the tipper truck and the existing trailer means these cannot navigate the new road bridge at Worthing Road Allotments to access the new allotments.
- 3.3.2 It is therefore proposed that a new smaller tipping trailer is purchased. This will enable access to the new allotments at Worthing Road, it could be used with the electric vehicle giving the Team greater flexibility in scheduling work, it only requires one person handling and is easier to attend to roundabouts and graffiti jobs as it has smaller parking requirements.

3.4 New Pressure Washer

- 3.4.1 The A Team currently use a pressure washer that is powered by a separate generator and requires a water source which is often provided by a separate water bowser. This functions well for several areas of work but due to the need to have three pieces of equipment it is not always possible to use this set up when for example removing graffiti in an alleyway. The A Team currently use hand pump water containers for this purpose as they can carry these to the site, but they do not provide the pressure needed. It is therefore proposed that a new barrow bowser pressure washer is purchased which can be operated by one person and is easily taken to sites for graffiti removal but could also be used to clean the BBQs and Rosemead Play Equipment (on low pressure settings when it gets particularly muddy).

4. Financial Implications

- 4.1.1 The cost of a new Tipper can be purchased using the Vehicle, Equipment and Plant Earmarked Reserves. The cost of the preferred and cheapest option is £27,252.50

- 4.1.2 Currently the hire of the Ride on Mower is met from the relevant revenue budget (e.g. Allotment Grounds Maintenance). If a mower were to be purchased it could be met from Earmarked Reserves for replacement vehicles, equipment, and plant. The cost of the preferred option is £5,850.
- 4.1.3 The cost of a new Tipper Trailer from the preferred supplier is £2,720 and could be met from Earmarked Reserves for replacement vehicles, equipment, and plant.
- 4.1.4 The cost of a new barrow bowser pressure washer is £1,300 and could be met from the Street Scene Earmarked Reserves which stands at £4,719.
- 4.1.5 The Town Council currently has £34,724 in Earmarked Reserves for vehicles, equipment, and plant etc. This figure takes into account the commitment to leasing the electric van until October 2021, which currently costs £3,200 per year. The tractor is 11 years old so the Council would be looking to replace it in approximately eight years' time.
- 4.1.6 For the 2020 to 2021 budget there should be a further £8,000 to be added to this EMR along with the £8,458 insurance claim. Future budgets also aim to earmark £8,000 per annum for vehicles, equipment, and plant.

Peter Herbert
Town Clerk

Make and Model	Ford Transit 350 L2 Rear Wheel Drive 2.0 Eco Blue Tipper	Vauxhall Movano L3 Rear Wheel Drive 2.3 Tipper	VW Crafter Rear Wheel Drive 2.0 TDi Tipper
Net Cost	£34,800.00	£40,150.00	£34,755.00
Less Discount	-£10,400.00	-£14,855.50	-£7,500.00
Additional Costs			
Delivery Charge to Dealer	£550.83	£583.33	£640.00
Spare Wheel	£5.00	Included	Not specified
Fuel Charge	£16.67	-£20.00	£16.67
No. Plates	£30.00	Included	Not specified
Extras			
Dual Rear Wheels	£350.00	N/A	N/A
Trailer Tow Bar	£325.00	£385.00	£600.00
Marker Side Lights	£100.00	Not specified	Not specified
Beacon	£375.00	£350.00	£333.33
Front Grill LEDs (required for highways work)	£275.00	£320.00	Not specified
Rear Sounder	£175.00	£95.00	Not specified
Chevrons Tailboard	£330.00	£150.00	£300.00
Sub Total	£26,932.50	£27,157.83	£29,145.00
VAT	£5,386.50	£5,431.57	£5,829.00
Additional Fees			
Road Fund Licence	£265.00	£265.00	£265.00
First Registration	£55.00	£55.00	£55.00
Total on the road Price	£32,639.00	£32,909.40	£35,294.00
Total price less VAT	£27,252.50	£27,477.83	£29,465.00
Warranty	3 years or 100,000 miles	1 year or 60,000 miles	£499 for 1 year £599 for 2 years

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 22nd March 2021

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 Property and Personnel Committee budget for 2020 to 2021. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

- 2.1 The Committee is Recommended to:
 - 1) approve using underspends in the Amenity Team cost centre to install a new fire alarm system at the Lineside Unit which would cost c.£2,700 plus ongoing maintenance costs of £120 per year (3.3.6)
 - 2) otherwise note the report

3. Budget Monitor 2020 to 2021

- 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 Central Administration and Support Services

- 3.2.1 There is £2,222 remaining in the Training budget which will be earmarked at year end.
- 3.2.2 The £3,000 Recruitment budget remains unspent and will be earmarked for future liabilities.
- 3.2.3 It is estimated there will be £5,755 remaining in the IT budget which will be earmarked for the purchase of new PCs and server as part of the rolling programme. It should be noted that future replacement of staff PCs will likely be laptops as for a similar cost the specification is equal to that of the PCs and it enables more flexible working options.
- 3.2.4 The Health and Safety budget is overspent by £855 due to COVID-19 related expenditure. This includes items such as sanitising gel but also screens for staff desks and the reception desk. This can be met from underspends within the cost centre.

3.3 Amenity Team

- 3.3.1 £8,000 is earmarked annually for Vehicles and Equipment. In addition, underspends in Vehicle and Plant Maintenance and Tools and Equipment will be earmarked at year end.

- 3.3.2 £8,458 has been received for the insurance settlement of the stolen A Team vehicle. The replacement of this vehicle is the subject of a separate report on this agenda.
- 3.3.3 The Cleaning budget is overspent by £384 due to COVID-19 expenditure but also a clear out of damaged equipment.
- 3.3.4 The Building Maintenance budget is overspent by £188 due to the need to install hot water heaters for the toilets as there was no hot water to the sinks.
- 3.3.5 The Health and Safety budget is overspent by £124 mainly due to COVID-19 related items.
- 3.3.6 These overspends can be met by underspends within this cost centre.
- 3.3.7 The Lineside Unit would benefit from having a fire alarm system installed rather than relying on smoke detectors and a manual call system. It is proposed to use underspends within this cost centre (such as Rates, Telephone and Security) to cover the cost of a new fire alarm system, which would cost in the region of £2,700. There would be an ongoing maintenance cost of £120 per year but this can be met from within the existing Security budget.
- 3.3.8 £799.98 has been spent from EMR for leasing the electric van.
- 3.3.9 £2,320.66 has been spent from Lineside Unit Building Maintenance Earmarked Reserves on a replacement roller shutter, along with £499.52 from Lineside Rent EMR. This was an urgent health and safety matter as the roller shutter failed. There is currently nothing left in the Lineside Unit EMR.
- 3.3.10 £654 income for Graffiti removal has been received, £305.23 of which was from West Sussex County Council for removal of Graffiti and flyposting on WSCC Highways. This income offsets expenditure on Street Scene, for example Graffiti removal products, and A Team salaries.

3.4 Manor House

- 3.4.1 £10,324 has been spent from the Maintenance budget of £20,000. Further significant expenditure is expected due to problems with parts of the roof and the sash windows needing repair. The roof works have been completed and we are awaiting the invoice which should be no more than £5,300. Quotes are being sought for the windows and it is estimated to be in the region of £2,500. Any remaining budget will be earmarked at year end.
- 3.4.2 The cleaning budget is £110 overspent due to the deep cleaning and COVID-19 related products. This can be met from underspends within this cost centre.
- 3.4.3 £2,438 has been received for Car Park Hire. Hire of the spaces continues to be reduced due to COVID-19.
- 3.4.4 The £2,438 showing as income for Room Hire is related to weddings and these are now Receipt in Advance as the weddings have been postponed due to COVID-19 or are for future years.

Income	Budget 2020/21 £	Income 2020/21 £	Expected Income £	Variance £
Car Parking	4,500	2,438	4,500	(2,063)
Room Hire	12,610	1,938	11,559	(9,621)
Catering Income	1,000	-	1,558	(1,558)
Equipment hire	250	-	917	(917)
Total	18,360	4,376	18,534	(14,159)

3.5 Street Lighting

3.5.1 The street lighting maintenance agreement is paid in one lump sum at year end.

3.6 Southfields Jubilee Centre

3.6.1 Expenditure is in line with expectations.

3.7 Project 82 (Building Maintenance)

3.7.1 Expenditure is in line with expectations. £505 remains unspent and any remaining budget will be earmarked at year end.

3.8 Museum (Building Maintenance)

3.8.1 Expenditure is in line with expectations.

3.9 War Memorial Maintenance

3.9.1 £1,800 is earmarked annually for the contract renewal.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2020/21

PROPERTY & PERSONNEL COMMITTEE MEETING 22nd March 2021

SERVICE		Actual I & E as at 03/03/21 £	Budget 2020/21 £
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure	27,546	36,183
	Income	-	-
AMENITY TEAM (incl. Street Scene)	Expenditure	43,000	66,490
	Income	9,545	2,000
MANOR HOUSE	Expenditure	50,250	109,927
	Income	4,376	19,810
STREET LIGHTING	Expenditure	487	1,815
	Income	-	620
SOUTHFIELDS JUBILEE CENTRE	Expenditure	33,560	34,140
PROJECT 82 BUILDING MAINT	Expenditure	495	1,000
MUSEUM BUILDING MAINT	Expenditure	241	700
MEMORIAL MAINTENANCE	Expenditure	-	1,800

Total Expenditure 155,579 250,255

Total Income 13,921 22,430

Net Expenditure 141,658 227,825

ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN
FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM
OR MANOR HOUSE

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

Earmarked Reserves

Electric Van Rental 799.98

Lineside Building Maintenance and Rent 2820

3619.98