How to contact us

Write to: Manor House, Church Street,
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31st May 2019

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

Community Resources Committee

Place: **New Millennium Chamber, Manor House, Church Street, Littlehampton**

Date: **Thursday 6th June 2019**

Time: **6:30pm**

Committee:

Councillor B Blanchard-Cooper (Chair)
Councillor C Blanchard-Cooper
Councillor Molloy
Councillor Seex
Councillor Squires
Councillor Tandy
Councillor Turner

Peter Herbert, Town Clerk

Agenda

2019/20

1. **Evacuation Procedures**

2. **Filming of Council Meetings, Use of Social Media and Mobile Phones**

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

3. Apologies

4. Declarations of interest

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

You should declare your interest by stating:

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

It is recorded in the register of interests that:

- Councillor B Blanchard-Cooper is a Member of Arun District Council
- Councillor C Blanchard-Cooper is a Member of Arun District Council
- Councillor Seex 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 14th March 2019, circulated herewith (pages 4 - 10). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. 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. Littlehampton Sports Forum

To receive the notes of the meeting held on 29th April 2019, circulated herewith. (pages 11 - 14).

9. Allotments Working Group

9.1. To appoint the Working Group for 2019/20 - The Town Council is represented by up to four Councillors on this Working Group and there are five LALGA representatives. The Committee is therefore asked to nominate and appoint Councillors to the Group and to appoint a Chair and Vice Chair.

10. Officers Reports

10.1. Standing Orders/ Urgent Action- attached for noting by the Committee (pages 15 - 16).

10.2. Museum Periodic Report –Attached (Pages 17 – 26)

10.3. Events Periodic Report – Attached (Pages 27 – 30)

10.4. Arun Youth Projects Update– to receive the monthly activity report attached (pages 31 – 37). This report will be circulated to members of the Committee electronically on a monthly basis going forward.

10.5. Keystone Project Update- Report attached (Pages 38 – 40)

10.6. Grant Aid Applications 2019 – report attached (pages 41 -70).

11. Finance

11.1. Committee Budget Monitor - report attached (pages 71 – 76)

12. Exempt Business

It is **Recommended** that:

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

Littlehampton Town Council

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Minutes of the **Community Resources Committee** held in the **New Millennium Chamber, Manor House, Church Street, Littlehampton** on **Thursday 14th March 2019** at **6.30pm**

Present:

The Mayor attended Ex-Officio (Chair)
Councillor Baker
Councillor C Blanchard-Cooper
Councillor Tandy
Councillor Warren QVRM

2018/19

59. Chair

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

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

60. Evacuation Procedures

The evacuation procedures were noted.

61. Filming of Council Meetings, Use of Social Media and Mobile Phones

The procedures were noted.

62. Apologies

There were apologies from Councillors Buckland and Purchese.

63. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. Councillor B Blanchard-Cooper declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as Chairman of the Friends of Mewsbrook Park Committee. Councillor C Blanchard-Cooper also declared a personal and prejudicial interest in matters relating to agenda item 8.4, SPACE Grants, as a member of the Friends of Mewsbrook Park

Committee. They both confirmed that they would leave the meeting when the Committee came to discuss the item.

64. Minutes

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

65. Chair's Report and Urgent Items

There were none.

66. Public Forum

There were three members of the public present.

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

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

66.3 Mr Terry Ellis addressed the Committee on a number of points. He highlighted the need for a strap line for the Town and asked the Committee to reconsider this as part of the branding for Visit Littlehampton. Drawing Members attention to the Visit Littlehampton website he suggested that the website be advertised through the Town Council's publicity channels and stressed the importance that the information was kept up to date. Mr Ellis suggested that events listings should be physically provided throughout he Town e.g. side of

commercial premises in Highstreet. Regarding the Christmas Illuminations, he sought clarification on the costs relating to the Christmas tree and asked if the provision of a snow machine had been explored for the event.

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

67. Officer's Reports

67.1. Museum Periodic Report

The Committee received a report (previously circulated) which outlined the Museums' events and exhibitions and set out the social media statistics and visitor figures. Members were informed that the Museum Curator was moving on at the end of the month and that options to fill the post were being explored. The Committee was asked to consider a potential acquisition circulated at the previous meeting following the presentation of more detailed information. It was noted that the acquisition followed the Collections Development Policy and would add to the social history and ceramics collection for the Town. It was therefore **Resolved** that:

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

Councillor Tandy joined the meeting at 6:55pm.

67.2. Events Periodic Report

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

67.2.1. Charity Pancake Olympics

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

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

67.2.2. Event Support Fund

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

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

67.2.3. Armed Forces Day

The Committee received information regarding the plans for Armed Forces Day on Saturday 29th June 2019. Following the retirement of the current Flying Display Director (FDD) the Committee was asked to consider a recommendation to replace him with a representative from R5 Airdisplays. This was a specialist role and options to obtain a competitive quote were limited however, the quote received was in line with the 2018 costs of the service. It was therefore **Resolved** that:

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

67.2.4. Stage By the Sea

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

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

67.2.5. Christmas Light Switch On

The Committee received information regarding the proposal to change the date and time of the event to appeal to families with young children. Members were asked to consider moving the event to a Saturday and once approved

further details of timings would be circulated to Traders for discussion and confirmation. It was therefore **Resolved** that:

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

67.3. Visit Littlehampton

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

> **The current focus be endorsed, and officers explore an expanded tourism function with a holistic approach and bring a report back to the Autumn Committee cycle.**

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

67.4. SPACE Grants

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

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

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

67.5. Small Arts Grant

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

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

67.6. Christmas Illuminations 2018

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

67.6.2 Regarding the Christmas lights display in Wick, the Assistant Town Clerk explained that changes to the power supply specifications would affect this year's illuminations. Consequently, an alternative means to powering the illuminations in Wick had been investigated. It was noted that the costs of the additional infrastructure works relating to the Town Councils lighting scheme in Wick would be met from the 2019/20 Christmas illuminations budget. Additional infrastructure works relating to the Wick Village Traders Scheme, would if approved by Wick Village Traders Scheme be met through the Morrisons S106 funding. It was therefore **Resolved** that:

1) **One newly designed projected image be arranged for 2019.**
2) **The inclusion of additional wall mounted motifs in East Street on two businesses be approved.**
3) **The difficulties in creating a shop mounted display in Wick Street be noted.**

4) **The costs of the alternative means of powering the Christmas lights in the natural trees located at the front of Wick Parade be agreed and delegated to the Town Clerk, in consultation with the Chair, for progression of a solution.**

67.7. Keystone Centre

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

The update be noted.

68. Finance

68.1. Committee Budget Monitor 2018/19

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

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

69. Exempt Business

There were none.

The meeting closed at 7:20pm

_____

CHAIR

Notes of the Littlehampton Sports Forum
held in the Fleming Room, Littlehampton Town Council
on Monday 29th April 2019 at 6pm.

Present:
Cllr Ian Buckland – Chair of Sports Forum **(IB)**
Alan Pyant – Littlehampton Cricket Club **(AP)**
Celia Fastnedge – Littlehampton Croquet Club **(CF)**
Derek Fish – Littlehampton Badminton and Squash Club **(DF)**
Hugh Milner – Littlehampton Sportsfield **(HM)**
Nick Wiltshire – Littlehampton Golf Club **(NW)**
Robert Elliot – Arun Youth Aqua Centre **(RE)**
Tim Thornburg – Littlehampton Swimming Club **(TT)**
Tyndall Jones – David O Jones **(TJ)**

Officers:
Kieran Gibbins – Events Officer **(KG)**

1. Introductions

Pater Davey – Arunners **(PD)**

2. Apologies for absence

Richard Renson- Arun Youth Aqua Centre

3. Notes of the previous meeting

The notes of the previous meeting were agreed as a true record.

3a. Matters Arising

KG explained that Joe Russell-Wells of Arun District Council had provided an update of the Courtwick Estate & North Littlehampton. There had been slow progress on site with the changing facilities and play area under construction. The intention remains that the sports facilities will be transferred to Arun District Council following completion and a maintenance period is as yet not agreed.

4. Sports Awards & Grants/Grant Aid

Sports Forum Members were made aware that the Sports Awards and Sports Excellence Grants would be open for nominations and applications from Monday 3rd June, the deadline for applications would be the 31st July. The group was also notified that Grant Aid applications would be closing on Friday 10th May. 1984 Olympic Gold Medallist, Tessa Sanderson had been booked to host the Sports Awards on Monday 7th October 2019.

5. Members' Updates

Littlehampton Badminton and Squash Club

The Ladies' team were on course to win the league for the first time. The Men's team had been leading the Brighton, Worthing and Bognor leagues. The Squash club had attracted new members. Derek Fish would be stepping down from the club's committee on 23rd May.

Littlehampton Sportsfield

The Sportsfield had applied for Grant Aid and were seeking an additional £3,500 via the crowdfunding platform; Spacehive to improve the irrigation and update the computerised system at the Sportsfield. Pledges would only be charged if the project hits its funding goal of £6,051 by 31 July 2019. The club had written to local businesses to ask if they would assist in the improvement of the floodlights. The Football Foundation funding schemes would also be explored. An application for Grant Aid had been submitted to improve the derelict premises at the Sportsfield currently occupied by the Littlehampton Musical Comedy Society. The Lawn Tennis Club pavilion would also need refurbishment despite obtaining fittings from the Croquet Club. The Cricket Club pitches had been voted the fourth best pitch in the County out of over 300 amateur clubs. The football club had been asked to host multiple finals. www.spacehive.com/Sportsfield and pledges can be made at www.spacehive.com/Sportsfield/pledge.

Littlehampton Croquet Club

The Grand Opening of the club would take place on Sunday 5th May at 2pm. The response had been poor but over 70 people had confirmed their attendance. The club had lost their playoff against Ealing by one game in Guildford. The club had 53 playing members and 3 other active members. The club house had almost been finished and the topsoil had been put down. The paint at the back of the clubhouse had peeled and would need stripping and repainting. The solar power had received great feedback. The club had received a biannual award as a progressive club in England.

Arun Youth Aqua Centre

The club had been preparing for the start of the new season on Sunday 5th May and had been offering powerboating and first aid courses. The club's 'oppies on the lake' event would take place as planned. Screening would be installed after complaints from residents in the flats in Hendon Avenue.

Littlehampton Swimming Club

The new pool had had a positive impact on the club. A 7th placed finish had been achieved in the Sussex relays, including 4 bronze medals. The club had experienced a good season individually with one member becoming the youngest ever finalist in Sussex; competing in the under 11's category Sussex at nine years old. A 12 year old member also achieved a bronze medal as the club finished 8 out of 17 clubs. The club had more para-swimmers than many of the Mid Sussex clubs and had been competing in Southampton, Liverpool and Glasgow. Para-swimmer Caleb Grace, a beneficiary of a Sports Excellence Grant in 2018 had competed in the Championships in Dubai. 350 individuals swam at the Easter open meet at Arun and were watched by over 300 spectators. The new timetable had enabled the club to recruit more adult swimmers,

whilst the new pool had been shared with the aqua aerobics' participants. The club had been able to clear their waiting list as new members had joined the club. The facilities at the club had been well received and the club was experiencing high turnover. There had still been a struggle to recruit volunteers, but 10 new qualified officials had been working with the club as well as Chichester and Bognor. The club was still having to rely on a referee based in Eastbourne.

Arunners

Peter Davey had been elected as the new Secretary for the club and Ian Reader had been elected Chairman. The club had held their AGM in February. 146 members had registered for the year, done from the previous year. The club would host their beach run on Wednesday 22nd May and had planned both adult and child races. The Littlehampton park runs had been very successful.

Littlehampton Cricket Club

Pre-season games had taken place in preparation for the start of the new season on Saturday 4th May. The four men's teams, colts club and Sunday team would all be playing their opening fixtures on the 4th. The club had been encouraging children from 5-8 years old to participate in the ECB Allstars. The 3rd and 4th teams had still been playing their home fixtures in Goring and Amberley respectively, whilst the 1st and 2nd teams had been playing in Littlehampton. The club had approached the England and Wales Cricket Board for a grant to digitise the pavilion. The grant had been used to install broadband, laptops and televisions. The refurbished room would be available for other clubs and organisations to use two evenings a week and would accommodate over 50 people.

David O Jones

David O Jones had provided a trophy and engraving service since the closure of C&M Trophies. The period from January to March has been very quiet. A Council grant had been issued to improve the shop.

Littlehampton Golf Club

The club had been preparing for the new season. The soil project and landscaping had progressed, but the course would need rain. Nick Wiltshire had been confirmed as the longest serving active member of the club after 51 years of association.

6. A.O.B

The deadline for West Sussex County Council Grant Aid would be the beginning of July.

Littlehampton Town Council would like to help promote any club events, recruitment drives and success stories via their Facebook page. Clubs with their own facebook pages should share their news on the Town Council's page www.facebook.com/littlehamptontc or alternatively e-mail items to Becky at kgibbins@littlehampton-tc.gov.uk

7. Date of the next meetings

Monday 5th August 2019
Monday 4th November 2019
All meetings will be held at 6pm in the Fleming Room, on the ground floor of the Manor House, Church Street.

STANDING ORDER 36 – URGENT ACTION

Standing Order 36 states that "**Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17**" (which provide for calling extraordinary meetings of Council or Committees), **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee**."

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

- STANDING ORDERS AND FINANCIAL REGULATIONS REMAIN IN FORCE AND MUST BE COMPLIED WITH.
- IN THE ABSENCE OF THE TOWN CLERK, THE FINANCE & RESOURCES MANAGER OR THE SERVICES MANAGER SHALL PROGRESS URGENT ACTIONS. NO OTHER OFFICERS MAY COMMENCE OR UNDERTAKE AN URGENT DECISION PROCEDURE.

1	**WHAT DECISION IS REQUIRED?**	To allocate £65 from the unspent SPACE 2018/19 budget. The total budget 2018/19 was £1,000 of which £900 was allocated at the March 19 meeting of CRC. A late application has been received from a local organisation who are regular contributors to the summer holiday SPACE activities. A sum of £35 would remain unspent for the 2018/19 SPACE budget.
2	**WHY IS THIS DECISION URGENT?** ➢ **WHY SHOULD IT NOT WAIT UNTIL THE NEXT PROGRAMMED MEETING OF COUNCIL OR COMMITTEE?** ➢ **WHY SHOULD IT NOT WAIT UNTIL AN EXTRAORDINARY MEETING OF COUNCIL OR COMMITTEE IS CALLED?**	The next meeting of CRC is not until the 6th June 2019. The underspend remaining is subject to the financial year end processes within the coming weeks and will not be available unless earmarked. The community group need to have an early decision in order to make provision for advertising and promotion of the activity.
3a	**WHAT ARE THE FINANCIAL IMPLICATIONS?**	The group are seeking a grant for 3 hours of hall hire at the Southfields Jubilee Centre.
3b	**HAS A BUDGET BEEN APPROVED?**	Yes
3c	**WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK THAT SUFFICIENT FUNDS ARE AVAILABLE.**	SPACE Grants 2018/19
3d	**IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECCESSITATE A FURTHER URGENT DECISION)**	No
3e	**IF ANY OF THE FOLLOWING APPLY:** **1. A SUPPLEMENTARY ESTIMATE**	N/A

	2. THE USE OF EMR **3. EXPENDITURE OVER £500*** **APPROVAL OF THE RFO IS REQUIRED. IN THE ABSENCE OF THE RFO THE TOWN CLERK IS THE DEPUTY RFO.** ***FOR THIS POINT ONLY, IN THE ABSENCE OF THE RFO AND TOWN CLERK, THE ATC CAN GIVE APPROVAL.**	
4	**IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?**	Yes
5a **5b** **5c**	***(COMMITTEE DECISIONS ONLY*)** **IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?** **IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED?** **WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?**	Yes
6	**HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)?** **IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?**	Yes – Chair of CRC
7	**WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL?**	To not fund and therefore reduce the range of activities available under the Town Council's SPACE brand.
8	**HAS THE PROCUREMENT STRATEGY BEEN FOLLOWED, WHERE EXPENDITURE IS INVOLVED?**	N/A
9	**BRIEFLY OUTLINE ANY IMPLICATIONS RELATING TO:** ➢ **CRIME AND DISORDER** ➢ **DISABILITY DISCRIMINATION** ➢ **HUMAN RIGHTS ACT** ➢ **FREEDOM OF INFORMATION** ➢ **DATA PROTECTION** ➢ **ENVIRONMENTAL IMPACT**	
10	**HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?**	Yes – by the funded group for their activity
11	**DATE OF CONSULTATION WITH CHAIR**	08/04/2019
12	**SIGNATURE OF CHAIR**	HELD
13	**DATE OF DECISION**	8/4/19
14	**SIGNATURE OF TOWN CLERK**	HELD
15	**SIGNATURE OF RFO** **(If required under 3e)**	N/a
16	**DATE REPORTED TO COUNCIL/ COMMITTEE**	CRC 6/6/19

Littlehampton Town Council

Non-confidential

Committee: Community Resources

Date: 6th June 2019

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

1.1 The report contains:

1.2

i. The Museum visitor figures.
ii. Information on potential acquisitions.
iii. The Museum Action Plan (Collections Documentation Project)

2. Recommendations

2.1 The Committee is Recommended to:

1) Approve the acquisition of items listed in 3.2.- 3.2.3
2) Otherwise note the report.

3. Background

3.1 Visitor Figures.

3.1.1 Please see below the latest figures showing visitors to the Museum (footfall, plus visitors to events). These figures are displayed comparably with the previous year's totals.

2019	**Visitors**	
	Children	Adults
February	123	351
March	170	264
April	115	263

2018	**Visitors**	
	Children	Adults
February	121	454
March	98	471
April	109	426

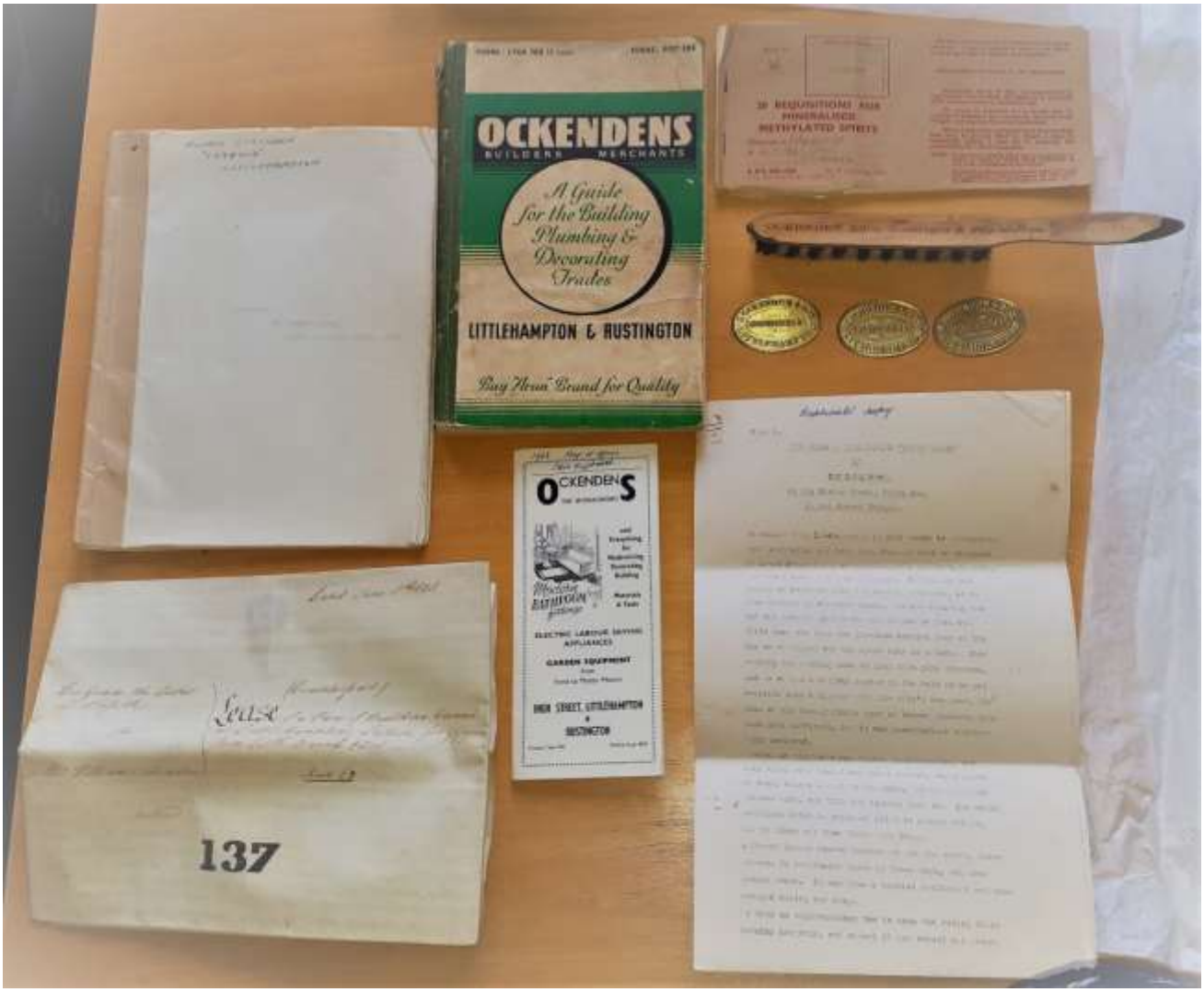
3.2 Future Acquisitions

3.2.1 The Museum has been offered several objects for donation to the collections, which are recommended for acquisition as they fall within the Museum's collecting criteria as set out in the Collections Development Policy.

3.2.2 A collection of items from Ockendens
The Granddaughter of Mr Howard Ockenden has approached the Museum to offer a range of items for possible acquisition. Upon clearing the shop some years ago she

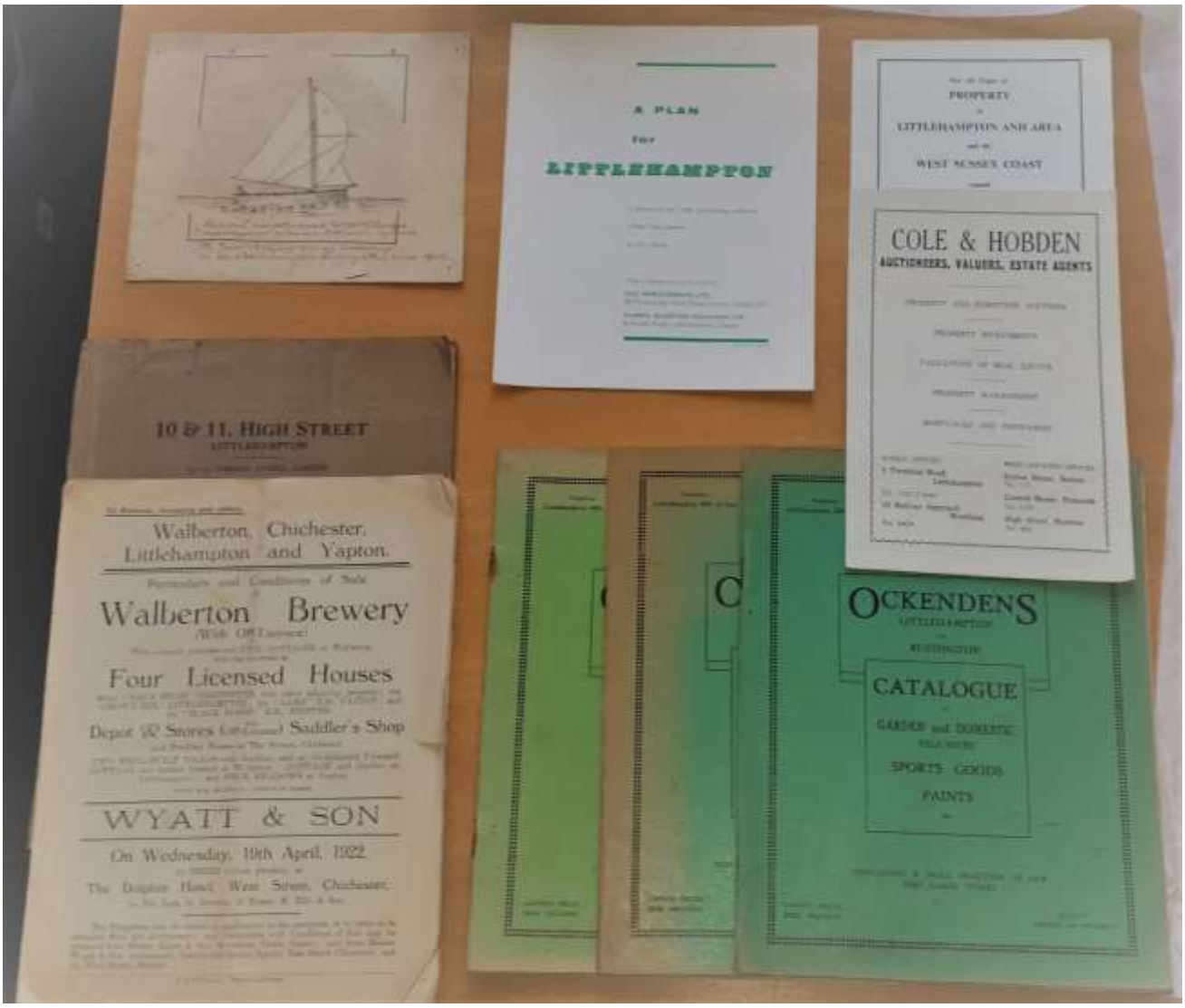
came across a small archive of items relating to the business as well as a small collection of other items relating to the town's history which may be of interest:

Ockenden's Material
1 x Silver Polishing Brush, bearing the 'Ockenden's Bros' insignia on the handle
1 x Ockenden's 'Builders & Merchants' product catalogue, c.1930s
3 x small gold coloured plaques bearing the Ockenden's insignia, designed to be added to tools.
1 x Ockenden's Requisition Book, 1960s.
1 x Littlehampton Street Map, featuring Ockenden's branding, 1963.
3 x Ockenden's product catalogues offering Garden & Domestic Requisites, 1935, 36, & 1937.
1 x original lease for the Littlehampton High Street properties leased by William Ockenden from the Duke of Norfolk in 1838.
1 x typed manuscript of Henry Lock's (Littlehampton School Teacher in the 19th C.) memoirs, 1882. 30 pages, cloth bound, annotated by Howard Ockenden.



Miscellaneous Littlehampton Material
1 x typed manuscript, 8 pages, titled 'The Wreck of the Barque 'Letty Gales' of Littlehampton.

1 x auction catalogue, 10 & 11 High Street, Littlehampton, 1924.
1 x auction catalogue, multiple properties in the area including The Crown Inn, Littlehampton. 1922.
1 x auction catalogue, multiple properties in Littlehampton, includes a street map, 1930s.
1 x auction catalogue, multiple properties in Littlehampton, includes a colour street plan, 1960.
1 x ‘A Plan for Littlehampton’; a document outlining consultant proposals for housing development in the town, April 1963.
1 x hand drawn sketch of the yacht ‘Pollymog’ and dingy ‘Duckling’ in the Littlehampton Sailing Club races, 1912.



3.2.3 Further items relating to the historic Littlehampton business have also been brought forward by John Stevens and include printing blocks and stencils relating to Ockendens. These were used for newspaper advertising and branding for catalogues.

The Stamps and Stencils

The Printing Blocks

3.2.4 All of the items referred to in 3.2.2-3 are recommended for acquisition by the Museum. They give a varied insight into the history of Littlehampton's retail offer and if accepted in to the collection would make an interesting public display in one of the permanent exhibition cases in the future. Local people associated with the Ockendens have also offered to volunteer to provide a greater in-depth insight into the objects and their history which will enable greater interpretation for the public. These items also follow the guidelines for future collecting within the Collections Development Policy, particularly paragraph 4.4.2, relating to future collecting of Social History.

3.3 Museum Action Plan

3.3.1 Please see attached as Appendix A the updated Museum Action Plan.

4. Financial Implications

4.1 There would be no costs associated with the acquisition listed in 3.2-3.2.3.

Peter Herbert
Town Clerk

APPENDIX A – CRC 6.6.2019.

Littlehampton Museum Action Plan **Collections Documentation Project (CDP)**
Updated May 2019

	Recommendation	Target Date	Actions	Officer Responsible	Progress to Date
1	Museum staff and volunteers trained to use MODES	Staff & existing volunteers – December 2018. New volunteers as required.	• Staff training delivered in house by CDO • New Volunteers trained on project delivery as part of induction • New MODES updates disseminated to team	CDO/Curator	All Museum Staff received refresher training from CDO by end of November 2018.
2	MODES software kept updated	As required.	• New updates facilitated by CDO • Changes to use of MODES disseminated by CDO • CDO to maintain good communication links with MODES team	CDO	An update is available, CDO to liaise with LTC's IT contractor to install.
3	All items in the collection accessioned and correctly recorded onto MODES	Full Review of Project to Dec 2019 CRC with clear outline of project status & expected finish date.	• Monthly Museum Team target of 1,000 records created on MODES • Individual staff targets monitored weekly • Weekly spot checks undertaken of records made to ensure high standards • Regular review of Action Plan progress at CRC.	Curator/CDO	February total: 1,059 March Total: 702 April Total: 570 Total records on MODES: 15, 913
4	Create a rolling forward Action Plan to monitor Project progress and ensure timely delivery	Action Plan to go to CRC 14/2/19.	• Create a draft Action Plan for the CDP • Liaise with TC/ATC on any amendments prior to submission to CRC • Submit target data against Action Plan for each CRC Committee meeting to ensure Project remains on track	Curator/TC/ATC	Action Plan brought to Committee for approval in February 2019. Progress to be presented at each CRC.

5	The Council must provide the resources required for completion of Documentation Project.	In line with CRC Committee dates.	• Information regarding Project resources reported to each CRC in order to ensure adequate provision is made • CRC to ensure budget provision is commensurate with the Project's needs • CDO post is maintained to ensure effective management of Project Documentation.	Curator/CRC	£10,000 invested in Collections Management Budget 2019/20. Budget for CDO post approved up to 31/3/21.
6	Exhibitions & Events Programme for 2019 minimised.	To be approved by CRC by December 2018.	• Staff time on exhibition set-up and planning to be minimised • 5 days from the A&EO Post (job share over 6 days) committed to CDP.	A&EOs	Programme approved by CRC 25.10.18. Suggested minimisation included in report to Committee in February 2019, which was agreed.
7	Re-Accreditation decision delegated to Town Clerk.	To be reviewed upon invitation to Arts Council England (ACE).	• Report on benefits of Accreditation Scheme submitted to TC • TC to review upon receipt of invitation to apply from ACE.	TC	Report submitted to TC December 2018. **Invitation now received and submission required by 31st August 2019. Decision required.**
8	CRC to monitor progress of CDP.	Action Plan progress to be included with each CRC report.	• Action Plan for CDP included in each CRC report, with progress to date.	Curator	Next CRC dates are 18.07.19, 05.9.19, 24.10.19.
9	Museum staff trained in the correct method of marking objects.	Museum Staff standards assessed by January 2019. New Volunteers to be trained upon induction.	• Museum Staff Team to be assessed by the Curator. • New induction documentation on correct methods of working with the collection to be provided to new Staff & Volunteers.	Curator	Museum Staff and Volunteer standards assessed in house by Curator and recorded on individual staff 121s.

			• Periodic spot checks to be made of Volunteer's work to ensure the integrity of the collection.		
10	Use of interns, volunteers and those seeking work experience to assist in CDP progress.	Ongoing.	• Volunteer recruitment page created on Museum website. • Volunteer Pack implemented to include role description, induction programme, training, agreement and confidentiality policies. • Work experience students encouraged throughout the year. • Volunteering opportunities actively promoted via the University of Chichester Careers service.	Curator	New website content created December 2018. Volunteer Pack completed. W/E Student completed internship 5th-8th March 2019. W/E Student completed internship 24th April 2019. The Graduate On Funded internship scheme ended in 2018, but volunteering opportunities with the University of Chichester Careers Department are being promoted from March 2019.
11	All items on MODES must include recorded location control information.	Ongoing/By the conclusion of the inventory phase.	• Location control information to be communicated to new Staff & Volunteers using MODES upon induction. • Location control information correctly maintained • Location control information clearly displayed in each store.	Curator/CDO	Weekly spot checks are being carried out by the Curator/CDO.

			• MODES term list for locations to be kept updated.		
12	Museum staff trained in good practice of packing items	Museum Staff standards assessed by January 2019. New Volunteers to be trained upon induction.	• Training to be provided in-house to all new Staff & Volunteers handling the collection. • External training to be sourced when specialist knowledge is required i.e entomology collection. • Packaging resources to be maintained to facilitate Project progress.	Curator/CDO/A&EOs.	Museum and Volunteer standards assessed by spot checking/staff 121s.
13	Review of training needs of Museum Team	As per 121 sessions with each staff member. Any additional training requirements to be reported to CRC for recommendation.	• 4-6 weekly 121s with each Museum Team Member to ascertain training needs. • Only training directly related to BDP outcomes to be considered. • Any training needs for team passed onto ATC/RFO + DTC. • Individual team members to complete training form on G:Drive.	Museum Staff Team/ATC/RFO +DTC	Ongoing assessment at Team 121s. Training needs reported to SMT as required.
14	Collections Development Policy (CDP) reviewed within 3 months to create an interim document to enable consistent decisions to be taken whilst Project is ongoing.	By March CRC.	• Create an interim document to sit alongside the Policy for the CDP period. • Maintain strict acquisition criteria to minimise impact on both the collections and the staff team. • Submit all recommendations on future acquisitions to CRC for approval during CDP period.	Curator	Revised policy going to June CRC for approval.
15	All newly accessioned objects to be recorded on MODES within 6 weeks of receipt	Ongoing.	• Ensure all new acquisitions are correctly recorded on the Museum's Entry Forms, including the date of entry to monitor the target.	Museum Staff Team.	2 potential acquisitions brought for CRC approval 6/6/19.

			• All new Museum Entry forms to be signed by the Curator, who will delegate the recording of the object. • All new acquisitions to be recorded on MODES after delegation from the Curator.		
16	Housekeeping Policy to be prepared within 6 months.	By June 2019	• Housekeeping assessment to be undertaken. • External advice/peer support to be sought as needed. • Draft policy to TC for comments.	Curator/TC.	Ongoing. Report to Committee September 2019. The timing for the presentation of this Policy has slipped due to the Curator post vacancy.
17	Gladden Room be made available for 24 months	RA to be completed by January 2019. Use of room up until March 2021.	• Risk assessment of Gladden Room as new store and workspace completed. • Transfer of conservation materials/collection items to Gladden Room as appropriate. • Internal communication maintained to ensure effective use of space.	Museum Staff Team/LTC Admin Team	Internal communications sent. Gladden Room now available for use having been environmentally monitored to ensure appropriate for storing.
18	Art Store storage to be reviewed in 2019/20	By 24.10.19 CRC.	• Identify potential items in Art Store for rationalisation at end of Project. • Restrict new acquisitions that require Art Store storage. • Storage review report to CRC 24.10.19.	Curator.	Ongoing.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 6th June 2019

Report by: Town Clerk

Subject: Events

1. Summary

1.1 The report sets out recent matters of relevance to the Community Resources Committee:

(1) Outcome of the Easter Out and About sessions
(2) An update on Armed Forces Day.
(3) An update on Screen on the Green
(4) An update on the Boat Jumble
(5) An update on the Christmas Lights Switch on
(6) An update on Tourism Advertising
(7) Financial implications

2. Recommendations

The Committee is Recommended to:

(1) Note the outcome of the Easter Out and About Sessions.
(2) Note the update on Armed Forces Day
(3) Note the update on Screen on the Green
(4) Note the update on the Boat Jumble
(5) Note the update on the Christmas Lights Switch on
(6) Note the update on Tourism Advertising
(7) Note the financial implications as set out in paragraph 4.

3. Background

3.1 **Easter Out and About**

3.1.1 The Event's Team in partnership with Freedom Leisure delivered two "Out and About" sessions during the Easter School holidays; one at Mewsbrook Park and another at Southfields Park; due to the success of the event at the venue last year. Both events ran from 10am to 12pm. A third session was provided at Rosemead Park with the Freedom Leisure team only.

3.1.2 The free sessions were open to children aged 3 to 11 years old and provided a range of outdoor play activities. Both the Mewsbrook Park and Southfields Park events featured the traditional bunny hunt, a

children's magic show, the Freedom teams' play equipment and inflatables and a side stall. Rosemead featured the Freedom team's play equipment and bouncy castle.

3.1.3 195 children attended the session at Mewsbrook, this was substantially higher than the previous year due to improved weather forecast on the day. Most were from the Littlehampton area and had found out about the event via Facebook. 22 had attended from Worthing. Around 110 children attended the Southfields session with the majority of people coming from Littlehampton and Rustington. The Rosemead session attracted around 35 children. Positive feedback was received from parents who appreciate the free activities, many of whom come back year after year.

3.2 **Armed Forces Day**

3.2.1 Plans are in the final stages for Armed Forces Day. The event will take place on Saturday 29th June, 10.30am until 5pm on the Seafront Greens. Harbour Park has agreed to be a partner once again and contribute of £3,000. Plans have been approved by the local Safety Advisory Group (SAG) at Arun District Council.

3.2.2 A single aircraft stunt display, the Boultbee Spitfire has been booked with agreement from the previous Chair of the Community Resources Committee, Cllr Ian Buckland on 17th April 2019. The display will be performed over the sea at approximately 11.40am. A successful bid has also been placed for a BBMF flypast. A Hurricane and Spitfire are scheduled to fly past in the late afternoon estimated between 3.30pm and 4pm.

3.2.3 R5Air Displays have been contracted as the Flying Display Director to ensure the safety of the Aerial Display. They have produced the extensive paperwork required for the CAA licence. The relevant documentation has been submitted to Arun District Council alongside Littlehampton Town Councils' plans. No concerns have been raised.

3.2.4 Officers have researched different land-based attractions and have booked the Flyin Ryan Motorcycle Stunt Display to perform in the main arena at 1.20pm and 3.45pm.

3.2.5 Other attractions confirmed for this year include a Caledonian Pipe Band, a Cadets Massed Band performance on the Stage by the Sea and an Armoured Vehicle Display. Additional catering has also been sourced for 2019 and will include stone baked pizza, Mexican street food, artisan coffee and the NAAFI tent.

3.2.6 The Parade Route has been altered for 2019. Those involved in the parade will muster on Arun Parade and march down South Terrace. Road closures have been approved and the Highway Authority have been contacted to discuss traffic management proposals.

3.3. **Screen on the Green**

3.3.1 After delivering two events in consecutive nights in 2018, the decision was made to return to one screening for 2019. This has been set for Saturday 17th August and will take place on West Green.

3.3.2 Putting the film choice for Screen on the Green up for public vote proved popular once again. 526 votes were cast via the Visit

Littlehampton Facebook page, Town Council website and Progress newsletter. Hairspray (235 votes) was chosen as the film for 2019.

3.3.3 It was agreed with representatives of Harbour Park that 5 catering outlets would be permitted for the event. So far, the Rolling Stone Pizzeria, Littlehampton District Lions Club and sweets provider; Nic and Bens Entertainment have confirmed that they will be trading at the event. Caterers will begin to trade from 6pm. Harbour Park are also increasing their operating hours.

3.3.4 It was previously agreed that officers would source entertainment between 4pm and 8pm for the Stage by the Sea and West Green to link to the film in the evening. Matt Parro, a well-known Brighton magician has been booked, whilst performances by Marvin Ford, the Littlehampton Musical Comedy Society and Brighton Jive are all being explored. A couple of acts that are self-sufficient and require limited equipment will be sourced for the Stage by the Sea.

3.4 **Boat Jumble**

3.4.1 Issues raised during the planning of the event last year have been resolved. Arun District Council confirmed that the organisers would not be allowed to charge an entrance fee.

3.4.2 £600 from the event support budget is being used to fund the event for 2019.

3.4.3 The event will take place on Caffyns Field on Sunday 9th June. An event application and the supporting documentation was submitted to Arun District Council in March and Ampfield Catering are currently having their documents reviewed by the Environmental Health department at Arun District Council.

3.4.4 Littlehampton Town Council's Amenity Team have assisted in the set up and break down of the event in the past and they have been booked to provide assistance again this year.

3.5 **Christmas Lights Switch On**

3.5.1 After the last meeting of this committee it was decided that the date in principle of the Christmas Lights Switch On should be approved by the Town Clerk, in consultation with the Chair of the Community Resources Committee.

3.5.2 The Town Centre Regeneration Officer, John Edjvet confirmed in a meeting with Town Council Officers that he had a verbal agreement in place with the Friday Market Operator that would see the market moved to an alternative day. This would allow for a safer and more efficient set up for event contractors.

3.5.3 A date of Friday 22nd November was agreed with the Chair of the Community Resources on 15th May 2019. This would allow for residents to enjoy the lights for an extended period and would also provide an opportunity for local traders to remain open for an additional evening on Black Friday, 29th November.

3.5.4 A children's competition will be advertised in the Christmas What's on Guide following a similar format to previous years. This committee has also agreed to the design of a new elf for the 2019 lighting display.

3.6 **Events Forum**

3.6.1 An application for event support funding is anticipated for a Sussex Day event on the 16th June 2019.

3.7 **Tourism Advertising**

3.7.1 The following Tourism adverts have been booked to promote Visit Littlehampton;
Sussex Local: an advert in the Barnham and Storrington editions for July & August.
Raring2Go: A ½ page advert in the Summer edition.

4. Financial Implications

4.1 A budget of £800 was allocated to the Easter Out and About Sessions from the 2019/20 Community Budget. The income from side stalls totalled £25 and the overall event expenditure is expected to be £741.19.

4.2 The budget for Armed Forces Day was set at £13,500. This combined with the £3,000 contribution from Harbour Park makes the overall event budget £16,500. The event is still expected to fall within budget.

4.3 A budget of £15,000 from the 2019/20 Community Budget was allocated to Screen on the Green. Despite the addition of entertainment and toilets the event is still expected to fall within budget.

4.4 A budget of £600 from the 2019/20 Event Support Budget was allocated to the Boat Jumble. The event is still expected to fall within budget.

4.5 A budget of £5600 from the from the 2019/20 Community Budget was allocated to the Christmas Lights Switch on. The event is expected to fall within budget.

4.6 The 2019/20 Event Support Budget is £5,000. £2,500 has already been spent and £600 is committed for the Boat Jumble, leaving a total of £1,900 in the Event Support Budget.

4.6 A budget of £3,125 is allocated to the 2019/20 Tourism Budget. Expenditure is expected to fall within budget.

Peter Herbert
Town Clerk

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Arun Youth Projects Monthly Report

April 2019

Introduction

This report sets out the recent attendance figures from April 2019. The report includes information on the number of sessions delivered, the number of different young people attending sessions, as well as a breakdown of attendance by age, gender, and electoral ward. The report will also provide details of volunteer support hours completed and an update on the new AYP Detached Youth Work Service.

Performance Metrics

Universal Sessions

The service delivered 17 sessions in out of a possible 17. There were no session closures in April.

Topics covered during the sessions this month include:

- 'Cook and Eat' with the Wickbourne Centre chef – This month saw the chef visit the Southfields Jubilee Centre. The young people had the opportunity to learn how to make a Risotto. Many of them had never eaten a Risotto before, but the food was very well received.
- Knife Crime – We looked at how knife crime is affecting young people in the UK and how this is impacting the lives of young people locally. The young people were challenged around their opinions of knife crime and looked at what can be done to stop the crime.
- Easter Fun – During the Easter Holidays, we had lots of fun with Easter scavenger hunts, Easter egg hunts and arts and craft.
- Sport/Exercise - Most sessions now include some form of physical activity, this included football and basketball. Due to an increase in daylight hours, we are now able to utilise the outside space at both Centres.

Next month we look forward to welcoming the Wickbourne Centre Chef back to the Keystone Centre (Thursday Drop-In Session) for another 'Cook and Eat' Session.

He will be teaching the young people how to cook up another culinary treat. The idea of these sessions is to equip the young people with the skills and knowledge of cooking simple meals they can cook for their families. They can also use the skills learnt in the next level of their education. We engage with many young people that are interested in Catering as a career choice, so these sessions are a great way of learning basic culinary skills such as food hygiene, food preparation and basic cooking techniques.

Outreach Sessions

There were no Outreach sessions delivered in April.

Volunteers Hours

There was a total of 57.5 volunteer hours delivered in April. The volunteer hours were recruited at the following sessions:

Seniors @ The Keystone Centre

1 x Volunteer at 2.5 Hours (3 Sessions) = 7.5 Hours

Juniors @ The Keystone Centre

5x Young Leaders at 2.5 Hours (4 Sessions) = 50 Hours

57.5 Hours in Total.

AYP Detached Youth Work Service

Arun Youth Projects have been given the exciting opportunity to set up two dedicated Detached Youth Work Teams in Littlehampton and the surrounding areas. This project will sit within the middle tier of the service as a focused project work. It will utilise grant funding awarded to the Arun Community Safety Partnership.

Detached youth work is a model of youth work practice, targeted at vulnerable young people, which takes place on young people's own territory such as streets, cafes and parks at times that are appropriate to them and on their terms. It begins from where young people are in terms of their values, attitudes, issues and ambitions and is concerned with their

personal and social development. It is characterised by purposeful interaction between youth workers and young people and utilises a range of youth and community work methods (The Princes Trust - 1998).

We will now provide two teams consisting of two youth workers per team who will each undertake regular weekly detached youth work sessions for up to 2 hours (4 hours outreach in total per week being delivered) in identified hotspots within the East Arun area. This will be a needs led, intelligence-based response to local concerns and to identify and provide early intervention for young people where there are concerns of being drawn into exploitation and serious violence.

The aim of the Detached youth work service will be:

- To deliver high-quality support and advice to young people at risk of criminal involvement.
- To reduce harm caused by serious violence and reduce the prevalence of serious violence.
- To provide a detached service to young people for 50 weeks of the year.
- To connect with vulnerable or hard-to-reach young people.
- To gather intelligence on young people's opinions and activity.
- To gather and share with partners intelligence on any criminal or anti-social behaviour.
- To provide young people with timely and accurate and advice or information.
- To signpost young people to other appropriate services.
- To improve local multi-agency partnership working.

We are currently in the recruitment phase of this project. The closing date for applications is Friday 24 May. The next step will be to provide the two teams of youth workers specific detached youth work training before the start of the sessions. The project will start delivery in June 2019. More information regarding the details of the detached youth work service will be provided in future reports.

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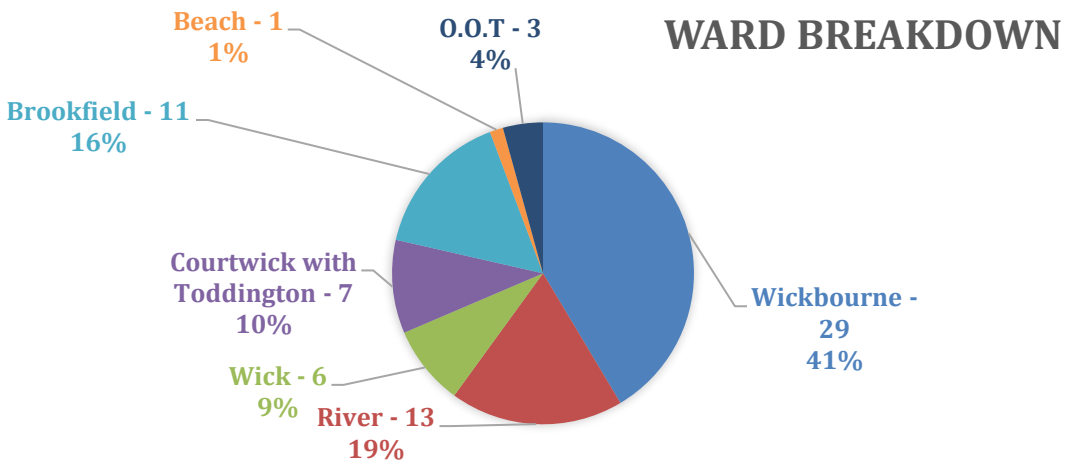
Session Attendance Breakdown

Ward Breakdown



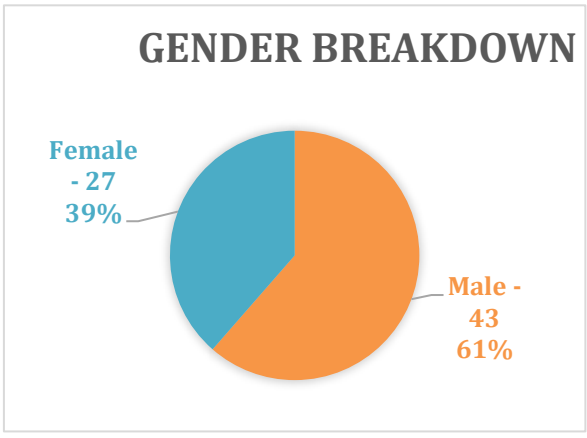
The chart above highlights the ward breakdown of the attendees across the service. The highest percentage of young people accessing the service are from Wickbounre Ward with 46%. 29 young people from the Wickbourne Ward attended the service in April. This shows a small decrease since March.

Last month saw an increase in attendees from the Brookfield Ward. The statistics show a further increase in April. 16% of all young people attending the service currently live in the Brookfield Ward. This month's increase could, however, be due to the recent re-classification of the Ward boundaries.

Gender Breakdown

The chart shows the gender breakdown of the young people attending the AYP sessions.

The split is showing many young people attending the service are Male with 61%. The gap between Male and Female attendees has increased again for the second time this year. However, there was an increase in attendance of both male and females since the beginning of the year.



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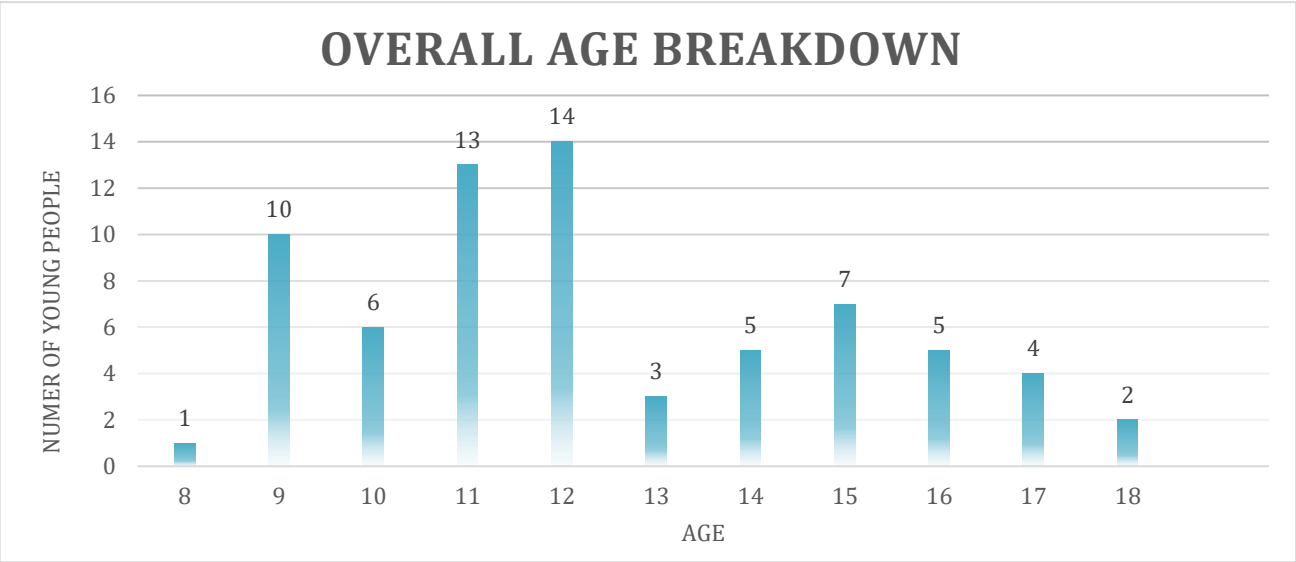
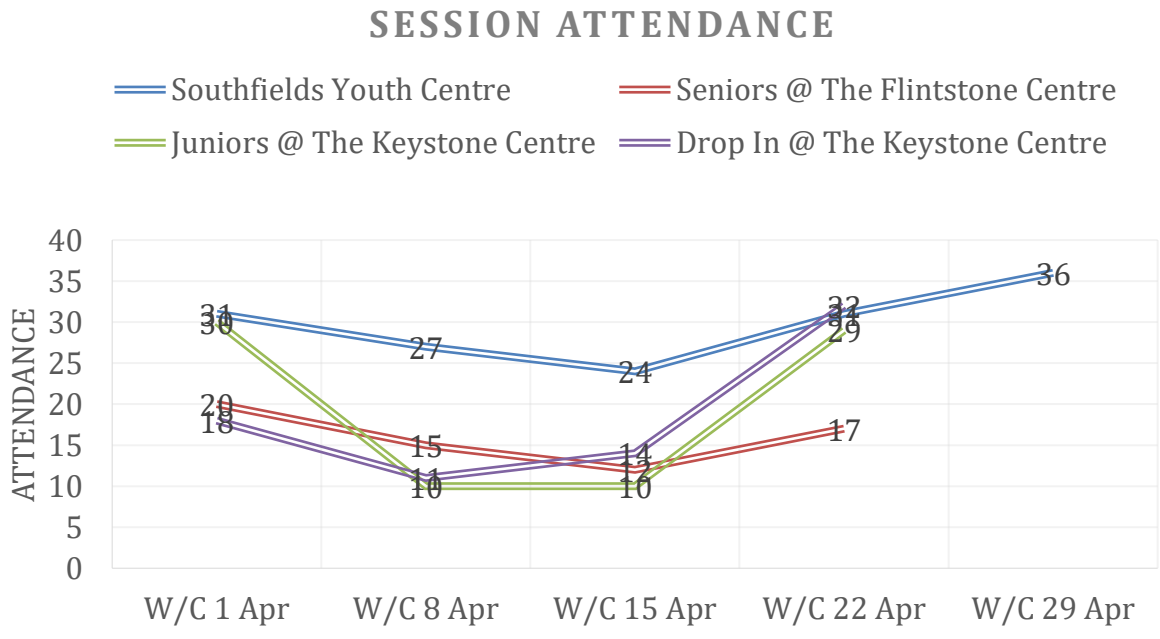
Age Breakdown



The graph highlights the age breakdown of all the young people attending the sessions. The 11-12 age bracket is showing as the highest level of attendance. This age group has grown over the last two months, due to an increase in attendance from young people currently in School Year 7 at the Southfields Youth Club Session.

Session Attendance



Overall the service has had 367 attendances across all sessions. This can be broken down into 70 different young people (defined as 3+ hours of engagement by an individual within one calendar month).

The graph above highlights all attendance recorded at each session in April. There was a clear dip in attendance at all sessions over the Easter Break. However, there was still a high level of attendance recorded over the month, compared to the figures in April 2018.
The Southfields Session continues to reach high levels of attendance, even with the Easter break the session attracted around 25 young people. This is usually unprecedented in the School Holidays.

The 'Seniors' Session continues to attract a steady level of attendance; this is slightly lower than in previous months, but this is still a positive number of young people attending the sessions. The Thursday 'Juniors' and 'Drop-In' sessions recorded high levels of attendance during

.

Summary

A final summary of the performance metrics:

Performance Metrics	Data
Number of Universal Sessions Run (Out of a possible 10)	**17/17**
Number of Outreach Sessions Run	0
Number of YP people receiving individual or group support.	5 Young Leaders 4 Young People on the Mentoring Programme. (9)
Number of young people engaged (**defined as 3+ hours of engagement by an individual within one calendar month**)	**70 Different young people – (10 more young people compared to April 2018).** **367 attendances across all sessions – (127 more**

	attendances compared to March 2018).
Number of Volunteer Support Hours	57.5 (Including Young Leaders)

Littlehampton Town Council

Non- Confidential

Committees: Property & Personnel and Community Resources

Date: 3rd June 2019 and 6th June 2019

Report by: Town Clerk

Subject: Keystone Project Update

1. Summary and update

1.1 The Town Council is currently committed to delivering a youth facility to replace Project 82 and the Keystone Centre. Throughout 2018 the Town Council held exploratory discussions with the District Council and community groups to identify proposals for a youth hub in Wick. In the latter part of that year a way forward was agreed by both authorities to deliver a new building providing facilities for young people and the community as a whole and more specifically, to add greater value than simply a meeting place. The Town Council is leading on this project that aims to deliver better value services that will improve young people's lives including improvements to the existing outdoor play facilities. In support of the project, the District Council has agreed in principle to provide land opposite to the existing Keystone Centre for this purpose by way of a lease for the footprint of a new building.

1.2 During February and March 2019 a community engagement exercise was carried out to gather views regarding the priorities for the new Centre and to generate ideas for the shape of future provision and inform a feasibility study. The output from this exercise was reported to Full Council on 28th March 2019. Although the response was limited, the feedback, including that from the current Keystone Centre Management Committee, was largely supportive and the investment in a new facility welcomed. A broad outline for a feasibility study was agreed and authority delegated to the Town Clerk, in consultation with the Chair of the Property and Personnel Committee to commission this work. This will inform the final design for the redevelopment of the Centre including service provision and a final budget for the project.

1.3 The outline feasibility study brief has been shared with the District Council and an extensive review has concluded that further work to develop the brief is required, particularly to ensure that a key objective, the capacity for increased daytime use is not lost. The broad scope of aspirations for the new facility suggest that a latent demand analysis would be required for facilities such as sports and other uses e.g. – childcare / crèche facility, health and wellbeing services to see what demand there may be to inform requirements beyond that of what is already known for the existing Keystone building. The flexibility and internal design will be refocussed to better reflect what is practical in this

location and within the proposed budget. The outdoor facilities will be removed from the feasibility brief at this stage to allow a better assessment of provision after the design of the main building has been agreed. All tenders will be required to conform to RIBA Stages 1 & 2 so that its clear how the building will be used, its purpose, ongoing management and maintenance, including sustainability requirements and to provide a consistent basis for the review of tenders and appointment of an architect.

1.4 Overall, Officers consider that these would greatly improve the brief and produce more meaningful tenders. The tender process for commissioning the feasibility will be re-activated once the brief is agreed with the aim of presenting a final design for approval in September and the project timetable updated accordingly.

2. Recommendations

The Committee is Recommended to:

1) Endorse the work to date to regarding the development of a feasibility study brief and the conclusions as set out in paragraph 1.3 of this report.

2) Note the updated timetable for the delivery of this work (Appendix A).

3. Financial Implications

There are none arising from this report.

Peter Herbert

Town Clerk

Appendix A

DRAFT KEYSTONE PROJECT TIMELINE		
Approval Milestones / Decision timetable ADC & LTC	Dec.18/Jan.19	LTC Full Council approval secured to progress project and start consultation May 2018. ADC Cabinet commitment to project confirmed November 2018 (decision ref:C/022//121118).
Mechanism / Decision maker	End March 2019	LTC Full Council 28/3/19 - agreement to undertake a feasibility study of the nature of the new facility (e.g. youth enterprise facilities such as café). Liaise with ADC & agree their process & reporting. Fall back position
Consultancy / support requirements	Summer 2019	LTC to consider
Project Initiation (PI) - including completion of PI Document	Jun-19	LTC & ADC
Informal stakeholder consultation to get community buy in	Feb/March.2019	Include, youth enterprise facility, recreations / play facilities and housing
Consider whether to do Design & Build or separate design and separate build	Sept.2019	
Explore Planning Options	Summer / Autumn.2019	
Formulation of legal status / conditions	End March.2019	
Funding options	March / April.2019	Confirm funding arrangements / spending limits and research grant options
Recommendation to build following informal consultation	End March.2019	LTC Full Council 28 March 2019
Feasibility study /Design work		
Draft scope of feasibility study for	March to June.2019	
Scope of tender agreed	End of June.2019	
Agree final draft of feasibility study	June.2019	Decision by LTC to agree and move forward to tender - June Committee cycle
Select & appoint feasibility consultant	End of June.2019	
Formal stakeholder consultation	Autumn.2019	
Detailed Design	Sept.2019	
Decision on final design and costs	Oct.19	Go / No Go decision to LTC Full Council Oct.2019
Construction		
Planning approval	Dec.19/Mar.20	
Tender to Appt. builder	March/April.2020	
Select & appoint	April.2020	
Build	June- Sept.2020	
Handover new premises	Oct.2020	
Demolition old premises	?	

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 6th June 2019

Report of: The Town Clerk

Subject: Grant Aid Applications 2019

1. Summary

1.1 This report sets out applications for Grant Aid 2019/20 received from groups and organisations; please see as attached Appendix B. The Grant Aid Policy Criteria is attached as Appendix C for reference.

1.2 Members will read about the success stories that have resulted from the 2018/19 Grant Aid programme; please see attached Appendix A.

1.3 Three groups which were awarded grants as part of the 2018/19 Grant Aid budget are seeking an extension to the terms of their grant.

2. Recommendations

The Committee is Recommended to:

(1) Consider all Grant applications received (Appendix B refers) and agree awards for 2019/20.

(2) Note the successful projects undertaken last year due to the Town Council Grants scheme (Appendix A).

(3) Agree a further one-year extension of the terms of the 2018/19 grants given to Jamie's Wish, The Littlehampton Tea & Chat Club and the Littlehampton Sea Cadets.

3. Background

3.1 The Annual Grant budget for 2019/20 is £20,000. A single applicant cannot be awarded more than 20% (£4,000) of the total budget under the Town Council's Policy Criteria.

3.1.1 Information regarding the Grant Aid programme was circulated widely amongst the voluntary sector, on the Town Council's website, local press and social media.

3.1.2 Forty-four applications have been received representing a wide spectrum of organisations that aim to support the Littlehampton community. This is a significant amount of applications received by the Town Council and includes thirteen completed forms from first time applicants.

3.2 **Last year's grant successes:**

3.2.1 Forty-six grants were awarded for 2018/19 utilising the budget of £20,000. A total of £19,714 was allocated with the remaining underspend of £286 being moved to EMR.

3.2.2 Full details of the outcome of these grants are attached as Appendix A.

3.3 **Request for extensions to 2018/19 Grants**

3.3.1 Three organisations which were awarded grants in 2018/19 have to date been unable to utilise their funding. These are as follows:

3.3.2 Jamie's Wish – The organisation had been awarded and paid a grant of £300 towards holding a Character Lunch in Littlehampton. Due to a range of unforeseen circumstances including and most notably the relocation of the charity's offices the event has not been able to be progressed. The organisation has put forward a request to the Town Council asking if they can reallocate the funding towards rental of their new office. The Character Lunch has been put on indefinite hold for the moment with the focus being on the annual Family Fun Day as a priority. Alternatively, Members may wish to permit the funding to be used towards the Family Fun Day event as this would have more synergy with the aims of the Character Lunch as a fundraising mechanism for the charity. Members are asked to consider the change of use of the funding and a one-year extension to the terms of their grant.

3.3.3 The Littlehampton Tea & Chat Club – The Club had been awarded and paid a grant of £80 for a new tea urn. Unfortunately, due to a variety of changes to the building and the main stalwart volunteer being away from the Club the urn is yet to be purchased. Members are recommended to approve the one-year extension to the terms of their grant.

3.3.4 Littlehampton Sea Cadets – The Club had been awarded a grant of £500 for building works at the Cadet Headquarters – this is yet to be released. To date these works have not been completed as the remainder of the funding is being sought. Members are recommended to approve the one-year extension to the terms of their grant.

4. Financial Implications

4.1 The total grants applied for this year is £61,949. The annual budget is currently £20,000.

4.2 Recommendations for funding currently total £19,580.

4.3 The funding of £500 for the Littlehampton Sea Cadets is held within EMR. If Members do not approve an extension to the terms of the grant then a decision is required as to whether to keep the £500 in EMR or return to General Reserves.

4.4 The grant for Jamie's Wish and the Tea & Chat Club formed part of the 2018/19 Grant Aid budget and were paid out.

Peter Herbert
Town Clerk

Appendix A
Feedback Grant Aid Applications 2018/19

	Application/ Organisation	Project	Purpose of Grant	Amount Given	Feedback
1	Arun Access Group	Printing of information cards and various equipment to enable the group to attend community events for promotional purposes.	Promotional feather banners and printing	£500	The feather flags helped to raise our profile amongst the community, which enabled us to make more people aware of our website, and we gained two new members. The website contains useful information for disabled people ranging from travel information to London to the accessibility in local shops. The printing cards we produced, which aimed to prevent cars parking on pavements, proved to be effective in minimalizing inconsiderate parking.
2	Arun Youth Aqua Centre	Purchase of new spinnaker dinghy	RS200 spinnaker dinghy	£385	AYAC is a charitable organisation with members from the local community who look towards introducing youngsters to sailing and increase their skills. Sailing with spinnakers is fast, fun and quite technical. Spinnakers also wear quite quickly. The funds from LTC have helped towards replacements, thus enabling youngsters to improve their racing skills.
3	Cancer United	The CU Outreach project- CU has a bus which is kitted out with a table, chairs and kitchen and helps to offer support and tackle isolation.	Cost to help keep the bus on the road - £250 towards the MOT	£250	Whilst our support and information bus are very important to us and to members, because it is an old bus it constantly needs maintaining which is very costly for the charity. The benefit of keeping the bus on the road for members is that it enables them to share social events together using the bus as a café. When we give a choir performance for example, the bus comes along and is used as a place to sit, relax and have something to eat and drink after a performance so that members can bond together for a while before traveling home on our mini buses.
4	CRUSE Bereavement	To continue to deliver a one-to-one service for those people in Littlehampton who have suffered a loss and would like to talk to	Costs associated with the service including: Telephone, Training Printing & Administration	£400	The funding from the Littlehampton Town Council contributed to our operating costs and in our being able to continue to offer our services free of charge to the residents of Littlehampton who desperately needed somewhere to turn, to be listened to and to assist them in getting their lives back on track.

Appendix A
Feedback Grant Aid Applications 2018/19

		someone outside of their own family.			
5	Dairy Art Drop In Group	To hire demonstrators to exhibit work and make visits to draw, paint or view art that inspire members to practice art.	2-3 demonstrations depending on artist's fees.	£150	The funding enabled the Art Group to provide a quality service to the local community by covering the cost of visits by professional artist to carry out demonstrations and help our members acquire a wider range of techniques in the field of painting. This further enhances the benefits that our thirty or so members experience from joining the group of mixed ability artists from a friendly, calm and creative morning in a stress-free environment.
6	DOSH	To ensure the continued provision of New Age Kurling in the Littlehampton from the Southfields Jubilee Centre.	Equipment Printing costs Publicity Refreshments Insurance	£600	The Club continues to meet on a Thursday at Southfields Jubilee Centre. The Club provides a strong social network for its members who support one another outside of the regular Club sessions. The LTC funding was gratefully received and has helped us to keep the Club going for another year.
7	Equine Partners	To restore the therapy barn at the centre. The existing floor is made of straw which has now deteriorated and become dusty and unhealthy as an environment (for humans & horses). It is proposed that the floor is replaced with sand.	5 sacks of sand	£260	The new floor surface in the barn makes it a pleasanter place to be and has meant that all the sessions (we use it constantly between about October and May as well as any wet summer days) has made a big difference to the families who come. It has benefited the project by enabling us to provide a good service in a pleasant environment to the families who visit us.
8	Family Support Work (FSW)	Play & support sessions for vulnerable children and their	Craft materials	£300	The funding from LTC has allowed for additional play and support sessions for vulnerable children and families. This has meant that children and young people have received continuous support and interventions, are more engaged in activities and sessions provide better

		families in Littlehampton. Includes: drop-in sessions and school holiday activities These sessions will compliment the 1:1 work already being undertaken.			support for the physical, psychological and emotional needs. The sessions have also provided greater knowledge of options and rights for parents. Sessions have improved parenting knowledge and support, readiness to re-engage positively with children and manage challenging behaviour.
9	Friends of Mewsbrook Park	Creation of a clear uniformed and branded identity of the FoMP group to encourage new members, fundraising (for environmental and community projects within the park) and public interest in the park.	Gazebo, table and cover plus polo shirts.	£472	As part of this larger project we have purchased the Gazebo, Gazebo weights, Information Boards, Collection Buckets, Collection Tin, Table and Logo Printed Tablecloth all of which will help us at local events that we intended to be a part of. The LTC funding has paid for the gazebo, table and printed tablecloth. There was an underspend of £129.05 from the grant as the group have decided not to proceed with the purchase of the polo shirts as Members have expressed a preference to wear their own clothes. The remainder of this funding has been be utilised for additional event equipment e.g. collection tins.
10	Headway	A programme of awareness raising to ABI through promotional activities and developing community partnerships.	Office rental, marketing & promotion	£446	In Littlehampton we ran a training and awareness session at the Citizens Advice for their advisers which resulted in better understanding of ABI. We also worked in partnership with Carers Support, Impact Initiatives and HealthWatch and other voluntary sector organisations. We completed a two-month exhibition of photographs by a brain injury survivor in Littlehampton Museum. The work with the Coastal Clinical Commissioning group and the multi-agency Local Community Network is ongoing, ensuring ABI keeps on their agenda and is considered in future plans. We continued to liaise with local hospitals and neurological rehabilitation units at they prepare to discharge patients.
11	Home-start Arun	Volunteer recruitment and training for Littlehampton residents.	40 hours of training per individual for 2 Lton volunteers.	£630	During our September and January training course 5 volunteers were recruited and rained from Littlehampton. We supported 43 families in Littlehampton wards between April 2018 and March 2019. Families were supported in areas such as: developing parenting skills, behaviour management, reducing isolation by linking with the Children & Family

					centre and local Toddler groups, healthy eating and shopping and parent/child bonding. We continue to promote Home-Start services and volunteering opportunities in Littlehampton and held a training course in the Wickbourne Centre in ~January 2019. We have developed relationships with pre-school provision in the area as well as local primary schools and regularly advertise our training course to parents at these schools.
12	Howard LTC	To replace furniture within the clubhouse. The clubhouse is 92 years old, in constant need of repair and some of the existing furniture has been damaged.	New furniture for the clubhouse	£300	The Club are very grateful to the Town Council for the grant. The funding was used to replace some of the damaged furniture which the Club had had to use – these included chairs and coffee tables.
13	Impact Initiatives (Workability)	Raising awareness of how to support hearing and visual impairments in the workplace. Many people with such impairments are often discriminated against and can miss out on jobs and opportunities due to fear and a lack of awareness. The training will enable organisations to facilitate changes to systems/procedure and	To host x 2 training sessions in Littlehampton to raise awareness to employers and professionals of supporting and effectively working with the wide-ranging needs of people with hearing and visual impairments,	£550	The funding from LTC has given us to the opportunity to share information and knowledge about Deaf and Visually impaired members of the community. This has meant that we can give a better understanding and raise awareness to employees and professionals for the future of the obstacles and difficulties experienced by those with Visual and Hearing impairments.

		communication styles to make their environment more inclusive.			
14	Jamie's Wish Trust	Children's Character Lunch. This is a fundraising event that offers local children the chance to meet and dine with a host of their favourite characters.	Character hire and photographer	£300	This activity did not happen due to unforeseen circumstances. The charity has asked for the funding to be carried over to 2019/20. See 3.3.2 in main report
15	LIFE	To buy stage lights to be used at performances and celebrations.	Stage Lights	£400	The group were finally able to fundraise the remainder of the funds needed to get the stage lights and as a result of the contribution from LTC were able to purchase the new equipment in October.
16	Lifecentre	To provide a full programme of up to 11 sessions of face to face counselling for each survivor of rape and sexual abuse who live in the Littlehampton area. There is currently 37 people accessing the service from Littlehampton.	To fund four sessions of face to face counselling for survivors of sexual abuse from Littlehampton.	£1,188	4 residents from Littlehampton were supported by the grant and have completed a full course of 18, 1-hour counselling sessions. Additionally, one of our four survivors also required a received re and post-trial counselling as they were seeking justice through the courts. Pre and post-trial counselling are offered above and beyond the average 18, 1-hour sessions. Another of the four survivors brought forth a supporter (family member) who sought counselling separate to that of the survivor. This supporter also resides in Littlehampton and sought counselling to not only learn how to be supportive of the survivor in the family home environment but to also deal with the relationship issues that were breaking down within the home environment as a result of the rape suffered by the survivor. The 4 survivors reported the following benefits gained by the counselling programme supported by the award from LTC: improved self-confidence: feeling safe and able to re-join family and community life; overall reduction in stress and anxiety; ability to set appropriate relationship boundaries and a 100% decrease in depression.

Appendix A
Feedback Grant Aid Applications 2018/19

17	Littlehampton Baptist Church	To hire a Theatre Company to perform a pantomime "Sleeping Beauty" for families and children.	Publicity material and the hire of the theatre company who provide the actors, costumes and props.	£300	The Littlehampton Baptist Church was happy to host Pyramid Production's version of Sleeping Beauty in December 2018. Due to the fundraising from the Littlehampton Town Council, which was mentioned in the publicly and on the tickets, we were able to keep the ticket prices at £2.50, which remains affordable for most members of the community. An audience of well over one hundred children, parents, grandparents and carers appeared to thoroughly enjoy the pantomime. The church is pleased to continue providing the service to the community and has already booked the company to perform Cinderella in December 2019.
18	Littlehampton Blind Club	To pay for transport to enable members to get to the Club. To pay for venue hire. Both have seen a price increase in 2018.	Transportation for door to door pickups. Hire of Southfields Jubilee Centre	£440	The grant helps towards the hire costs of a minibus to bring members to club, plus take them on escorted outings, without the transport these people would spend hours mostly alone at home.
19	Littlehampton Civic Society	Room Hire	Room hire for AGM and quarterly meetings	£431	Housing the Executive Committee Meetings at the Manor House has ensured that Committee Members can easily attend each meeting which has a positive impact on the productivity of the society. The Annual General Meeting also benefits from being in a central location within the Town ensuring any residents and members can attend. Attendee's benefit from the excellent transport links and good parking available. Being able to raise awareness also informs the public with the work of The Civic Society helps to achieve our aims.
20	Littlehampton Child Contact Centre	Twice monthly venue hire. £720 would pay for one full year of rent.	Rent for venue for contact sessions – 4 months.	£240	We were able to continue our service to families in the area, the grant also enabled us to use our other limited resources for training purposes for volunteers.
21	Littlehampton Cricket Club	Computer based training aids for junior cricketers.	Overhead projector Projector screen On-line coaching packages	£500	During inclement weather outdoor coaching practice is not possible, this equipment will make it possible to continue teaching various techniques and thus avoid the loss of interest that can arise when coaching sessions

		An opportunity to develop players skills when wet weather does not allow outside practice. Help players to take a more analytical approach.			are lost. It also makes it possible to video players' batting and bowling and then analyses ways of improving their techniques. Together with the recent acquisition of a laptop and broadband these resources will help the Club to promote the use of the pavilion to the community groups and training organisation which will boost the financial sustainability of the club.
22	Littlehampton Fort Restoration Project	Installation of a permanent display at the Look & Sea Centre and a replacement laptop for the group.	Touch screen interactive display	£550	The touchscreen interactive display has been purchased and was destined for the Look & Sea Centre shortly before the closure of the Visitor Centre. The Fort Group have been in touch with LTC to explore opportunities for the interactive to become part of the Museum offer – this is something which the new Curator will explore.
23	Littlehampton Flood Action Group	Updating of the Group's website to make it mobile friendly. PLI renewal expenses.	Making website mobile friendly - £300 Website hosting & maintenance - £55	£355	Our website can now be consulted, and contacted, by users of smart phones etc. we have been able to help at least one householder who contacted us this way. The modification should prove its value in the coming years as flash flooding is likely to become more frequent.
24	Littlehampton Men's Shed - East	Running costs, materials and tool replacements.	Basic equipment (tools, benches etc), insurance and materials for projects	£400	The "Shed" purchased a range of hand tools, circuit breakers and power tools all of which have been put to excellent use making items for the local community including bird boxes for the local parks and garden furniture for the MIND Day Centre.
25	5th Littlehampton Sea Scouts	Purchase of 2 Mess tents: 1 for dining/indoor activities 1 for cooking/storage	Marquee	£956.99	The marquees are used at out outdoor summer camps away, we use them as our mess tent and dining hall, rain or shine the troop can eat meals, as well as preparing all the food. We also use them on our Funday. They are also good to keep the burgers and cakes out of the sun and they protect us from the wind.
26	Littlehampton Community Tennis	Promotional signage at Maltravers and leaflets for schools, library	Banner and flyers	£218	LCT continues to deliver successful community tennis from the Maltravers recreation site. This site can provide all year round tennis and has over 50 members playing regularly.

		and other information outlets.			
27	Littlehampton Heritage Railway Association	Increase the size of the shelter at Mewsbrook Park. This would involve taking down existing shelter and creating a larger concrete base. The shelter provides cover for volunteers and passengers during inclement weather	Building materials	£500	The old shelter was demolished and rebuilt with the help of West Sussex Community Volunteers as it was quite a long project. It now provides shelter for customers and families in the area at Norfolk Gardens. Inside we have mounted a noticeboard to inform passengers of times and upcoming events. The feedback from the public has been most positive. Without the grant the old shelter would have had to have been demolished.
28	Littlehampton Lions Club	A gazebo to be used at a variety of community events to promote the Lions Club	3 x 3 m gazebo and sign writing	£400	We needed a second smaller gazebo to use at events and this has proved ideal. We have used it on a selection of occasions and in many ways, for example we used it: For the Tea Tent and last year's Littlehampton Town Show. As a shelter at Rustington's Remembrance Day Service in November. In December as a Santa Grotto in Rustington.
29	Littlehampton Musical Comedy Society	Training of volunteer licenced chaperones to enable under 16's to participate in theatre productions. This training will meet WSCC regulatory standards for the safeguarding of children.	12 volunteer chaperones to be trained to enable Under 16's to participate in LMCS productions. Training £50 per person incl.travel.	£600	The society has currently had 5 new chaperones complete their training in time to become licences chaperones which assisted them greatly with the production in January and enabled 18 local children to take part in 6 sell-out performances of our annual pantomime. This brought our team of chaperones for production to twelve, as not all are available for every performance and allow for a mix of ages and sexes of children who have to be supervised separately. The remainder of the funding will be used to renew the licences of volunteers whose chaperone licence is yet to expire. Each licence stands for 3 years and so the funding will be used up in the very near future for the purpose that the grant was given for.

Appendix A
Feedback Grant Aid Applications 2018/19

30	Littlehampton Players Operatic Society	Purchase of sheet music for "A Night at the Musicals" show.	Sheet Music – this can be used for future productions as well as the 3 performances of A Night at the Musicals	£300	We were able to buy copies of the 4 part medley arrangement of Sweeney Todd and for Blood Brothers. We are not allowed to photocopy music so with a cast of 42 in the show it was great to be able to include everyone that wanted to be involved in these numbers. By choosing the medleys it also made it possible for more people to have solos or sing in a small group.
31	Littlehampton Quakers	Alterations to the historic Meeting House in Church Street. Overall scheme includes ramped access, improvements to the internal layout of the building to enhance accessibility, new porch, re-construction of brick piers opening adjacent to the pavement on Church Street.	Contribution towards the ramped access aspect of the project including non-slip surface and new entrance from Church Street.	£500	Project yet to begin. Extension granted for a further year CRC 14th March 2019 as part of the Budget Monitor Report.
32	Littlehampton Rugby Football Club	Improvement of training facilities.	Training Equipment	£500	We needed some new equipment to support training sessions. We used the grant to buy some new balls – this helped us to improve our handling skills and develop our new players ability. We also brought some new tackling equipment which supports un is keeping players safe by teaching them the correct talking techniques and how to remain safe in a game. This season we have manager to grow our players base and support the local community to deliver rugby to a variety of players new, returning and existing.
33	Littlehampton Sea Cadets	Upgrade of toilet and shower facilities at the Littlehampton Sea Cadets HQ.	Remedial work and improvements for male and female cadet facilities.	£500	Funds have been ring-fenced but as yet not claimed. Remainder of cost of project being fundraised. A request for an extension to this grant is detailed in the main report item number 3.3.4

Appendix A
Feedback Grant Aid Applications 2018/19

34	Nautical Training Corps	Purchase or refurbish the instruments of the marching band	Base drum refurbishment, purchase of snare drum and smaller harnesses.	£775	The benefit from this grant this year has helped us refurbish a bass drum for our cadet band, so that a younger and small member could carry our large and heavy bass drum. We have been able to convert this instrument into a lighter drum, which our new members have been able to compete in last year's band competition and win our competition class. The slings and harnesses have also given us the same result and made our band look presentable when out on parade.
35	Outlaw Cheerleaders	1/ Setting up a cheer pom squad 2/ "Don't be a victim" prevention initiative – sessions to be delivered to the children and young people by the National Counselling Service – bullying, self-harming, eating disorders and family issues.	Pom squad – 5 sets of poms, Don't be a victim – 3 sessions at £90 per session	£449.50	Thank you – the grant has benefitted the girls immensely. The pom poms have been purchased and the troop have already won competitions. We have also been able to support the Star Ignited Performance Academy who needed to borrow 5 sets of pom poms for their recent theatre performance in London. The mental health programme continues and allows the girls to talk in a safe environment and discuss feelings and emotions in a safe way. We have seen improvement in behaviour and mental health both in the gym and away at competitions/events. Some of the girls have now started to compete in solo routines which they would never have had the confidence to do before – one girl had been bullied at school and had a horrendous time leading up to a competition but went onto perform in front of over 200 people – her mother and many of the volunteer team were very emotional with the pride they felt watching this young person perform.
36	Pointe Rocks	Exercise mats to allow for extra dance activities and minimise risk of injury.	Mats x 5	£189.95	The new mats are brilliant! Used by all ages 2 – adult. From tots doing basic movement, to high standard dancers developing advanced ballet techniques and flexibility. The students love being able to stretch effectively which has helped them perform with huge success in local dance festivals. My classes include a combination of ballet plus joint mobility drills which can be done safely on the fantastic mats and we can all use them at the same time as they cover such a large area.
37	Safe in Sussex	Garden Mosaic to be designed and assembled by the residents of Amber House.	Mosaic materials & a shed	£307	The women who are receiving support through Amber House Community Refuge have benefitted from the grant as it has empowered them to make artist decisions, express themselves creatively through a positive activity. Recovering from the trauma of domestic abuse takes time and by providing this group activity the women have had the opportunity to express themselves through the medium of art. Sharing a

		A shed for the storing of children's garden toys.			house with others can be difficult and stressful at times and this group activity has helped to break down barriers and provide a positive and meaningful time for those participating. The project is helping women with their decision-making processes, building their confidence and self-esteem by giving them opportunities to express themselves and to feel that their ideas are valued. The mosaic is yet to be completed, this is due to the initial cohort of women who had wanted to build the mosaic moving on from the project, however, we now have a group of women who are very keen to complete it. All funding received had been spent as set out in the original application and once the mosaic is completed the Mayor will be invited to the lay the last piece of the tile.
38	St Barnabas Hospices Sussex	The Hospice Outreach Project visits locations throughout W Sussex in its purpose built bus. It provides patients, carers & members of the public with more info. about end of life care. The HOP visits sites that to maximise outreach and make it easy for people to access the service.	To assist with the running costs of the HOP (currently £33,020 per year) £300 would cover the cost of one full day of the service being delivered in L'ton.	£300	Each visit to the Town Centre costs approx. £650 and we would like to express our sincere gratitude for the grant from Littlehampton Town Council. HOP is staffed by a senior nurse who is able to provide information and advice on all aspects of hospice care available at St Barnabas House and out in the locality. The HOP is an education resource for healthcare professionals and the wider community. The specialist staff work closely with community teams and local support networks to offer advice in areas of symptom management, emotional, spiritual, psychological and bereavement support for patients, their families and significant others.
39	St John Ambulance	Provision of training defibrillator for the Littlehampton Unit of SJA.	A training defibrillator £400	£400	No report received to date

Appendix A
Feedback Grant Aid Applications 2018/19

40	Sussex International Women's Day Group	International Day of Peace – Event to be held on the 21st Sept to highlight the end of WWI and the centenary of Women's Right to Vote	Publicity £50	£50	We invited speakers on various issues of peace, had discussions about peace globally and locally, as well as talking about inner peace. We held a peace meditation. The intention was to make people stop and think about how a peaceful lifestyle and attitude is of benefit both personally and in society generally. The day was attended by approximately 50 people most of whom stayed all day. We were very pleased with the day, which was very successful, we had a lot of positive feedback.
41	Sussex Steel	Pan renewal programme	A Tenor pans and stand	£750	The grant form the Council has helped us to purchase tenor pans which will improve the quality of the music and allow students to progress. Our Sussex Steel mini (ages 7 – 11) has doubled in numbers over the past year and we are also running bands in local schools. Currently Sussex Steel has around 70 players, 7 – 70 area attending rehearsals at our base in Littlehampton. Last year some of our pro band (highest quality) musicians took part in a Steelpan competition in London, having high quality pas is essential when competing with some of the top London bands. This summer our younger members will take part in another steelband competition in London and our Pans in the Park event in Mewsbrook Park in June. These will involve large bands and we will be using all of our best instruments. Eventually we hope to replace all of our old steelpans with good quality instruments.
42	Sussex Tornados	Cheerleading sponsorship of entry to National Competition at the Queen Elizabeth Olympic Park, London.	£540 for the coach passes and 4 x entry fees for Littlehampton children who require a bursary subject to remaining funds being secured.	£540	The team attended the Legacy - Just Believe, Platinum Regional event at the Olympic Park in London February 2019 and the following results were achieved: Cloudburst Tiny Level 1 - 4th Place Thunder Bolts Mini Level 1 - 8th Place Lightning Strikes Youth Level 1 - 1st Place Ultimate Storm Youth Level 2 - 3rd Place Full Force 10 Junior Level 2 - 3rd Place Supreme Thunder Senior Level 1 - 5th Place Hurricane Extreme Senior Level 3 - 5th Place Flashback Masters Level 2 - 1st Place
43	The Littlehampton Tea & Chat Club	Purchase of new tea urn	Tea Urn	£80	Due to various changes at the Church premises the tea urn is yet to be purchased. A request for an extension to this grant is detailed in the main report item number 3.3.3.

Appendix A
Feedback Grant Aid Applications 2018/19

44	Virtuoso Dance Company	The Principal of the Dance Company has recently qualified as an acrobatic arts teacher. The Company now require crash mats.	Crash Mats	£300	Since the purchase of these mats, the children's confidence has grown massively. This has meant that their fitness level, stability and flexibility have improved and for some children, their weight had dropped. This is in turn improving their physical and mental wellbeing and making them healthier and happier children. The amts have played a massive part of this so thank you very much.
45	West Sussex Mediation Service	To support the training and development of our local Littlehampton volunteers for the year.	Volunteer training costs	£250	Thank to the Town Council grant we have been able to enhance the skills of the five newer meditator serving Littlehampton to further equip them with the necessary knowledge and practice to help them successfully meditate disputes in the community. We have found that more and more of the referrals made to our service are becoming quite involved and complex and require great skill to break down and resolve. This is down to many factors – mental health, antisocial-behaviour, less neighbourliness, etc. we try to keep ahead of the game by offering CPD to our volunteers. All our clients are beneficiaries of that.
46	1st Wick Guides	Week long summer camp for Littlehampton girls aged 10-14.	Transport costs– mini bus hire	£500	No report received to date

Appendix B
Grant Aid Applications 2019/20

	Application/ Organisation	Aims of Organisation	Project	Purpose of Grant	Amount	Additional Information Provided	Officer Recommendation
1	1087 (Arun Valley) Squadron RAF Air Cadets	To help cadets to develop a practical interest in flying and to learn many differing skills. Membership is open to young men and women aged between 12 and 18. The L'ton Squadron has been established since 1941.	Hire the Millennium Chamber for the Annual Parade and Cadet Presentation Evening	Hire the Millennium Chamber for the Annual Parade and Cadet Presentation Evening	£220	• 30 Cadets. • Twice weekly parades to support the cadets in drilling, first aid, radio communication skills. • 55% cadets from L'ton.	£220
2*	Arun Church – Playcentre Nursery	The Playcentre Nursery is situated in a deprived area and we help children to grow and flourish, preparing them for school and keeping them safe.	To update the equipment in the garden area: Sand pit Climbing area Growing area Toys	To refurbish the climbing area.	£4,000	• It is a free flow nursery and offers indoor and outdoor provision regardless of the weather. • The Playcentre Nursery sits under the Wickbourne Centre Company which is separate to Arun Church.	£500 to be ring fenced until the remainder of the funding has been secured.
3	Arun Youth Aqua Centre	To help educate young people through water-based activities & develop their physical and mental capabilities as individuals and as members of society.	Boat covers for AYAC's fleet of RS Feva dinghies	4 x RS Feva mast up covers £189.71 each	£756	• 78% of 62 members live in Littlehampton • £150 per annum for sailing membership • Received grants in past 8 years. • Over £21k of In Kind volunteering contributed each year.	£570 for the purchase of three RS Feva boat covers
4*	Blueprint 22	Youth led not for profit organisation working with 16-25 yrs along the coastal strip from Bognor to Brighton. Aim to help individuals to discover, explore, develop, thrive and share.	The "Show You Care" – devised by one of the Youth Trustees, aims to work with peer group to create a "Secret Santa" to elderly people who are alone at Christmas.	Youth volunteer training sessions x 4 @ £200 each Youth volunteer DBS checks x 30 @ £15 per check.	£2000	• Self-referral. • Great success at working with marginalised young people from disadvantaged backgrounds. • DBS checks will be undertaken of those young	£850 for x 3 volunteer training sessions and the card making workshop. Request that the make links with Arun Youth Projects.

			Project will consist of a workshop for young people to help them gain a greater understanding of the needs of the elderly. The group will make and design cards for the elderly which will be delivered by a young person.	Card making/gift wrapping workshop £250 Care Homes Delivery sessions x 25 @ £20 per session		people undertaking the home visits. • Show You Care Project has run in Shoreham, Brighton & Bognor previously. • Will visit individuals as well as care homes and will undertake carol singing, refreshments etc. • Create a positive intergenerational project to overcome the perception that all young people are caught up in less productive activities.	
5	Cancer United	Cancer United's vision is to improve the lives of every cancer patient in the local community from diagnosis onwards through social events and activities.	OUTSINGCANCER – a choir comprising Cancer United members. Singing increases lung capacity and helps to build a strong core. Choir now has 60 members.	2 x PA systems @ £769 each 3 x mics @ £297 each Mic cables x 4 @ £20 each	**£2,509**	• 100 L'ton people have benefitted from Cancer United services. • The choir has made over 20 performances including The Windmill Theatre. • They rehearse 3 hours per week.	£330 for 1 x mic and cables x 2.
6	Coastal West Sussex MIND	An independent local mental health charity working in West Sussex offering mental health services, along with associated training and support. Also work in communities to raise awareness and challenge stigma and discrimination. Our services support young people, adults, older	A new pilot project consisting of 2 hour interactive mental health awareness workshops over specifically for 8-10yr old's (years 3&4) being run at River Beach Primary School & evening sessions run at Brownie /Cubs groups.	Staff travel £120 Volunteer expenses £155 DBS £20 Publicity and Materials £1,356	**£2, 069.03**	• Aim to reach over 350 individuals. • Aims to break down myths and stereotypes and increase knowledge and awareness around mental health. • Aims to use a creative and new activity that helps young children to understand the importance of thinking about their mental health and to take	£750 towards educational resources.

		adults, carers and families affected by mental health problems.	Also an awareness session for parents & teachers. Starting Sept.2019			some actions that can help them today and in the future.	
7*	The Clymping Petanque Club	A new club playing and providing the game of Petanque – French Boules. The Club will instigate a full calendar of its own events/competitions. Club will be available 3 days per week. Open to all ages – intergenerational. Founder members have many years of experience of the game including coaching.	Clearing of site and installation of the playing area. Accessories including boules (adult/children), coaching, scoreboards will be approx. £500.	New playing area will cost £7,400. Accessories £500	**£4,000**	• Year round healthy and gentle exercise. • Small group of 7 at the moment with ambition. • Club to register with Petanque England who will provide insurance for the group. • Wheelchair accessible • Based at Clymping Village Hall but openly wish to encourage L'ton residents – Chairman is a L'ton resident. • Bank account being set up.	£500 to be ring fenced subject to remainder of funding being secured and project is definitely going to progress.
8*	Creative Heart Littlehampton CIC	Pioneering, vibrant community hub and arts café that seeks to promote positive change in Littlehampton. Creation of a safe and inclusive space that tackles loneliness, inspires creativity and improve physical, emotional and mental wellbeing. Will be open Tuesday-Saturday 8.30 am – 5.00 pm.	Estimated se up costs are £52k. £13k is being invested by the Directors themselves and there are additional crowd funding and grant applications in process in excess of £75k. Funds requested from LTC are to cover the set up of an accessible changing facility and	Disability Hoist £1,470 Disability Changing Bed £2,433 Sensory Materials	**£4,000**	• To be based in the former Tamarisk Centre in Beach Road. • Aiming to open late Autumn 2019. • Project co-ordinators have extensive experience of delivering creative groups locally including Knit and Natter. • Projecting 90% of those accessing the Hub will be from Littlehampton. • Will provide holiday schemes, after school activities, classes for the over 60's etc etc.	£2,500 to be ring fenced for the purchase of the changing bed until remaining funds have been secured and project is definitely going to progress.

		Art, craft, dance, drama, music, writing and cooking.	sensory materials for groups.				
9	CRUSE Bereavement	To promote the wellbeing of bereaved adults, young people and children and to enable anyone suffering a bereavement to understand their grief and cope with their loss.	To continue to deliver a one-to-one service for those people in Littlehampton who have suffered a loss and would like to talk to someone outside of their own family.	• Telephone • Training • Printing • Booklets • Administration • Travel	£500	• There is no charge for the bereavement support Cruse provides to its clients. • Typical support is 6 weeks of one hour sessions. Sessions may be at home or at another location e.g. a school. • The amount of L'ton residents supported by CRUSE in the past year was 35.	£300 – towards costs of service provided to L'ton
10	Dairy Art Drop In Group	To provide an opportunity to practice and develop painting and drawing skills in a friendly and inclusive group.	To hire demonstrators to exhibit work and make visits to draw, paint or view art that inspire members to practice art.	2-3 demonstrations depending on artist's fees.	£150	• 90% of its 30 members reside in Littlehampton • Members will be giving mini workshops • Regularly share information of other activities	£150 for x 3 demos
11	The Edwin James Festival Choir	Community Choir – rehearsing every Wednesday performing in 4-5 concerts per year as well as other community events in the Town and surrounding areas.	Purchase of sound equipment and fliers to advertise the choir.	Sound system £1,200 Fliers £200	£1,400	• 85 Members or which 50 % are from Littlehampton. • Reach large amount of people through audiences.	£400 to cover the cost of the fliers and a contribution towards a new sound system.
12	Friends of Mewsbrook Park	To assist in the maintenance and improvement of the park, providing social activities for members of the Friends of Group and the public, social	Installation if a new noticeboard to house information advertising activities in the Park and surrounding areas. The existing	Double door noticeboard including engraving £800 Delivery £55	£855	• Received grants in 2017 & 2018. • The group has 110 members of which 80% live in L'ton. • ADC are looking to replace many of the signs in the	£500 towards the cost of a noticeboard.

		wellbeing and assisting in achieving the arks Green Flag status.	noticeboard is in need of replacement. FoMP would like to add a further 2 or 3 when fundraising allows.			park and this project would complement this.	
13*	4Sight Vision Support	Making a positive difference for people living with sight loss.	Outreach services including newsletter, social clubs and a mobile outreach service.	Newsletter @ £4 per person per year x 61 members = £244 Transport for Social Club = £532 Outreach Service @ £49 pp for 1year x 61 + £2,989	£3,765	• 61 Members live in Littlehampton.78% of members are over 60 years of age. • The transport costs requested are for an East Preston Group and therefore do not qualify for LTC grant aid	£244 Newsletter to include LTC logo
14	Home-start Arun	To safeguard and preserve the mental and physical health of children and their parents. To prevent cruelty or maltreatment of children. To relieve sickness, poverty and need amongst children and their parents. To promote the education of the public in better standards of child care within the area of Littlehampton.	Volunteer recruitment and training for a minimum of 4 Littlehampton residents.	Room hire £200 Course work materials - £130 Refreshments £40 Uniforms/lanyards £300 Advertising/promotion £250 Safeguarding training £250 Travel expenses £300	£1,470	• Engaging with often hard to reach families that may not be accessing other services. • 51 families are from Littlehampton – 28% of overall families engaged with. •	£350 training for volunteers from Littlehampton.
15	Howard LTC	To offer social and competitive tennis in a friendly club, available to any age or ability.	Summer seating area – the clubhouse is in a dilapidated condition so a covered seating area	Gazebo- £500 Pergola- £100	£600	• Hosting summer holiday sessions on behalf of LTC. • 50 members - 90% from L'ton.	£100 for the pergola

Appendix B
Grant Aid Applications 2019/20

			is deemed the best alternative.				
16	LIFE	The promotion of the culture, heritage, traditions and values held by the people of Kerala, Southern India.	Venue hire for a variety of celebrations and meetings including: Easter/Vishu Festival (April) Onam Celebrations (September) Xmas celebrations Committee Meetings	£400 for venue hire at The United Church, St James Hall and St Catherine's Hall	£400	• 155 members 90% from Lton • Assists in the integration with other local communities within Littlehampton. • Organises a year wide programme of events for adults and children. • Both the Vishu and Onam festivals originate from Kerala.	£400 for room hire for one year of events and celebrations.
17	Lifecentre	To support men, women & child survivors of rape and sexual abuse whether this has been a recent or historical incident. Support is given through face to face counselling, email counselling. telephone/text helplines as well as a website to raise awareness.	To provide a full programme of up to 11 sessions of face to face counselling for each survivor of rape and sexual abuse who live in the Littlehampton area.	To fund 55 individual sessions of face to face counselling for survivors of sexual abuse from Littlehampton. Each session has a direct cost of £27. Total cost for Littlehampton in excess of £35k.	£1,500	• In 2018 there were 59 referrals from the Littlehampton area – an increase of 18 on 2017. The figure demonstrates an alarming demand for services in Littlehampton. 76 L'ton residents are currently being served by Lifecentre. • Sussex Police report and increase of 43% in rapes and sexual assaults form 2016-2019.	£675 to provide 25 individual sessions to residents of Littlehampton.
18*	Littlehampton Armed Forces & Veterans Breakfast Club	A group set up to engage with local veterans and serving members. Members are assisted with support, help and advice. The Club meets every Wednesday and Saturday plus ongoing events and activities.	Various equipment to enable the group to attend events and raise profile of the group.	Gazebo Chairs x 5 @ £15.99 Tables x 2 Printing business cards T-Shirt printing set up £25 Feather flags x 2	£1,014	• 190 + members of which 70% are from Littlehampton. • It is an Unincorporated Association. • Meets at Café 72 in L'ton High Street	£500 for the purchase of equipment to support attendance at events and raising profile of the Club.

Appendix B
Grant Aid Applications 2019/20

19	Littlehampton Baptist Church	To enhance the Christian Faith according to the principles of the Baptist denomination and to be involved with the community, particularly through work with children and older people.	To hire a Theatre Company to perform a pantomime "Cinderella" for families and children.	Publicity material and the hire of the theatre company who provide the actors, costumes and props.	£300	• 95% of members reside in Littlehampton • Aim to allow families more time to spend together. • Funding will subsidise the 150 ticket's price to make affordable (£2.50). • Refreshments offered free of charge.	£300
20	Littlehampton Blind Club	To bring together blind and part sighted people to give them a social afternoon or guided outing.	To pay for transport to enable members to get to the Club. To pay for venue hire. Both have seen a price increase in 2019.	Transportation for door to door pickups. Hire of Southfields Jubilee Centre	£800	• They are a club run for 4sight which has to be 100% self-funding • Received £440 as a grant in 2018. • Currently supports 12 Littlehampton residents.	£440 towards the cost of transport and venue hire.
21	Littlehampton Civic Society	To stimulate interest in the appearance of Littlehampton, ensure preservation of architectural/historic features, encourage participation in local planning, promote interest in conservation policies, protect and improve amenities.	Room hire for 1/4ly Committee meetings at the Manor House	Hire of the Fleming Room for 1/4ly Committee meetings	£245	• 180 supporters/members of which 95% live in Littlehampton • Have previously received grants for the AGM room hire and quarterly Committee meetings to the Manor House also.	£245 room hire
22	Littlehampton Child Contact Centre	Aims to provide a safe, friendly and neutral place where the children of separated families are able to spend time with one or both parents or other family members.	Twice monthly venue hire. £720 would pay for one full year of rent.	Rent for venue for contact sessions.	£720	• Support 10 families at a time. • Numbers from L'ton fluctuates but approx. 60% at any one time. • Run by volunteers who contribute £2,661.60 p/a. • Operates x2 Saturdays per month.	£360 for 6 months room hire

Appendix B
Grant Aid Applications 2019/20

23	Littlehampton Cricket Club	To create playing opportunities for local residents of all ages & abilities. To encourage the development of cricket skills and to promote the benefits of team sport/social interaction with different age groups.	Replacement netting for practice nets.	Total cost of replacement of netting Is £1,354 The Club will fundraise the difference.	£1000	• Received funding in previous 6 years • New netting will have an anti-vermin skirt to prevent access of foxes who damage the ground making it dangerous to bowl on. • Club fundraised and paid for resurfacing of practice nets in 2018 – the new netting will complete the project.	£500 towards the cost of one bay net.
24	Littlehampton Croquet Club	Croquet Club serving the Littlehampton area	Two sets of croquet balls to replace existing.	Dawson International Croquet Balls set of 4 - £380 each.	£760	• Membership total stands at 65. 63 of which are over 60 years of age. • Some of the existing balls are over 50 years of age. • Replacement of equipment will enable the Club to enter more competitions.	£380 for one set of croquet balls.
25	Littlehampton Foodbank	To provide emergency food parcels to those in crisis in our local community. The volunteers at the Foodbank also signpost clients onto agencies to aid and assist each individual in finding ways out of crisis.	First aid training for 8 volunteers and 2 part-time members of staff. This will ensure each Foodbank session has suitable 1st Aid cover.	Training for 10 people at £45 pp	£450	• Over 6,000 people supported since the project opened in 2014. • 73% of those accessing it are from L'ton.	£360 for training of 8 volunteers.
26	Littlehampton Fort Restoration Project	To clear the Fort site of aggressive & damaging plant growth To prevent further damage to the monument taking place.	Information resources – Banners to highlight the Fort. Leaflets. Tools - various	Tools including hand saws, rakes and loppers £253.90 Safety signs £120.48	£1,317	• 99 members • Benefits locals and visitors • 44 volunteer sessions per month. • Information panels etc to be used for displays in key locations in L'ton e.g. ADC	Tools & Leaflets £335

		To maintain the environment surrounding the monument to ensure it is preserved for future generations. To secure the fort, through partnership work with the landowners and local authorities.	Signage – To protect the site from trespassers.	Illustration boards £190 Pop up curved display £466 Roller Banners x 5 £207 Tri-fold leaflets 1000 - £80		reception, library, LTC museum.	
27	Littlehampton Men's Shed - East	To promote the wellbeing of men of retired or near retired age to pass on skills and knowledge for the good of the community.	Running costs, materials and tool replacements.	Basic equipment (tools, benches etc), insurance and materials for projects	£250	• Part of a nationwide project to tackle social isolation and the wellbeing of older men. • Exploring opportunities to work with other L'ton based organisations. • Recently re-located to Mewsbrook Park "boat shed".	£250 for tools and materials.
***28**	Littlehampton United Football Club	Provide football within the local community for over 16's. The Club has 2 teams but would like to add an additional third under 18's team.	New training equipment. To be used on a weekly basis.	Training balls £160 Match Balls £136 Training Babs £36 1st Aid kit & bag £40 Drinking bottles £28	£400	• 70 Members of which 85% are from Littlehampton. • Mixed ability Club. • 40 volunteer hours given per week to service the Club. • 1st time application	£400 for training equipment
29	5th Littlehampton Sea Scouts	To give children & young people aged 6-18 yrs the opportunity to develop as confident individuals and citizens in the community.	Buoyancy aids and helmets for safety whilst undertaking water-based activities. Group needs equipment for its youngest members.	10 x buoyancy aids 10 x water safety helmets.	£652	• The group is supported by volunteers and has 114 members – 88% from L'ton. • Cubs and Beavers will be able to participate in kayaking, raft building, paddle boarding and more.	£652 for the purchase of safety equipment.

Appendix B
Grant Aid Applications 2019/20

30	Littlehampton Heritage Railway Association	To preserve & maintain the historic miniature railway. Teach people of all ages and skills: metal work, carpentry, plumbing, painting etc etc	Refurbishment of one coach to make it more accessible – the height of the coach needs to be raised.	Total cost of refurbishment of coach £1-£1.5k.	£750	• 120 members up from 85 in 2018. • 20+ regular volunteers keep the railway running	£500 towards the cost of coach refurbishment.
31	Littlehampton Lions Club	To help and serve the local community and support Lions International Projects	Purchase of small PA system for use at local events and fundraisers. Set of gazebo weights	PA system £313.73 Gazebo weights £116.91	£431	• 19 members • Will help the Club to attend events and raise more funds for the community e.g. street fayre, quiz nights. • The Club has supported the Town Council's Town Show for many years and ensures that Father Christmas is at the Light Switch On event.	£314 for the PA system
32*	Maltravers Bowling Club	Based in Maltravers Drive, L'ton the Club facilitates 6 rinks of outdoor bowls. The Club provides coaching for beginners and new members. Provides opportunities for friendly or competitive games as well as recreational bowls in the summer.	Coaching – require new bowls to enable younger players to participate. The Club is hoping to attract Junior members through linking with local schools.	Bowls to be purchased are likely to be second hand but more than fit for purpose.	£500	• 75 members of which 52% are from L'ton • It is yet unknown what the junior take up will be but the Club can not progress this recruitment without a range of smaller bowls.	£200 towards the cost of bowls for younger members.
33*	Maritime Volunteer Service (MVS)	Ensuring safety on the River Arun with a local unit of the Maritime volunteer Service. Provides additional cover to the LHB patrols.	To provide a weekday river patrol during school holidays.	5 x 2 day RYA powerboat qualifications - £1000 5 x 1 day RYA VHF radio operator	£4,000	• The MVS is a national charity with 25 Units. • The MVS wishes to recruit and train local volunteers to deliver patrols using their own craft.	£400 for VHF radio operator training to be ring fenced subject to remaining funds being secured

				qualifications £400 £2,100 for engine for MVS Patrol rib that will be transferred to L'ton. £500 for subsidised 1 month mooring fee for training vessel in May & August.		• LHB will offer free fuel, mooring and training space – approx. £2k p/a. • VHF training to be provided by Arun Youth Aqua Centre.	
34*	My Sisters' House CIC	Works across the coastal area in Arun & Chichester. Supports vulnerable women experiencing a range of issues including physical, emotional, domestic abuse/drug & alcohol addiction, trauma and mental health problems. Also supporting those who are having a difficult time as a result of bereavement, unemployment, illness etc.	To fund between 90 and 140 return journeys to the Centre for Littlehampton women. This would allow 30+ women regular engagement with the My Sisters' House services.	Return train fares = £5.10 Return bus fares = £8.20 Petrol costs £3.38 based on 45p per mile.	£700	• 300 women actively engaging with the project each year. 20% of which are from L'ton. • Offers a range of services including 1:1 counselling, peer support groups, courses, support to access training and employment. • Working in partnership with Home-Start Arun to support families to access services.	£250 towards travel expenses for Littlehampton women.
35	Outlaw Cheerleaders	To support mentor and train children and young people of all abilities in cheerleading. Open and accessible to all regardless of physical capability or income. In 2018 the group introduced a mental	Training, equipment, uniforms and travel costs.	1/ Expand wellbeing/counselling courses. 2/ 1st aid training for coaches and volunteer helpers 3/ Mental Health 1st aid training to support children	£3000	• 62 members with 76% from L'ton. • Participating in events across the South East. • Vision is to build the team and their health & wellbeing in a safe environment.	£510 for x 3 counselling/wellbeing courses and equipment (2 x wedges and 4 x crash mats)

		health programme for the teams which has yielded positive results.		who are most vulnerable. 4/ Wedges and crash mats 5/ Uniforms – children are sharing. 6/Assistance towards travel costs to attend competitions.			
36	Pointe Rocks	To provide an inclusive & fun environment for children of all ages and abilities to enjoy dance. Aims to build self-confidence and self-esteem and prevent the drop out rate of teenage girls from physical activity.	Ballet barres.	2 x 4 metre standing barre set @ £320 each	£640	• Dance club runs out of Southfields Jubilee Centre. Ballet to pop music style. • Has 120 members of which 60 are under 12 years of age. 75% live in Littlehampton. • Delivers summer holiday session as part of SPACE activities.	£320 for one set of ballet barres.
37	St Barnabas Hospices Sussex	To support end of life care for adults in their home, community and at the Worthing based hospice.	The Hospice Outreach Project visits locations throughout W Sussex in its purpose built bus. It provides patients, carers & members of the public with more info. about end of life care. The HOP visits sites that to maximise outreach and make it easy for people to access the service.	To assist with the running costs of the HOP (currently £56,262 per year) £650 would cover the cost of two full days of the service being delivered in L'ton.	£650	• Last year there were twice monthly visits by the HOP bus in the Town Centre with over 1,000 people seen. • Currently running a number of disease specific events as well as providing info on end of life • Received £300 in 2018	£325 to cover the cost of one full day of service in Littlehampton.

Appendix B
Grant Aid Applications 2019/20

38	Sussex Steel	To provide steel pan tuition and workshops for students and adults irrespective of age and ability as well as perform for the general public.	Rehearsal venue hire costs.	Venue is £280 per month and includes £5 per week storage.	£1,500	• The whole band are involved in fundraising. • Provides music education to people of all ages irrespective of age or ability. • 120 members of which 85% live in L'ton. • Helps to reduce social isolation and improve mental health	£540 for two months of rent.
39	Sussex Tornados	To build leadership, teamwork, citizenship & community integration whilst teaching Championship level cheerleading.	Attendance at the UK cheerleading Conference "Flight School". 2 day conference in Sept working with the best instructors in the UK and USA.	Cost per coach to attend £220. Grant request for 11 coaches to attend.	£2,420	• Regularly represent the Town at national/ international level • Support LTC at a number of events (Town Show) • 91 club members- 80% of which live in Littlehampton (almost double in 2018). • Coaches are volunteers • 2020 Olympics will include cheerleading.	£660 for three individual coaches from Littlehampton to attend Flight School in September 2019.
40*	The Treasure Basket Association	Small local play therapy service that helps children who have experienced traumatic and emotionally challenging experiences.	To provide treasure baskets for 50 children living or attending school in Littlehampton. Aims to help families in L'ton engage and communicate through play.	50 Treasure baskets and Top Up Parcels £50 per child for one year plus liaison work with schools which is £195 per term.	£3,085	• Approx. 40 people from L'ton will benefit. • Baskets consist of therapeutic play equipment. • There is no direct contact with the child. • Support children with mild-moderate emotional/behavioural difficulties who might not be able to access other services.	£300 for 6 Treasure Baskets for Littlehampton children.
41	Virtuoso Dance Company	A dance for fun company for ages 3 to adult. Aim to keep in	Annual Showcase costumes for children who would otherwise	1 class worth of costumes (4 routines)	£571	• Produces an annual show.	£300 for the purchase of

Appendix B
Grant Aid Applications 2019/20

		shape whilst building confidence and self-esteem.	be unable to participate. Children will feel included and special, improving self-esteem and confidence.			• 95 members of which 98% live in L'ton • Based at 5th L'ton Sea Scouts in Wick.	costumes with a priority given to students from Littlehampton.
42	1st Wick Brownies	To provide a safe space, where the girls feel comfortable to grow in confidence and to try new skills at their own pace.	Replacement furniture and storage	30 chairs £644, a store/shed £310 and a table £81	£600	• 27 members - 96% of members live in Littlehampton • Total cost of project £1000 • Table will help to undertake activities such as cooking and crafts.	£400 towards chairs and the purchase of one table.
43*	Wheelchair Basketball – Westcoast Tornados	Provision of wheelchair basketball to both able-bodied and disabled people. Teams are entered into national leagues. We train once per week.	Purchase of new kit and venue for home matches.	Home matches cost approx. £400 each	£4,000	• 23 members of which 3 are from Littlehampton. • Home matches are played in Littlehampton at TLA. • Broad age range makes up the team.	£400 for the sponsorship of one home match. LTC to work closely with regard to promotional opportunities.
44*	Worthing Area Twins & Triplets Club	To provide bi-weekly play groups, summer outings, Easter/Christmas parties, monthly parent meet ups and online support.	Social activities, venue hire and refreshments	3 x parties including inflatables. Subsidised summer trip to Fishers Farm or similar. Hall hire, snacks and insurance for the play group.	£1,000	• Over 300 families supported of which 15 are from Littlehampton. • The Club is a CIC • Aims to overcome the isolation that having multiple birthed children can bring. • The Club meets in Goring.	£100 towards the Christmas party.
	Applications received: 44					**Total Grants Requested: £61,949** **Total Grant Aid available: £20,000**	**Total Awards Recommended: £ 19,580**

Appendix B
Grant Aid Applications 2019/20

	*** = 1st time application**						

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 6th June 2019

Report by: Town Clerk

Subject: Committee Budget Monitor Report

1. Summary

1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Community Resources Committee (CRC) budget for 2018/19. Actual figures are shown in Appendix 1.

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

1.3 Movements in CRC Earmarked Reserves (EMR) during the year are attached as Appendix 2.

1.4 The budget report figures for 2019/20 are attached as Appendix 3.

2. Recommendations

2.1 The Committee is Recommended to note the report

3. Budget Monitor 2018/19

3.1 The figures included in Appendix 1 are year-end figures

3.2 Christmas Lighting

3.2.1 Expenditure is in line with expectations. £954.38 was spent from Christmas Lights earmarked reserves as agreed during the budget setting process.

3.3 Grants and Partnership Initiatives

3.3.1 Expenditure is in line with expectations.

3.3.2 £500 from General Grants has been transferred to EMR for the Littlehampton Quakers as previously agreed by this committee.

3.3.3 £500 from General Grants has been transferred to EMR for the Littlehampton Sea Cadets which is being discussed in a previous agenda item.

3.3.4 The £286 underspend in General Grants has been transferred to EMR.

3.4 Community

3.4.1 Expenditure is in line with expectations. Although an overspend shows in expenditure, this is mainly due to expenditure being offset by income, including £6,000 sponsorship for Armed Forces Day.

3.4.2 £6,959.85 from CRC Initiatives has been earmarked.

3.4.3 £950 underspend from events has been earmarked.

3.4.4 £4,600 underspend from the Event Support budget has been carried forward to the 2019/20 budget as agreed during the budget setting process.

3.4.5 £5,223.66 was spent from EMR to cover the costs of the Centenary Commemoration and £1,830.69 was spent from EMR for the Beacon Lighting Event.

3.4.6 £1,085.12 from the Ferry (ex Oyster Pond) EMR was returned to General Reserves at Year End as previously agreed by this committee.

3.4.7 £1,000 from Seaweed Removal EMR was returned to General Reserves at Year End as previously agreed by this committee.

3.5 **Southfield's Jubilee Centre**

3.5.1 Income was £5,493 under budget due to some regular hirers ceasing. We have recently received some new regular hirers.

3.5.2 £720 was underspent in Furniture and Equipment and this was earmarked for future liabilities.

3.6 **Parks and Open Spaces**

3.6.1 £5,472.06 has been earmarked towards the replacement of the play equipment on Rosemead.

3.6.2 £1,000 was moved from Grass Cutting EMR to Parks and Open Spaces EMR for future liabilities, and the remaining £4,400 in Grass Cutting EMR was returned to General Reserves at Year End as previously agreed by this committee.

3.6.3 £537.58 was spent from EMR on replacement trees and related materials.

3.7 **Project 82**

3.7.1 Expenditure is in line with expectations.

3.8 **Museum**

3.8.1 The Collection Management budget was overspent by £791 and Exhibitions by £356 to cover costs of setting the Butterworth Gallery up.

3.8.2 The advertising budget was overspent by £538.

3.8.3 Due to underspends in other budgets the overall overspend was £462.

3.8.4 £484 of donations received during 2018/19 were transferred to EMR.

3.8.5 £875 was transferred to EMR for the Places of Science Grant.

3.8.6 £514 income was received for sales of the Centenary Commemoration Book 'When I've Done My Bit'. £258.50 was transferred to EMR for reprints of the book and a cheque for £255.50 was sent to SSAFA (the Armed Forces Charity) Sussex.

3.8.7 £5,000 was spent from CRC Initiatives EMR to cover some of the costs of the CDO post.

3.8.8 Museum Income is as the table below.

Museum Income

	Budget	Income	Notes	
Sales	**£900**	**£593**		
Sale or Return Income	**-**			
Donations	**£0**	**£484**		
Exhibition Commission	**£150**	**£62**		
Centenary Book Income	**£0**	**£514**		
Loan Box Income	**-**	**£215**		
Reproduction	**-**	**£0**		
Charges for services	**-**	**£1,496**	To cover cost of internship	
Grants Received	**-**	**£875**		
	£1,050	**£4,239**		

3.9 **Allotments**

3.9.1 The Grounds Maintenance budget was £1,056 overspent due to allotment clearances and maintenance that happened in March 2019. However, underspends in some other budgets meant the overall overspend was £853.

3.9.2 Income was higher than expected, largely due to plot reinstatement and rotavation income.

3.10 **Heritage Lottery Grant**

3.10.1 The remaining £12,320 of Grant Funding was received in 2018/19.

3.10.2 £2,724 was spent from the earmarked Grant received in 2017/18.

3.10.3 £5,000 was added to the EMR for Heritage Lottery Grant from the Neighbourhood Plan EMR as previously agreed by this committee.

4. Budget Monitor 2019/20

4.1 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.

4.2 Expenditure to 23/05/2019 from the 2019/20 budget has been included at Appendix 3. Expenditure is in line with expectations. As it is early in the financial year the following paragraphs add clarity.

4.3 Most of the Service Funding Agreements have been sent out. General Grants are the subject of an earlier report on this agenda.

4.4 The first quarters payment has been sent to Arun Community Church.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2018/19

COMMUNITY RESOURCES COMMITTEE MEETING 6th June 2019

SERVICE		Actual I & E as at 31/03/2019 £	Budget 2018/19 £
GRANTS & PARTNERSHIP INITS	Expenditure	56,285	56,250
	Income		-
COMMUNITY	Expenditure	128,816	121,540
	Income	9,081	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	15,717	17,080
	Income	20,942	26,885
PARKS & OPEN SPACES	Expenditure	35,319	34,997
	Income	625	3,500
PROJECT 82	Expenditure	53,389	54,065
	Income	1,836	2,040
MUSEUM	Expenditure	7,962	7,500
	Income	4,239	1,050
ALLOTMENTS	Expenditure	11,728	10,875
	Income	18,718	15,531
	Total Expenditure	309,216	302,307
	Total Income	(55,441)	(49,106)
	Net Expenditure	253,775	253,201

Only the part of the budget that CRC is responsible for is shown

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

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

	£
Centenary Commemoration & Beacon	7054.35
Replacement trees, stakes, feeders etc	537.58
	7,592

Earmarked Reserves 2018/19

Reserve	Opening Balance 01/04/18 £	Expenditure to 31/3/19 £	Additions 31/3/19 £	Closing Balance 31/3/19 £
Allotments	2,849.00			2,849.00
Allotment Accessibility Grant	7,500.00	1,680.37		5,819.63
CRC initiatives	31,473.33	20,280.00	6,959.85	18,153.18
Community Event	23,303.06	7,054.35		16,248.71
Christmas Lights	9,739.00	954.38		8,784.62
Events	1,700.00		950.00	2,650.00
Ferry (ex-Oyster Pond)	1,085.12	1,085.12		0.00
General Grants	1,765.00	693.96	1,286.00	2,357.04
Grass cutting	5,400.00	5,400.00		0.00
Heritage Lottery Grant	14,670.00	2,724.00	5,000.00	16,946.00
Keystone Centre	7,800.00			7,800.00
Parks & open spaces	96.59		1,000.00	1,096.59
SE in Bloom	500.00	180.45		319.55
Rosemead	65,347.00		5,472.06	70,819.06
Rosemead Anesco Grant	12,000.00			12,000.00
Seaweed removal	1,000.00	1,000.00		0.00
SJC Furniture and Equipment	1,507.48		720.00	2,227.48
Sports Forum	421.90			421.90
SBTS	3,562.80	545.00		3,017.80
SBTS concerts	600.00			600.00
Small Arts Grants	800.00			800.00
Tourism	3,914.05			3,914.05
Tree Planting	4,248.95	1,119.58		3,129.37
Visit Littlehampton	3,893.51	850.00		3,043.51
Wick Village Traders Gateway	500.00			500.00
Wick Initiatives	1,880.00			1,880.00
Wick Week	977.00	315.00		662.00
WSCC Skate Park Grant	2,561.00			2,561.00
Music project- YOF	929.60			929.60
Escape Project	2,243.00			2,243.00
Outreach	1,200.36			1,200.36
Subs P82	3,251.09			3,251.09
Volunteers & offsite Activities	804.00			804.00
Museum Collection Mgmt	0.00			0.00
Museum Storage	470.76			470.76
Museum Events WW1 Centenary	200.00	49.65		150.35
Museum Archeological deposits	284.90			284.90
Museum Volunteers	130.00			130.00
Museum donations	1,910.73	221.00	483.84	2,173.57
Places of Science Grant	0.00		875.00	875.00
Museum WIDMB Book reprint	0.00		258.50	258.50
Totals	**222,519.23**	**44,152.86**	**23,005.25**	**201,371.62**

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2019/20

COMMUNITY RESOURCES COMMITTEE MEETING 6th June 2019

SERVICE		Actual I & E as at 23/05/2019 £	Budget 2018/19 £
GRANTS & PARTNERSHIP INITS	Expenditure	24,920	59,750
	Income		-
COMMUNITY	Expenditure	10,121	127,898
	Income	220	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	5,862	17,665
	Income	1,631	26,320
PARKS & OPEN SPACES	Expenditure	73	35,097
	Income	-	3,500
PROJECT 82	Expenditure	16,658	54,030
	Income	184	2,040
MUSEUM	Expenditure	992	15,115
	Income	115	1,050
ALLOTMENTS	Expenditure	324	14,255
	Income	152	15,531
	Total Expenditure	58,950	323,810
	Total Income	(2,302)	(48,541)
	Net Expenditure	56,648	275,269

Only the part of the budget that CRC is responsible for is shown

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

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

	£
Small Arts Grant L'Hampton Local History Soci	225
Photography for Q4 18/19	125
Tree and shrub feed	38
	388