



## How to contact us

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3<sup>rd</sup> September 2019

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

### **Policy and Finance Committee**

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

Date: **Monday 9<sup>th</sup> September 2019**

Time: **6.30pm**

#### **Committee:**

Councillor Dr Walsh KStJ (Chair)

Councillor B Blanchard-Cooper

Councillor C Blanchard-Cooper

Councillor Chace

Councillor Long

Councillor Northeast

Councillor Rhodes

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

### **3. Apologies**

### **4. Declarations of interest**

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

You should declare your interest by stating:

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

It is recorded in the register of interests that:

- Cllr Walsh KStJ is a Member of Arun District Council, West Sussex County Council
- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Northeast is a Member of Arun District Council
- Cllr Rhodes is a Member of Arun District Council

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

### **5. Minutes**

To confirm the Minutes of the meeting held on 10<sup>th</sup> June 2019, circulated herewith (pages 4 - 8). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

### **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. Officers Reports**

**8.1. Town Centre Update-** report attached (pages 9 - 10)

**8.2. Progress Report-** attached (pages 11 - 14)

**8.3. Members Training Plan-** report attached (pages 15 - 16)

**8.4. Rainbow Flag –** report attached (page 17)

**8.5. A Vision for the Arun Valley** – to note the report from the Arun Valley Vision Group (previously circulated and can be found at <https://www.avvg.co.uk>)

## **9. Town Council Priorities**

Oral update from the Town Clerk following Member led exercise to identify priorities for this Council (2019-2023)- paper to follow

## **10. Finance**

**10.1. Committee Budget Monitor-** report attached (pages 18 - 20)

## **11. 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.

## **12. Officers Reports Exempt**

### **12.1. Local Action Team**

The following information (previously circulated to councillors only) is exempt in accordance with the Local Government Act 1972, schedule 12A, part 1 (7). Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.



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**Minutes of the Policy and Finance Committee held in the New Millennium Chamber, Manor House, Church Street, Littlehampton on Monday 10<sup>th</sup> June 2019 at 6.30pm**

### Present:

Councillor Dr Walsh KStJ (Chair)  
Councillor B Blanchard-Cooper  
Councillor C Blanchard-Cooper  
Councillor Chace  
Councillor Long  
Councillor Rhodes

### 2019/2020

#### 1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

#### 3. Apologies

There were none.

#### 4. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted.

#### 5. Minutes

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

#### 6. Chair's Report and Urgent Items

##### 6.1. Standing Order / Urgent Action – Council Photographer

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

**The urgent action be noted.**

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

The Committee received (copy attached to the Minutes) the Government's response to the report by the House of Lords Select Committee on the future of seaside towns. The report considered a wide range of issues affecting seaside towns and highlighted some of the work being undertaken to help develop sustainable coastal towns. It was **Resolved** that:

**The report be noted.**

## **7. Public Forum**

There was one member of the public present.

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

## **8. Officer's Reports**

### **8.1. Town Centre Management**

- 8.1.1** The Town Centre Regeneration Officer (TCRO) presented a report (copy attached to the minutes) and updated Members on current work and ongoing projects. He began by outlining the main purpose of his role, the current funding agreement between the Town and District Council and his work with traders. He updated Members on planning applications with implications for the Town Centre, progress with initiatives to tackle community safety issues, promote the Town and attract visitors, forthcoming events planned for the Town Centre and his work with the Traders Partnership.
- 8.1.2** Acknowledging the comments during the Public Forum about the Town Centre, he shared the frustration felt by Members and the public about the deterioration of the High Street. The general decline in retail coupled with antisocial behaviour was a nationwide issue. A Local Action Team (LAT) had been formed comprised of representatives from key stakeholders including the District Council, the Police and the Town Council to highlight and direct resources to tackle issues relating to crime and antisocial behaviour. Action currently focussed on increased patrols by the Police and Business Wardens and disrupting anti-social behaviour.
- 8.1.3** The Committee was sceptical about the effectiveness of this activity, particularly the conduct of some of the Business Wardens. Citing reports from residents and shoppers who had been intimidated by people displaying

aggressive behaviour in the High Street and in shops, there also appeared to be a lack of enforcement. The TCRO agreed to take these views forward at the next meeting of the LAT. It was noted that the Town Chaplaincy had started operating in the Town Centre, but this was relatively new, and it was therefore too early to gauge its effectiveness.

**8.1.4** Regarding the appearance of retail frontages, the District Council grant was being utilised, but encouraging tenants and landlords to act was problematic. Whilst some shop fronts had been significantly improved, problems with the upper parts of some buildings were not being addressed. The TCRO was aware of this and would continue to encourage landlords to act. Having noted the suggestion made during the Public Forum regarding the side wall to Exotic Pets, he agreed to investigate this further. On a positive note it was confirmed that the Look and Sea would re-open soon which it was hoped this would once again attract more visitors to the River and seafront.

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

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

## **8.2. Safer Arun Partnership Joint Action Group (JAG)**

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

- 1) **The Mayor represent the Town Council**

**at the forthcoming meeting of the Safer Arun Partnership Joint Action Group (JAG) and that attendance be confirmed as an Approved Duty.**

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

### **8.3. Armed Forces Covenant**

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

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

### **8.4. Health Services Update**

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

**The correspondence be noted.**

### **8.5. Members Allowances Review**

- 8.5.1** The Committee received a report (previously circulated) which set out the outcome of the District Council review of Members Allowances. The report had previously been presented to Council on 28<sup>th</sup> March 2019 where it was agreed that the existing allowance be retained until the matter could be considered by Councillors in the new Council. The Committee was therefore asked to consider options regarding the level of Members' Allowance with a view to making a recommendation to Full Council.
- 8.5.2** The level of allowance paid to Littlehampton Town Councillors had remained unchanged since 2015, but this equated to 10% of the District Council's Basic Allowance at that time. Acknowledging the wage restraint that was also in place for local government workers at the time, Members allowances had been held at that level since then. Members preceded to consider the options and it was proposed that the Town Council revert to the 10% figure with effect from 1st April 2019. As the District Council rate was linked to further staff pay

rises, this was considered reasonable, and the Committee therefore **Resolved** that:

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

#### **8.6. Town Council Priorities**

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

**The update be noted.**

### **9. Finance**

#### **9.1. Committee Budget Monitor**

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

**The report be noted.**

### **10. Exempt Business**

There was none.

The meeting closed at 7:26pm.

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**CHAIR**

## **Town Centre Management Report**

### **Shopfronts**

The Shopfront Grant Scheme continues to receive applications for match-funding of up to £2,000 for enhancements and improvements to frontages. Further to this, a letter has been distributed in the Deputy Mayor's name asking a number of town centre landlords to make improvements to their above shop frontages ahead of the town centre regeneration work.

### **Littlehampton Exotics**

The A-Team were asked to assess the lower wall at the side of Littlehampton Exotics with a view to painting the wall, this being funded from town centre management budget. However, they found that the concrete rendering is blown and it would be up to the landlord to carry out any remedial work ahead of any painting. There may be opportunity for designed artwork on the upper wall as part of the public realm improvements scheme.

### **Tables and Chairs**

West Sussex County Council has issued demand notices to several businesses in the town centre for £520 per business that has tables and chairs out on the public highway. This is regardless if the business has one chair out or twenty (this charge doesn't apply to markets or events). The Littlehampton Traders Partnership is strenuously opposed to this charging imposition and has made its voice known publicly, including a 'bring your own chair' day on 28 August, attended by the Deputy Mayor.

Littlehampton Traders Partnership has submitted a Freedom of Information request to West Sussex County Council requesting the basis on which the tables and chairs fee was calculated. The Traders Partnership Chair, Simon Vickers is of a view that the cost should be proportionate to the administration of the charging regime and that it should not be a profiting exercise.

### **Littlehampton Action Team (LAT)**

Coordinated by Arun District Council's Community Safety Team, the LAT is bringing together a number of agencies to tackle ongoing issues, such as youth crime and anti-social behaviour, the street community, Public Space Protection Orders, etc. By a coordinated multi-agency approach, it is intended that issues raised can be tackled more promptly and holistically. The Action Plan is a working document and will be refined and finessed over the next few months. Both the Town Clerk and Town Centre Regeneration Officer are members of the LAT.

Note also that Costa's management agents have agreed to take remedial work to restrict access to the rear staircase. This has been used by youth and rough sleepers to access sections of the above shop rooftop area along the High Street.

### **DISC**

The Littlehampton Traders have now installed the information sharing app DISC. The app allows traders and other stakeholders to upload information about incidents of crime and anti-social behaviour that can also be reviewed by the

police. DISC also has a system by which offenders can potentially be banned for a specified period of time from all businesses that sign up to the scheme. Littlehampton DISC can be accessed by the Police, Business Wardens as well as named Town and District officers. Littlehampton DISC will also be setting up protocols to merge with Littlehampton Shopwatch.

### **Marketing and Promotion**

The traders recently discussed marketing and promotion of the town centre at a breakfast meeting. With a focus on independent traders, a number of ideas were discussed, including a video project. The proposal is to make a series of short videos focussing on different themed elements of independent trading, e.g. traditional family, arts, gift shops, quirky, markets and events. The videos will then be promoted through social media, including Shop Littlehampton Facebook.

### **Littlehampton Regeneration**

Following the award of just under £2.5m Coastal Community Fund, consultants Faithful+Gould have been appointed to project manage the delivery of the public realm improvements in Littlehampton town centre between the railway station and East Street at the bottom of the precinct. The consultants will be working closely with Caroline Gosford from Arun DC as programme manager. A lot of preliminary work is currently being undertaken, including legal agreements, tender preparation and programming. Traders, Council members and the public will be kept informed of progress and implementation timetables well ahead of any physical work being carried out.

A second funding application has been submitted to the Local Enterprise Partnership (LEP), to deliver the East Street through Beach Road phase of the public realm design plan. If the funding application is successful, then the work on this phase will be carried out in the same timescale (tbc) as the work on the public realm from Littlehampton Station to the junction of East Street.

We will also be reviewing vehicle access for the precinct together with parking and loading arrangements across the public realm scheme. Consultation will be carried out with all parties concerned.

### **Littlehampton Town Centre Regeneration Officer**

# **Littlehampton Town Council**

## **Non-Confidential**

### **Committee: Policy and Finance**

**Date: 9<sup>th</sup> September 2019**

**Report by: The Town Clerk**

**Subject: Progress Email Newsletter**

### **1. Summary**

- 1.1 This report updates the Committee on the development of a digital newsletter, provisionally called eProgress.

### **2. Recommendation**

- 2.1. The Committee is Recommended to:
- 1) Consider and approve the Principles and Guidelines Document (paragraph 3.1.1 and Appendix 1 refer).
  - 2) Approve the proposed launch date as set out in paragraph 3.1.2.
  - 3) Approve the inclusion of the email newsletter in sponsorship packages as set out in paragraph 3.1.4.

### **3. Background**

- 3.1 The Council has had a desire to introduce a digital newsletter (email newsletter) for some time and with the printed newsletter having been redesigned the timing for launching an email newsletter is opportune.
- 3.1.1 Similar to the printed newsletter, the aims and objectives of the digital version need to be established to provide guidance to Officers. It is Recommended that the Principles and Guidelines set out in Appendix 1 are approved.
- 3.1.2 It is proposed that the email newsletter be launched on October 1<sup>st</sup> with the sign-up campaign starting immediately.
- 3.1.3 A trial of six months is proposed with a review to be brought back as a report to this Committee.
- 3.1.4 It is Recommended that the email newsletter be included in event sponsorship packages as an advantage to a sponsor. This would be in the form of an advert within the email.

### **4. Financial Implications**

- 4.1 Providing the subscribers remain under 2,000, access to the Mailchimp services will continue to be free to the Council. This will be closely monitored and reviewed as necessary.

Peter Herbert  
**Town Clerk**

### Introduction

Digital has disrupted every industry. Our customers expect us to deliver experiences that are more personal, engaging, and straightforward.

Newsletters are a crucial part of community engagement and can drive a lot of traffic to our website and engage those who do not use Social Media (SM) nor read printed materials.

A newsletter needs to have a clear purpose and be filled with worthwhile content in order to engage and connect with the audience. People only have so much time in a day, so they need to feel that they are gaining something out of reading the newsletter.

Content should include informative news (exclusive even better), motivate people to do something such as participate in a meeting, attend an event and provide feedback.

Establishing what our audience likes will be key to its success and constant review will be needed to ensure that the newsletter continues to be relevant.

Content must be in connection to the Town Council through direct working, partnership or funding but priority will be given to Town Council stories above those from external organisations.

The newsletter must reflect the Town Council's Communications Strategy guidelines on increasing traffic to the website and offer an opportunity for dialogue with the public.

The newsletter is aimed at Littlehampton residents and will complement other communication channels used by the Town Council.

### Aims and Objectives

- ✓ To focus on activities and issues important to the community
- ✓ To make residents aware of services that the Town Council provides and which they can access
- ✓ To build an online community that the Town Council engages with regularly
- ✓ To motivate audience, to participate in Town Council meetings and influence decisions
- ✓ To keep audience updated on the latest work of the Town Council including new initiatives and changes to services
- ✓ To inform audiences about upcoming events and encourage attendance
- ✓ To encourage audiences to participate in consultations

### **Process**

#### **Content editor**

The Communications & Marketing Manager will work with the Town Clerk to gather and draft content for each issue.

Any ideas for future issues of the Newsletter or comments on its content are always welcomed from Members.

The content will be short and punchy with call to action buttons i.e. 'Find out more' which drive people to our website.

#### **Frequency**

Monthly basis

#### **Method**

Mailchimp – an online email marketing service will be used to create the newsletter. The Town Council subscribes to a free version which offers basic functions and is limited to 2,000 email addresses (newsletter subscribers) and 10,000 emails per month. The account is shared with Visit Littlehampton which currently has under 200 subscribers and sends 4 campaigns a year. The free service offers basic reports.

#### **Audience Acquisition**

The Council, employees and Councillors must observe other relevant Council Policies which cover roles and responsibilities namely the Code of Conduct, Community Engagement Policy and Data Protection Policy.

In order to comply to the General Data Protection Regulation 2018, consent must be sought to subscribe, and subscribers must be given the option to opt out should they wish to do so. Subscribers will need to be informed of their rights, any third party sharing and how long the Town Council will retain their information. The form will have a GDPR statement.

A sign-up form will be available on the Town Council's website and shared on Social Media channels.

To avoid inaccurate information from pranksters, spambots, or people who are just in a hurry a confirmation email will be sent to the subscriber's address prior to anything else.

## ePROGRESS NEWSLETTER PRINCIPLES AND GUIDELINES 2019

The owner of the email will then have to confirm that they did intentionally signed up for the newsletter.

An “unsubscribe” link at the bottom of each newsletter will be displayed.

### **Content**

#### **Primary content**

News about the work of the Town Council – what we are working on and what has been achieved

Upcoming events – we can send additional email announcements when an attraction is booked

Consultations

Job Adverts – we can send additional emails when a vacancy arises

Polls and surveys

#### **Secondary content**

Features such as FAQ of the month, Facebook Post of the month, Community Organisation of the month

#### **Tertiary content**

Timely input/links to other public sector and community activity

### **Evaluation**

The Town Council will have to test out what works and what doesn't, and Mailchimp has metrics that can help with this.

#### **These metrics tell us:**

- **How many people open the email newsletter**
- **How many people click on links within the newsletter**
- **How many people unsubscribe from the list**

Close attention will be given to these metrics after each campaign as they will show where adjustments need to be made and whether any changes are making a successful impact. Adjustments may include a more personalised message, a change in number of articles and change in frequency. Constant review will be needed.

**Littlehampton Town Council**

**Non- Confidential**

**Committee: Policy and Finance**

**Date: 9<sup>th</sup> September 2019**

**Report of: The Town Clerk**

**Subject: Members Training**

### **1. Summary**

- 1.1 The Town Council's Training Plan for Members is attached as Appendix A to this report.

### **2. Recommendations**

- 2.1 The Committee is Recommended to note the report.

### **3. Financial Implications**

- 3.1 The Members training budget for 2019/20 is £500 and there is £4,160 in earmarked reserves.
- 3.2 £250.55 has been spent on planning training. Other training has largely been delivered in house.

Peter Herbert  
**Town Clerk**

<b>Councillors Training Plan 2019/20</b>					
<b>Training Requirement</b>	<b>Councillors</b>	<b>Link to Business Plan / Identified Need</b>	<b>Cost</b>	<b>Priority</b>	<b>Action/Progress</b>
<b>Induction:</b>		To support delivery of role as representatives of the community (includes Duties & Powers, Code of Conduct, Standing Orders, Transparency Code, FOI, GDPR, Communications, Finance, Governance and Audit)		High	Initial induction completed. Specialist training on going
1. Introduction	New	Introduction to the Town Councils' Services including a tour of the Museum stores and archives and a Code of Conduct refresher.	In house	High	Delivered 11/7/19
2. Town Council Services	New	Tour of Town Council buildings, Allotments and key development sites	In house	High	Delivered 18/7/19
3. Planning	New and Councillors on P&T	General principles and role as members of P&T	£250	High	Delivered 4/7/19
4. HR	New and Existing Councillors	Role as an employer and role as panel members	Estimate £1,000	High	Being investigated

## **Littlehampton Town Council**

**Non- Confidential**

**Committees: Policy and Finance Committee**

**Date: 9<sup>th</sup> September 2019**

**Report by: Town Clerk**

**Subject: Rainbow Flag**

### **1. Summary**

It has been suggested that the Town Council flies the Rainbow Flag. This flag is among the increased number of flags that can now be flown without consent or incurring unnecessary planning fees. The protocol and dates for flag flying is set out annually by the Ministry of Housing, Communities and Local Government. There is however no specific date to fly the flag and it is generally flown to coincide with local Pride events.

### **2. Recommendations**

The Committee is Recommended to:  
Consider including flying the Rainbow Flag in the list of flags flown by the Town Council, and if agreed approve the date for flying the flag and the purchase of a flag.

### **3. Financial Implications**

The cost of a standard woven flag is £91.74 (excluding VAT and delivery) which could be met from the Manor House Budget.

Peter Herbert

**Town Clerk**

**Littlehampton Town Council**

**Non-Confidential**

**Committee: Policy and Finance**

**Date: 9<sup>th</sup> September 2019**

**Report by: Town Clerk**

**Subject: Finance Report**

**1. Summary**

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2019/20. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

**2. Recommendations**

- 2.1 To note the report

**3. Budget monitor 2019/20**

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

**3.2. Central Admin & Support Services**

- 3.3.1 All expenditure is in line with expectations
- 3.3.2 The 2019/20 insurance for the whole year has not yet been paid yet.

**3.3. Democratic Representation & Management**

- 3.3.3 All expenditure is in line with expectations.

**3.4. Town Centre Management**

- 3.4.1 £650 has been spent from Town Centre Initiatives to repair the clock in the High Street.
- 3.4.2 £15,000 has been spent from Town Centre Initiatives as part of the contribution to the Town Centre Regeneration Officer.

### 3.5. Corporate Management

3.5.1 All expenditure is in line with expectations.

3.5.2 At 30<sup>th</sup> June 2019 the Council had £2,404,775 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

<b>Medium Term Investments as at 30/06/19</b>						
<b>Bank</b>	<b>Date placed</b>	<b>Period of Investment</b>	<b>Amount Invested £</b>	<b>Interest rate %</b>	<b>Maturity Date</b>	<b>Total Investment £</b>
<b>Lloyds</b>	05/03/2019	6 months	£200,000	1.00%	05/09/2019	
	05/03/2019	9 months	£250,000	1.05%	05/12/2019	
	05/03/2019	1 year	£250,000	1.10%	05/03/2020	
	18/04/2019	1 year	£1,500,000	1.15%	20/04/2020	
						<b>£2,200,000</b>
<b>CCLA</b>	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£4,775			<b>£204,775</b>
<b>CCLA</b>					instant access	
Local Authority	30/04/2015	N/A	£500,000	Variable		<b>£500,000</b>
Property fund						
<b>TOTAL INVESTMENTS</b>						<b>£2,904,775</b>

3.5.3 A dividend of £5,327.98, for the 3-month period April –June, has been received from the Local Authority Property Fund from a £500,000 investment.

3.5.4 The Council's bank reconciliations have been checked up to 30<sup>th</sup> June 2019 and the total balance of both accounts was £666,276.45. The balance of investments was £2,404,785.45.

Peter Herbert  
Town Clerk

