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Minutes of the Community Resources Committee held in the Fleming Room, Manor House, Church Street, Littlehampton on Thursday 5th December 2019 at 6.30pm

Present:

Councillor B Blanchard-Cooper (Chair)

Councillor C Blanchard-Cooper

Councillor Seex

Councillor Tandy

Councillor Turner

2019/20

36. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

38. Apologies

There were apologies from Councillors Molloy and Squires.

39. Declarations of Interest

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

40. Minutes

The Minutes of the meeting held on 24th October 2019 (previously circulated) were confirmed as a true record and signed by the Chair.

41. Chair's Report and Urgent Items

There were none.

42. Public Forum

There was 1 Member of the Public present.

- 42.1** Mr Chester expressed his gratitude to the Council for the “efforts with All Saints Church to provide an event in Wick following the loss of Wickmas”. He believed that in future, the Council should seek to become closer involved with Traders in Wick. Regarding the Ferry, he asked whether this would need a Skipper or second Member of staff to run, following the issues the service had faced earlier in the year.
- 42.2** The Town Clerk responded, explaining that the Council currently had a Member on the Wick Information Centre Management Committee and would ask Council, in due course, to appoint a Member to be a representative on the Traders Association also. Regarding the Ferry, he clarified that he wasn't aware of the outcome of the Licensing issue with the Ferry but would be speaking to the operators in the New Year. The decision as to whether to support the Ferry would be considered by the Policy and Finance Committee on 16th December 2019.

43. Sports Forum

The notes of the meeting held on 4th November 2019 were noted and no questions were raised.

44. Officer's Reports

44.1. Standing Orders / Urgent Actions

The Committee received and noted an urgent action (previously circulated) relating to the Town Council providing support for an event to fill the gap following the cancellation of the Wick Village Traders 2019 Wickmas Dickensian Event. It was **Resolved** that:

The Urgent Action be noted.

44.2. Seafront Shelters

The Committee received a report (previously circulated) relating to a question asked by a Member of the Public regarding the Town Council's stance regarding Seafront Shelters. The Committee supported the need for improved shelters. It was thought appropriate for the Town's District Councillors to take this matter forward, which would be monitored by the Town Council. It was therefore **Resolved** that:

Littlehampton Town Council support the need for improved shelters on the seafront and encourage the Town's District Councillors to address this.

44.3. Museum Periodic Report

The Committee received a report (previously circulated) that provided information on the visitor figures, an update on both the Museum and Museum website and a Project Update and Action Plan. The Committee proceeded to consider proposals regarding five items which had been donated by the general public and offered to the Museum.

Councillor B Blanchard-Cooper and C Blanchard-Cooper declared a personal interest in item 1 as they know the person who found it.

No questions were raised, and it was therefore **Resolved** that:

- 1. The museum update and progress with the Collections Documentation Project be noted.**
- 2. The updated Museum Acton Plan be noted.**
- 3. The recommended acquisitions of items be approved.**
- 4. The report be otherwise noted.**

44.4. Events Periodic Report

44.4.1 The Committee received a report (previously circulated) which set out an update on both the 2020/21 Events Programme and the Charity Pancake Olympics as well as the outcomes of both Remembrance Sunday and the Christmas Lights Switch On. Members firstly thanked everyone who organised the Christmas Light Switch On before further exploring the expense of having an LED screen. It was agreed to focus on solving any sound issues and selecting the right film as a priority. The idea of having someone selling blankets at the event and having deck chairs which could be hired out was also suggested by Members to improve the event.

44.4.2 Regarding the VE/V-J Day Commemorations, Members supported the poem competition idea. The Chair noted that Littlehampton Gazette were also interested in publishing it which led to the questioning of who the competition would therefore be open to. The Committee decided to keep it only to Littlehampton residents or people who have a strong connection to the Town, such as students at the Town's schools. They also considered it appropriate to have three different age groups and possible judges, including local authors. Also, with regard to VE/V-J Day, the Member proposal to mark both VE and V-J Day at the Town's Armed Forces Event in 2020 be appropriate

and that the arrangements for Street Parties also be publicised. It was agreed not to proceed with the Union Flags on lamp posts and an event for school children to meet with veterans. The latter was, as a result, of take-up to the Mayors tea party initiative earlier in the year. It was therefore **Resolved** that:

1. **The recommendation for Screen on the Green voting be approved.**
2. **A poem competition to mark VE and V-J Day with three separate age groups: 0-13, 13-18 and 18+ and other arrangements as set out in Minute 44.4.2 above be approved.**
3. **The contents of the report and the financial implications be noted.**

44.5. Community Room Hire Charges Proposals 2020/21

The Committee received a report (previously circulated) which set out a review of room hire fees charged at the Southfields Jubilee Centre and Project 82. Following a review of the prices it was proposed that both prices remained the same and did not increase. It was **Resolved** that:

1. **The current charges for the Southfields Jubilee Centre and Project 82 room hire fees be retained for 2020/21.**
2. **An incentive for regular hirers for 2020/21 not be offered.**
3. **Authority be delegated to the Town Clerk to apply a discount to long hours/ multiple bookings.**

44.6. Service Funding Agreements 2020-2023

Councillor Tandy declared a personal and prejudicial interest as the Secretary and Treasurer of the Keystone Centre. He would leave the room if this item was discussed.

The Committee received a report (previously circulated) which summarised all of the Town Council's current Service Funding Agreements (SFAs) and incorporated proposals for the 2020/2023 budget recommendations. The Town Clerk clarified that the Ferry would not be discussed here as it was a matter for the Policy and Finance Committee and that the Wick Initiatives item was not an SFA but might emerge as one with the Wick Village Traders Association. It was therefore **Resolved** that:

1. **The proposals detailed in Appendix 1 be approved.**
2. **Authority be delegated to the Town Clerk to finalise details of the Service Funding Agreements for 2020-2023 with the providers.**
3. **The draft SFA Budget for 2020/2021, minus the Littlehampton Ferry, be agreed as well as the projected budgets for 2021-2022 and 2022-2023 for inclusion in the CRC budget proposals.**

44.7. Keystone Centre

It was reported that discussions were continuing with Arun District Council and that it was hoped to have the Feasibility Study ready for tender by the end of year and receive the results of this in Spring 2020. It was **Resolved** that:

The current position be noted.

45. Finance

45.1. Committee Finance Report 2019/20

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was agreed that the wording be changed in paragraph 3.2.2 to add "to run an alternative event". It was therefore **Resolved** that:

1. **The wording be altered as set out above.**
2. **The report be otherwise noted.**

45.2. Committee Budget Proposals 2020/2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Town Clerk clarified the budget process to Members and highlighted a few areas in the report, including the Rosemead Playground and conifer replacements at the playground and the Museum, in particular the Collection Management budget. It was therefore **Resolved** that:

1. **The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be**

agreed and RECOMMENDED to the Policy and Finance Committee for consideration.
2. The Committee's Earmarked Reserve position be noted.

46. Exempt Business

There was none.

The meeting closed at 7:33pm.

CHAIR