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Minutes of the Community Resources Advisory Group held on Thursday 10th June 2021 at 6.30pm

Present:

Councillor Blanchard-Cooper (Chair)

Councillor Molloy

Councillor Tandy

Councillor Tilbrook

Councillor Turner

Councillor Dr Walsh KStJ

2021/2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=LZHrCvzfquI>

1. Virtual Meeting Protocol and Use of Mobile Devices

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

2. Apologies

There were apologies from Councillor Woodman.

3. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no other declarations were made at this point. Councillor Dr Walsh KSt.J declared a personal interest as a Member of Littlehampton Harbour Board. Although not a subject for this meeting he requested this be noted as a standing declaration going forward.

4. Minutes

The Minutes of the meeting held on 18th March 2021 (previously circulated) were confirmed as a true record and it was noted that arrangements would be made for these to be signed at a later date.

5. Chair's Report and Urgent Items

5.1. The Chairman reported that Emily Jordan, Committee Assistant would be leaving the Council. Emily had joined the Council in 2019 as an apprentice and having achieved a distinction in her studies, she was moving on to a permanent role with a firm of solicitors. On behalf of the Council, he thanked Emily for her support, especially in the last 18 months which had been invaluable and wished her well in her new role.

6. Public Forum

6.1. In accordance with the Remote Meetings Protocol introduced by the Town Council, members of the public who wished to address the Council or any of its committees during a remote meeting should have emailed their representations one clear working day before the meeting. There was one:

6.2. Mr Chester asked:

Various parts of the agenda propose some 12,000 flyers to be produced, distributed, and then thrown away and perhaps recycled. In this age of social media, plus posters and lamppost banners could we now abandon this wasteful way of promoting events?

6.3. Response:

We thank Mr Chester for his question. The Events report did indeed propose the continued use of flyers to promote the Council's events. The volume and effectiveness of this activity is reviewed each year including opportunities to share costs with other local events promotions where appropriate. This activity is undertaken in conjunction with social media and the Town Council and Visit Littlehampton websites to target as wide an audience as possible and ensures that those who do not have this technology can be informed of our events. The Advisory Group would consider this when discussing the item.

7. Officer's Reports

7.1. Standing Orders / Urgent Action

The Advisory Group received an urgent action (previously circulated) relating to the booking of Sports Awards speaker for the Annual Sports Awards at a cost of £1,125.50p. It was **Resolved** that:

The Urgent Action be noted.

7.2. Collection Documentation Project (CDP) Review

7.2.1. The Advisory Group received a report (previously circulated) and presentation from the Museum Curator which provided an overview of the background to the Project, outcomes, and recommendations to continue work on the Museum's documentation and collections management goals.

- 7.2.2. The Project had been a significant undertaking for the Museum and the primary focus of work since 2019. The main objective of the project was to catalogue the estimated 30,000 items that formed the documentation backlog. In achieving this target, it had become clear that the Collection was much larger than originally anticipated highlighting the importance of continuing this work. The project had also delivered improved access to the collection, upgrades to the storage and care of the collection, updated procedures and better training for staff and volunteers. To ensure that this progress continued an Action Plan had been developed for the Museum Service going forward and formed a key part of the draft Forward Plan for 2021 to 2026.
- 7.2.3. The potential size of the Collection had highlighted the need to prioritise storage and display capacity as an objective within the Forward Plan. The Curator explained the practicalities associated with disposals and it was acknowledged that more storage might be needed in the future. It was also noted that the new website had provided an excellent platform for making the Collection more widely accessible. It was observed that this, combined with ongoing uncertainty regarding social distancing, would shape decisions in the future about how the Collection was displayed. The digitisation of the Collection and all records associated with it was therefore an important element of future work. In the meantime, the Project had delivered additional storage through the innovative use of the Museum office and the Butterworth Gallery spaces, and the Team would look to develop this further should the opportunity arise.
- 7.2.4. Members acknowledged the huge amount of work and resources that had been required to get to this point, particularly with the challenges of the last year. The Advisory Group therefore welcomed the positive report and commended the Curator and her Team on their achievements. In thanking the Museum Team for all their hard work, Members were also very pleased to support the Action Plan and Draft Forward Plan 2021 to 2026 as the foundation for the Museum Service going forward. It was therefore **RESOLVED** that:
- 1) **The achievement of the Collections Documentation Project target to catalogue 30,000 objects be noted.**
 - 2) **The Post Project Actions as set out in Section 4 of the report be approved and adopted as the Action Plan for the Museum Service going forward.**
 - 3) **The Draft Forward Plan 2021 to 2026 be endorsed and RECOMMENDED to Full Council for adoption.**

7.3. Museum Periodic Report

The Committee received a report (previously circulated) which set out an update on the Museum opening arrangements, staffing and the Museum Action Plan. It was **RESOLVED** that:

The Museum Service update and progress with the Action Plan be noted.

7.4. Events Periodic Report

7.4.1. The Committee received a report (previously circulated) which set out progress with the plans for the revised 2021 Events Programme. Following the decisions made regarding the delivery of the Events programme at the last meeting, Officers had continued to work on a programme of activities to deliver an Armed Forces Day virtual event and had submitted plans for the Sandcastle Competition to the District Council for approval. This included extensive Covid 19 measures and participant check in procedures. Looking ahead to the Screen on the Green and Town Show events, the Committee considered and supported the recommendations in respect of generator hire for both events.

7.4.2. The Advisory Group proceeded to consider the plans for the Town Show and Family Fun Day and discussion focussed on the promotion of catering pitches and marketing activities. It was noted that catering pitches were largely allocated through pre-event enquiries, research, and word of mouth. Members wished to support local businesses, especially in the post pandemic environment and wished to see more proactive engagement with local entrepreneurs on this. It was also suggested Officers explore introducing a noticeboard at the event for local businesses to display business cards advertising local services. These would be investigated, and the outcome reported back to the Committee.

7.4.3. Turning to the plans to promote events and recalling the question during the Public Forum about printed material, Members considered that flyers still had an important role to play in the advertising events. Acknowledging the point made about waste, it was also agreed that the flyers should be recyclable and that this be stated on them. Officers were also requested to explore using short video clips of activities as an additional marketing tool when promoting the Town Council's events. It was therefore **RESOLVED** that:

- 1) **The update on plans for a virtual Armed Forces Day event at a cost of £200.00 be noted.**
- 2) **The update on plans the Sandcastle Competition be noted.**
- 3) **In accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk to approve Quote 1 of £1,900.00 for generator hire at the Screen on the Green event and Quote 1 of £1,070.00 for generator hire at the Town Show and Family Fun Day event.**
- 4) **The suggestions regarding pitches, supporting local businesses and marketing activities for the Town Show and Family Fun Day event be explored and a report brought to the next meeting of this Advisory Group.**

- 5) **In accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk in consultation with the Chair of the Committee to approve the design and print of recyclable flyers for the Screen on the Green and Town Show and Family Fun Day events. The cost will be reported to the Advisory Group at the next meeting.**
- 6) **The update on the Royal British Legion Centenary Beacon Lighting be noted and in accordance with the decision made by Full Council on 29th April 2021, to delegate authority to the Town Clerk to approve the funding this from the Armed Forces Day budget.**
- 7) **Otherwise note the contents of the report.**

7.5. Grant Aid Applications 2021

- 7.5.1. The Committee received a report (previously circulated) and presentation form the Community Resources Officer (CRO) setting out details of the applications for Grant Aid 2021. This year's Scheme also proposed establishing a COVID-19 Recovery Fund to enhance the grant fund and provide additional funding for groups supporting the community as it recovered from the effects of COVID-19 and adapted to the post pandemic environment. In addition, there were two further requests to extend the period for expenditure of grants awarded in 2020 for a further year as they had not yet been able to use the funds for their intended purpose. It was noted that if these activities could not proceed the funds would then be returned to General Reserves.
- 7.5.2. The total grants applied for this year was £47,493.16 and represented a significant increase on the previous year. The COVID-19 Recovery Fund proposal would add £5000 making the total grant funding available of £26,000. Members proceeded to review the proposed awards taking into account the Grant Aid criteria and the principles of the COVID-19 Recovery Fund. Observing that the call for funding was one of the highest ever received, Members acknowledged the challenges that many community Groups had faced during the pandemic and that some were only now beginning to re-emerge. Members were therefore mindful that the allocation of funding had been particularly difficult this year. It was reported that Littlehampton Shopmobility were very disappointed at the proposed level of award and this served as a reminder of the difficulties some groups faced. Members were assured that the CRO would continue to work with local groups to provide advice, share information and assist them seeking funding opportunities for the future. In conclusion, Members considered that, the proposed distribution of funding was fair and it was therefore **RESOLVED** that:
 - 1) **In accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk to approve the final grant awards for 2021 to 2022 totalling £24, 287 as set out in Appendix A.**

- 2) **The principles of the COVID-19 Recovery Fund Initiative be supported and in accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk to approve the final grant awards from the CRC initiatives fund up to a maximum of £5000 for 2021 to 2022.**
- 3) **The requests by the Littlehampton Society and 1087 Air Cadets to extend the period for expenditure of grants awarded in 2020 for a further year be supported and in accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk to approve them.**

7.6. Community Resources Report

The Committee received a report (previously circulated) which set out updates on the allotments, key contracts, and community facilities. Regarding the additional allotments at Worthing Road, it was noted that construction work was now underway, and that Officers were working with the developer to ensure that disruption was minimised. As the work progressed, it was likely that minor changes to the layout would be required. It was therefore considered practical that authority be delegated to the Town Clerk to agree any minor changes that might be required to complete the scheme. It was therefore **RESOLVED** that:

- 1) **In accordance with the decision made by Full Council on 29th April 2021, authority be delegated to the Town Clerk to agree any minor changes that might be required to the layout of the Church Land Allotment at Worthing Road to complete the scheme.**
- 2) **The minutes of the Christmas Lights Working Group meeting held on 13th May 2021 be noted.**
- 3) **The contents of the reports be otherwise noted.**

7.7. Policy Recommendation

The Committee was asked to consider endorsing a proposal that the Town Council adopt the following policy: That Littlehampton Town Council supports the provision of access to all facilities in the Town for people of all abilities. The proposal was unanimously supported, and it was therefore **RESOLVED** that:

The Policy that Littlehampton Town Council supports the provision of access to all facilities in the Town for people of all abilities be supported and that the Policy and Finance Advisory Group be recommended to endorse the Policy and RECOMMEND it to Full Council for adoption.

8. Finance

8.1. Committee Budget Monitor

The Committee received a report (previously circulated) which highlighted any significant variances from budget in income and expenditure for year ended 31st March 2021 and the first quarter of 2021 to 2022. It was

Resolved that:

The report be noted.

9. Exempt Business

There was none.

The meeting closed at 7.56pm.

CHAIR