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8 March 2022

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

Policy and Finance Committee

Venue: The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW

Date: Monday 14 March 2022

Time: 6.30 pm

Committee:

Councillor Dr Walsh KStJ – Chair
Councillor Blanchard-Cooper
Councillor Butcher
Councillor Chace
Councillor Long
Councillor Northeast

Peter Herbert, Town Clerk

2021 to 2022

Agenda

- 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 or persons 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 Dr Walsh KStJ is a Member of Arun District Council, West Sussex County Council and Littlehampton Harbour Board
- Councillor Blanchard-Cooper is a Member of Arun District Council
- Councillor Chace is a Member of Arun District Council
- Councillor Northeast is a Member of Arun District Council and Chairman of the Keystone Centre Management Committee

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 20 December 2021, circulated herewith, pages 4 to 13. In accordance with the Town Council's Standing Orders, Section 9a, 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. Standing Orders and Urgent Actions – to note the attached, pages 14 to 17

8.2 Town Centre Management

The Committee is asked to note that an additional meeting will be called in April or May to discuss 2022 Town Centre Events and The Town Centre Strategy.

8.3. Community Wardens

To receive an oral update regarding continued funding of the pilot. The Committee is asked to note that the new Senior Community Warden will hopefully be attending the next meeting.

8.4. Digital Interface Project

Approval is sought to begin investigating options and the potential costs of a digital interface to manage the Town Council's allotments and coordinate venue bookings. If approved further information will be presented at the additional meeting planned for April or May 2022.

8.5. Welcome Back Fund – report attached pages 18 to 20

9. Finance

9.1. Committee Budget Monitor – report attached pages 21 to 26

9.2. Annual Investment Strategy – report attached pages 27 to 32

10. 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.

**Minutes of the Policy and Finance Advisory Group held on MONDAY
20 December 2021 at 6.30pm**

Present:

Councillor Dr Walsh KStJ – Chair
Councillor Blanchard-Cooper
Councillor Butcher
Councillor Chace
Councillor Long
Councillor Northeast

2021 to 2022

This meeting is available to view using the following link:

<https://www.youtube.com/watch?v=OTV5tTWPW5M>

20. 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.

21. Apologies

There were none.

22. 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 Councillors Dr Walsh KStJ, Blanchard-Cooper, Chace, and Northeast redeclared their interests as District Councillors in items across the agenda as they related to Arun District Council.

23. Minutes

The Minutes of the meeting held on 20 September 2021, previously circulated, were confirmed as a true record and it was noted that arrangements would be made for these to be formally signed at a later date.

24. Chair's Report and Urgent Items

There were none.

25. Public Forum

25.1. 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 Advisory Groups during a remote meeting should have emailed their representations one clear working day before the meeting.

25.2. There were two representations from Mr Chester who asked:

25.2.1. In a meeting with Persimmon and Network Rail about the proposed stopping up order for the Toddington Lane level crossing I was concerned to hear that the proposed alternative footpath and cycle access for those living east of the crossing via Holly Way had been objected too by the Town Council at the North Littlehampton Steering Group and will not proceed. Given we know there will be no footbridge to replace the crossing this means there will be no link for pedestrians or cyclists other than by accessing the A259. I'm opposed to the objection and concerned that the steering group should not be making executive decisions like this, and if it has changed to do so, its agendas and minutes need publishing. These are big decisions affecting many people's lives.

In response the Chair thanked Mr Chester for his representation and stated that this was clearly related to discussions concerning Holly Drive which was the area where the Town Council would have a further allotment site. Proposals from the developer regarding the layout of this site were initially reviewed by the Town Council's Community Resources Advisory Group at their meeting on 18 February 2021. Arrangements would be made for the Minutes of that meeting and the report which Members had before them to be forwarded to Mr Chester. In summary the Committee opposed the access through the site on the grounds of its negative impact on the allotments and neighbouring properties, issues of ownership and responsibility, and safety where there would be a conflict between vehicles and pedestrians. The Steering Group was a Sub Committee of the District Council formed to help progress plans for major developments and identify at an early-stage issues in terms of delivery or desirability. The Town Council did not believe that it had decision making powers and suggested that Mr Chester might wish to raise this matter with them.

25.2.2. A few quick points on the budget. I'm opposed to using capital receipts to top up revenue budgets. It's unsustainable. I oppose the elimination of the planning discretionary budget as who knows when we as a Town may be faced with a planning issue which requires external consultants support, representation at an Inquiry, legal representation, additional consultation etc. I question the ongoing funding commitment to the community wardens. Working in Town

regularly I believe their impact to be minimal and in many ways a duplication of other work.

Finally, I wish all members and staff a Happy Christmas and New Year and I'm sure you will all be focused on supporting the Town during the major works taking place for the next 18 months and events, buskers etc are going to play a key role in keeping people visiting and the survival of existing businesses.

In response the Chair again thanked Mr Chester for his comments which were noted by the Advisory Group for consideration when they come to discuss the budget proposals later in the meeting. The Chair added that in general he concurred with Mr Chester's view regarding the use of using capital receipts. He added that the Town Council looked forward to seeing the Public Realm improvements works start in January and would do all it could to support the High Street during these much-needed works. Finally, the chair thanked Mr Chester for his good wishes and in turn wished him a happy Christmas.

26. Officer's Reports

26.1. Town Centre Events

26.1.1. The Chair welcomed Beccy East, Programme Manager from Artswork to the meeting and she proceeded to deliver a presentation, previously circulated, of the proposed programme of entertainment planned for Littlehampton High Street in 2022 under the Love Local Arts initiative. This was part two of the two-year initiative designed by Artswork, working with the Town Council and Arun Inspires aimed at delivering high quality, accessible cultural events showcasing the skills and creativity of the community and young people in the Town Centre. The recent summer events had been immensely popular and the proposal for Spring 2022 sought to move the main event to the Easter holiday period, at a time that was not traditionally busy. Using Easter as a theme to deliver art works of two and three dimensional easter eggs and a trail and or egg hunt around the town, schools would be encouraged to participate with prizes being donated by local businesses. Once again, Artswork would be collaborating with Littlehampton's Organisation of Community Arts and linking into the network of local artists who would be commissioned to work with young people to create the eggs.

26.1.2. It was noted that the 3D eggs would be robustly constructed and displayed inside local business and school premises. At the end of the event, it was hoped that the artworks would be retained and displayed in local community spaces or schools. Easter was considered a good family holiday period which combined with the egg theme had the potential to generate visitor interest and increase footfall through the Town. In terms of promoting the event, the organisers would use the same marketing strategy as that used in the summer. Feedback from traders had highlighted that this campaign boosted the visitor economy, and the aim was to build on this format with additional media coverage and banners to widen the reach of the publicity.

A concern was raised that the use of spray painting to decorate the eggs could encourage graffiti. This was noted for consideration as the event preparations progressed.

26.1.3. Members considered the Easter event proposal both imaginative and engaging and welcomed the inclusion of schools throughout the Parish. It was proposed that one of the 3D eggs be located in Wick or if this was not possible that a fourth egg be commissioned for Wick. It was noted that the Artwork initiative was specifically allocated to Town Centre events initiatives and could not be diverted to support the delivery of events in other parts of the parish. Observing that funding remained in the Town Council's Wick Initiatives budget, it was therefore proposed that this be investigated and if viable that the Community Resources Committee be requested to allocate funding as it fell under their remit. It was therefore **Resolved** that:

1. **The proposal by Artwork for delivery of part two of the arts programme initiative at a cost of £7,500 to the Council as set out in paragraphs 3.3.1. to 3.3.4. of the report and Appendix 1 be approved.**
2. **In accordance with the decision made by Full Council on 29 April 2021, that authority be delegated to the Town Clerk to take the necessary action to deliver part two of the Arts programme including investigating options for a 3D egg display in Wick as set out in Minute 26.1.3. above.**
3. **The contents of the report be otherwise noted.**

26.2. Arun District Council Vision 2022 to 2026

26.2.1. The Advisory Group had before it a consultation document, previously circulated, setting out the District Council's vision for 2022 to 2026. Members were invited to consider and comment upon the contents as part of the consultation. Having reviewed the aims and objectives, and whilst there was much common ground, Members considered that the draft lacked details regarding how the vision would be achieved, how success would be measured and considered it was crucial that the vision was supported by an implementation plan. Members also identified some aspects of the document that they considered could be improved and should be submitted in response to the consultation:

Primary Care Facilities – The Wellbeing section rightly highlighted the need to improve the delivery of these services across the district. This was a priority for Littlehampton and the Town Council considered that the vision should explicitly state how it would address the deficiency in primary care services and involve residents in decisions on this important matter.

Accessibility – The Wellbeing section referred to providing “wider infrastructure that supports wellbeing”. It was suggested that this should be strengthened to include a commitment to ensuring that local facilities and services were accessible to people of all abilities.

Social and Council Housing – It was the strong view of Members that the Right Homes – Right Places section of the vision should make specific reference to investment in social **and council housing** as well as affordable housing in general.

It was therefore **Resolved** that:

Accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to submit the Advisory Group's comments as set out above to the District Council.

26.3. Arun District Council Proposed Changes to Car Parking Charges 2022

26.3.1. The Advisory Group received a notice, previously circulated, from the District Council setting out proposed changes to car parking charges in Littlehampton and Bognor Regis for 2022. Members proceeded to discuss the proposed changes and concerns were expressed that if implemented the changes would have a disproportionate impact on shorter stay visitors. Members also questioned the changes to longer term parking rates on the basis that they would discourage long stays and return visits to the detriment of the tourist economy. This was particularly relevant as the Town was about to undergo significant works and might yet see footfall further impacted if restrictions on daily life were re-imposed. The latter was of particular concern as the works would be disruptive and Members did not wish to see visitors effectively penalised further for wanting to visit the Town.

26.3.2. The Advisory Group considered that the forthcoming public realm works presented an opportunity to re-think the charging structure and experiment with new charging regimes. In particular, pilots were suggested to trial no charges for the first two or three hours parking and reductions for longer stays to encourage people to remain in the Town and on the seafront. Overall, Members wished to see the District Council adopt a more imaginative approach to how the charges were structured and one that focussed on the objectives of encouraging visitors and stimulating the local economy rather than imposing random percentage increases. Lastly, it was suggested that the arrangements for coaching parking and fees be revisited when the public realm works in the Town were finished. It was therefore **Resolved** that:

Accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to submit the Advisory Group's comments as set out above to the District Council.

26.4. Review of Strategic Aims and Objectives

Members received a report, previously circulated, which set out the Town Council's strategic policies, aims and objectives as they related to the remit of the Advisory Group. These had recently been reviewed to ensure they were relevant and reflected the Priorities of Council. Members proceeded to review these in more detail. Regarding regeneration activities, it was noted that the strategic commitment to support the Wick Village Traders Association

remained while the Wick Action Group was still evolving. Once the Action Group was formally constituted, its objectives would need to be reviewed by the Community Resources Committee in the first instance, as the Committee with overall responsibility for community initiatives. The following further refinements in the Regeneration section were agreed:

- The statement regarding partnership working to reference Littlehampton and Wick retail **and commercial** businesses.
- The statement regarding infrastructure improvements to be amended to reference the **Arundel** Chord Rail Link.

It was therefore **Resolved** that:

Subject to the amendments as set out above, Council be recommended to adopt the Aims and Objectives as they related to the work of this Advisory Group.

26.5. Communications Strategy – Annual Review

Councillors Blanchard-Cooper and Dr Walsh KStJ declared personal interests in the following discussion as they were acquaintances of District Councillor Purchase who was a partner in the communications company that had provided social media training advice.

The Advisory Group considered a report, previously circulated, that gave an overview of the Council's communications over the last 12 months, including Facebook, the website and the eProgress newsletter. In addition, the Group was asked to consider a proposal to deliver social media training for staff and members. In view of the growing use in this area of communications, the training proposal was supported, and it was therefore **Resolved** that:

- 1. In accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to:**
 - i. Approve the expenditure of £1,200 for social media training for Officers and Members as explained in paragraph 3.1.11 of the report, the costs to be met from the staff and members training budget Earmarked Reserves.**
 - ii. Appoint a communications company to deliver the training for Officers and Councillors.**
- 2. The contents of the report be otherwise noted.**

26.6. Littlehampton Oil Spill Contingency Plan

Councillor Dr Walsh KStJ declared personal interest in the following matter as a member of the Littlehampton Harbour Board.

The Advisory Group received a report, previously circulated, which contained a summary of the Littlehampton Oil Spill Contingency Plan. This was a detailed technical document that set out how the Harbour Authority and other organisations would deal with an accidental discharge of oil within the Harbour Limits. The Plan had recently been reviewed the designated consultees were required to provide a statement to the Maritime and Coastguard Agency confirming that they were content with the Plan. The

summary had been omitted from the report and it was agreed that this be circulated to Members separately. It was **Resolved** that:

The Plan be noted and in accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to sign the Statement for the MCA Certificate.

26.7. Progress Newsletter Survey

26.7.1. The Advisory Group received a report, previously circulated, which set out the outcome of the recent public survey that had been conducted as part of the Editorial Board review of the Progress newsletter. The survey aimed to establish effectiveness of the publication and identify ways to improve the content, so it continued to be relevant to readers. It had been shared widely using all the communication channels available to the Council including with Councillors. Having considered how the newsletter sat with other Council communications and the responses received the Board was recommending that the printed newsletter continued in its current format with an emphasis on improving the use of the space.

26.7.2. The Advisory Group proceeded to discuss the feedback from the survey. It was observed that the low level of responses could be interpreted in different ways. Although disappointing, the responses had highlighted changes that residents would like to see in the content and shown that the printed format was still valued by those who did not have access to a computer. It was however considered important that with the growing reliance on social media, the Council continued to monitor the effectiveness of the publication. It was therefore **Resolved** that:

- 1. The outcome of the survey be noted.**
- 2. The Editorial Board's recommendation to continue producing the newsletter in its current format as set out in paragraph 3.5 of the report be endorsed and that in accordance with the decision made by Full Council on 29 April 2021, authority be delegated to the Town Clerk to take the necessary action.**
- 3. That the contents of the report be otherwise noted.**

26.8. Town Council Meeting Dates 2022 and 2023

The Advisory Group received a report, previously circulated, which set out minor changes to the Town Council's meeting schedule in 2022 and a draft calendar for 2023 for consideration. It was noted that the calendar for 2023 had been amended to reflect the Local Government elections that would be held that year. Whilst every effort had been made to avoid clashes with District and County Council meeting dates, Members were encouraged to let the Town Clerk know if this was not the case. It was **Resolved** that:

The draft calendar of meetings for 2022 and 2023 be endorsed and Recommended to Full Council for approval.

The meeting adjourned at 8pm due technical issues and resumed at 8.05pm.

27. Finance

27.1. Advisory Group Finance Report

The Advisory Group received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to this Advisory Groups budget for 2021 to 2022. It was **Resolved** that:

The report be noted.

27.2. Capital Programme Draft Funding 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025

The Advisory Group received a report, previously circulated, which set out the funding arrangements to meet the Capital Programme including the financial implications of the major projects that were a priority for the Council. This included building reserves to support the delivery of the new youth centre in Wick and the new community centre in North Littlehampton. It was noted that the proceeds from the sale of 82 Wick Street had been placed in the Capital Receipts Reserves which provided the flexibility to deliver the Council's priorities and any new projects that were identified in the future. It was therefore **Resolved** that:

The Capital Programme Draft Funding budget for 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025 be approved and the proposals be Recommended to Council, as part of the overall Council budget.

27.3. Policy and Finance Advisory Group Draft Budgets 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025

27.3.1. The Advisory Group received a report, previously circulated, which set out the draft Policy and Finance Advisory Group Budget for 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025. The budget for 2022 to 2023 had been drafted bearing in mind the need to minimise expenditure where possible whilst maintaining the ability to continue to support the priority areas of work including town management, event support and the community warden pilot. Consequently, budget provision had been increased to include provision for town management from within existing resources in line with the changes to staffing that had been endorsed by the Property and Personnel Advisory Group. The Town Centre events initiative and community warden pilot were subject to the District Council agreeing to maintain match funding arrangements which were reviewed annually. It was also noted that whilst investment income was predicted to be unchanged, this could be reduced as the Council would need to start drawing on its reserves to support the progression of the new youth centre in Wick.

27.3.2. Regarding the ongoing funding of the community warden scheme, it was noted that this was an 18-month pilot. It was observed that the wardens lacked enforcement powers and therefore did not

compensate for the lack of police presence in the Town Centre. This remained a concern which Members would continue to pursue in all the appropriate forums. It was noted that the future of the scheme would be dependent upon an assessment of its effectiveness and buy in from neighbouring parishes. It was therefore **Resolved** that:

- 1. The draft Advisory Group budget for 2022 to 2023 and the projected budgets for 2023 to 2024 and 2024 to 2025 be Recommend to Council for consideration as part of the overall Council Budget.**
- 2. The Advisory Group's Earmarked Reserve position be noted.**

27.4. Full Council Draft Budget 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025

27.4.1. The Advisory Group received a report, previously circulated, which set out the proposed Council budget for 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025. The 2022 to 2023 budget had been challenging to set as the Council faced increases that could not have been foreseen even a year ago. Areas of growth had been limited but like many businesses and residents, the Council faced increases in utility costs which combined with a higher than expected local government pay award and increases in National Insurance had placed greater pressure on an already tight budget. Even so, significant gaps between income and expenditure remained and this was predicted to grow in 2023 to 2024.

27.4.2. The projections showed that there was little scope in terms of underspends to bridge the gap and a number of options had therefore been prepared which relied on utilizing reserves to some degree. Whilst the capitalisation of reserves was not recommended on a regular basis it would provide the Council with flexibility in the short term to address the shortfall for 2022 to 2023 and plan for future years. The Advisory Group was therefore advised to endorse option four as the way forward and recommend that Council set a precept of £1,366,037 for 2022 to 2023. This would mean a 3.95 percent increase on the Town Council's portion of the Council tax: very limited opportunities for new expenditure and a limited use of reserves. This was considered the fairest way to manage the financial pressures it faced. On behalf of the Advisory Group the Chair thanked Officers for their work in on this and it was therefore **Resolved** that:

- 1. Option four the draft Budget for 2022 to 2023 and projected funding 2023 to 2024 and 2024 to 2025 be approved and its proposals be Recommended to Council.**
- 2. Council be Recommended to set a Precept of £1,366,037 for 2022 to 2023.**
- 3. Council be Recommended to set Band D Council Tax at £133.93 per household, per annum for 2022 to 2023, an increase of 3.95 percent which equated to an increase of £5.09p per household, per year – £0.098 per week.**

28. Exempt Business

There was none.

The meeting closed at 8.34 pm.

CHAIR

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 deputy town clerk 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 form a Project Board for the New Youth Centre in Wick and agree membership and terms and conditions.
2	Why is this decision urgent? <ul style="list-style-type: none"> • 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? 	A planning decision is imminent – target date is 18 February 2022, and the Board needs to be established as it will be the mechanism for ensuring that the new youth centre building is delivered.
3a	What are the financial implications?	None.
3b	Has a budget been approved?	Not applicable
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	Not applicable
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	Not applicable
3e	If any of the following apply: <ol style="list-style-type: none"> 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and town clerk, the Assistant Town Clerk can give approval.	Not applicable
4	Is the decision consistent with Council policies?	Yes.

5a	Committee decisions only Is this decision a matter delegated solely to one Committee?	This is a policy matter relating to a project which is a high priority for the Town Council. The Mayor and Chair of the Town Council's Policy & Finance Committee have therefore been consulted.
5b	If not, which other Committees have been or will be consulted?	
5c	Was this, or will this be through the urgent action procedure? Please detail	
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?	Not applicable
7	What alternative options have been considered – both practical and financial?	Not applicable
8	Has the procurement strategy been followed, where expenditure is involved?	Not applicable
9	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	The Project Board is being established on the recommendation of the Town Council's Community Centre's Sub Committee – attached Mtg minutes 24 January 2022 – and it is proposed will report to that Sub Committee.
10	Have appropriate risk assessments been undertaken?	Not applicable
11	Date of consultation with Mayor & P&F Chair	16 February 2022
12	Signature of Mayor	17 February 2022
	Signature of Chair of P&F	17 February 2022
13	Date of decision	16 February 2022
14	Signature of Town Clerk	21 February 2022
15	Signature of Responsible Financial Officer – if required under 3e	Not applicable
16	Date reported to Council or Committee	Policy and Finance 14 March 2022, Full Council 24 March 2022.

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 deputy town clerk or the services manager shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	The additional expenditure of £173 for the Spring and Summer 2022 Progress Newsletter design and print costs.
2	Why is this decision urgent? <ul style="list-style-type: none"> • 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? 	<p>The Spring newsletter has been produced and the Summer issue is still within the current contract. The contractor's quote for the year always includes a notice on the potential increase of supply costs that cover paper, ink and courier services.</p> <p>It cannot wait as the Spring issue has already been produced.</p>
3a	What are the financial implications?	£173 per issue under the current contract. A total of £346.
3b	Has a budget been approved?	A budget of £15,600 was agreed for the newsletter for 2021 to 2022. The expenditure can be met from the existing budget.
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	Progress Newsletter budget.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No.
3e	If any of the following apply: <ol style="list-style-type: none"> 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. <p>*For this point only, in the absence of the Responsible Financial Officer and</p>	Not applicable

	town clerk, the Assistant Town Clerk can give approval.	
4	Is the decision consistent 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 – Policy and Finance
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?	The Chair of the Policy and Finance Committee.
7	What alternative options have been considered – both practical and financial?	None.
8	Has the procurement strategy been followed, where expenditure is involved?	Yes.
9	Briefly outline any implications relating to: <ul style="list-style-type: none"> • Crime and disorder • Disability discrimination • Human rights act • Freedom of information • Data protection • Environmental impact 	Not applicable
10	Have appropriate risk assessments been undertaken?	Not applicable
11	Date of consultation with Chair	16 February 2022
12	Signature of Chair	
13	Date of decision	18 February 2022
14	Signature of Town Clerk	
15	Signature of Responsible Financial Officer – if required under 3e	Not applicable
16	Date reported to Council or Committee	14 March 2022 Policy and Finance

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 14 March 2022

Report by: Town Clerk

Subject: Welcome Back Fund

1. Summary

This report summarises the outcome of the festive fun activities in the High Street and Wick funded by the Welcome Back Fund during the lead up to Christmas. It also details the result of the investigations into delivering floral displays in Wick.

2. Recommendations

The Committee is Recommended to:

1. Note the outcome of the 3 festive events held in December in the High Street and Wick as set out in paragraphs 3.2. to 3.8.
2. Note the outcome of the investigations into delivering floral displays in Wick through funding from the Welcome Back Fund as set out in paragraphs 3.10. to 3.13.

3. Background

- 3.1. The Welcome Back Fund is an extension of the European Regional Development Fund that funded activities under the Reopening the High Street Fund introduced in 2020. Arun District Council manage the applications for funding.

3.2. Festive Fun Days

- 3.3. A programme of festive family fun was delivered over the course of three Saturdays following the Christmas Lights Switch on event on the 19 November. With the final event being held on Saturday 11 December. The activities were chosen based on not needing the involvement of Officers on the day and being self-managed. The 3 events that went ahead were supported by the Council's usual stewarding contractor.
- 3.4. The programme included a Christmas themed event in Wick organised by the Wick Action Group with support from Wick traders which was held on Saturday 20 November. The event was completely free of charge and offered many family activities including a lantern making workshop, a Santa's Grotto

managed by Going Spare, carol singing, themed walkabout acts and meet and greet opportunities with popular children's TV characters. The event was a success and well attended with over 200 children paying a visit to Father Christmas.

- 3.5. Littlehampton Organisation of Community Arts supported the initiative by organising a special Artisan Market for Saturday 27 November but due to strong winds it could not go ahead or be rescheduled due to date availability. The bookings for walkabout acts and children's face painters being funded by the Welcome Back Fund were rearranged so they attended the children's festive fun days instead.
- 3.6. Two festive children's fun days were held on Saturday 4 and 11 December in the High Street. Local amusement providers Nic & Ben's Entertainments provided themed inflatables and a small carousel on both dates. Popular local performers, who had been involved in the entertainment programme in Pier Road, were booked to provide a magic show and live music performances on both dates. In addition popular children's television characters were in attendance. The rides and entertainment were completely free of charge to the public. The events were well attended and positive feedback has been received from the Trader's Partnership.
- 3.7. The programme was advertised through a wide range of channels including a four-week campaign on bus stop panels in neighbouring Towns – Rustington, Goring and A259 near Asda, a Facebook boosted post, a 6-week campaign on V2 Radio, 2 pages in the Christmas What's On guide and posters.
- 3.8. A photographer covered the events as the Welcome Back Fund required photo evidence to be submitted with the claim.

3.9. Wick Floral Displays

- 3.10. Officers explored the possibility of introducing floral displays in Wick such as planters and hanging baskets. The issues found were the lack of suitable sites, ongoing maintenance and timescale for delivery.
- 3.11. There were a couple of sites that could be a possibility for planters or hanging baskets but they were either on private property – would not meet Welcome Back Fund criteria or on West Sussex County Council land – a Highways Licence would be needed.
- 3.12. In terms of timescale, the Welcome Back Fund can only fund activities that have been delivered by 31 March 2022 which would not be sufficient time to conduct a thorough investigation, identify a floral contractor and submit the necessary licence application.
- 3.13. The last identified issues were ongoing responsibilities such as liability for any risks if hanging baskets were used and the maintenance. The funding application would only cover costs up to 31 March 2022, making the impact of the initiative minimal for the effort.

4. Financial Implications

- 4.1 The total expenditure was £13,803.05 and a claim has been submitted to Arun District Council who will deal with the European Regional Development Fund on the Town Council's behalf.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 14 March 2022

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1. The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee budget for 2021 to 2022. Actual figures are shown in Appendix 1.
- 1.2. Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

- 2.1. The Committee is Recommended to:
 1. Approve the purchase of two laptops to continue the replacement program for Manor House staff using the predicted underspends in Central Admin Information Technology – 3.2.1.
 2. Note that, in accordance with the Scheme of Delegation to Officers – Section 4.2, Investments, the Deputy Town Clerk and Responsible Financial Officer, in consultation with the Town Clerk, will invest the available funds on the appropriate terms as required to facilitate the construction of the new Youth Centre in Wick – 3.5.8.
 3. Note the potential transfers to Earmarked Reserves delegating authority to the Responsible Financial Officer to make the final transfers when all current year expenditure is known – 4.1 and Appendix 2.
 4. Otherwise note the contents of the report.

3. Budget Monitor 2021 to 2022

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

3.2. Central Administration and Support Services

- 3.2.1 There will be underspends in the Postage, Printing, Stationery and Supplies budgets of approximately £2,900.
- 3.2.2 In the last finance report to this Committee in December 2021 it was reported that the insurance budget had spent £7,608 year to date. However, a refund was requested after the sale of 82 Wick Street which equated to £103 so the total has since been adjusted accordingly.
- 3.2.3 The Furniture and Equipment budget is showing an underspend of £1,346. It is proposed that this returns to general reserves at year end.
- 3.2.4 £15 has been received for photocopying against an income target of £25.

3.3. Democratic Representation and Management

- 3.3.1 The £1,000 Conference Expenses budget remains. It is proposed this is returned to general reserves.
- 3.3.2 £15,000 will be earmarked for election expenses.
- 3.3.3 The £2,000 Mayors Allowance budget remains. The Mayors Allowance Contingency in Earmarked Reserves stands at £2,000. It is proposed that these return to general reserves to offset future liabilities.
- 3.3.4 There are underspends for Members Conferences and Training – £300, Members Travel – £200, Members Expenses – £200 and Members Allowances – £3,800. There is already £3,787 in Earmarked Reserves for Members Training. It is proposed the underspends return to general reserves to offset future liabilities.

3.4. Town Centre Management

- 3.4.1 £175 has been spent from the Town Centre Initiatives budget on the Window Competition prizes. £3,092 has been spent on marketing campaigns with Facebook and bus stop advertising. It is proposed the remaining £11,000 is earmarked at year-end for Jubilee events this year.
- 3.4.2 £67 has been spent of the £1,000 budget for notice boards. It is proposed the remaining balance is earmarked at year end for future liabilities.
- 3.4.3 £45,000 is to be paid to Arun District Council to support the Community Wardens initiative. £22,500 of this is to be met from the Loan Capital Earmarked Reserves.

3.5. Corporate Management

- 3.5.1 It is projected there will be an underspend of about £3,368 in the Newsletter budget.
- 3.5.2 The £2,000 legal fees budget remains. It is proposed this remaining balance is earmarked at year end for future liabilities.

3.5.3 As at 31 December 2021 the Council had £1,956,499 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 31/12/2021						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds	16/04/2021	1 year	£250,000	0.05%	19/04/2022	
	28/05/2021	95 day notice	£1,000,000	0.05%		
	07/06/2021	1 year	£250,000	0.05%	07/06/2022	
	04/06/2021	95 day notice	£250,000	0.05%		£1,750,000
CCLA Public Sector Deposit Fund	11/07/2013	N/A	£100,000	variable	instant access	
	19/08/2013	N/A	£100,000	variable		
		total interest rec'd	£6,472			£206,499
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	£500,000
TOTAL INVESTMENTS						£2,456,499

3.5.4 A dividend of £4,868.88 for the three-month period October to December 2021 has been received from the Local Authority Property Fund from the £500,000 investment.

3.5.4 A dividend of £30.93 for the period October to December 2021 has been received from the Public Sector Deposit Fund.

3.5.5 The Council's bank reconciliations have been checked and signed by the Chair, up to 31 December 2021 and the total balance of both accounts was £1,072,345.34. The balance of investments was £1,750,000.

3.5.6 £1,000,000 of the capital receipt for the sale of land North Littlehampton is currently in a 95-day notice account achieving 0.05 percent. It is expected that the Council will spend this in 2022 to 2023 on the new Youth Centre in Wick. The rate of expenditure will be stipulated in the construction contract, the terms of which will be negotiated with the builder once the contract has been let.

3.5.7 Currently, the Fixed Interest Deposit rate for a three-month deposit is 0.01 percent, for a six-month deposit is 0.02 percent and the rate for 11 to 12 months is 0.05 percent. The Council's bank offers a 32-day notice account, the rate for which is 0.03 percent but is base rate linked. It should be noted that whilst this account offers flexibility in terms of accessing the funds at short notice, the base rate can fluctuate. It may therefore be prudent to split the £1 million into separate deposits with some being placed in 32-day notice accounts 0.03 percent as expenditure will not be incurred all in one go.

3.5.8. On this basis the Committee is therefore recommended to note that in accordance with the Scheme of Delegation to Officers – Section 4.2, Investments the Deputy Town Clerk and Responsible Financial Officer, in consultation with the Town Clerk, will invest the available funds on the appropriate terms as required to facilitate the construction of the new Youth Centre in Wick.

4. Earmarked Reserves

4.1. Attached as Appendix 2 is a list of budgets to be considered for earmarking at the year-end should underspends be sufficient. The current figures are as of 4 March 2022 and could change before the year end.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2021/22

POLICY & FINANCE COMMITTEE MEETING 14th Mar 2022

SERVICE		Actual I & E as at 03/03/22 £	Budget 2021/22 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	16,085 15	22,318 25
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	20,896 ✓	46,876
TOWN CENTRE MANAGEMENT*	Expenditure Income	32,516 -	45,030 -
CORPORATE MANAGEMENT	Expenditure Income	13,983 14,663 ✓	23,795 20,000 ✓
Total Expenditure		83,480	138,019
Total Income		14,678	20,025
Net Expenditure		68,802	117,994

*Only the part of the budget that P&F is responsible for is shown

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

Potential Earmarked Reserves 21/22			
Training	Balance	Future Liability	£2,144.00
Recruitment	Balance	Future Liability	£2,000.00
IT	Balance	Future Liability	£2,000.00
Furniture and Equipment (central)	Balance	Future Liability	£1,000.00
Conference Expenses	Balance	Future Liability	£1,000.00
Election Expenses	Balance	Future Liability	£15,000.00
Members Conferences, Training, Expenses and Allowances	Balance	Future Liability	£300.00
Memorial Maintenance	Balance	Future Liability	£1,730.00
Notice Boards	Balance	Future Liability	£500.00
Town Centre Initiatives	Balance	Future Liability	£11,000.00
Town Centre Marketing	Balance	Future Liability	£5,000.00
Town Centre Event Match Funding	Balance	Future Liability	£16,000.00
Wick Initiatives	Balance	Future Liability	£4,000.00
Holiday Activities Support	Balance	Postponed Activity	£1,000.00
A Team Vehicles & Equipment	Balance	Future Liability	£6,000.00
Planning Initiatives	Balance	Future Liability	£10,000.00
Manor House Licences	Balance	Future Liability	£1,034.00
Legal Fees	Balance	Future Liability	£2,000.00
Manor House Maintenance	Balance	Future Liability	£10,000.00
Event Support	Balance	Future Liability	£4,000.00
CRC Initiatives	Balance	Future Liability	£5,000.00
Tree Maintenance	Balance	Future Liability	£1,500.00
Tree Planting Scheme	Balance	Future Scheme	£4,000.00
Rosemead	Balance	Future Liability	£3,000.00
New Keystone Centre	Balance	Future Liability	£30,000.00
			£139,208.00

Littlehampton Town Council

Non-Confidential

Committee: Policy and Finance

Date: 14 March 2022

Report by: Town Clerk

Subject: Annual investment Strategy 2022 to 2023

1. Summary

- 1.1. The Town Council is required to review its Annual Investment Strategy for each financial year. The existing Strategy also requires that there is a report on investment activity during the previous year.
- 1.2. The Annual Investment Strategy 2022 to 2023 is included at Appendix 1.

2. Recommendations

- 2.1. The Committee is Recommended to Recommend that Council:
Approve the Annual Investment Strategy 2022 to 2023 set out in this report as Appendix 1.

3. Background

- 3.1. The Guidance on Local Government Investments issued by the Ministry of Housing, Communities and Local Government in April 2010 requires the Council to approve an Annual Investment Strategy that is made available to the public. This complements the Chartered Institute of Public Finance and Accountancy Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.
- 3.2. The Strategy when adopted is included in the Council's policies.

4. Implications

4.1 Financial

- 4.1.1. The Strategy contains the manner in which financial investments are maintained and reported. This is through the budget setting exercise where Members, when approving the budget, take into consideration investment returns through interest received.

4.2 Legal

- 4.2.1. It is a requirement by the Secretary of State that this report is presented annually to Members for approval.

4.3. Policy

- 4.3.1. The Strategy details in the report, when adopted, will become the policy for the coming year.

4.4. Risk Management

- 4.4.1. To minimise Investment risk to the Council and taxpayers the Council's risk assessment criteria has centred on:
1. The Council has always adopted a prudent approach in relation to investments.
 2. The Council has never had, and is unlikely to have in the future, the level of investment funds that Principal Council's possess. The relatively small sums involved mean that, of necessity, the Council's options are limited.
 3. The Council's limited resources also means adopting a cautious approach to investing any surplus funding.
 4. The Council at all times must maintain adequate levels of security, a stable overall financial position, ensure liquidity and a balance in relation to its spending commitments.
 5. The variances, unpredictability and uncertainties surrounding investments in the money market, stocks, shares, equities, and the like are such that the Council consider the risks too high and will not use them for investment purposes.
 6. Seeking to manage any surplus funds so as to provide the Council with a secure high yield of interest.
 7. Risk analysis will be embedded within the organisation as a technique used in relation to all major revenue and capital transactions.

5. Communication

- 5.1. It is a requirement that this Strategy be made available to the public. It is therefore intended to make the Strategy available for inspection on the Council's Website and make it available for public inspection whenever requested.

6. Current Year's Investment Activity

- 6.1. The Council has a Lloyds Bank current and instant access account, investments with Lloyds Bank and investments with the Charities, Churches and Local Authorities Public Sector Deposit Fund and Local Authority Property Fund.
- 6.2. Due to the pandemic, interest rates have fallen dramatically over the course of the year resulting in a significant impact on the Council's income from investments.

- 6.3. It is currently estimated that the year-end interest figure will be circa £19,000 against a budget of £20,000. There are signs of the interest rates increasing this year. Commercial interest rates are still very low compared to personal savings rates.
- 6.4. The average Interest Rates achieved in the year for Fixed Interest Deposits were 0.05 percent. 2020 to 2021 figure: 0.17 percent.
- 6.5. As of 3 March 2022, £1,750,000 was invested with Lloyds Bank, £206,499 with the Charities, Churches and Local Authorities Public Sector Deposit Fund and £500,000 with the Local Authority Property Fund. Investments are placed to facilitate the working capital requirements of the Council, which are required to meet the Council's budgeted obligations during the year.
- 6.6. Management of day-to-day funds is facilitated by the operation of the 'sweeping' account which transfers cleared funds to an interest-bearing account overnight. Movement between the accounts works well enabling funds to be readily available whilst earning a small amount of interest when not required.
- 6.7. The Charities, Churches and Local Authorities reassured shareholders that the fund is managed in a very low risk way. Their top objective is security, then liquidity and then yield. The Charities, Churches and Local Authorities Public Sector Deposit Fund remains one of the most competitive in the market and allows Town and Parish Councils to access more institutions than they could on their own, therefore reducing risk of investments.
- 6.8. The performance of the Local Authority Property Fund with Charities, Churches and Local Authorities remains that to ensure a return-on-investment, Council's must look to invest long-term for at least five years. The Council's Investment Strategy determines that investments may be made with the Local Authority Property Fund but only balances that will not be needed for at least five years. It also requires that the Council does not take risks with investments. The Council will not therefore be looking to place any further investments with the Local Authority Property Fund at this time.

Peter Herbert
Town Clerk

**Littlehampton Town Council
Annual Investment Strategy 2022 to 2023**

1. The Town Council has had regard to the Ministry of Housing, Communities and Local Government Guidance on Local Government Investments and the Chartered Institute of Public Finance and Accountancy Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes.
2. This Annual Investment Strategy states which investments the Council may use for prudent management of its treasury balances during the financial year.

3. Investment Objectives

- 3.1. All investments will be in sterling.
- 3.2. The general public policy objective for this Council is the prudent investment of its treasury balances.
- 3.3. The Council's investment priorities are the security of reserves and liquidity of its investments.
- 3.4. The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.
- 3.5. The Ministry of Housing, Communities and Local Government maintains that the borrowing of monies purely to invest or to lend and make a return is unlawful and this Council will not engage in such activity.

4. Investment balances, Liquidity of Investments

- 4.1. Based on its cashflow forecasts, the Council anticipates its fund balances in the financial year 2022 to 2023 will be up to £500,000. This takes into consideration expenditure and commitments from the Capital Receipts Reserve – such as the new Community Centre – and the Converted Capital Receipt, and planned expenditure on proposed projects and initiatives. Once a development timescale has been agreed, accounts will be drawn on to fund the new Community Centre. There are accounts maturing in April and June 2022 which are ideally placed to fund the initial phases of the project.
- 4.2. The Council has considered the current level of balances and estimated levels over the next three years coupled with the need for liquidity, its spend commitments and provision for contingencies. The Council has determined that investments may be made for longer than one year but only in Charities, Churches and Local Authorities' Local Authority Property Fund and only balances that will not be needed for at least five years.

- 4.3. In order to maintain sufficient security and liquidity the Council will manage any surplus funds mainly through their Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts which provide a secure rate of interest. At the discretion of the Responsible Financial Officer, in consultation with the Town Clerk, deposits in Charities, Churches and Local Authorities' Public Sector Deposit Fund and other United Kingdom banks with a minimum long-term Moody's rating of "A", may be used if offering a higher rate of interest.

5. Investment Defined as Capital Expenditure

- 5.1. The acquisition of share capital or loan capital in any body corporate is defined as capital expenditure under Section 16(2) of the Local Government Act 2003. Such investment will have to be funded out of capital or revenue resources and will be classed as 'non specified investments'.
- 5.2. A loan or grant by this Council to another body for capital expenditure by that body is also deemed by regulation to be deemed capital expenditure by this Council. It is therefore important for this Council to clearly identify if the loan has been made for policy reasons – e.g. to the registered social landlord for the construction or improvement of dwellings – or if it an investment for treasury management purposes. The latter will be governed by the framework set by the Council for 'specified' and 'non specified' investments.
- 5.3. It is not envisaged that any new investments of a capital expenditure nature will be entered into during 2022 to 2023. Investment in the Local Authority Property Fund is not classed as capital expenditure.

6. Provision for credit related losses

- 6.1. If any of the Council's investments appear at risk of loss due to default – i.e. a credit related loss, and not one resulting from a fall in price due to movements in interest rates, the Council will make revenue provision of an appropriate amount.

7. Investment strategy to be followed in house

- 7.1. To retain not less than one month's average working capital requirement in current and instant access accounts giving immediate access.
- 7.2. Amounts representing the balance on Capital Receipts Reserve at the beginning of the financial year to be placed on deposit of up to one year's duration depending on the prevailing interest rates.
- 7.3. Any other funds may be placed on deposit of up to one year's duration depending on the prevailing interest rates and forecast cashflow requirements.
- 7.4. Funds may be placed for more than one year in the Charities, Churches and Local Authorities Local Authority Property Fund, depending on cash flow requirements, up to a maximum of £2,000,000.

8. End of year investment report

- 8.1. During the budget process the Responsible Financial Officer will report on investment forecasts.
- 8.2. At the end of the financial year, the Responsible Financial Officer will prepare a report on investment activity.

Peter Herbert
Town Clerk