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27 May 2022

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

Property and Personnel Committee

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

Date: Monday 6 June 2022

Time: 6.30pm

Committee:

Councillor Chace – Chair
Councillor Butcher
Councillor Baker
Councillor Price
Councillor Rhodes
Councillor Tilbrook

Agenda

2022 to 2023

- 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 Baker is a Member of Arun District Council
- Councillor Chace is a Member of Arun District Council
- Councillor 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 7 December 2021, circulated herewith, pages 4 to 8. In accordance with the Town Councils' 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. 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.

7. Chair's Report and Urgent Items

8. Officers Reports

8.1. Standing Orders and Urgent Actions

To note the attached urgent action, pages 9 to 10.

8.2. Absence Monitoring Report

Report attached, pages 11 to 12.

8.3. Staffing Changes

Report attached, pages 13 to 15.

8.4. Administration Team

Report attached, page 16.

8.5. Properties Update

Report attached, pages 17 to 21.

9. Finance

9.1. Committee Budget Monitor

Report attached, pages 22 to 27.

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 a meeting of the Property and Personnel Committee held in
The New Millennium Chamber, The Manor House, Church Street,
Littlehampton BN17 5EW on TUESDAY 7 December 2021 at 6.30pm**

Present:

Councillor Chace – Chair
Councillor Rhodes
Councillor Tandy
Councillor Tilbrook

2021 to 2022

10. Evacuation Procedures

The procedures were noted.

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

These were noted.

12. Apologies

There were apologies from Councillor Price.

13. 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.

14. Minutes

The Minutes of the meeting held on 7 June 2021, previously circulated, were confirmed as a true record and signed by the Chair.

15. Public Forum

There were no members of the public in attendance.

16. Chair's Report and Urgent Items

There was one item regarding Christmas Eve that was discussed later in the meeting.

17. Officer's Reports

17.1. Standing Orders and Urgent Actions

17.1.1. The Committee received an urgent action regarding the renewal of the electric van lease which expired on 28 October 2021. This would be reduced from the current £266.66 to £231.90 per month.

17.1.2. The Committee received an urgent action regarding the need to change the current gas utility provider to maintain provision to Manor House and Southfields Jubilee Centre, since the provider had gone into administration. It was estimated that there would be an increase of £7,981 per year.

It was therefore **Resolved** that:

The urgent actions be noted.

17.2. Manor House Fees Review

The Committee received a report, previously circulated, which set out the details of the research and comparisons obtained as part of the annual review and the proposals for changes to these charges for 2022 to 2023. It was therefore **Resolved** to:

- 1. Retain the current charges for the Manor House room hire fees for 2022 to 2023.**
- 2. Approve the introduction of charges for the Fleming and Gladden Room on Saturdays and Sundays and Bank Holidays as set out in the appendix attached to the report.**
- 3. Approve the proposed increase to fees for Weddings and Ceremonies for 2022 to 2023 as set out in paragraph 3.2.2 of the report.**
- 4. Approve the increase to the current car parking charges for 2022 to 2023 as set out in appendix 2.**

17.3. Absence Monitoring Report

The Committee received a report, previously circulated, which set out the staff absence records for the full years from 2011 to 2012 to 2019 to 2020 and Quarters 1 to 2 of 2021. It was **Resolved** that:

The report be noted.

17.4. 82 Wick Street

The Committee received an oral update on the disposal of 82 Wick Street from the Town Clerk. The sale of the property had now been completed and the net receipt was £284,000. It was **Resolved** that:

The update be noted.

17.5. Review of Strategic Aims & 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 Committee. These had recently been reviewed to ensure they were relevant and reflected the Priorities of Council. The Committee's attention was drawn to the key updates and amendments: to update Aims and Objectives to include delivery of the new community and youth facility; and have arrangements in place to ensure continuity or minimum disruption in the event of an incident or emergency. It was **Resolved** that:

Council be recommended to adopt the Aims and Objectives as they related to the work of this Committee.

18. Finance

18.1. Committee Finance Report

The Committee received a report, previously circulated, which highlighted significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2021 to 2022. It was **Resolved** that:

The report be noted.

18.2. Committee Budget Proposals 2022 to 2025

The Committee received a report, previously circulated, which set out the draft Property and Personnel Committee Budget for the three years covering 2022 to 2025 as well as the Earmarked Reserves that related to this Committee. It was noted that the Policy and Finance Committee would be considering further measures to bridge the gap between income and expenditure when reviewing the final Council budget recommendation. Members were supportive of the proposals which included the changes to the Manor House fees as agreed earlier in the meeting and therefore **Resolved** that:

- 1. The draft Committee budget for 2022 to 2023 and the projected budgets for 2023 to 2024 and 2024 to 2025 be Recommended to the Policy and Finance Committee.**
- 2. The Committee's Earmarked Reserve Position be noted.**
- 3. Authority be delegated to the Town Clerk to apply a discount to long hours and or multiple bookings.**

19. Christmas Eve

The Chair proposed closing the offices on Christmas Eve and giving all staff an additional day's holiday this year. This was by way of a thank you to staff for their fantastic efforts during a very difficult time because of the pandemic. This proposal was duly seconded and unanimously approved by the Committee. On behalf of the staff team, the Town Clerk thanked members stating that he knew that his staff would be very grateful and would appreciate the recognition of their efforts. It was **Resolved** that:

The Town Council offices be closed on Christmas Eve and that all staff be given leave to cover this in recognition of their sterling efforts during the pandemic.

20. Exempt Business

It was **Resolved** 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.

The following item was confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

21. Exempt Officer's Report

21.1. Town Centre Management Staffing Proposals

The Committee considered a report, circulated to Members only, seeking approval for proposed changes to the staffing structure to accommodate Town Centre Management work. The formal processes were ongoing, and the Policy and Finance Committee would be considering this as part of their Budget deliberations. The Town Clerk explained the background to these changes and outlined the changes that would be required to support this new function. These were supported by the Committee, and it was therefore **Resolved** that:

- 1. The proposed way forward for accommodating the Town Centre Management function be endorsed and that authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to make the necessary adjustments to the structure to bring in this arrangement from 1 April 2022 or earlier if possible.**
- 2. The Financial implications be recommended to the Policy and Finance Committee for consideration as part of the 2022 to 2023 Budget.**

The meeting closed at 6:50pm.

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?	Approval of the layout of the new Southern Allotments site at Holly Drive.
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? 	To enable the developer to meet the agreed timetable for the delivery of this element of infrastructure as specified in the Section 106 Agreement relating to the North Littlehampton development.
3a	What are the financial implications?	None.
3b	Has a budget been approved?	N/a
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	N/a
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	N/a
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 town clerk, the Assistant Town Clerk can give approval.</p>	N/a
4	Is the decision consistent with Council policies?	Yes

5a	Committee decisions only Is this decision a matter delegated solely to one Committee? 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	Property and Personnel and Community Resources Committees		
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 Chairs of both Committees have been consulted alongside the Allotments Working Group.
7			What alternative options have been considered – both practical and financial?	N/a
8	Has the procurement strategy been followed, where expenditure is involved?	N/a		
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 layout includes provision for the delivery of accessible plots and parking provision.		
10	Have appropriate risk assessments been undertaken?	N/a		
11	Date of consultation with Chairs	18/5/22		
12	Signature of Chair of P&P	20/5/22		
12	Signature of Chair of CRC	20/5/22		
13	Date of decision	20/5/22		
14	Signature of Town Clerk	20/5/22		
15	Signature of Responsible Financial Officer – if required under 3e	N/a		
16	Date reported to Council or Committee	P&P 6/6/22 CRC 9/6/22		

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 6 June 2022

Report by: The Town Clerk

Subject: Absence Monitoring Report – Quarter 4 2021 to 2022

1. Summary

- 1.1. Members are provided with the staff absence records for the full years 2011 to 2021 and Quarters 1 to 4 of 2021 to 2022.

2. Recommendation

It is Recommended that:

The report be noted.

3. Staff Absence Records

- 3.1. The figures for self-certificated sickness leave are set out below.

Year	1 Apr to 30 Jun	1 Jul to 30 Sep	1 Oct to 31 Dec	1 Jan to 31 Mar	Average
2011 to 2012	0.77%	1.35%	1.29%	1.56%	1.24%
2012 to 2013	1.11%	0.38%	2.5%	1.94%	1.48%
2013 to 2014	1.49%	1.45%	1.35%	2.09%	1.6%
2014 to 2015	1.26%	1.77%	3.38%	2.7%	2.27%
2015 to 2016	1.17%	2.33%	2.08%	3.06%	2.16%
2016 to 2017	1.09%	0.68%	1.49%	1.86%	1.28%
2017 to 2018	1.06%	0.94%	0.83%	0.92%	0.94%
2018 to 2019	0.85%	0.49%	1.46%	2.01%	1.20%
2019 to 2020	0.56%	0.40%	0.84%	1.84%	0.91%
2020 to 2021	0.30%	0.54%	1.12%	0.38%	0.59%
2021 to 2022	0.93%	1.38%	1.74%	0.6%	1.16%

- 3.2. The figure for Quarter 4 in 2021 to 2022 decreased compared to the previous quarter – 2021 to 2022 Quarter 3. It is higher than the same period in the previous year. Four staff members took self-certificated sickness leave for a total of 13 days (8.3 FTE).

3.3. No absences were related to COVID-19 during the final quarter.

3.4. The figures for certificated sickness leave are set out below.

Year	1 Apr to 30 Jun	1 Jul to 30 Sep	1 Oct to 31 Dec	1 Jan to 31 Mar	Average
2011 to 2012	2.91%	0.32%	2.37%	0.82%	1.6%
2012 to 2013	1.9%	1.02%	1.62%	2.76%	1.8%
2013 to 2014	2.18%	1.84%	0.19%	0.18%	1.1%
2014 to 2015	0%	1.1%	0.87%	1.43%	0.85%
2015 to 2016	0.2%	2.89%	1.29%	3.68%	2.01%
2016 to 2017	9.64%	8.09%	1.55%	3.65%	5.73%
2017 to 2018	0.46%	0.13%	0%	0.68%	0.32%
2018 to 2019	0.29%	2.18%	0.88%	0.79%	1.04%
2019 to 2020	1.30%	6.31%	6.61%	0.65%	3.72%
2020 to 2021	0%	0%	0%	0.35%	0.09%
2021 to 2022	2.81%	1.78%	1.14%	0.05%	1.44%

3.5. One member of staff has been absent due to certificated sickness leave. This was for one day continuing a period of sickness that ran from the previous quarter.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel Committee

Date: 6 June 2022

Report by: Town Clerk

Subject: Staffing Changes 2021 to 2022

1. Summary

- 1.1. The report provides updates on staffing and the updated staff structure is attached as an appendix.

2. Recommendations

- 2.1. The Committee is Recommended to:
 1. Note the report.

3. Updates

3.1. Corporate Services

- 3.1.1. Following the decision to create a new team to support the Town Centre Strategy from 1 March 2022 the staffing was adjusted. Through internal promotion an Events and Town Centre Strategy Manager has been appointed to carry out the majority of the tasks required to implement the Town Centre Strategy and the Town Council's events throughout the year. This also provided the scope to create a full time Events and Town Centre Strategy Assistant post which was also filled internally. This Team is line managed by the Communications and Marketing Manager.
- 3.1.2. The Corporate Administration Assistant position became redundant, and the post holder has joined the Administration Team as the Mayoral and Administrative Officer.

3.2. Democratic Services

- 3.2.1. Following the resignation of the Committee Clerical Assistant, a Committee Assistant was appointed. This was also an internal appointment which provides support to the Assistant Town Clerk and the Community Resources Officer.

3.2.2. The Community Resources Officer has recently resigned to take a new role at Brighton and Hove City Council and will be leaving at the end of June 2022. The recruitment process is underway for a replacement.

3.3. Museum Team

3.3.1. The Museum Curator started full time in her new role in January 2022. In the intervening period the roles of the Museum Saturday Assistant and part time Museum Officer post also became vacant and have now been filled. The Museum Team has been operating at full strength since the beginning of April 2022 and volunteers are also now returning.

3.4. Amenity & Caretaking Team

3.4.1. The Amenity Team Operative and Southfields Caretaker/Cleaner roles also became vacant in March 2022. Following a recent successful recruitment exercise, these vacancies were filled in April 2022.

3.5. Administration

3.5.1. The Team has undergone some changes in recent months to support the adjustments to the staff structure previously mentioned and following the resignation of the Mayoral and Administrative Officer in February 2022.

3.5.2. Consequently, a new part time Afternoon Receptionist/Clerical Assistant and part time Administrative Assistant started in March 2022. The new Mayoral and Administrative Officer role also provides support to the Communications and Marketing Manager and the Personal Assistant to the Town Clerk.

3.6. Finance

3.6.1. A new Deputy Town Clerk and Responsible Financial Officer was appointed in September 2021 and the hours of the Finance Assistant post were slightly increased to support the Deputy Town Clerk and Responsible Financial Officer with effect from 1 March 2022.

4. Financial Implications

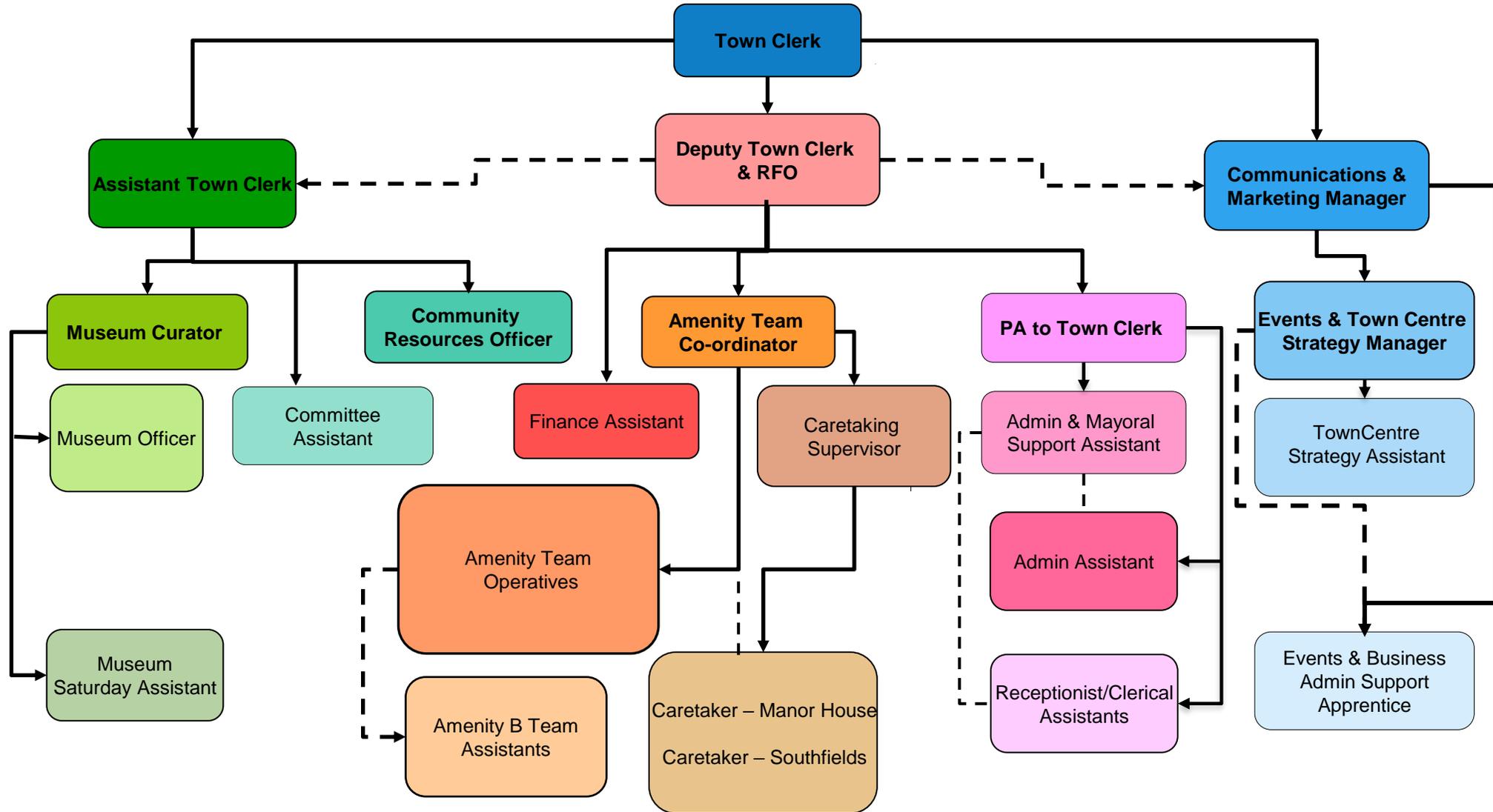
4.1. The staffing changes that occurred over the last financial year were all delivered within budget.

4.2. The total cost of advertising was £464 in 2021 to 2022 and the remaining budget of £2,536 has been earmarked for future liabilities.

Peter Herbert
Town Clerk

STAFF STRUCTURE

April 2022



Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel Committee

Date: 6 June 2022

Report by: Town Clerk

Subject: Admin Team

1. Background and Summary

- 1.1. Members will be aware of the Digital Interface Project reported to the Policy and Finance Committee in March. This work will focus on reducing workload efficiency in the Admin Team through allowing room bookings and allotment work to be undertaken through the website. This will make the Town Council more accessible to the public and reduce workloads.
- 1.2. Members will also be aware of the restructure that was undertaken to take on Town Centre work. This, combined with a significant number of new staff in the Admin Team has created further work pressures within that team, which hopefully will be addressed by the Digital Interface Project.
- 1.3. Pending the delivery of the digital work, a small amount of additional support is required for the Admin Team. It is proposed that an additional 10 hours per week be allocated to the team for a six-month period to allow the digital work to be brought forward. This can be added to the hours of one of the part time staff members in the Admin Team.

2. Recommendations

- 2.1. The Committee is Recommended to:
 1. Approve the temporary six month increase in hours of one member of the Admin Team, ending before the end of December 2022.

3. Financial Implications

- 3.1. The additional hours will cost £2,655 for six months, pay award pending. This can be met from an underspend from the Town Centre Management restructure of £3,300, across 12 months.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 6 June 2022

Report by: The Town Clerk

Subject: Properties Update

1. Summary

- 1.1. This report provides an update on all of the properties, existing and proposed, under the remit of the Property and Personnel Committee.

2. Recommendations

The Committee is Recommended to:

1. Approve that authority be delegated to the Town Clerk to agree any minor changes that might be required to the layout of the Holly Drive Allotment Site to complete the scheme.
2. Note the progress with the projects to deliver the new community facilities in Wick and North Littlehampton and the financial implications.
3. Note the update regarding the condition and works required to the Manor House windows and that progress will be reported to the Committee at the next meeting.
4. Otherwise note the contents of the report.

3. Allotments

3.1. Worthing Road – Church Land Extension

- 3.1.1. Works to deliver the additional allotments on the Church Land on the western side of the existing site were completed last Autumn and the plots made available for letting at the beginning of the year. Members will recall that this provision was agreed in exchange for providing land on the eastern boundary of the Worthing Road site to support the construction of the main route – southern section of the Lyminster Bypass – as part of the North Littlehampton Development.

3.1.2. This project has delivered a further 23 plots which are a mixture of ordinary and accessible provision and parking including disabled bays. The completion of the bulk of the works relating to the southern section of the Lyminster Bypass has left an uncultivated area within the site along the eastern boundary. Plans for this area will be explored as part of the Allotment Strategy that is being developed by the Member Task and Finish Working Group.

3.2. Holly Drive Site

This new allotment site will be delivered by Persimmon Homes as part of their obligations under the North Littlehampton – Hampton Park – Development. To enable the developer to meet the agreed timetable for the delivery, approval of the layout of the new has been agreed with the Chairs of this and the Community Resources Committee having also been reviewed by the Allotments Working Group. This will enable the scheme, which will deliver 36 plots, parking, and accessible provision, to proceed to planning. A copy of the proposed layout is attached to this report and confirmation of the timeframe for delivery is awaited. It is likely that as the scheme progresses minor changes to the layout will be required. It was therefore considered practical that authority be delegated to the Town Clerk to agree these to complete the scheme.

3.3. Howard Road

3.3.1. The Town Council has been notified of a leak in the water supply at this site emanating from a problem with one of the four standpipes that serve it. A preliminary inspection of the standpipe and pipework has revealed that the standpipe and a section of the pipework connected to it failed. This has been isolated and the water supply to the faulty standpipe has been disconnected to reduce the pressure on the system and until repairs can be conducted.

3.3.2. The area of pipework that was excavated showed that the pipe itself was in an extremely poor state of repair and consequently the remaining pipework will be inspected to check the condition. An assessment of the condition of the infrastructure and options for repairs including costs is awaited. This infrastructure is quite old, and it may be that the whole section will need replacing. Works of this nature would be disruptive and could involve considerable expense that was not anticipated when the allotment maintenance budget was prepared. Options will therefore need to be considered when the extent of the problem is known including how to meet the costs. This will be progressed by the Community Resources Committee.

4. Community Facilities

4.1. Key 2 – New Youth Centre in Eldon Way

The tender for the construction contract to build the new centre was released at the end of April and the closing date for the receipt of bids is noon on Monday 6 June. Allowing a period for evaluation of the bids the contractor will be appointed by July 2022. This will be followed by a period of detailed design work with the mobilisation on site in October. The Community Centres Sub-Committee will meet in mid-June to consider the outcome of the tender process with a view

to confirming the appointment of the building contractor. The project programme currently envisages completion of the new building by the end of June 2023.

4.2. North Littlehampton Community Centre

The new centre, which currently incorporates provision for a youth service facility, will be delivered by Persimmon Homes as part of their obligations under the North Littlehampton – Hampton Park – Development Section 106 Agreement. The new centre is positioned within the area designated in the development for a community hub which also includes a new primary school. The layout of the new centre has been agreed with the Town Council and a final design for the exterior is being prepared by the developer. Work is also continuing to resolve the parking provision in the vicinity of the community hub. Once these matters are resolved a planning application will be submitted but the timeframe for this has yet to be confirmed. The cost of the current proposal will be confirmed when the final design is known and should additional funds be required to deliver the building, Council will need to consider options. Progress is being overseen by the Community Centres Sub-Committee.

5. The Manor House

- 5.1.1. A survey of the windows at the Manor House carried out as part of the building maintenance programme has identified that repairs are urgently required to several frames and sills on the building. The problem is more prevalent on the windows on the ground floor, southside of the building which is more exposed to the elements. At this stage it is thought that six to eight windows require urgent attention.
- 5.1.2. Initial estimates for the work required suggest that repairs could cost between £800 to £1,400 per window minimum and could be more if an entire window had to be replaced. Companies have been approached for estimates and have offered different views on what work is required. It is however clear that a more realistic estimate of the costs can only be achieved once each window is removed and assessed. In accordance with the Standing Orders and Financial Regulations, a contractor with the necessary expertise will be appointed to carry out the urgent work. They will also be requested to examine and assess the work required on the remaining windows on the building so that this can be programmed and added to the maintenance schedule for the building. The costs will be met from the Manor House maintenance budget.
- 5.1.3. A potential grant option for Museums accessing the Museum Estate and Development Fund from the Arts Council is also being explored and an expression of interest being prepared. However even if an expression of interest is successful and a bid progressed, it could be several months until the outcome of the bid is known. In the meantime, the urgent work will be commissioned to repair and or replace those windows which require immediate attention. Work on the remainder will be programmed when the outcome of this bid for funding is known and prioritised according to the contractor's assessment.

5.1.4. It should be noted that any work will need to meet the criteria for a Grade 2 Listed Building and could require planning approval. Advice on the latter point will be obtained from the Conservation Area Officer. An update on the progress with the works, the survey of the Manor House windows, and the grant bid will be reported to the next meeting.

6. Financial Implications

6.1. Allotments

The grounds maintenance budget for 2022 to 2023 is £10,595 and there is £3,246 in the allotments Earmarked Reserve.

6.2. Key 2 – New Youth Centre in Eldon Way

The total budget approved for the project is set at a maximum of £1,554,657. This includes a contribution of £250,000 capital from Arun District Council and circa £263,000 Section 106 developer contributions from Kingley Gate.

6.3. North Littlehampton – New Community Centre

The North Littlehampton Section 106 Agreement includes £1,000,000 for the construction of a community centre and a further £250,000 for a youth facility.

6.4. The Manor House Windows

The Manor House maintenance budget for 2022 to 2023 is £22,000. The Manor House maintenance Earmarked Reserve is currently at £32,264 to assist with future liabilities.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 6 June 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 Property and Personnel 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.
- 1.3. Movements in Property and Personnel Earmarked Reserves during the year are attached as Appendix 2.
- 1.4. The budget report figures for 2022 to 2023 are attached as Appendix 3.

2. Recommendations

- 2.1. The Committee is Recommended to note the report.

3. Budget Monitor 2021 to 2022

- 3.1. The figures included in Appendix 1 are year-end figures for 31 March 2022.

3.2. Central Administration and Support Services

- 3.2.1. £655 was earmarked for future training requests to accommodate new staffing structures.
- 3.2.2. The underspends of £2,536 within the recruitment budget was earmarked for future liabilities.
- 3.2.3. The IT budget shows as overspent by £856, this additional cost is reflected in the increase to Microsoft Office licenses for each user.

3.3. Amenity Team

- 3.3.1. £6,022 was earmarked for Vehicles and Equipment.

3.4. Manor House

- 3.4.1. £8,526 from Building Maintenance has been earmarked for future liabilities such as the window replacements.
- 3.4.2. £1,034 for Manor House Licences has been earmarked for future liabilities including the wedding licence which is renewed every three years.
- 3.4.3. Income was higher than expected with car parking income returning to pre-COVID levels as shown in the next table.

Income	Budget 2021/22 £	Income 2021/22 £	Expected Income £	Variance £
Car Parking	2,000	4,420	4,000	420
Room Hire	6,000	5,045	5,000	45
Catering Income	-	260	100	160
Equipment hire	-	146	100	46
Total	8,000	9,871	9,200	671

3.5. Street Lighting

- 3.5.1. The street lighting maintenance agreement is paid in one lump sum at year end. Expenditure was in line with expectations. The Council has 28 street lights and the electricity used by 7 of them is recharged to the estates that use them.

3.6. Southfields Jubilee Centre

- 3.6.1. Expenditure was in line with expectations. There was a £667 overspend in Building Maintenance which was forecast after earlier roof works.

3.7. Project 82 – Building Maintenance)

- 3.7.1. Expenditure met expectations with the sale of this property early December 2021. There was an underspend of £985 which can be discussed when Earmarked Reserve is next reviewed.

3.8. Museum – Building Maintenance

- 3.8.1. Expenditure was above expectations – there was an overspend of £185 on lighting within the display cabinets.

3.9 War Memorial Maintenance

- 3.9.1. £1,800 is earmarked annually for the contract renewal. The three-year maintenance contract was renewed in March 2022 and has increased to £2,335 per year which has been budgeted for.

4. Budget Monitor 2022 to 2023

- 4.1. Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year.
- 4.2. Expenditure to 26th May 2022 from the 2022 to 2023 budget has been included at Appendix 3. Expenditure is in line with expectations. As is it early in the financial year the following paragraphs add clarity:
 - 4.2.1. The memorial spend is showing £5,900 due to the contract renewal requiring full payment for the three-year contract. This advance payment reduced overall costs for the 3-year period.

Peter Herbert
Town Clerk

Appendix 1

LITTLEHAMPTON TOWN COUNCIL BUDGET REPORT 2021/22

PROPERTY & PERSONNEL COMMITTEE MEETING 6th June 2022

SERVICE		Actual I & E as at 31/03/22	Budget 2021/22
		£	£
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure	38,938	43,030
	Income	-	-
AMENITY TEAM (incl. Street Scene)	Expenditure	49,258	69,576
	Income	4,311	1,000
MANOR HOUSE	Expenditure	83,365	111,070
	Income	9,871	8,000
STREET LIGHTING	Expenditure	425	1,840
	Income	425	630
SOUTHFIELDS JUBILEE CENTRE	Expenditure	34,155	33,489
PROJECT 82 BUILDING MAINT	Expenditure	15	1,000
MUSEUM BUILDING MAINT	Expenditure	885	700
MEMORIAL MAINTENANCE	Expenditure	1,800	1,800

Total Expenditure 207,041 260,705

Total Income 14,607 9,630

Net Expenditure 192,434 251,075

ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN
FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM
OR MANOR HOUSE

In addition to the above budgeted expenditure the following has been spent from

Earmarked Reserves

Electric Van Rental

3756.58

3756.58

Appendix 2

Property and Personnel – Earmarked Reserves 31 March 2022

Reserve	Opening Balance 01/04/21 £	Additions to date £	Expenditure to date £	Balance to date £
A Team Ticket System	1,227.19		0.00	1,227.19
Lineside Unit Rent	3,000.00		3,000.00	0.00
Manor House Advertising	2,004.00			2,004.00
Recruitment	5,102.50		1,867.50	3,235.00
Street Scene	4,719.04		1,300.00	3,419.04
Training	9,736.60	655.00	402.77	9,988.83
Vehicles & Equipment	59,965.63	6,022.00	45,205.70	16,283.17
Wedding Licence	2,068.00	1,294.00	2,018.00	1,344.00
IT	15,692.75	300.00	14,260.31	1,732.44
Building maintenance MH	23,738.72	8,526.00		32,264.72
Building Maintenance SJC	45,409.77		119.70	45,290.07
Building maintenance LIU	0.00			0.00
Building maintenance P82	5,662.75		1,735.00	3,927.75
Clock maintenance	335.10			335.10
Memorial maintenance	3,600.00	1,730.00		5,330.00
Total	182,262.05	18,527.00	69,908.98	126,381.31

Appendix 3

LITTLEHAMPTON TOWN COUNCIL BUDGET REPORT 2022/23

PROPERTY & PERSONNEL COMMITTEE MEETING 6th June 2022

SERVICE		Actual I & E as at 26/05/22 £	Budget 2022/23 £
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure Income	599 -	46,691 -
AMENITY TEAM (incl. Street Scene)	Expenditure Income	18,168 -	69,924 1,000
MANOR HOUSE	Expenditure Income	2,724 1,333	120,432 15,995
STREET LIGHTING	Expenditure Income	- -	1,865 640
SOUTHFIELDS JUBILEE CENTRE	Expenditure	32	4,000
PROJECT 82 BUILDING MAINT	Expenditure	-	-
MUSEUM BUILDING MAINT	Expenditure	-	1,000
MEMORIAL MAINTENANCE	Expenditure	5,900	2,335

Total Expenditure 21,523 243,912

Total Income 1,333 17,635

Net Expenditure 20,190 226,277

ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN
FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM
OR MANOR HOUSE

In addition to the above budgeted expenditure the following has been spent from

Earmarked Reserves

Electric Van Rental

430

430