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7 June 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 13 June 2022**

**Time: 6.30 pm**

### **Committee:**

Councillor Dr Walsh KStJ – Chair

Councillor Blanchard-Cooper

Councillor Chace

Councillor Long

Councillor Northeast

Councillor Tandy

**Peter Herbert, Town Clerk**

**2022 to 2023**

### **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 14 March 2022, circulated herewith, pages 4 to 7. 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. Town Centre Strategy**

To receive an oral update from the Town Clerk

## **8.2. Town Centre Events**

Report attached, pages 8 to 18.

## **8.3. Community Wardens**

To receive an oral update from the Town Clerk on the outcome of the recent recruitment exercise.

## **8.4. Fly the Progress Pride Flag**

Members views are sought, with a view to making a recommendation to Full Council, on a proposal from Councillor Blanchard-Cooper to fly this flag, attached page 19, at the Manor House during Pride month in future years.

## **8.5. Town Branding**

It is proposed that a Working Group is formed with terms of reference to investigate aims and objectives and identify budgets. It is suggested that membership is comprised of three Councillors from this Committee, reflecting proportionality.

## **8.6. Street Furniture**

Report attached, pages 20 to 26.

## **8.7. Digital Interface Project**

To receive an oral update from the Town Clerk.

## **8.8. Arun District Council Investment Plan for the UK Shared Prosperity Fund**

Report attached, pages 27 to 31.

## **9. Finance**

### **9.1. Committee Finance Report**

Report attached, pages 32 to 37.

## **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 Committee held on MONDAY 14 March 2022  
at 6.30 pm**

**Present:**

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

**2021 to 2022**

**29. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**31. Apologies**

There were none.

**32. 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.

**32. Minutes**

The Minutes of the meeting held on 20 December 2021, previously circulated, were confirmed as a true record and signed by the Chair.

**33. Chair's Report and Urgent Items**

There was one.

### **33.1. Power Supply to the Town Centre Clock**

It was reported that following enquiries made with the contractors in the High Street, a quotation had been received for the cost of installing access to an electrical supply to the clock. It was noted that the costs could be further reduced if this was done during the current works. Whilst Members supported the principle of making provision of an electricity supply to the Town Clock, it was also thought that ducting had been installed when the Town Centre was last repaved. Observing that Officers would be meeting with contractors at the site the following day, Members therefore considered it prudent that this was investigated before any further work was recommended for approval. It was also noted that there was no budget provision for this and that if further work was required the costs would have to be met from reserves.

#### **It was therefore Resolved that:**

Investigations regarding the existence and viability of ducting to support the supply of electricity to the Town Clock continue and the outcome be reported back to this Committee.

### **34. Public Forum**

There were no members of the public present.

### **35. Officer Reports**

#### **35.1. Standing Orders and Urgent Actions**

The Committee received two urgent actions, previously circulated, regarding the formation of the Project Board for the New Youth Centre in Wick and a slight increase of £346 to the costs of producing the Spring and summer Progress Newsletter.

#### **It was Resolved that:**

The Urgent Actions be noted.

#### **35.2. Town Centre Management**

It was reported that an additional meeting of the Committee would be convened in April or May to discuss Town Centre Events in 2022 and the Town Centre Strategy. Members requested that the date options be circulated as soon as possible.

#### **It was Resolved that:**

The update be noted.

#### **35.3. Community Wardens**

- 35.3.1. It was noted that the District Council had approved continuation of funding of the Community Warden project as part of their 2022 to 2023 Budget including the extension of the scheme to Bognor Regis. Members were however concerned that the Senior Community Warden had left the Team and that the short-term nature of the contract might deter applicants.

Management of the Community Wardens sat with the Community Safety Team at Arun District Council and the effectiveness of the scheme would be evaluated at the end of the pilot. Members considered it important that feedback from residents and traders be included in the evaluation alongside details of the role of the Wardens in tackling some of the more prominent issues in the Town.

- 35.3.2. Members lamented the Wardens lack of enforcement powers and the ongoing absence of PCSOs which had been promised to cover the Town. The overall lack of Police presence in the Town remained an important issue which Members considered should be raised with the Police and Crime Commissioner at the earliest opportunity.

**It was therefore Resolved that:**

1. The Police and Crime Commissioner be invited to meet with Councillors to discuss policing in the Town and that the new Senior Community Warden be included.
2. The update be otherwise noted.

**35.4. Digital Interface Project**

The Deputy Town Clerk outlined proposals to begin investigating options and the potential costs of a digital interface to manage the Town Council's allotments and co-ordinate venue bookings. The aim of the project would be rationalising the Town Council's existing venue and allotment booking systems and deliver a more efficient service. Members were supportive of this proposal and suggested that the project also explore potential cost savings through teaming up with neighbouring parishes.

**It was Resolved that:**

Work begins investigating options and the potential costs of a digital interface to manage the Town Council's bookings and an update be presented to the next meeting of the Committee.

Councillor Northeast declared a personal interest in the following matter as Chairman of the Wick Action Group.

**35.5. Welcome Back Fund**

- 35.5.1. Members received a report, previously circulated, which summarised 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. The report also set out the outcome of the investigations into delivering floral displays in Wick. On this latter point it was noted that the short timeframe, lack of suitable sites and ongoing maintenance had prevented an application progressing. Observing the research that had been completed, it was agreed that the details be retained for use should a similar opportunity arise in the future.
- 35.5.2. It was also noted that confirmation had been received that the expenses incurred in delivering the Christmas initiatives would be reimbursed to the Town Council.

**It was Resolved:**

1. That the outcome of the three festive events held in December in the High Street and Wick be noted.
2. To note the outcome of the investigations into delivering floral displays in Wick through the Welcome Back Fund as set in paragraphs 3.10. to .3.13. of the report.

## **36. Finance**

### **36.1. Committee Budget Monitor**

Members received a report highlighting significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee budget for 2021 to 2022. The report also set out the arrangements to manage the Town Council's investments to facilitate the construction of the new Youth Centre in Wick and potential transfers to Earmarked Reserves at the end of the current financial year. Regarding the IT the replacement program, it was noted that the laptops issued to staff were a different specification to that issued to Councillors and would ensure that Officers could work from home and at different sites if necessary.

#### **It was Resolved that:**

1. The purchase of two laptops to continue the replacement program for Manor House staff using the predicted underspends in Central Admin Information Technology be approved.
2. The arrangements for the investment of the Town Council's deposits as required to facilitate the construction of the new Youth Centre in Wick be noted.
3. 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 – be noted.
4. The contents of the report be otherwise noted.

### **36.2. Annual Investment Strategy**

The Committee received a report, previously circulated, which outlined the annual review of the strategy for 2022 to 2023.

#### **It was Resolved that:**

Council be Recommended to approve the Annual Investment Strategy 2022 to 2023.

## **37. Exempt Business**

There was none.

The meeting closed at 19.20 pm.

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**Chair**

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee:** Policy and Finance

**Date:** 13 June 2022

**Report by:** Town Clerk

**Subject:** Town Centre Events

### **1. Summary**

This report summarises the outcome of part 2 of the Arts programme delivered in partnership with the Artsworld as part of the Town Centre Events Programme.

### **2. Recommendations**

#### **2.1. The Committee is Recommended to:**

1. Note the report.
2. Consider options for the future of the four remaining fibreglass eggs as set out in paragraph 3.3.5. of the report.
3. Delegate authority to approve the 2022 Summer Events Programme and future Town Centre Events projects to the Town Clerk in consultation with the Chair of this Committee.

### **3. Background**

3.1. Littlehampton Town and Arun District Councils have each committed £25,000 per year, over at least a 2-year period to deliver activities that uplift the Town Centre and increase the footfall in the High Street. The aim is to deliver a series of events and marketing opportunities to be launched in Littlehampton that will encourage residents to spend more in the High Street and create a positive experience for neighbouring town residents, visitors from further afield and potential investors.

3.2. In March 2021, the Council agreed to work with Artsworld, a charity that supports and develops the arts and cultural offer for children and young people across Arun, on a two-year programme of high-quality arts for everyone.

#### **3.3. Love Littlehampton High Street EGGstravaganza**

3.3.1. A unique two-week Art Trail took place over the Easter holidays in the High Street and Wick. A total of 12 local businesses gave up space in their windows and premises to host one of the 12 artistic giant eggs. The Wick Action Group supported Artsworld in identifying a business in Wick to join the trail.

- 3.3.2. Eight of the eggs were made by a group of ten Sussex-based artists, including six from Littlehampton, along with local school pupils, using a range of art techniques and materials including engraving, batik, pompoms and pyrography – the art of burning patterns into wood. Alongside these, four artists transformed giant fibreglass eggs into a glorious celebration of the local community.
- 3.3.3. Families were invited to follow the trail and solve a puzzle to enter a free prize draw. Over 150 children successfully found the 12 giant magical eggs and cracked the secret code. Prizes were donated by Harbour Lights, Bah-Humbug and Freedom Leisure.
- 3.3.4. Marketing took place via a folded flyer with a map in the centre displaying the egg locations and information for each. Additionally, posters were produced, roadside banners displayed and a social media campaign conducted. The total cost for marketing was £802.50.
- 3.3.5. Eight of the twelve eggs designed have now been permanently displayed in local businesses and schools. The remaining four fibreglass eggs have temporarily been put on display in Littlehampton Museum. The display area will be needed back in due course for future collections and exhibitions. Members views are sought with regards to the future of the remaining eggs. The options are as followed:
1. Auction the eggs and donate any proceedings to the Mayor’s Charities and or invest in future Town Centre projects.
  2. Retain the eggs on Town Council premises. Consideration should be given to the lack of storage options available.
  3. Welcome offers from businesses within the town to display the eggs.
- 3.3.6. A detailed summary from Artswork can be found in Appendix 1.

### **3.4. Town Centre Events Summer Programme 2022**

- 3.4.1. To attract footfall and tourism to Littlehampton during the summer period, Officers will launch a programme of High Street events over the summer holidays. The events will focus on free to attend high-quality attractions and activities suitable for all the family. It is recommended that each week follows a set theme to promote different topics which include Local Arts, Health and Wellbeing, Local Music, and Sustainable Living. This will culminate with a larger children’s fun day on the final week. It is envisaged that each day will feature fantastic pop-up performances, live entertainment, exhibitions, and commercial and charity stalls. A breakdown of each event can be found in Appendix 2. It should be noted that the acts highlighted in the appendix were available at the time of writing the report and are subject to change. It is recommended that authority to approve the 2022 Summer Events Programme and future Town Centre Events projects is delegated to the Town Clerk in consultation with the Chair of this Committee, whilst the broad proposals are brought to Committee for approval, as in this case.
- 3.4.2. It is recommended that the Town Centre Events programme launches on Wednesday 27 July and runs for 5 consecutive Wednesdays between 11 am

and 3 pm ending on Wednesday 24 August. Wednesdays have been provisionally selected due to a combination of factors which include the availability of attractions, a decrease in footfall in the town on Wednesdays compared to other days and the gap in the town's event calendar. Members should also consider that by hosting the events midweek, the availability of support staff will be greater. It is estimated that each event will cost in the region of £1,700 to cover staff support costs, professional entertainment and the delivery of activities, totalling £8,500. It is therefore recommended that a budget of £12,000 is allocated to the summer events programme and associated marketing campaign. This will cover the cost of five events. The additional £3,500 will be spent on a marketing campaign.

- 3.4.3. A comprehensive marketing campaign will be developed to promote the summer events programme. Marketing will include social media promotion including paid ads, roadside banners, flyers and posters and exposure on a dedicated page on the Visit Littlehampton website. Officers also recommend that a bus stop advertising campaign is purchased again after the success of the Christmas 2021 High Street events campaign. The campaign would cost a further £1,775 excluding the design of the advert. The campaign between 4 July and 17 July will focus on the themed sessions between 27 July and 17 August. The second campaign between 1 August and 14 August will focus primarily on the larger children's fun day scheduled to be held on 24 August. It should be noted that the sites were available at the time the report was written, availability may have changed, a campaign will be drawn together to maximise effect using the allocated budget but may look different to the one outlined above. A breakdown of the marketing campaign can be seen in figure 1 below:

<b>Marketing Method</b>	<b>Additional Info</b>	<b>Cost</b>
Bus Stop Adverts	<b>4 to 17 July 2022</b> Goring Way, BN12 5BH Elm Place, BN16 3BL  <b>1 to 14 August 2022</b> Horsham Road, BN17 6AF Ash Lane, BN16 3DD	£1,775 (£375 per site)
Bus Stop Advert Design	A separate advert will be designed for each date specified above	£120
Event Programme Print Run		£650
Event Programme Design		£450
Poster Design		£50
Poster Print		£65
Banner Design		£60
Banner Print		£130
Social Media Campaign	Facebook and Instagram	£200
		<b>Total: £3,500</b>

### **3.5. Future Projects**

- 3.5.1. Officers plan to work with Artsworld to design a festive trail replicating the format of the successful egg trail. The trail would see Town Council and Artsworld Officers working with local schools and artists to design a collection of fibreglass baubles to display in local business throughout the town. The trail has been discussed at the Christmas Lights Working Group and it has been suggested that this may take place in 2023 to fit a wider bauble themed Christmas lights display. There is little value in waiting a year to launch the trail as there is an imminent need to attract people back to the High Street and make use of Artsworld resources. If agreed, the trail would replace the existing reindeer window competition and would be promoted as part of the festive events guide and would cost in the region of £14,000.
- 3.5.2. Officers will put together proposals to celebrate the end of the High Street works scheduled for mid-autumn and the completion of the new Public Realm works in April 2023. A proposal will be presented to Members at the next meeting of this Committee in September.

### **4. Financial Implications**

- 4.1. A total of £100,000 – over a 2-year period – has been allocated from the Town Centre Events Match Funding budget made up of £50,000 from the Town Council and another £50,000 from Arun District Council.
- 4.2. Artsworld committed £6,000 and the Town Council committed £7,500 towards the programme. The total spend on the programme was £14,550.90 of which £1,375 expenditure was met from the Wick Initiatives budget to cover costs for the egg in Wick. The total expenditure being met by the Town Centre Events Match Funding is £6,735.14 and Artsworld's overall contribution was over by £440.75 meaning their overall contribution was £6,440.75.
- 4.3. Expenditure on all 2022 to 2023 High Street Events including the Festive Art Trail and launch of the new Public Realm Works will be met from the Town Centre Events Match Funding budget jointly funded by the Town Council and Arun District Council.

Peter Herbert  
**Town Clerk**



Report on LOVE Local: EGGstravaganza Easter Art Trail 2022  
Compiled by Beccy East for Artswork and Littlehampton Town Council

### **Background:**

The Eggstravaganza project was proposed to councillors to be a new Easter trail, encouraging local families to explore shops around the town centre using high quality, striking and large scale Easter egg-themed art as a theme.

It aimed to build on the success of 2021's LOVE Local High Street Family events programme, drawing on partnership funding from the Joint High Street Investment fund from Arun District Council and the Town Council with match funding from the charity Artswork who project managed and produced the project through their Arun Inspires programme.

The project brought together a collection of large-scale fibre glass eggs, commissioned from a fibre glass specialist in Essex – FibreSports – to be painted by professional artists with 8 eggs created in the community by all 8 schools in the Littlehampton locality – River Beach, St Catherine's, White Meadows, St Mary's Clymping, Lyminster Primary, The Littlehampton Academy, Cornfield School and Summerlea Community Primary School. Delivering opportunities for schools to engage in high quality arts activity was a key strategic outcome for Artswork, as was showcasing the work of local young people alongside professional artists, continuing developments begun in the LOVE Local 2021 summer programme whose centrepiece was an exhibition of photography created by students working with artists at The Littlehampton Academy school.

### **Amendments:**

An additional fibreglass egg to be situated in Wick was proposed and funded by a separate Council budget bringing the total number of eggs to 12. When Cornfield School was forced to withdraw for the project due to extensive COVID-related staff absence, an additional 2 schools were recruited from Rustington – Georgian Gardens and Rustington Academy – who worked together on the multi-craft-based Pisanki egg.

### **Delivery:**

The combined budget was agreed at the 20 December 2021 Council meeting and the commissioning opportunity for artists advertised widely by Artswork through January 2022 across both local and regional networks with promotional support from LOCA, Pallant House and Arts Council England.

32 proposals for egg designs, either for the artist-led fibreglass commissions – £750 per egg – or the school-based commissions – £350 per egg plus materials – were received from a total of 14 artists.

Artwork worked with a group of Year 6 students from River Beach School to assess the application and score them against the project's aims to:

- Offer schools the opportunity to try out new and exciting art forms;
- Create high quality results from artists with a proven track record;
- Support local artists;
- Create a diverse collection of works that would surprise and delight people following the Trail.

11 artists were selected who were:

Lucy Seeds, Esther Heylen – joint large egg, Dorota Marciewicz – joint large egg, Felicity Jay – large egg, Shirley Bloomfield Davies, Ben Cavanagh – large egg, Staci Mendoza – large egg, Tricia Johnson, Juliet Stallard, Isobel Smith and Maureen Wells.

2 artists collaborated on one egg and 2 artists each had 2 of their ideas selected.

Of the 11 commissioned artists 7 (64%) are based in Littlehampton, with a further 2 in Bognor Regis and just 2 from more widely in Sussex reflecting the project's ambitions to support local artists and cultivate their relationships with local schools and other partners.

Artists worked in the schools on scheduled agreed in partnership with teachers and working with different classes spanning Years 1 to 9 during the half term from February to Easter.

The majority of schools had between 2 and 4 workshops exploring a range of new art techniques including pom poms, origami, marbling, pyrography, batik, spin art, kintsugi, Sgraffito.

Local businesses who agreed to host eggs were selected based on guidance from the Town Council targeting businesses who may not have participated in previous trails and with the ambition to highlight firms whose produce was relevant to local families and to create a well-spaced trail around the town.

The host businesses were: Littlehampton Museum; Ricara Workwear; David O Jones Sports; Bah Humbug; Pier Road Coffee and Art; Harbour Lights Café; Quality Textiles; Littlehampton Exotics; The Flower Bowl; Arun Furnishers; Creative Heart Café; and St Barnabas House charity shop in Wick.

Artwork worked with commissioned artists, supported by the Town Council, to install the eggs on 6 and 8 April across the town centre and the trail officially launched on Saturday 9 April running for 2 weeks until Sunday 24 April.

Print was designed by the Town Council's in house designer alongside local firm Loosemarbles and printed by a local supplier. 10 000 fliers incorporating maps were printed of which 6000 were distributed, including to all participating local schools in book bags and across town in local businesses.

Across the 12 locations, a secret code was hidden with one letter beside each egg spelling the message – and the idea! – LOVE LOCAL ARTS. Using a form that was part of the event flier, families could submit their answer to a prize draw, with prizes donated by Freedom Leisure – 3 family swims at Wave, Harbour Lights Café – lunch plus one drink for a family of 4 and a hamper of Easter-inspired retro sweets

purchased from Bah Humbug. 6 winning families were drawn by Town Council officers in the week commencing 25 April.

The launch event was well-attended with more than 400 individual visitors counted on the day and over 120 young people participating in the U CAN Spray pop up Easter egg spray art canvas. There were live performances by Sussex Steel throughout the afternoon and LOCA ran a drop-in chalk art session for younger visitors. Littlehampton Councillor Jill Long, the Mayor Michelle Malloy and the Chair of Arun District Councillor Jim Brooks all gave speeches to open the Trail.

## **Outcomes & Feedback**

The trail was very positively received with businesses reporting significant numbers of people participating throughout the Easter holidays.

A total of 173 completed Trail forms were entered into the competition – 56 electronically and 117 via the entry box at the Museum – but there is reason to believe that this represents only a small proportion of those who took part based on feedback from participating businesses.

The Littlehampton Museum reported 307 adults and 308 children visited over the period.

Feedback gathered from audiences and participants at the launch emphasised perceptions of the project as being: 'Fun', 'quality', 'surprising', 'exciting' and 'creative' with multiple correspondents identifying that it made them see their town centre in a different light.

Schools fed back that workshop sessions were high quality, enjoyable and added value to their curriculum with children feeling very proud of their creative work on the eggs – all of which have now been returned to schools.

## **Selected highlights from business feedback:**

### **Harbour Lights**

*How did taking part impact you or your business?*

It was a great focus point for customers and passers-by and encouraged more people to venture to the river and our cafe boosting our profile

*Are there any ways we could improve future events?*

I feel the communication and execution of the event went really well and couldn't personally see any way to improve it

*Is there anything else you would like to tell us?*

Not really, I feel the event went really well and the idea of getting people to visit different locations in Littlehampton really helped the town and all businesses involved become more visible to the public

### **Pier Road Coffee & Arts**

*How did taking part impact you or your business?*

It was excellent for bringing people to the gallery. Lots of people discovered us as a result and our regulars also took a keen interest and went out onwards to do the trail. We felt this was one of the best organised events we've taken part in to date.

*Is there anything else you would like to tell us?*

It was very well organised... Great communication from the off and it was an activity that brought new customers to the gallery. We could tell the children involved were proud of the creations and loved the event

### **Ricara Workwear**

We would like to take this opportunity in thanking you for including us in this activity, as we often feel left out of town events as we are not in the town centre.

*How did taking part impact you or your business?*

Ricara have absolutely loved being part of the Easter Trail. We have seen, many visitors coming to find the egg clues and have enjoyed chatting with them. I wouldn't say that we have generated extra business but we are not that kind of store. It's really just making people aware that we exist and what we sell.

As a result of talking to people doing the trail we have discovered the Littlehampton Traders Partnership which we are now looking to join.

### **The Flower Pot**

*How did taking part impact you or your business?*

I would say this is the most successful trail we have been part of. There have been hundreds of people coming to look at the egg – and not just families, because of the quality of the art and how unusual it is there have been lots of adults too!

### **Quality Textiles**

*How did taking part impact you or your business?*

We've had a lot of interest – people coming in to see the egg and then staying to use the shop. It has been very positive for us and it's been great to have people saying how lovely it was.

## Appendix 2 – Town Centre Events Programme

**Date:** Wednesday 27 July

**Theme:** Celebrating Local Arts

**Performance:** Puppet Van

The Puppet Van is an outdoor touring venue that presents socially distant performances 2 metres in the air.

Award-winning visual theatre company Half a String have brought their brand of breathtaking puppetry, stunning set design and innovative performance to the outdoors.

This accessible hugely flexible roaming venue is perfect for audiences to experience a full live theatre experience at a socially distanced event with no compromises.



**Date:** Wednesday 3 August

**Theme:** Sustainable, Eco Living

**Performance:** Buzz

The show includes a playful look at scale (think micro-scale for major fun) and some light-hearted audience engagement, giving the audience a chance to see things from a Bee's-eye-view.

Featuring a blend of puppetry – large-scale and table-top, captivating music and bright, colourful visuals, Buzz is a chance for families to learn about the importance of Bees in our ecosystem and what we can all do, at home, to help them thrive.

Co-commissioned by Applause, Derby Fest and Tunbridge Wells Puppetry Festival.



**Date:** Wednesday 10 August

**Theme:** Celebrating Local Music

**Performance:** Bell Orchestra and Sussex Steel

Bell Orchestra is an interactive musical game for families, that invites audiences of all ages to come together to play beautiful melodies on a set of giant chimes.

Guided by performers the participant percussionists follow patterns and improvisational instructions to strike the chimes with their beaters, each chime playing a different note with striking resonance.

Sussex Steel is a charity (CIO) created by individuals who are passionate about steelpan and committed to increasing the musical opportunities for people in Sussex and beyond. Their goal is to make steelpan accessible to everyone. Sussex Steel set up and run steel bands in various schools and run youth, minis, community and adult beginner bands.



**Date:** Wednesday 17 August

**Theme:** Health and Wellbeing

**Performance:** Strong Enough

Strong Enough is an uplifting and moving celebration of the extraordinary strength of ordinary people.

A circus Strong Lady uses the physical strength in circus skills to reveal the inner strength of the stories she has collected from people around the UK – stories about times when they have been strong in their lives. The soundtrack is peppered with the voices of people telling their stories in their own words, mixed with verbal storytelling and with a highly physical storytelling style.



**Date:** Wednesday 24 August

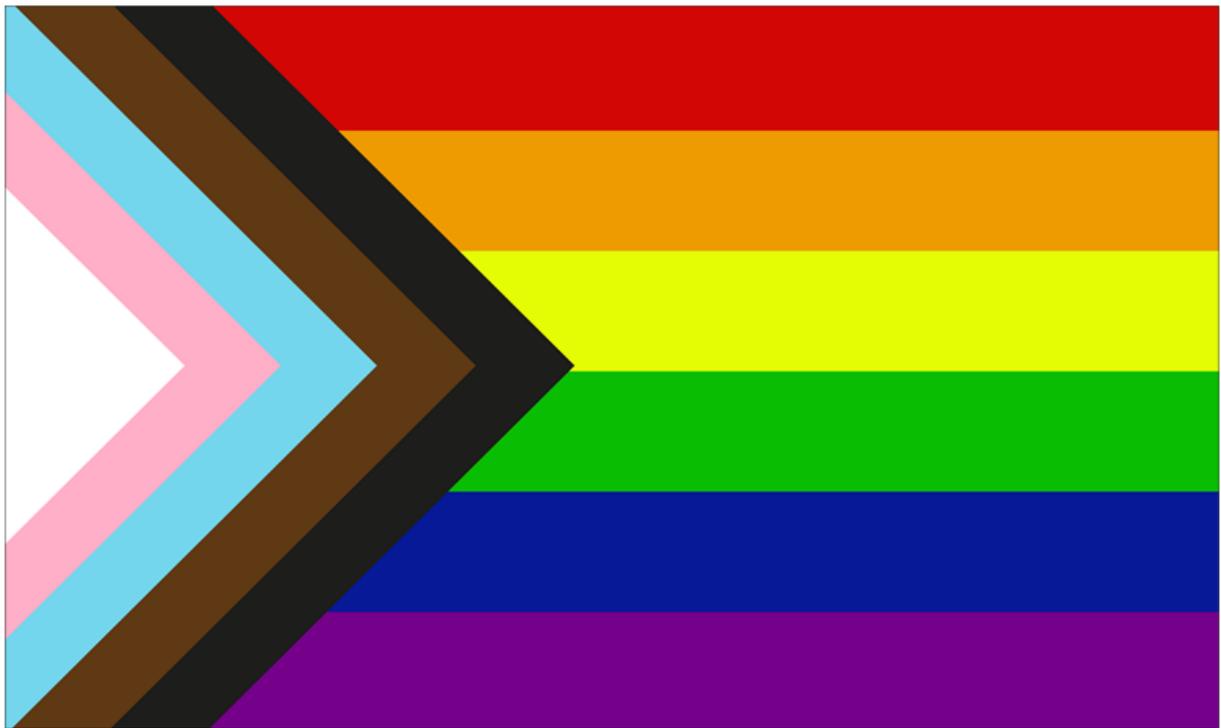
**Theme:** Kids' Fun Day

To end the summer events programme, this event will feature a variety of children's entertainers, character meet and greets, circus skills sessions, inflatables and various other activities and workshops.

Each themed day throughout the programme will be supplemented by a variety of stalls, activities from local providers, workshops from local artists and additional performances including buskers.



## The Progress Pride Flag



### Background information:

The traditional pride flag was created by American Artist Gilbert Baker following stone wall, with 8 stripes each representing different things: Sex, Life, Healing, Sunlight, Nature, Magic or Art, Serenity, Spirit. This was later recreated with 6 stripes which is commonly used today although in 2003 Gilberts original flag was restored.

In 2018 a five-coloured chevron was added to the classic six banded flag giving the "Progress Pride Flag". The idea behind this was to represent further inclusion in Pride and the LGBTQIA+ Community and the meanings of each colour are as follows...

Red = Life

Orange = Healing

Yellow = New Ideas

Green = Prosperity

Blue = Serenity

Violet = Spirit

Black/Brown = People of Colour

White/Blue/Pink = Trans Community

# **Littlehampton Town Council**

## **Non-Confidential**

**Committee: Policy and Finance**

**Date: 13 June 2022**

**Report by: Town Clerk**

**Subject: Disposal of Street Furniture**

### **1. Background and Update**

- 1.1. The street furniture in the High Street owned by the Town Council is being replaced as part of the public realm improvement works. At the meeting on 4 June 2020 Council resolved to retain these items for use at other sites. The public realm improvement works got underway in January in 2022 and gradually the street furniture is being removed and stored. In March 2022, the option of selling the items was discounted by Council and Officers were instructed to further explore options to reuse or re-site these items as far as practical in the parish. This report sets out options regarding the future of these items for Members to consider.

### **2. Recommendation**

#### **2.1. The Committee is Recommended to:**

Consider options and agree criteria, terms and conditions and a timeframe for the disposal of the street furniture that is owned by the Town Council.

### **3. Background and update**

- 3.1. The street furniture in the High Street owned by the Town Council is listed in Appendix A. This comprises a collection of hanging basket posts, seats, ornamental ship's wheels, railings, and cycle racks. These were acquired as part of the previous improvement works dating back to 1999 to 2000 and purchased using Single Regeneration Budget funding. The items are insured with a replacement value of circa £13,566 and are in storage, having been removed as carefully as possible by the contractors.
- 3.2. At Full Council in March 2022, Members expressed the strong view that the furniture should be retained for the continued benefit of residents. Members supported offering the furniture to local groups, having it re-sited in public open spaces within Littlehampton and also wished to explore potential within the Town Council's allotments. Members were also invited to make other suggestions for reuse and the following options are therefore set out for Members to consider.

### **Option 1 – The Allotments**

The views of the site representatives were sought regarding the potential re-siting of the benches at the Council's sites at the May meeting of the Allotments Working Group. Recalling the trespass incident in March where a number of plots were damaged, there were reservations that the introduction of permanent seating would encourage those who shouldn't be there to linger and may lead to antisocial behaviour. The representatives also highlighted that plot holders often preferred to bring their own seating as this enabled them to stay close to their plots when at the site. The representatives were invited to notify the Town Council if they thought of any organisations that may be able to make use of benches. It is therefore recommended that this option is not progressed.

### **Option 2 – Use of some of the furniture in Wick Street and in the area around the Wick Roundabout.**

This has been suggested by a Councillor and would involve replacing some seating in Wick Street which is currently in a state of disrepair, the potential introduction of seating close to the roundabout and reusing the railings that have been removed from the High Street on the roundabout itself. Replacing the existing seating is not thought to be an issue however, in view of the plans for further highways improvements that the County Council has been investigating involving the A259 corridor – Bognor Regis to Littlehampton – to the West and the Wick Roundabout, the Project Officers at West Sussex Highways have been contacted to see if this is feasible and how it might be progressed.

### **Option 3 – Voluntary Groups and Initiatives**

The Town Council has received two expressions of interest for some of the furniture from a local group who operate a visitor attraction run by volunteers and Chilgrove House where it is understood that some of the seating and cycle racks would enhance their provision. It is recommended that items are offered to these groups at no cost for use to support their work in the community. If approved, the Town Council could advertise availability of the remaining items using the Town Council's resources. Offered on a first come first served basis, it would be on the understanding that the items are not resold for profit and would eventually be destroyed in accordance with the relevant guidance.

- 3.3. Should it be agreed that the items are offered to others it is strongly recommended that a time limit of six months for disposal be set as they will need to be temporarily stored at the Amenity Team yard. Officers will keep a record of any disposals for audit purposes in accordance with the Town Council's policy – attached at Appendix B.

## **4. Financial Implications**

- 4.1. The items are insured by the Town Council with a replacement value of circa £13,566.
- 4.2. There are no financial implications attached to this decision, although there could be implications if items have to be stored at the A Team Unit for any length of time, in addition to resources implications in respect of transporting and installing the furniture.

Peter Herbert – **Town Clerk**

## Appendix A

Street Furniture							
Location		Hanging Basket Posts	Ships Wheel	Railings	Bollards	Cycle Racks	Seats
High St	Kamsons					5	
High St	Bon Marche					2	
High St	Costa/The Works						2
High St	Cassino					2	3
High St	Crown Pub				1	1	2
High St	Sainsburys		1				2
High St	Peacocks						
High St	Dolphin					8	2
High St		10					
Duke St			1				
High St/Arundel Rd	United Church			1 On corner			
High St/Surrey St				1 Pedestrian crossing			
Arcade					3		
<b>Flower Posts</b>							
Surrey St		8					

## Asset Policy and Procedure

### 1. Introduction

The Council believes that effective asset management is fundamental to the delivery of its services. The Council's assets need to be secured, properly maintained and efficiently managed. The Council must maintain an asset register to ensure fixed assets are appropriately safeguarded, to enable informed decisions about investment and maintenance, to assist in the targeting of resources to where they can be most effective and to enable the identification and management of risks.

This includes items of a capital nature where values tend to be high and which have a useful life of more than one year.

Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt.

### 2. Fixed Asset Register

In order to ensure transparency and reasonableness, the following items are to be included in the fixed asset register, whether purchased, gifted or otherwise acquired:

- i. land and buildings held freehold or on a long-term lease in the name of the Council
- ii. community assets
- iii. vehicles, plant and machinery
- iv. assets considered to be portable, attractive or of community significance
- v. other assets estimated or known to have a purchase or resale value in excess of £1,000. Items with a value of less than this amount are not recorded in the main asset register but detailed in the inventories for each facility.
- vi. long-term investments, shares and loans made by the Council
- vii. assets held on trust or on behalf of others

**2.1.** In accordance with good practice, the Council has set a *de minimus* level of £1,000, below which expenditure will not generally be capitalised. All expenditure above the *de minimus* level will be deemed capital expenditure and added to the fixed asset register.

**2.2.** The values indicated in the fixed asset register will inform the 'total fixed assets' section of the Annual Return with the exception of any assets held on trust.

- 2.3.** The following items fall outside the definition for inclusion and are therefore excluded from the Council's fixed asset register:
- i. land and buildings held on short term lease or rented
  - ii. land and buildings maintained or serviced, but not owned by the Council
  - iii. assets rented by or loaned to the Council
  - iv. stock items intended for resale
  - v. stationery and other consumable items
  - vi. boundaries of land owned – e.g. fences, hedges and gates
  - vii. floor or land surfaces and drainage
  - viii. plants and trees
  - ix. assets with a purchase or resale value of less than £1,000 – other than items listed as for inclusion in the asset register
  - x. repairs
  - xi. cash, short term investments and other current assets
  - xii. intangible assets – e.g. trademarks, internet domain names, contingent assets, broadcast rights
  - xiii. 'negative' assets – e.g. provisions, borrowings, creditors and contingent liabilities
- 2.4.** A section of the fixed asset register will contain a schedule of disposals. The disposal or relocation form in Appendix 1 should be used and sent to the Responsible Financial Officer for the fixed asset register to be updated
- 2.5.** Once recorded on the fixed asset register, the value of assets will not usually change from year to year until disposal. Concepts of depreciation and impairment adjustments are not appropriate for local councils – Governance and Accountability for Local Councils: A Practitioner's Guide (England) 2018.
- 2.6.** The value of assets must be based on the information available, usually the purchase cost, net of VAT if VAT was reclaimed.
- 2.7.** Where the purchase cost is unknown at acquisition or first recording a proxy cost may be substituted. A proxy cost is an estimate of the assets value by the Council and may be based on external professional advice. The Council may apply the insurance value of the asset at the time of first recording as a proxy.
- 2.8.** If an asset is received as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one pound value as a proxy for the zero cost. Any costs of bringing gifted assets into productive use should be expensed as revenue items.
- 2.9.** Community assets – assets that do not have a functional purpose or intrinsic resale value such as the war memorial – can be recorded in the same way as gifted assets.
- 2.10.** There is no requirement to have land or buildings professionally re-valued on a regular basis as consistency is required to ensure that any variations in the total value declared, whether through acquisition or disposal, are easily identifiable.
- 2.11.** The key information to be held in the asset register is:
- i. Date of acquisition
  - ii. The owner if not the Town Council

- iii. The nature of the Town Council's interest – owner, freehold, leasehold, etc.
- iv. Costs of acquisition and any expenditure which increases the life of the acquisition
- v. If proxy cost is used, a note of the method used for valuation and details of any professional advice received
- vi. Useful life estimate
- vii. Location
- viii. Any available indications of value and condition
- ix. Insurance value
- x. Date of disposal

**2.12.** An annual inspection of the fixed asset register will occur to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated promptly by the Responsible Financial Officer. Any assets which cannot be located after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register.

**2.13.** Long-term investments should be recorded in the fixed asset register at original cost at acquisition which for accounting purposes remains unchanged until disposal. At each year end the Responsible Financial Officer should make a note in the fixed asset register of the notional market value of each investment as at 31 March to inform readers. However, any real gain or loss compared to purchase cost will only ever be accounted for at the time of disposal.

**2.14.** The asset register and schedule of disposals will be reviewed annually by the Governance and Audit Committee.

### **3. Inventories**

**3.1.** Items with a value of less than £1,000 will be kept on an inventory using the Rialtas software for Asset Management. This will include items such as equipment, e.g. projectors, and furniture. Each item will be given an asset tag with a unique identifying number.

**3.2.** Items no longer required should be considered for reuse elsewhere in the Council, for storage for future use, for selling or for disposal. The disposal or relocation form in Appendix 1 should be used and sent to the admin team for the inventory to be updated.

**3.3.** The inventory will be reviewed annually to ensure accuracy.

**3.4.** Parish Online will be used to map all of the Council's trees and street furniture. This will be managed by the Administration Team.

**3.5.** A list of computers and laptops will be kept separately to inform a rolling upgrade and replacement programme ensuring they remain fit for purpose and secure.

## Asset Relocation/Disposal Form

<b>Date</b>	
<b>Item</b>	
<b>Asset Tag Number (if known)</b>	
<b>Model or Serial Number</b>	
<b>Relocation/Disposal</b> (circle relevant option)	
<b>Reason for relocation/disposal</b>	
<b>Authorised by (name and job title)</b>	
<b>New location</b>	
<b>Disposal Method and any relevant details (e.g. sold and price paid, disposal costs, scrapped)</b>	
Please ensure the above item is disposed of in accordance with manufacturer's recommendations and Littlehampton Town Council's Procedures (e.g. computers must have the hard drive destroyed once all data has been removed)	
<b>Name and Job Title of person completing form</b>	
<b>For Admin use only</b>	
<b>Asset/Inventory updated</b>	
<b>Date updated</b>	
<b>Signed</b>	

# Littlehampton Town Council

## Non-Confidential

**Committee: Policy and Finance Committee**

**Date: 13 June 2022**

**Report by: Town Clerk**

**Subject: Arun District Council Investment Plan for the UK Shared Prosperity Fund**

### 1. Background

1.1. In April 2022 the Government announced the Shared Prosperity Fund – SPF – local investment initiative. Arun District Council is the lead authority in the area with responsibility for developing a local Investment Plan setting out how the funding allocated to Arun will be spent. The SPF has three priorities. Community and Place, Supporting Local Business and People and Skills. Details of the Fund can be found at:

[UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-shared-prosperity-fund-prospectus)

1.2. The District Council has been awarded £1,083,399 to be spent over three years from April 2022 to March 2025 and is inviting parishes to put forward thoughts and ideas on projects that could be supported by the Fund. The final Investment Plan will need to go back to the UK Government for approval this August. The table below sets out how Government has apportioned the Fund allocated to Arun for the three years, and it should be noted that both capital and revenue projects can be supported.

Year 1	Year 2	Year 3	Total
131,480	262,961	688,958	1,083,399

1.3. To meet the District Council's timetable for developing the Plan, the Town Council will need to send initial proposals immediately after the meeting of this Committee. A list of priorities is attached, Appendix A and the Committee is invited to consider and comment upon the draft and delegate authority to the Town Clerk to take these forward in discussion with the District Council.

### 2. Recommendation

#### 2.1. The Committee is Recommended to:

Consider and comment upon the draft list of priorities and delegate authority to the Town Clerk to take these forward in discussion with the District Council.

**3. Financial Implications**

None at this stage.

Peter Herbert  
**Town Clerk**

<b>Project Title: 1. Town Centre, Public Realm</b>
<b>A brief description of the project you are proposing:</b>
<p>To deliver further enhancements to the Town Centre, by picking up some of the elements that were not able to be progressed through lack of funds. This should focus on signwriting on the walls of buildings and lighting enhancements to highlight prominent buildings or features and add to the appeal of the Town.</p> <p>Improvements to the public conveniences in the Town Centre should also be considered. This would be for Arun District Council to progress but should be supported.</p>
<b>Identification of the Intervention from the list that most aligns with your proposal – if any:</b>
Communities and Place E14 E16 E17.
<b>The estimated value of the project over each year:</b>
Unknown.
<b>If it is a capital or revenue project:</b>
Capital and should include a 10% allowance for inflation.
<b>The financial year the project would be delivered either 2023 to 2024 or 2024 to 2025:</b>
Urgent for 2022 to 2023.

<b>Project Title: 2. First Class Youth Services in Littlehampton</b>
<b>A brief description of the project you are proposing:</b>
<p>To continue to develop existing work aimed at delivering a first-class youth service. Littlehampton Town Council supports a youth venue in the town. Statistically young people in the town are also disadvantaged when compared to their peers in the county and nationwide.</p> <p>A program is envisaged that will be delivered by specialist providers to look at:</p> <ul style="list-style-type: none"> <li>• Improving employability and entrepreneurship</li> <li>• Improving basic life skills Improving health and well-being</li> <li>• Improving commitment to the community</li> <li>• Improving understanding of emotional issues</li> </ul> <p>This would need to be in partnership with the Town Council's youth services provider, The Littlehampton Academy, and local businesses together with the District Council's Wellbeing Team and could be delivered out of the new Key2 and other venues throughout the Town. Expanding work in the following areas outreach, crime prevention, counselling, and engagement.</p>
<b>Identification of the Intervention from the list that most aligns with your proposal – if any:</b>
<p>Communities &amp; Place E1 E2 E3  Delivering a cohesive approach to tackling mental health issues, Anti-social behaviour, addiction, and abuse by building links with between all stakeholders tasked with delivering support for children and young people with the aim of improving life chances, training, and developing social and entrepreneurial skills</p>
<b>The estimated value of the project over each year:</b>
<p>An estimated cost of £25,000 in 2023 to 2024 and £50,000 in 2024 to 2025 could deliver significant benefits.</p>
<b>If it is a capital or revenue project:</b>
<p>A mixture of revenue expenditure to increase resources and capital expenditure to improve infrastructure such a youth or community centre improvements or adaptation to provide meeting facilities, pool table, table tennis</p>
<b>The financial year the project would be delivered either 2023 to 2024 or 2024 to 2025:</b>
<p>2023 to 2024 or 2024 to 2025</p>

<b>Project Title: 3. Allotments – Ground to Plate</b>
<b>A brief description of the project you are proposing:</b>
<p>Intricately linked to Project 2, this envisages the cultivation of allotments by young people – new plots created including plots for all abilities but focussed on young people with the aim of promoting the advantages of growing food, the therapeutic value of cultivation and through this learning valuable life skills.</p> <p>Providing opportunities to work alongside and to learn from others, develop social skills and support community groups that also operate on the Town Council allotments sites e.g., Littlehampton Allotments and Leisure Gardens Association. Ultimately, young people will go on to become lifelong gardeners and obtain allotments in their own right.</p>
<b>Identification of the Intervention from the list that most aligns with your proposal – if any:</b>
<p>Communities &amp; Place E3  Upgrade infrastructure- rehabilitate abandoned areas and improve accessibility. Widen availability of allotments to defined groups such as the Town Council's youth services provider, schools, colleges, and uniformed groups and potentially expanding to include other rehabilitation projects.</p>
<b>The estimated value of the project – over each year:</b>
£5,00 to £10,000 each year.
<b>If it is a capital or revenue project:</b>
Revenue to expand resources available (Amenity Team) and provide support to specific groups.
<b>The financial year the project would be delivered either 2023 to 2024 or 2024 to 2025:</b>
2023 to 2024 or 2024 to 2025.

## **Littlehampton Town Council**

### **Non-Confidential**

### **Policy and Finance Committee Meeting**

**Date:** 13 June 2022

**Report by:** Town Clerk

**Subject:** Committee Finance Report

#### **1. Summary**

- 1.1. The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 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 Policy and Finance Earmarked Reserves during the year are attached as Appendix 2.
- 1.4. An oral update on progress with the digital interface will be given at the meeting.
- 1.5. An overview of Community Infrastructure Levy funding received is included to note.
- 1.6. An update on the position regarding debtors.

#### **2. Recommendations**

##### **2.1. The Committee is Recommended to:**

1. Note the position regarding the recovery of outstanding debt and that an update and Debt Recovery Procedure and Policy will be brought to the Committee in September.
2. Otherwise note the contents of the report.

#### **3. Budget monitor 2021 to 2022**

- 3.1. The figures included in Appendix 1 are year-end figures.

##### **3.2. Central Admin & Support Services**

- 3.2.1. Expenditure was underspent across several budgets such as postage, printing and stationery.

3.2.2. There was £1,272 unspent in the Furniture and Equipment budget which was transferred to earmarked reserves for future liabilities.

### 3.3. Democratic Representation & Management

3.3.1. £15,000 was transferred to Earmarked Reserve for election expenses.

3.3.2. £684 was spent from the General Data Protection Regulation Earmarked Reserve for Microsoft Office Licences for Councillor Emails as agreed during budget setting.

### 3.4. Town Centre Management

3.4.1. £933 was earmarked for Noticeboard future liabilities from the budget under spend.

3.4.2. £11,045 was earmarked for Town Centre Initiatives.

3.4.3. £14,536 was spent from the Town Centre Event Match Funding budget with the remaining £10,464 ear marked for future liabilities.

### 3.5. Community

3.5.1. The Ferry budget was £1,126 underspent.

### 3.6. Corporate Management

3.6.1. The Newsletter budget was £1,248 underspent.

3.6.2. £2,000 was earmarked as Legal Expenses for future liabilities.

3.6.3. At 31 March 2022 the Council had £1,956,472 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 31/03/2022						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
<b>Lloyds</b>  <b>Fixed Interest</b>	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%		<b>£1,750,000</b>
<b>CCLA</b> 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	£6,580			<b>£206,472</b>
<b>CCLA</b> Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	<b>£500,000</b>
<b>TOTAL INVESTMENTS</b>						<b>£2,456,472</b>

- 3.6.4. The Council's bank reconciliations have been checked and signed by the Chair, up to 31 March 2022 and the total balance of both accounts was £822,779.84.
- 3.6.5. The interest received of £19,474 was marginally below the budget of £20,000 which was set for the year. As previously reported, due to COVID-19 interest rates have been very low.
- 3.6.6. As at 31 March 2022 there is a balance of £376,442 in Earmarked Reserves from Capital Receipts. The Capital Receipts Reserve balance in Earmarked Reserves is £1,362,341 as at 31 March 2022, which is the money received from the sale of land North Littlehampton and can only be spent on capital expenditure.
- 3.6.7. The Town Council's Annual Investment Strategy states the Council's investment priorities are the security of reserves and liquidity of its investments. Surplus funds will be managed mainly through the Lloyds Business Instant Access Savings Account and Lloyds Treasury Accounts. Deposits in the Public Sector Deposit Fund and other UK banks with a minimum long-term Moody's – or equivalent – credit rating of 'A' may be used if offering a higher rate of interest.
- 3.6.8. In 2021 to 2022 the Town Council's investment activity can be summarised as follows:
- £3,167.59 interest was received from Fixed Term Deposits with Lloyds Bank during the financial year – £7,092.20 the previous year. Lloyds offered the higher rate of interest compared to other UK banks that complied with our Investment Strategy. As previously agreed by this committee the income from the sale of land North Littlehampton was invested in a one-year deposit rather than with the Local Authority Property Fund following advice from the fund managers relating to the drop in performance of the Local Authority Property Fund following Brexit.
  - £19,474 interest was received from the Local Authority Property Fund Investment – £21,395.09 the previous year. As at 31 March 2022 the Bid Market Value of the Town Council's investment was £575,692 – each unit value was 345.17 pence. This is an increase compared to 31 March 2021 when the bid market value was £489,733 – each unit value was 293.63 pence.
  - £143.66 interest was received from the Public Sector deposit fund which is reinvested into the fund – £408.11 the previous year.

#### **4. Digital Interface Project**

- 4.1. Officers have met to discuss the requirements of the Council and a verbal report will be given on the outcome.

#### **5. Community Infrastructure Levy Funding**

- 5.1. £1,987.50 funding has been received from Arun District Council in April 2022.
- 5.2. An income line has been included in the budget, but Council will need to decide how these funds are used. This will need to take into account the Regulations which govern this type of funding. A report with proposals will therefore be brought to the Committee in September.

## 6. Debtors

- 6.1. As of 31 March 2022 the Council had a total of £34,678 in outstanding debts. This was highlighted by the Internal Auditor at the Interim Audit in October 2021 as requiring action and have subsequently been investigated.
- 6.2. This work has identified that there are a number of debts spanning several years with the majority having accrued between 2015 to 2021. The following table shows a breakdown of the main categories of debtors and the sums attributed to them.

DESCRIPTION / TIMEFRAME		Debt incurred 2021 - 2022	Debt incurred prior to 2021	TOTAL DEBTS
1	RECHARGE FOR LTC SERVICES PROVIDED	£334.70	£12,155.22	£12,489.92
2	OUTSTANDING ALLOTMENT FEES	£1,086.24	£2,897.00	£3,983.24
3	ROOM HIRE	£5,863.25	£12,341.78	£18,205.03
<b>TOTALS</b>		<b>£7,284.19</b>	<b>£27,394.00</b>	<b>£34,678.19</b>

- 6.3. Recovery of the sums outstanding under a year is expected to be achieved however, a review of each category focussing on the long outstanding debts shows the following:

Category 1 – Recharges for services provided to external customers. This is comprised of eight debtors, two of which account for the majority of the outstanding amount, are being actively pursued and considered recoverable.

Category 2 – Outstanding Allotment Fees. These are various fees charged in relation to the provision of allotments which the Council has been unable to recover due to people moving away, lack of response to correspondence either by letter, telephone or email and no longer contactable. This is comprised of 19 debtors, of which about half could potentially be non-recoverable but will be pursued.

Category 3 – Room Hire. These comprise over 60 groups, individuals and organisations. Whilst a number of smaller groups have ceased to exist, further work is being undertaken to establish the status of the groups and contacts. This will provide a clearer picture of the proportion of the funds that can be targeted for recovery. This category consists of many groups with smaller debts rather than one or two with considerable debts.

- 6.4. The recovery of old debt will take time and resources. The Finance Team will continue to work on recovering funds over the coming months and report back to the Committee in September on options for recovery of outstanding sums where required. This has also highlighted the need for the Council to put in place a policy and procedure for managing and recovering debt. This may include using outsourced debt collection services. This will therefore be developed and brought to the Committee in September for approval.

Peter Herbert  
Town Clerk

## LITTLEHAMPTON TOWN COUNCIL

## BUDGET REPORT 2021/22

## POLICY &amp; FINANCE COMMITTEE MEETING 13th June 2022

SERVICE		Actual I & E as at 31/03/22 £	Budget 2021/22 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	18,942 15	22,318 25
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	27,487 ✓	46,876
TOWN CENTRE MANAGEMENT*	Expenditure Income	44,931 ✓ 10,562	45,030 -
CORPORATE MANAGEMENT	Expenditure Income	22,016 ✓ 19,474 ✓	23,795 20,000
Total Expenditure		113,376	138,019
Total Income		30,051	20,025
Net Expenditure		83,325	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.

## Appendix 2

<b>P &amp; F Earmarked Reserves 2021/22</b>				
Reserve	Opening Balance 01/04/21 £	Expenditure to 31/03/2022 £	Additions to 31/03/2022 £	Closing Balance £
Arcade enhancements	385.00			385.00
Election Expenses	19,519.31	2,868.36	15,000.00	31,650.95
GDPR	1,458.55	684.00		774.55
Legal Expenses	9,796.50		2,000.00	9,796.50
Marketing	4,813.27		5,000.00	9,813.27
Mayors Allowance				
Contingency	2,000.00			2,000.00
Mayors Chain	2,000.00			2,000.00
Members Training	3,786.95		1,385.00	5,171.95
Minute Binding	1,514.00			1,514.00
Notice Boards	680.10		933.00	1,613.10
Town Centre Initiatives	32,382.00	10,653.05	11,045.00	32,773.95
Welcome pack	33,751.46			33,751.46
RALP Assets	2,000.00			2,000.00
<b>Totals</b>	<b>114,087.14</b>	<b>14,205.41</b>	<b>35,363.00</b>	<b>133,244.73</b>
From SBTS	£143,396.00			£143,396.00
From Church Street	£7,900.00			£7,900.00
<b>Capital Receipts Reserve</b>	<b>£1,276,194.92</b>	£200,000.00	£286,146.80	<b>£1,362,341.72</b>