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Minutes of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 9 June 2022 at 6.30 pm

Present:

Councillor Blanchard-Cooper – Chair
Councillor Butcher
Councillor Tandy
Councillor Turner
Councillor Dr Walsh KStJ

2022 to 2023

1. Evacuation Procedures

The evacuation procedures were noted.

2. Filming of Council Meetings, Use of social media and Mobile Phones

The procedures were noted.

3. Apologies

There were apologies from Councillor Woodman.

4. 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.

Regarding Agenda item 13.5, Councillor Blanchard-Cooper declared a pecuniary interest as President of the Littlehampton Musical Comedy Society and Councillor Butcher declared a personal and prejudicial interest as a member of the Littlehampton Society. They both confirmed that they would leave the meeting if there was any discussion on the grant applications.

5. Minutes

The minutes of the meeting held on 17 March 2022 be approved and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There were no public present.

8. Working Groups Memberships

Members were asked to confirm the membership of the Working Groups that reported to this Committee for 2022 to 2023: Allotments Working Group; Allotments Strategy Task and Finish Group; Christmas Lights Working Group. It was proposed that the memberships of the Allotments Working Group and the Allotments Strategy Task and Finish Group remain unchanged. Regarding the Christmas Lights Working Group, it was proposed that Councillor Butcher replace Councillor Tandy and it was also thought that Councillor Molloy may wish to be on this Group.

It was therefore Resolved that:

1. Councillors Blanchard-Cooper, Molloy, Turner and Tandy be re-appointed to the Allotments Working Group.
2. Councillors Molly, Tandy and Turner be re-appointed to the Allotment Strategy Task and Finish Group.
3. Councillors Blanchard-Cooper, Butcher and Turner be appointed to the Christmas Lights Working Group and Councillor Molloy if she wishes.

9. Allotments Working Group

- 9.1. The Committee received the notes of the meeting, previously circulated, held on 19 May 2022, previously circulated, with no matters arising.

It was Resolved that:

The Notes of the Allotments Working Group meeting held on 19 May 2022 be noted.

10. Allotments Strategy Task and Finish Group

- 10.1. The Committee received the notes of the meetings, previously circulated, held on 12 April and 17 May 2022, with no matters arising.

It was Resolved that:

The minutes of the Allotments Strategy Task and Finish Group meetings held on 12 April and 17 May 2022 be noted.

11. Christmas Lights Working Group

- 11.1. The Committee received the notes of the meetings, previously circulated, held on 20 April and 16 May 2022, with no matters arising.

It was Resolved that:

The minutes of the Christmas Lights Working Group meetings held on 20 April and 16 May 2022 be noted.

12. Sports Forum

The notes of the meeting, previously circulated and held on 9 May 2022 were received. It was noted that nominations had opened for the Sports Awards and information published on the Town Council's website. It was reported that the Norfolk Bowling Club wished to join the Forum. This request was noted and would be taken forward by Officers.

It was Resolved that:

1. The minutes of the Sports Forum meeting held on 9 May 2022 be noted.
2. The request for the Norfolk Bowling Club to join the Sports Forum be taken forward by Officers.

13. Officer Reports

13.1. Standing Orders and Urgent Actions

The Committee received two urgent actions, previously circulated, relating to approval of the layout of the new Southern Allotments site at Holly Drive and changes to the keys for the allotments including increasing the key deposit and replacement fee to £10 to cover the increased cost.

It was Resolved that:

The Urgent Actions be noted.

13.2. Relocation of the Town Centre Christmas Tree

- 13.2.1. The Committee were asked to consider a proposal from the Christmas Lights Working Group to change the permanent position of the Town Centre Christmas tree. Estimated costs had been obtained for this work from the contractors undertaking the public realm improvements and it was noted that a decision was required urgently so that the move could be accommodated within these works. The Assistant Town Clerk cautioned that there was no budget for this and that if approved the project costs, currently estimated at £8,250, would have to be met from the Community Resources Initiatives Budget. It was noted that this would leave very little in this budget should other initiatives come forward later in the year.
- 13.2.2. As the costs could only be estimated and may reach £10,000, Councillors had also been consulted on the proposals in accordance with the Town Council's Standing Orders, Section 13.d. The proposed decision had not been called in and the main observation was that the Council faced a very tight budget. Observing that the tree had been in the same position for many years, the move was considered a priority

that would see the tree re-positioned more centrally in the newly paved High Street and fit in with the launch of a new lighting scheme in 2023. The timing was also considered opportune as it would be more expensive to revisit once the public realm improvement works were completed. In view of the tight timescale it was also considered sensible to delegate authority to the Town Clerk to progress this.

It was therefore Resolved that:

Authority be delegated to the Town Clerk to progress the relocation of the Town Centre Christmas tree.

13.3. Events Periodic Report

- 13.3.1. The Committee received a report, previously circulated, which provided an update on the Easter Out and About sessions and progress with the preparations for the rest of the 2022 to 2023 events programme. Regarding the Platinum Jubilee beacon lighting, feedback had been positive and the event well attended. However there had been criticism regarding the quality of the audio sound which was poor and the catering which appeared overwhelmed. Members were disappointed as this had been highlighted as an issue at events held here in the past. This was in part due the event proving more popular than expected but Members did wish to ensure that the Council's events at the beacon and Stage by the Sea included decent sound support and that this be investigated. In taking this work forward it was also suggested that systems which could be used at the Council's community centres and hired out also be explored.
- 13.3.2. Regarding event catering, it was reported that the availability of pitches had not been publicised using Facebook or the Progress newsletter. This had been identified as part of the actions Councillors wished taken to more widely promote the availability of pitches at the Town Council's events earlier in the year and Members considered this a missed opportunity. Observing that catering provision at the forthcoming Armed Forces Day and the remaining events in the 2022 to 2023 programme were yet to be finalised, it was requested that this be reviewed and initiated immediately so that local businesses in particular were notified of the opportunity to take up catering pitches at the Town Council's events.

It was Resolved that:

1. External audio sound systems be investigated as set out in Minute 13.3.1 and options prepared for consideration by the Committee at the next meeting.
2. Catering pitches at the Town Council's events be publicised on social media and the use of the Progress newsletter also be explored.
3. The contents of the report be otherwise noted.

13.4. Museum Periodic Report

The Committee received a report, previously circulated, which contained updates on the Museum's events programme, including engagement figures and staffing. Members were pleased to note that the museum was now fully staffed and that volunteers were returning. The student placement was also welcomed and considered a valued addition to help with the ongoing Collections Documentation work as outlined in the 2022 Documentation Plan. Members proceeded to approve a number of potential acquisitions comprised of items relating to the social history of Littlehampton.

It was therefore Resolved that:

1. The acquisition of items detailed in Appendix Two, attached to the report, be approved.
2. The Documentation Plan 2022 in Appendix Three, attached to the report, be noted.
3. The contents of the report be otherwise noted.

13.5. Grant Aid Applications

The Committee received a report and recommendations for the award of the 2022 Grant Aid, previously circulated. The report also set out some of the feedback that had been received to date from groups that had benefitted from awards under the 2021 scheme. This year's applications had seen a change in terms of both the funding requested, an all-time high of £65,217, and some new groups and initiatives. The Committee acknowledged the challenges of this high level of demand and considered that the awards would provide much-needed support to tackle issues post pandemic and the cost-of-living crisis that it was thought many in the community would be likely to face in the near future. Assessing the applications had been a difficult task and Members thanked the Community Resources Officer for his work on this. The Committee also considered that the volume and nature of applications was such that the scheme criteria should be reviewed before next year's scheme was launched.

It was therefore Resolved that:

1. The recommendations regarding the award of the 2022 Grant Aid as set out in Appendix A, attached to the report, be approved.
2. The successful projects undertaken last year due to the Town Council Grants scheme be noted.
3. The Grant Aid Criteria be reviewed later in the year and any changes be prepared for consideration by the Committee in the Autumn.

13.6. Community Resources Periodic Report

- 13.6.1. Members received a report, previously circulated, which highlighted work being undertaken by the Community Resources Officer to progress the projects and initiatives within the remit of this Committee. The report comprised updates on the allotments, key contracts, and community facilities. Discussion focussed on the planned Food Network meeting which aimed to deliver a coordinated approach to tackling issues of food poverty, waste and growing in Littlehampton. The strong view was expressed that this was timely as the cost of living was likely to become a bigger crisis.
- 13.6.2. With this in mind it was also suggested that the local Member of Parliament be informed of this important local development and that his support for the initiative be enlisted to promote the need for action in this area. This was noted and would be taken forward at the planned meeting. Finally, observing that the Community Resources Officer would be leaving the Town Council at the end of the month, Members thanked him for his hard work and wished him well in the future.

It was therefore Resolved that:

The contents of the report be noted.

14. Finance

14.1. Committee Budget Monitor

Members considered a report, previously circulated, highlighting significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2021 to 2022.

It was therefore Resolved that:

The report be noted.

15. Exempt Business

There was none.

The meeting closed at 7.10 pm.

Chair

Littlehampton Town Council Grant Aid Criteria

Appendix C

THE FOLLOWING CRITERIA ARE APPLICABLE WHEN CONSIDERING GRANT APPLICATIONS:

We are excited to announce this year's Grant Aid Scheme with a funding pot of £21,000 for groups that directly benefit the residents of Littlehampton.

This document outlines criteria attributed to the Grant Aid scheme and further insight into what this scheme looks to achieve.

We look to support groups that present applications demonstrating some of the key areas listed below:

- **Project that looks to change and adapt the applicants current service, becoming more resilient to respond to new and future challenges.**
- **Projects that support an identified need in the Littlehampton community and provide clear parameters how the project looks to address that need.**
- **Defined benefit directly to Littlehampton residents and clear aims and objectives.**
- **Evidence of how deliverables will be reported and evidence to show core aims and objectives met.**

We will not look to support initiatives that:

- **Cover Staff salaries**
- **Cover building running costs**
- **Cover building maintenance costs**
- **Marketing only projects**

Littlehampton Town Council

Grant Aid Criteria

Littlehampton Applications

1. Grant applications will only be considered from residents, clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings significant benefit to the Town.
2. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.
3. Any grant award that has been carried over from the previous year's Grant Aid programme will not be eligible to apply in this Grant Aid scheme.

One Application Per Year Rule

4. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.

Supporting Documentation

5. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts where available.
6. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
7. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished because of the award.

Intended Use of Grant

8. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
9. There shall be no change to the intended use of the grant without express written authority of the Town Council.
10. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all the grant funding to the Town Council.

Littlehampton Town Council

Grant Aid Criteria

General Criteria

11. The recipient shall acknowledge the Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo on any items purchased in recognition of the grant funding from the Town Council.
12. No grant will be considered for private, commercial or closed clubs, societies or organisations.
13. All other sources of funding must be declared at the time of the application.
14. No grant shall exceed 20% of the total grants budget allocated annual by the Town Council.
15. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
16. Where funding is given for an event the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
17. Littlehampton Town Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
18. The Town Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Town Council will take into account the objectives of an association and the wide community benefit for Littlehampton arising from the grant when assessing its priorities.
19. Grants will normally only be made to non-profit making organisations supported by unpaid volunteers or non-for-profit schemes
20. Grants will not be made towards salaries or payment of staff.
21. Grants will not be provided to cover general building running costs.
22. Grants will not be provided to cover general maintenance costs.
23. Grants will not be provided for projects that are solely focused on marketing. We accept marketing is an integral part of new or existing activities however this must be supplementary and not the sole focus.