



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

22 November 2022

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

Property and Personnel Committee

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

Date: Monday 28 November 2022

Time: 6.30pm

Committee:

Councillor Chace – Chair

Councillor Butcher

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 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 5 September 2022, circulated herewith, pages 4 to 7. 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. Absence Monitoring Report – Report attached, pages 8 to 9
- 8.2. Manor House Fees Review – Report attached, pages 10 to 14
- 8.3. Premises Update – Report attached, pages 15 to 16
- 8.4. Recruitment and Retention of Staff – report attached
- 8.5. Urgent Actions - attached

9. Finance

9.1. Committee Finance Report – Report attached, pages 17 to 19

9.2. Committee Budget Proposals – Report attached, pages 20 to 30

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.



How to contact us

Write to: Manor House, Church Street,
Littlehampton, West Sussex, BN17 5EW

Email: lrc@littlehampton-tc.gov.uk

Call: 01903 732063

Find us online: www.littlehampton-tc.gov.uk

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 Monday 5 September 2022 at 6.30 pm

Present:

Councillor Chace – Chair

Councillor Butcher

Councillor Price

2022 to 2023

11. Evacuation Procedures

The procedures were noted.

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

These were noted.

13. Apologies

There were no apologies.

14. 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.

15. Minutes

The Minutes of the meeting held on 6 June 2022, previously circulated, were confirmed as a true record and signed by the Chair.

16. Public Forum

There were no members of the public in attendance.

- 16.1. There were two questions submitted in advance from Mr D Chester:
1. In pounds and pence across the whole of the Town Council's budget what is the latest estimate of cost increases for the remainder of 22 to 23 and 23 to 24 of energy costs, staffing costs as a result of the latest pay offer and other inflationary pressures?
 2. In approving a salary increase as an urgent action as a result of the post holder having been offered alternative employment what assessment was made on the impact on other members of staff who may believe they too deserve an upgrading of their posts?

16.2. The Town Clerk responded thus:

"This is a figure that is not available. Regarding electricity an overspend in this year is currently projected of £7.000 to £8.000 but subject to a host of variables including fixed rate charges ending. Gas is harder to predict as much will depend on the severity of the winter.

Regarding the pay increase, we are aware of the latest offer from the Employers. LTC budgeted for 2.5% increase and the potential pay award will equate to roughly a 5% pay award at an additional cost of approximately £18,000 including on costs."

"The key consideration was fairness to all staff and equal pay for equal levels of responsibility. It had already been planned to swap certain elements of this post and the Community Resources Officer's job descriptions as they created a better fit. This was brought forward and enabled the upgrade to be justified. It would not have been progressed if this could not have been done. Any member of staff can put forward a regrading application if they feel that the level of responsibility in their job had increased."

17. Chair's Report and Urgent Items

The Town Clerk wished to arrange an Extraordinary meeting of the Property and Personnel Committee and possible dates were discussed.

18. Officer's Reports

18.1. Absence Monitoring Report

The Committee received a report, previously circulated, which set out the staff absence records for the full years 2011 to 2021 and Quarter 1 of 2022 to 2023.

It was Resolved that:

The report be noted.

18.2. Staff Update

The Committee received a report, previously circulated, which provided an update on staffing since June 2022. It was thought that it was sensible to get the interim staff arrangement firmed up as soon as possible. Recruitment continued to be a significant issue and would be subject to a further report as part of the Budget deliberation.

It was Resolved that:

1. The inclusion of the interim posts created to accommodate the Town Centre Management into the permanent staff structure be approved, subject to the approval of the Policy and Finance Committee.
2. The Urgent Action be noted.
3. Otherwise note the report.

18.3. Property Update

The Committee received a report, previously circulated, which provided an update on the property matters – existing and proposed – under the remit of this Committee.

It was noted that rising utility costs would be the biggest problem, and with fixed terms ending, it would be difficult to achieve better deals. The electric vehicle had been using more than anticipated. The Manor House was better equipped at isolating less used areas, with movement detectors on lights and properly functioning isolated controls for the heating in the Chamber.

The idea of 'warm banks' was noted. It was hoped that Central Government might provide some assistance on energy costs.

It was Resolved that:

The report be noted.

19. Finance

19.1. Finance Report

The Committee received a report, previously circulated, which highlighted any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2022 to 2023.

It was noted that two large room bookings had been taken since the report was done and therefore were not included in the figures.

It was also noted that the Council would have no control over increasing utility costs.

It was Resolved that:

The report be noted.

20. Exempt Business

None.

The meeting closed at 6:48 pm.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 28th November 2022

Report by: The Town Clerk

Subject: Absence Monitoring Report - Quarter 2 2022 to 2023

1. Summary

1.1 Members are provided with the staff absence records for the full year's 2011 to 2012 to 2022 to 2023 and Quarters 1 to 2 of 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	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%
2012/13	1.11%	0.38%	2.5%	1.94%	1.48%
2013/14	1.49%	1.45%	1.35%	2.09%	1.6%
2014/15	1.26%	1.77%	3.38%	2.7%	2.27%
2015/16	1.17%	2.33%	2.08%	3.06%	2.16%
2016/17	1.09%	0.68%	1.49%	1.86%	1.28%
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%			

3.2 The figure for Quarter 2 in 2022 to 2023 increased compared to the previous quarter (2022 to 2023 Quarter 1). It is higher than the same period in the previous year (2021 to 2022 Quarter 2). 7 members of staff took self-certificated sickness leave (6 last quarter), this equated to 26.5 workdays/189.8 hours. Two of these sickness periods totaling 7.5 days were due to Covid.

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

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	2.76%	1.8%
2013/14	2.18%	1.84%	0.19%	0.18%	1.1%
2014/15	0%	1.1%	0.87%	1.43%	0.85%
2015/16	0.2%	2.89%	1.29%	3.68%	2.01%
2016/17	9.64%	8.09%	1.55%	3.65%	5.73%
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%			

3.4 Two members of staff have been absent due to certificated sickness leave. This equated to 54 days/277.2 hours. One absence was due to an operation and the other was for certified health reasons.

Peter Herbert
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel Committee

Date: 28 November 2021

Report by: Town Clerk

Subject: Manor House Room Hire, Ceremonies and Car Parking Charges Proposals 2023 to 2024

1. Summary

1.1 The Manor House room hire fees and car parking charges are reviewed annually. This report sets out details of the research and comparisons obtained as part of the review and the proposals for changes to these charges for 2023 to 2024.

2. Recommendations

2.1 The Committee is Recommended to:

1. To approve the proposed 10 percent increase to charges for the Manor House room hire fees, including rounding the fees for refreshments and equipment hire to the nearest 50 pence, for 2023 to 2024.
2. To approve the proposed 10 percent increase to fees for Weddings and Ceremonies for 2023 to 2024.
3. To approve to a 10 percent increase to the current car parking charges for 2023 to 2024.

3. Background

3.1. Room Hire

3.1.1. Following a review of the fees and charges in October it is proposed that the charges increase by 10 percent for 2023 to 2024 to reflect the facilities the Manor House offers new and current hirers and rising utilities, energy and staff costs. Please note that the fees for refreshments and equipment hire have been rounded to the nearest 50 pence.

3.1.2. The current level of fees and charges for the Manor House are set out in Appendix 1. The Committee is recommended to approve the proposed room hire rates and fees for refreshments and equipment hire for 2023 to 2024 as set out on Appendix 2.

3.2. Weddings and Ceremonies

- 3.2.1. The Town Council has been offering the New Millennium Chamber for these services for many years. Since the pandemic restrictions have been lifted and the demand for wedding ceremonies has increased. In 2021 to 2022 there were five weddings. In 2022 to 2023, this financial year, there have been three weddings. For the next financial year, 2023 to 2024, there are currently eight weddings booked.
- 3.2.2. The fees have been reviewed against other comparable facilities in the area and changes are proposed to the tariffs as set out in the table below.

Weddings	Current 2022 to 2023	Proposed 2023 to 2024
Weekdays	£525.00	£577.50
Saturdays	£575.00	£632.50
Sundays and Bank Holidays	£600.00	£660.00

- 3.2.3. The Committee is therefore asked to approve the proposed tariff for 2023 to 2024. Please note that the eight weddings booked for 2023 to 2024 will be honoured at the 2022 to 2023 prices.
- 3.2.4. It has been suggested that the advertising budget be used to promote the Manor House as a wedding venue using paid social media platforms to engage a larger audience. This is currently underway.

3.3. Manor House Car Park Spaces

- 3.3.1. There are ten car park spaces on the land adjacent to the Manor House which are currently rented until 31 March 2023.
- 3.3.2. The charges have been reviewed against the fees charged by neighbouring local authorities and it is recommended that the Committee increase the current charges for 2023 to 2024. The proposed increase is set out on Appendix 3.

4. Financial Implications

- 4.1. The increased charges will assist in offsetting the rise in staff and utility costs, whilst minimising cancellations from current hirers. There is a balance to be struck between covering the increases in staff costs, and energy costs doubling (Gas) and tripling (Electricity), and the desire to maintain current bookings and remain competitive with other local hirers. The 10 percent increase should enable the Council to factor in these costs whilst continuing to offer and grow the current hire provision.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL – MANOR HOUSE ROOM HIRE YEEARLY FEES 2022 to 2023 APPENDIX 1

	COMMERCIAL & PUBLIC SECTOR USERS		CHARITY AND LOCAL VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
NEW MILLENNIUM CHAMBER				
Weekdays				
09:00 to 17:00 hrs per hour*	£32.50	£39.00	£24.75	£29.70
after 17:00hrs per hour*	£53.50	£64.20	£43.60	£52.32
Saturdays				
09:00 to 17:00 hrs per hour*	£43.00	£51.60	£32.60	£39.12
after 17:00hrs per hour*	£64.00	£76.80	£53.50	£64.20
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£53.50	£64.20	£32.90	£39.48
after 17:00hrs per hour*	£85.40	£102.48	£53.50	£64.20
FLEMING & GLADDEN ROOMS				
Weekdays				
09:00 to 17:00 hrs per hour*	£16.75	£20.10	£13.40	£16.08
after 17:00hrs per hour*	£23.75	£28.50	£19.50	£23.40
Saturdays				
09:00 to 17:00 hrs per hour*	£25.10	£30.12	£20.10	£24.12
after 17:00hrs per hour*	£35.60	£42.72	£29.20	£35.04
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£33.50	£40.20	£26.80	£32.16
after 17:00 hrs per hour*	£47.50	£57.00	£39.00	£46.80
Refreshments				
Flask Coffee – 16 cups	£13.20	£15.84	£13.20	£15.84
Flask Tea – 16 cups	£10.80	£12.96	£10.80	£12.96
Tea, coffee, biscuits – per cup	£2.00	£2.40	£2.00	£2.40
Crockery	£10.80	£12.96	£10.80	£12.96
Equipment				
Screen	£5.55	£6.66	£5.55	£6.66
TV Video DVD Screen	£11.00	£13.20	£11.00	£13.20
Powerpoint Projector Screen	£11.00	£13.20	£11.00	£13.20
Flip Chart - pens and paper	£5.55	£6.66	£5.55	£6.66
Laptop	£16.35	£19.62	£16.35	£19.62
PA System – NMC only	£10.30	£12.36	£10.30	£12.36
All Equipment	£40.40	£48.48	£40.40	£48.48
WEDDINGS				
Weekdays		£525.00		
Saturdays		£575.00		
Sundays and Bank holidays		£600.00		

*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.

Yearly Fees from 1 April 2022 to 31 March 2023

PROPOSED LITTLEHAMPTON TOWN COUNCIL – MANOR HOUSE ROOM HIRE YEARLY FEES 2023 to 2024 APPENDIX 2

	COMMERCIAL & PUBLIC SECTOR USERS		CHARITY AND LOCAL VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
NEW MILLENNIUM CHAMBER				
Weekdays				
09:00 to 17:00 hrs per hour*	£35.75	£42.90	£27.23	£32.68
after 17:00hrs per hour*	£58.85	£70.62	£47.96	£57.55
Saturdays				
09:00 to 17:00 hrs per hour*	£47.30	£56.76	£35.86	£43.03
after 17:00hrs per hour*	£70.40	£84.48	£58.85	£70.62
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£58.85	£70.62	£36.19	£43.43
after 17:00hrs per hour*	£93.94	£112.73	£58.85	£70.62
FLEMING & GLADDEN ROOMS				
Weekdays				
09:00 to 17:00 hrs per hour*	£18.43	£22.12	£14.74	£17.69
after 17:00hrs per hour*	£26.13	£31.36	£21.45	£25.74
Saturdays				
09:00 to 17:00 hrs per hour*	£27.61	£33.13	£22.11	£26.53
after 17:00hrs per hour*	£39.16	£46.99	£32.12	£38.54
Sundays and Bank Holidays				
09:00 to 17:00 hrs per hour*	£36.85	£44.22	£29.48	£35.38
after 17:00 hrs per hour*	£52.25	£62.70	£42.90	£51.48
Refreshments **				
Flask Coffee – 16 cups	£14.50	£17.40	£14.50	£17.40
Flask Tea – 16 cups	£12.00	£14.40	£12.00	£14.40
Tea, coffee, biscuits – per cup	£2.50	£3.00	£2.50	£3.00
Crockery	£12.00	£14.40	£12.00	£14.40
Equipment **				
Screen	£6.50	£7.80	£6.50	£7.80
Powerpoint Projector Screen	£12.00	£14.40	£12.00	£14.40
Flip Chart - pens and paper	£6.00	£7.20	£6.00	£7.20
Laptop	£18.00	£21.60	£18.00	£21.60
PA System – NMC only	£11.50	£13.80	£11.50	£13.80
All Equipment	£44.50	£53.40	£44.50	£53.40
WEDDINGS				
Weekdays		£577.50		
Saturdays		£632.50		
Sundays and Bank holidays		£660.00		

*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.

Proposed Yearly Fees from 1 April 2023 to 31 March 2024

It is also proposed that the fees for Car Park hire increases by 10 percent and these are detailed in the table below (these include VAT):

Car Park Fee	Current 2022-2023	Proposed 2023-2024
Annual Hire	£567	£623.70
Monthly Hire	£47.25	£51.98
Up to 4 hours	£3.68	£4.05
Over 4 hours	£7.88	£8.67

Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel

Date: 28 November 2022

Report by: The Town Clerk

Subject: Property Update

1. Summary

- 1.1. At its meeting on 6th June 2022, Committee approved repair work to the Manor House windows. This report provides an update on these works and seeks approval to carry out additional work to replace the Manor House front door which has been highlighted as part of these repairs.

2. Recommendations

- 2.1. The Committee is Recommended to:

Approve that Standing Orders be waived and the Town Council's contractor be appointed to re place the Manor House front entrance door as set out in paragraph 3.2. of the report.

3.Update

- 3.1. A clear strategy has been agreed with the Town Council's contractor for the window repairs at the Manor House. Repairs to the South side window at the New Millennium Chamber entrance, the South side lower window at the Main Reception and further sill repairs to three other ground floor North side windows are now being progressed. These works target the areas requiring immediate repair with further high-level window repairs to be assessed in the Spring.
- 3.2. Whilst completing a detailed building survey to assess the window repairs, issues were raised regarding the condition of the main entrance door. Past works have led to the current door being patch filled and painted to an extent that further repair works are not practicable without replacing large areas of the existing door and glass beading.
- 3.3. In addition, the costs of removing the existing door and installing a temporary door whilst re-building the existing door, estimated at £3,255 is greater than it would be to supply and install a new like for like door, at £3,100. It is therefore recommended that Standing Orders be waived, and the Town

Council's contractor be appointed to replace the Manor House front entrance door.

4. Financial Implications

- 4.1. The costs of the repairs to the windows was previously estimated at £800 to £1,400 per window. The final cost of these works is awaited but following the detailed inspection, the costs will be limited to the work required as explained in paragraph 3.1. above. These can be met from the Manor House building maintenance budget of £22,000 for 2022 to 2023.
- 4.2. The cost to replace the door can also be met from the Manor House building maintenance budget for 2022 to 2023.

Peter Herbert

Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel Committee

Date: 28th November 2022

Report by: Town Clerk

Subject: Recruitment and retention of staff

1. Summary

- 1.1. The report sets out a proposal to attempt to address the significant recruitment problems facing the Town Council and in so doing improve the levels of staff retention.

2. Recommendations

- 2.1. The Committee is Recommended to:
 1. Agree to extend all employees grades to include the next scale up from April 2023 and to incorporate this in their budget accordingly,
 2. To agree to the immediate implementation of this agreement for the Committee and Civic Assistant post so as to make the post more appealing to candidates.

3. Background

- 3.1. Nationally recruitment is very difficult at this time. This is particularly so at the Town and Parish Council level as salaries are usually lower than with comparable employers such as the principal authorities. This also increases the importance of retaining staff.
- 3.2. The turbulent financial situation facing local councils means that there is little money available to address this directly. However, it is proposed that extending the salary scales of all posts (other than the Town Clerk) would provide a low-cost, but beneficial way forward. This would mean that whilst people would still be appointed, in most cases, at the bottom of the same scale as now, there is potential to rise to a higher salary than currently. This would make the posts more attractive to applicants and also encourage existing staff to stay.

3.3. Examples of how this would work are set out below:

a. A person on Scale 1	scp 1	£20,258
	2	£20,441
	3	£20,812
Scale 2	4	£20,812
	5	£21,189

b. Somebody on Scale 4 would be able to progress on to Scale 5 after up to 5 years in post.

A person on Scale 4	scp 7	£22,369
	8	£22,777
	9	£23,194
	10	£23,620
	11	£24,054
Scale 5	12	£24,496
	13	£24,948
	14	£25,409
	15	£25,874
	16	£26,357
	17	£26,845

3.4. Whilst this in itself will not resolve all issues, it is thought that it will assist and is deliverable even when the budget is under strain.

3.5. The Council has recently struggled significantly to appoint, getting lucky with two excellent appointments on a second batch of advertising. However, one post has received no significant interest, namely the Committee and Civic Assistant post. It is thought that this would benefit from being re-advertised under these arrangements.

4. Financial Implications

4.1 There are limited financial implications for 2023-2024. Estimated costs would be £3,500.00 This would increase in future years but would only be significant should the council retain all staff for many years, which sadly is not likely.

Peter Herbert
Town Clerk

STANDING ORDER 36 – URGENT ACTION

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** (which provide for calling extraordinary meetings of Council or Committees), **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

WHEN COMPLETING THE CHECKLIST BELOW, THE FOLLOWING ISSUES MUST BE BORNE IN MIND:

- STANDING ORDERS AND FINANCIAL REGULATIONS REMAIN IN FORCE AND MUST BE COMPLIED WITH.
- IN THE ABSENCE OF THE TOWN CLERK, THE DEPUTY TOWN CLERK OR THE SERVICES MANAGER SHALL PROGRESS URGENT ACTIONS. NO OTHER OFFICERS MAY COMMENCE OR UNDERTAKE AN URGENT DECISION PROCEDURE.

1	WHAT DECISION IS REQUIRED?	To change the Full Time Admin & Mayoral Support Officer role to two part time posts
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? 	The current role is vacant and did not work as a split role. This will be addressed with the appointment of two part time roles.
3a	WHAT ARE THE FINANCIAL IMPLICATIONS?	None – The role will be for the same amount of hours.
3b	HAS A BUDGET BEEN APPROVED?	Yes
3c	WHICH BUDGET ARE YOU RECOMMENDING THE EXPENDITURE TO COME FROM? PLEASE CHECK THAT SUFFICIENT FUNDS ARE AVAILABLE.	101/7102 Salaries.
3d	IS A SUPPLEMENTARY ESTIMATE REQUIRED? (NOTE: IF SO, THIS COULD NECESSITATE A FURTHER URGENT DECISION)	No
3e	IF ANY OF THE FOLLOWING APPLY: 1. A SUPPLEMENTARY ESTIMATE 2. THE USE OF EMR 3. EXPENDITURE OVER £500* APPROVAL OF THE RFO IS REQUIRED. IN THE ABSENCE OF THE	

	RFO THE TOWN CLERK IS THE DEPUTY RFO. *FOR THIS POINT ONLY, IN THE ABSENCE OF THE RFO AND TOWN CLERK, THE ATC CAN GIVE APPROVAL.	
4	IS THE DECISION CONSISTANT WITH COUNCIL POLICIES?	Yes
5a	(COMMITTEE DECISIONS ONLY) IS THIS DECISION A MATTER DELEGATED SOLELY TO ONE COMMITTEE?	Yes – P&P.
5b	IF NOT, WHICH OTHER COMMITTEES HAVE BEEN OR WILL BE CONSULTED?	
5c	WAS THIS, OR WILL THIS BE THROUGH THE URGENT ACTION PROCEDURE (PLEASE DETAIL)?	
6	HAS THE MATTER BEEN DISCUSSED WITH AGREED CONSULTEES (WARD COUNCILLORS, OTHER LOCAL AUTHORITIES ETC.)? IF NOT, IS THE MATTER SO URGENT THAT THIS IS IMPRACTICAL? IF SO, WHY?	Yes – Approved by the chair of P&P.
7	WHAT ALTERNATIVE OPTIONS HAVE BEEN CONSIDERED (BOTH PRACTICAL AND FINANCIAL?)	A review of the role was performed by heads of both departments.
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 	
10	HAVE APPROPRIATE RISK ASSESSMENTS BEEN UNDERTAKEN?	
11	DATE OF CONSULTATION WITH CHAIR	5 th October 2022
12	SIGNATURE OF CHAIR	
13	DATE OF DECISION	5 th October 2022
14	SIGNATURE OF TOWN CLERK	
15	SIGNATURE OF RFO (If required under 3e)	
16	DATE REPORTED TO COUNCIL/ COMMITTEE	

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the deputy town clerk or the services manager shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	To amend Urgent Action of 5 th October 2022 to bring together the Committee Assistant and Civic Officer posts, leaving a full time Admin Assistant in the Admin Team and expanding the Communications and Marketing Manager post by 5 hours per week.
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? 	There is an urgency to fill the vacant post in the Admin Team and the Committee Assistant position.
3a	What are the financial implications?	A potential additional salary cost of c.£1,000 pa
3b	Has a budget been approved?	Yes
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	Admin and Democratic Services teams salary budgets.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No
3e	If any of the following apply: <ol style="list-style-type: none"> 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and town clerk, the Assistant Town Clerk can give approval.	Approval of RFO required and obtained
4	Is the decision consistent with Council policies?	Yes

5a	Committee decisions only Is this decision a matter delegated solely to one Committee?	P&P
5b	If not, which other Committees have been or will be consulted?	
5c	Was this, or will this be through the urgent action procedure? Please detail	
6	Has the matter been discussed with agreed consultees – ward councillors, other local authorities etc? If not, is the matter so urgent that this is impractical? If so, why?	N/A
7	What alternative options have been considered – both practical and financial?	All options to fill these posts have been considered.
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 	None
10	Have appropriate risk assessments been undertaken?	N/A
11	Date of consultation with Chair	25 th October 2022
12	Signature of Chair	
13	Date of decision	25 th October 2022
14	Signature of Town Clerk	
15	Signature of Responsible Financial Officer – if required under 3e	
16	Date reported to Council or Committee	28 th November 2022

Standing Order 36 – Urgent Action

Standing Order 36 states that **“Where an urgent decision is required and it is not possible to call a meeting under either Standing Order 1 or 17”** – which provide for calling extraordinary meetings of Council or Committees – **or the matter is of minor importance, but not previously delegated, the Town Clerk is authorised to make that decision having consulted the respective Chair of the Council or appropriate Committee. Any Urgent Actions shall be reported to the next meeting of Council or the appropriate Committee.”**

When completing the checklist below, the following issues must be borne in mind:

- Standing orders and financial regulations remain in force and must be complied with.
- In the absence of the Town Clerk, the deputy town clerk or the services manager shall progress urgent actions. No other officers may commence or undertake an urgent decision procedure.

1	What decision is required?	Making available flu jabs to those members of staff who do not otherwise have access to free jabs.
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? 	Given the vacancies in the Council currently, it is hoped that this will reduce sickness levels.
3a	What are the financial implications?	£16.99 per person. Costs unlikely to exceed £250
3b	Has a budget been approved?	Yes
3c	Which budget are you recommending the expenditure to come from? Please check that sufficient funds are available.	Health and Safety Budget.
3d	Is a supplementary estimate required? Note: if so, this could necessitate a further urgent decision	No
3e	If any of the following apply: <ol style="list-style-type: none"> 1. A supplementary estimate 2. The use of earmarked reserves 3. Expenditure over £500* Approval of the Responsible Financial Officer is required. In the absence of the Responsible Financial Officer the town clerk is the deputy Responsible Financial Officer. *For this point only, in the absence of the Responsible Financial Officer and town clerk, the Assistant Town Clerk can give approval.	
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	Yes – P&P	
6			N/A
7			None
8	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?	Yes, No cheaper provider has been identified.	
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 	None	
10	Have appropriate risk assessments been undertaken?	Each individual will need to ascertain whether they have any problems with these jobs.	
11	Date of consultation with Chair	14 th November 2022	
12	Signature of Chair		
13	Date of decision	14 th November 2022	
14	Signature of Town Clerk		
15	Signature of Responsible Financial Officer – if required under 3e	N/A	
16	Date reported to Council or Committee	28th November 2022	

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 28th November 2022

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2022 to 2023. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendation

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

3. Budget Monitor 2022 to 2023

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

3.2 Central Administration and Support Services

- 3.2.1 Expenditure is in line with expectations.

3.3 Amenity Team

- 3.3.1 Income for Amenity Team services has achieved £2,751 year to date against a budget of £1,000.
- 3.3.2 £1,623 has been used from Earmarked Reserves leasing the electric van. This is earmarked annually as part of the contract for the van.

3.4 Manor House

- 3.4.1 £4,142 has been spent from the Maintenance budget of £22,000. Further expenditure for window repairs that are currently underway will impact this budget line. In addition, the Manor House front entrance door also needs significant repair or replacement. An update on these items are the subject of a separate report on this Agenda.
- 3.4.2 £3,780 has been received for car park hire against a budget of £4,500.
- 3.4.3 Manor House room hire has received £8,674 against a budget of £10,928.

Income	Budget 2022/23 £	Income 2022/23 £	Expected Income £	Variance £
Car Parking	4,500	3,780	4,500	(720)
Room Hire	10,928	8,674	10,000	(1,326)
Catering Income	515	91	150	(59)
Equipment hire	52	61	70	(9)
Total	15,995	12,606	14,720	(2,114)

3.5 Street Lighting

3.5.1 The street lighting maintenance agreement of £1,170 has been paid.

3.6 Southfields Jubilee Centre

3.6.1 £4,325 has been spent of the building maintenance budget against a budget of £4,000. This overspend is largely down to roof repairs and front door glazing previously reported.

3.7 Museum (Building Maintenance)

3.7.1 £54 of the £1,000 budget has been spent.

3.8 War Memorial Maintenance

3.8.1 £1,800 is earmarked annually for the contract renewal. £5,900 has been spent against the budget of £2,335 due to the upfront cost of the three-year contract. This amount will be offset against the next two years budgeted amount.

Peter Herbert
Town Clerk

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
BUDGET REPORT 2022/23

PROPERTY & PERSONNEL COMMITTEE MEETING 28th November 2022

SERVICE		Actual I & E as at 21/11/22 £	Budget 2022/23 £
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure Income	18,701 -	46,691 -
AMENITY TEAM (incl. Street Scene)	Expenditure Income	45,871 2,751	69,924 1,000
MANOR HOUSE	Expenditure Income	40,161 12,708	120,382 15,995
STREET LIGHTING	Expenditure Income	1,260 -	1,865 640
SOUTHFIELDS JUBILEE CENTRE	Expenditure	4,325	4,000
K2 & YOUTH SERVICES BUILDING MAINT	Expenditure	-	-
MUSEUM BUILDING MAINT	Expenditure	54	1,000
MEMORIAL MAINTENANCE	Expenditure	5,900	2,335
Total Expenditure		110,372	243,862
Total Income		15,459	17,635
Net Expenditure		94,913	226,227

Littlehampton Town Council

Non- Confidential

Committee: Property and Personnel Committee

Date: 28th November 2022

Report by: Town Clerk

Subject: Property and Personnel Committee Draft Budgets 2023 to 2024, 2024 to 2025 and 2025 to 2026

1. Summary

- 1.1 This report sets out the draft Property and Personnel Committee Budget for 2023 to 2024 and the projected budgets for 2024 to 2025 and 2025 to 2026. The current 2022 to 2023 budget is also included for comparison. (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 The full Council budget has been prepared and currently shows a 5.75% increase in Band D for 2023 to 2024 and currently a 2.5% increase for 2024 to 2025 and 1% increase for 2025 to 2026 (the figures for 2024 to 2025 and 2025 to 2026 do not reflect any increase in the Council Tax base).
- 1.4 The Town Councils' Budget is under great pressure with higher than budgeted for salary increases and substantial increases to utility costs. The Policy and Finance Committee will be considering how to bridge this gap and the Committee is therefore invited to make further suggestions within the scope of its remit, as to how this might be achieved.

Savings have been identified across all services and have been included within these figures. The Committees are still to discuss the merits of each potential saving and will make recommendations on their findings to the Policy and Finance Committee for consideration at the meeting on 19 December 2022.

Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992.

In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

2. Recommendations

- 2.1 The Committee is Recommended to:
1. Comment upon the draft Committee budget for 2023 to 2024 and the projected budgets for 2024 to 2025 and 2025 to 2026 and recommend its proposals to the Policy and Finance Committee.
 2. Note the Committee's Earmarked Reserve position.
 3. Approve changes to the current prices for the Manor House hire fees for 2023 to 2024.
 4. Delegate authority to the Town Clerk to apply a discount to long hours/multiple bookings.

3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2023 to 2024 and the projected budgets for 2024 to 2025 and 2025 to 2026. Budgets do not include recharges from Manor House Buildings, Central Support Services and Amenity Team.
- 3.2 The proposed Council Precept, Band D figure and General Reserves Balance at the beginning of the year are included for information on the Summary page in Appendix 1.
- 3.3 To support the Committee's understanding of the budgets the Earmarked Reserves that relate to this Committee are included as Appendix 2.
- 3.4 The Summary page shows that overall, the proposed Property and Personnel Committee budget increases by 13.55%. It should be noted that this overall percentage is impacted by increased utility costs across the Council premises.
- 3.5 Budgets have been projected until 2025 to 2026 to inform long term planning. All known future expenditure has been included in these projections.
- 3.6 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, but also on reducing areas within the budget where possible. These are commented upon below and are shown in the itemised budget sheets attached at Appendix 1.
- 3.7 Where specific EMRs exist, budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.8 **Central Administration and Support Services**
- 3.8.1 This Committee is only responsible for part of this budget head. The total expenditure is apportioned as an overhead to all other services.
- 3.8.2 The IT budget has an additional amount included for the rolling replacement programme of computers. Laptops will continue to be purchased when towers are replaced to increase working options.
- 3.8.3 The IT budget contains £900 for the Parish Online subscription as agreed previously by the Policy and Finance Committee.

3.9 Amenity Team

- 3.9.1 There is a budget line for Vehicle Hire for the lease of the electric van. This will be met from EMR. The lease is due to expire in October 2023.
- 3.9.2 The Vehicle/Equipment budget has been reduced to £7,775 and is put into EMR for future replacement of vehicles and equipment.
- 3.9.3 Insurance has been increased to cover any claims and increasing costs.
- 3.9.4 Income from Charges for Services has been increased to £2,000 to reflect current demand on the Amenity Team. This income includes potential income from neighbouring parishes for graffiti removal. It also includes income for equipment hire and the Amenity Team attendance at local events.

3.10 Manor House Hire (please refer to report earlier in agenda)

- 3.10.1 The Licences budget includes the Wedding Licence fee which is renewed every three years. £684 is earmarked annually. It also includes Music Licence fees.
- 3.10.2 Salaries have increased due to higher than above budgeted pay awards.
- 3.10.3 Car park, room, wedding and hire charges have all increased by a proposed 10 per cent. These are subject of a separate report on this Agenda.

Car Park Fee	Current 2022-2023	Proposed 2023-2024
Annual Hire	£567	£623.70
Monthly Hire	£47.25	£51.98
Up to 4 hours	£3.68	£4.05
Over 4 hours	£7.88	£8.67

3.11 Manor House Buildings

- 3.11.1 The budget for Manor House Maintenance has been decreased to £20,000 for 2023 to 2024 and then increased by £1,000 for the next two years. Where there are suitable Earmarked Reserves, these have been utilised to offset budget lines where possible.
- 3.11.2 Security has been increased to £3,333 based on indications of cost increases from the supplier.

3.12 Street Lighting

- 3.11.1 The Town Council pays a public lighting maintenance contract for 28 streetlights, 7 of which are recharged.

3.13 Southfields Jubilee Centre

- 3.13.1 The building maintenance budget has been decreased to £3,000 within 2023 to 2024 budget with this amount being offset by healthy Earmarked Reserves.

3.14 **K2, Museum and War Memorial**

- 3.14.1 K2 maintenance budget has provisionally been set at £500 with the understanding it will be newly built. This is supplemented by the £30,000 revenue created in the 2022 to 2023 budget to provide support when the building first opens.
- 3.14.2 The Museum budget has been decreased to £950 based on current year to date figures. The War Memorial Maintenance budgets are set at £2,335 based on the new 3-year maintenance program. The War Memorial Maintenance is earmarked at year end to pay for the three-year maintenance contract.

3.15 **Salaries**

- 3.15.1 The complete salaries budget has been included for information.
- 3.15.2 The National Joint Council (NJC) for Local Government Services has confirmed a pay award of £1,925 for the 2022 to 2023 financial year. The budget for 2022 to 2023 had been set for a 2.5% pay increase. The agreed pay award is greater than the budgeted amount and has been offset with a 10 percent increase across the 2022 to 2023 budget and the 2023 to 2024 budget.
- 3.15.3 The employer's contribution to the Local Government Pension Scheme is set at 20.2% in 2023 to 2024.
- 3.15.4 All staff will now earn at least the equivalent to the Real Living Wage which is £10.90 per hour.
- 3.15.5 Overall the salaries budget has increased by £62,355 (With on costs) in 2023 to 2024 (8.64%). Factors included and affecting the salary budget include:
- The actual budget set last year only reflected a 2.5% increase
 - Additional actual increase of 6% within current budget
 - Additional increase of 4% for the 2023 to 2024 pay award and increments.
 - Extension of Spinal Column Points to aid staff retention (All grades except the Town Clerk role). Please see the separate report on the Agenda.
 - Depending on the recommendations from Community Resources Committee, there is the potential loss of the events apprentice role which also needs to be considered as part of the proposals.

3.16 **Earmarked Reserves**

- 3.16.1 Reserves can be earmarked at the discretion of the Town Council. They can result from:
- Events which have allowed monies to be set aside
 - Surpluses

- Decisions causing anticipated expenditure to have been postponed or cancelled
- Monies set aside for major anticipated capital schemes, projects or service arrangements the Town Council wish to carry out
- A working balance to help cushion the impact of uneven cash flows e.g. election expenses
- To avoid unnecessary temporary borrowing
- A contingency to cushion the impact of unexpected events or emergencies
- A means of building up funds to meet known or predicted liabilities.

Peter Herbert

Town Clerk

Littlehampton Town Council

Draft Property & Personnel Summary Budgeted Expenditure

SERVICES	Budget 2022/23 £	Proposed Budget 2023/24 £	Projected Budget 2024/25 £	Projected Budget 2025/26 £	Percentage change %
101 Central Admin & Support Services (Recharged)	46,691	49,449	50,807	51,685	5.91%
105 Amenity Team (Recharged)	196,689	213,315	219,383	223,462	8.45%
108 Manor House Room Hire	(3,946)	(3,921)	(4,584)	(5,186)	-0.63%
201 Manor House (Recharged)	100,250	126,995	129,487	131,869	26.68%
202 Street Lighting	1,445	3,155	3,259	3,311	118.34%
303 Southfields Community Centre	4,000	3,000	3,000	3,000	-25.00%
307 K2- building maintenance	-	500	1,000	1,000	100.00%
308 Museum- building maintenance	1,000	950	950	950	-5.00%
103 Town Centre Management	2,335	2,335	2,335	2,382	0.00%
TOTAL NET EXPENDITURE	348,464	395,778	405,637	412,473	13.58%
Known Expenditure from EMR					
Lineside Rent	(3,000)	-			
Vehicle Hire	(3,725)	(3,725)	(3,725)	-	
P&P Expenditure from Precept	341,739	392,053	401,912	412,473	

	Actual 2022/23 £	Proposed 2023/24 £	Projected 2024/25 £	Projected 2025/26 £
Whole Council Budget				
Funding Required	1,368,139	1,454,925	1,494,688	1,510,690
Other Funding (from) / to balances	(2,101)	5,238	2,069	
Grant receivable				1,044
DRAFT PRECEPT FOR YEAR	1,366,037	1,460,163	1,496,757	1,511,734
BAND D COUNCIL TAX	133.93	141.63	145.18	146.62
INCREASE IN BAND D COUNCIL TAX	3.95%	5.75%	2.50%	1.00%

<u>Additional Information</u>	
	07/11/2022
General Fund 01/04/2022	305,218
Earmarked Reserves 07/09/22	1,345,874
Total useable Reserves	£1,651,092

Property & Personnel Draft Budgets 2023/2024-2025/2026

	Budget 22/23 £	Proposed Budget 23/24 £	Projected Budget 24/25 £	Projected Budget 25/26 £
101 Central Administration and Support Services				
First Aid	488	488	493	503
Training	4,435	4,500	4,550	4,618
Travel and Subsistence	2,000	1,800	1,800	1,800
Recruitment	3,000	3,000	3,000	3,000
IT	28,903	31,386	32,580	33,232
Health and Safety	1,000	1,000	1,000	1,000
Waste Disposal	2,870	3,200	3,248	3,313
Pension Contribution	3,995	4,075	4,136	4,219
	46,691	49,449	50,807	51,685

105 Amenity Team

Street Scene Expenditure	1,700	2,000	2,100	2,142
Vehicle and Plant Maintenance	8,745	7,775	7,892	8,049
Tools/Equipment	1,725	1,775	1,802	1,838
Lineside Rent	27,540	28,090	28,511	29,082
Vehicle Hire	3,725	3,755	3,800	3,876
Vehicles/Equip	7,000	6,500	7,000	7,000
Salaries	124,065	136,350	140,570	143,381
Protective Clothing	1,400	1,400	1,450	1,450
Telephone	440	440	440	460
Internet and IT	3,035	3,200	3,300	3,366
Rates	10,990	11,210	11,378	11,606
Water	369	405	425	430
Electricity	2,400	7,200	7,350	7,350
Insurance	1,785	1,820	1,847	1,884
Cleaning	300	800	900	900
Building Maintenance	800	775	775	775
Security	1,350	1,500	1,523	1,553
Health & Safety	220	220	220	220
Other Overheads	100	100	100	100
Total Expenditure	197,689	215,315	221,383	225,462
Miscellaneous Income- Street Scene	-	-	-	-
Charges for services	(1,000)	(2,000)	(2,000)	(2,000)
Total Income	(1,000)	(2,000)	(2,000)	(2,000)
Net Expenditure	196,689	213,315	219,383	223,462

	Proposed Budget 21/22 £	Projected Budget 22/23 £	Projected Budget 23/24 £	Projected Budget 24/25 £
108 Manor House Hire				
Salaries	8,035	10,190	10,156	10,359
Advertising	700	500	550	550
Licences	1,034	1,034	1,034	1,034
Room Hire Expenses	1,500	1,200	1,236	1,261
Other Overheads	150	100	100	100
Total Expenditure	11,419	13,024	13,076	13,304
Room Hire	(10,298)	(11,000)	(11,165)	(11,388)
Catering Income	(515)	(530)	(541)	(557)
Equipment Hire	(52)	(53)	(54)	(55)
Car Park Income	(4,500)	(5,362)	(5,900)	(6,490)
Total Income	(15,365)	(16,945)	(17,660)	(18,490)
Net Expenditure	(3,946)	(3,921)	(4,584)	(5,186)

201 Manor House Building

Manor House Maintenance	22,000	20,000	21,000	21,000
Salaries	22,595	25,780	26,219	26,743
Protective Clothing	200	150	150	150
Telephone	150	150	160	165
Lift Maintenance	3,035	200	203	207
Equipment maintenance	1,800	1,825	1,852	1,889
Licenses	860	400	400	400
Rates	25,770	26,285	26,679	27,213
Water	665	732	805	829
Gas	10,000	20,000	20,000	20,600
Electricity	6,015	24,000	24,360	24,847
Cleaning	1,600	1,600	1,700	1,750
Security	3,030	3,333	3,383	3,451
Contract Cleaning	2,380	2,415	2,451	2,500
Other Overheads	150	125	125	125
Total Expenditure	100,250	126,995	129,487	131,869

	Proposed Budget 21/22 £	Projected Budget 22/23 £	Projected Budget 23/24 £	Projected Budget 24/25 £
202 <u>Street Lighting</u>				
Public Lighting Contract Maintenance	1,110	1,200	1,210	1,220
Salaries	220	340	299	305
Electricity	755	2,265	2,400	2,436
Total Expenditure	2,085	3,805	3,909	3,961
Recharge maintenance	(640)	(650)	(650)	(650)
Total Income	(640)	(650)	(650)	(650)
Net Expenditure	1,445	3,155	3,259	3,311
303 <u>Southfields Jubilee Centre</u>				
		-		
		-		
7307 Building Maintenance	4,000	3,000	3,000	3,000
	4,000	3,000	3,000	3,000
307 <u>Youth Services & K2</u>				
7307 Building Maintenance		500	1,000	1,000
308 <u>Museum</u>				
7307 Building Maintenance	1,000	950	950	950
103 <u>Town Centre Management</u>				
6351 Memorial maintenance	2,335	2,335	2,335	2,382

Salaries	Actual Budget 22/23 £	Proposed 23/24 £	in/decrease %
Central Admin & Support Services	56,205	63,025	12.13%
Democratic Representation & Mgmt	127,920	126,415	-1.18%
Town Centre Management	34,680	43,190	24.54%
Community Grants & Partnership Inits	6,990	7,785	11.37%
Amenity Team	124,065	135,730	9.40%
Planning & Transport	5,775	2,320	-59.83%
Manor House Room Hire	8,035	9,860	22.71%
Corporate Management	136,465	145,165	6.38%
Manor House (Recharged)	22,595	25,455	12.66%
Street Lighting	220	290	31.82%
Community	71,495	64,235	-10.15%
Southfields Jubilee Centre	22,370	25,290	13.05%
Parks and Open Spaces	8,210	9,260	12.79%
Project 82	-	11,500	100.00%
Museum	77,980	90,085	15.52%
Allotments	18,425	24,180	31.23%
	721,430	783,785	8.64%
			62,355

P & P Earmarked Reserves 2022/23

Reserve	Original Balance 01/01/22	Additional Income	Expenditure/Withdrawals	Balance 31/03/23	Notes
A Team Ticket System	1,227.19		0.00	1,227.19	EMR for developments and equipment for the A Team system.
Lineside Unit Rent	0.00		0.00	0.00	
Manor House Advertising	2,004.00			2,004.00	Earmarked for future promotion
Recruitment	5,771.00			5,771.00	Future liabilities
Street Scene	3,419.00			3,419.00	Future liabilities
Training	9,988.83			9,988.83	Future liabilities
Vehicles & Equipment	21,245.73		1,391.40	19,854.33	
Wedding Licence	1,344.00			1,344.00	3 year licence renewal
IT	1,732.44			1,732.44	Future Liabilities including PC replacement
Building maintenance MH	32,264.72			32,264.72	Future Liabilities
Building Maintenance SJC	45,290.07			45,290.07	Future liabilities
Building maintenance LIU	0.00			0.00	
Building maintenance K2	3,927.75			3,927.75	
Clock maintenance	335.10			335.10	Future liabilities
Memorial maintenance	5,330.00			5,330.00	Future liabilities including 3 year maintenance contract
Total	133,879.83	0.00	1,391.40	132,488.43	