



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 an ordinary meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 16 March 2023 at 6.30 pm

Present:

Councillor Blanchard-Cooper – Chair
Councillor Butcher
Councillor Tandy
Councillor Turner
Councillor Dr. Walsh KSt.J
Councillor Woodman

2022 to 2023

77. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

79. Apologies

There were apologies from Councillor Molloy

80. 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 Councillor Tandy declared a personal interest in Agenda item 9.1. as the Treasurer and Secretary of the Keystone Centre Management Committee which was referenced in the report relating to this item.

81. Minutes

The minutes of the meeting held on 16 February 2023, previously circulated, were confirmed as a true record and signed by the Chair.

82. Chair's Report and Urgent Items

82.1. Vote of Thanks

Observing that this was the last meeting of the current Committee before the elections, the Chair expressed his thanks to Members for their input over the last four years. On behalf of the Committee, he also proposed that the diligence and hard work of Officers be formally acknowledged. This was duly seconded.

The Committee therefore Resolved to express its thanks to Officers for their support over the last four years.

83. Public Forum

There were no members of the public present.

84. Allotments Working Group

The Committee received the minutes of the meeting, previously circulated, held on 23 February 2023.

It was Resolved that:

The minutes of the Working Group meeting held on 23 February 2023 be noted.

85. Youth Services Contract

85.1. The Committee received a report, previously circulated, which sought feedback on the current contractual arrangements in preparation for re-tendering the Town Council's contract. To assist Members and following the February meeting of the Committee, details of the Service specification and the latest Service Report were circulated and included in the report. It was noted that the budget had been increased from 2023 to 2024 by ten per cent to £55,000 per annum to reflect inflation. Members wished to ensure that both the new youth centre currently under construction in Eldon Way and the planned new community centre in North Littlehampton were utilised to deliver youth sessions and it was agreed that this be added to the contract specification.

85.2. Acknowledging the growing population in and around the parish, the Committee also considered it would be beneficial to sound out the willingness of neighbouring parishes to begin a conversation about widening the scope of youth support especially if Arun Youth Projects were to retain the Town Council's contract. Whilst this would not impede the progress of the Town Council's re-tendering exercise, it was considered that this could identify opportunities to work together in the future and for provide a forum for senior staff and lead councillors to come together and share ideas and good practice.

It was therefore Resolved that:

1. The criteria for the Town Councils Youth Services contract specification be updated as set out in Minute 85.1. above.
2. Officers explore the potential to widen the scope of youth support with neighbouring parishes and if there is support, prepare a way forward for consideration by the new Council.

86. Collections Documentation Project Update

86.1. The Committee had before it a report, previously circulated, which set out the progress with the Documentation Project including an outline of future plans and targets. Members considered that the extensive report demonstrated the scale of the project and importantly justified the additional resources that the Council had allocated to reform working practices and preserve the Collection. The achievements were also a testament to the hard work of Officers and it was clear that the improvements in collections care and management were now firmly embedded as “business as usual”. On behalf of the Committee, the Chair thanked Officers and Members of the Working Group for their support throughout the Project and recommended that Members visit the museum stores to see for themselves the improvements that had been made.

It was Resolved that:

1. The action taken to date to address the Collection Documentation backlog be endorsed.
2. The Collections Management current and future plans to maintain the collection, retain the Museum Accreditation and develop the Museum Service in the future be noted.

87. Museum Periodic Report

87.1. Members received a report, previously circulated, which contained an update on the Museum, including engagement figures. In addition, the Committee was asked to approve the acquisition of a number of artifacts. Commenting on the acquisitions, the Committee considered that the picture depicting a resident who had become an actor was a particularly good example of the growing social history of the parish. It was also noted that acquiring the medieval silver fastener might incur a fee which would prevent the Museum accepting it / them into the Collection. This was however thought unlikely, and the Committee hoped this would not be the case.

It was Resolved that:

1. The acquisition of the assets laid out in appendix A, be approved.
2. The contents of the report be otherwise noted.

88. Events Periodic Report

88.1. The Committee received a report, previously circulated, which contained an update, on the plans for 2023 to 2024 events programme. Regarding Armed Forces Day, Members were pleased to note that a Spitfire fly past had again be secured. Observing the popularity of the military band Members also hoped that

the Councils' bid would be successful and asked to be notified as soon as the outcome was known. The range of catering options that was expected to be available at the Town Council's events this year was also noted and acknowledging the efforts made by Officers in this respect, the Committee expressed its thanks to Officers for their efforts.

It was therefore Resolved that:

1. The progress with the plans for the 2023 to 2024 events programme be noted.
2. The contents of the report be otherwise noted.

89. Visit Littlehampton

- 89.1.** The Committee received a report, previously circulated, which contained analysis of the website following for the Visit Littlehampton Website. The Committee was also asked to endorse the 2023 and note the update regarding refreshing the website. On this latter point, it was suggested that "go to" tabs b directing people to the Town Council's other websites be added. This was noted for further investigation.

It was Resolved that:

1. The web analytics from the previous 12 months be noted.
2. The 2023 marketing campaign at an estimated total cost of £1,500 be approved.
3. The update on the website revamp be noted and the underspends in the Tourism 2022 to 2023 budget be earmarked to meet the cost of the content refresh.
4. The Contents of the report be otherwise noted.

90. Committee Budget Monitor

- 90.1.** Members considered a report, previously circulated, highlighting significant variances from budget in Income and Expenditure relating to the Community Resources Committee budget for 2022 to 2023.

It was Resolved that:

The report be noted.

91. Exempt Business

There was none.

The meeting closed at 6.53 pm.

Chair