



2 June 2023

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

Community Resources Committee

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

Date: Thursday 8 June 2023

Time: 6.30pm

Committee:

Councillor Lee – Chair
Councillor Blanchard-Cooper
Councillor Daws
Councillor Long
Councillor May
Councillor O'Neill
Councillor Wiltshire

Laura Chrysostomou, Town Clerk

Agenda

2023 to 2024

- 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:

- Councillors Blanchard-Cooper, Long, May, O'Neill and Wiltshire are Members 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 16 March 2023, 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. Working Groups - Memberships and Notes

- 8.1. Members are asked to appoint the membership of the Working Groups that currently report to this Committee of which there are two:

Allotments Working Group – up to four Councillors. It is proposed that Councillor O'Neill be appointed Chair of the Working Group, Councillor Wiltshire, Vice Chair and that Councillor's Tilbrook and Worne are appointed to the Working Group.

Christmas Lights Working Group – up to four Councillors. It is proposed that Councillor Blanchard-Cooper be appointed Chair of the Working Group and that Councillor Butcher be appointed to the Working Group.

8.2. Christmas Lights Working Group

To receive the notes of the meeting held on 14 March 2023 pages 8 to 9.

8.3. Sports Forum

To receive the notes of the meeting held on 3 April 2023 pages 10 to 13.

9. Officers Reports

9.1. Youth Services Contract

Attached, pages 14 to 26.

9.2. Christmas Lights Contract Report

attached, pages 27 to 30.

9.3. Events Periodic Report

Attached, pages 31 to 34.

9.4. Museum Periodic Report

Attached, pages 35 to 43.

9.5. Grant Aid Applications 2023

To receive a presentation and report – attached, pages 44 to 67, from the Community Resources Officer.

10. Finance

10.1. Committee Budget Monitor

Report attached, pages 68 to 72.

11. 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 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

Notes of the Christmas Lights Working Group held in the Gladden Room at Manor House on Monday 14 March 2023 at 5 pm

Present:

Councillor Blanchard-Cooper – Chair
Councillor Butcher
Councillor Turner
Kieran Gibbins – Events and Town Centre Strategy Manager
Chloe Brown-Felpts – Events and Town Centre Strategy Officer

2022 to 2023

1. Mobile Phones

The procedures were noted.

2. Apologies

There were none.

3. 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. Councillor Blanchard-Cooper is a Member of Arun District Council.

4. Notes of the Last Meeting

The Notes of the meeting held on 16 May 2022, previously circulated, were confirmed as a true record and signed.

5. 2023 to 2025 Tender Brief

- 5.1. Members questioned the timescales of the installation and removal of the Christmas Lights. It was confirmed by the Events and Town Centre Strategy Manager that the timescales this year were affected by the Public Realm works in the High Street and surrounding roads. Members discussed a penalty for contractors for late removal of the lights and questioned if this is

included in the contract. It was confirmed by Officers that the installation and removal is already a requirement of the contract.

- 5.2. Members confirmed that they would prefer to see lights in Anchor Springs on the shop fronts instead of in Franciscan Way as this is the first area of shops you see when you enter via the car park.
- 5.3. Members raised concerns over the lack of lights in Wick Parade. It was confirmed by the Chair that this is due to the lack of fixtures available in the location and the extra costs involved in having these installed. There were suggestions to speak to the owners of Wick Parade to encourage a display. There were questions on the trees in Wick, Officers were asked to investigate the locations of the trees provided.
- 5.4. Members suggested looking for sponsorship for the Christmas Tree. It was noted that there is already an anonymous donator for the Christmas Tree. Members requested that the tender asks for different options to get the best tree considering: Issues with wind, environmental factors and how it looks during the daytime. Members would also like multicoloured lights to be explored for this. Members discussed the natural tree based at Manor House and the possibility of this being lit up for Christmas.

It was Resolved that:

1. Officers will amend the Tender following the comments made by Members. A list of essentials and desirables will be included.
2. Officers will investigate the number of trees in Wick and report to the Chair.
3. Officers will contact the Landlord(s) of Wick Parade to investigate expanding the Christmas lights display in the area.

6. Options for the 2023 Display

- 6.1. Members discussed a new theme, and it was suggested that the bauble theme is investigated for the 2023 lights, with a bauble themed shop window competition and small events on the lead up. Members would like to see a photo opportunity in the theme of a bauble and for a sign either saying 'Littlehampton' or 'Welcome to Littlehampton' to be incorporated into this.
- 6.2. Members discussed the colour scheme for the lights, and it was agreed that blue, purple, and white should be investigated to tie in with the new paving in the High Street.

It was Resolved that:

1. Members request for the bauble theme and new colour scheme to be investigated by the tender applicants.

The meeting closed at 6:10 pm.

Chair

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 3 April 2023** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Cricket Club
Littlehampton Croquet Club
Wick Dynamos and Arun Sports Arena
Tuff Fitty, Triathlon
Norfolk Bowls Club
Littlehampton Sportsfield
Littlehampton Town Football Club
Littlehampton Golf Club
Littlehampton Rugby Club
Littlehampton Youth Football Club
David O Jones Sports

In attendance: Felix Gillett – Community Resources Officer

1. Introductions

The representative from the Cricket Club chaired the meeting as a member of the Executive Committee in place of Councillor Blanchard-Cooper.

2. Apologies for Absence

2.1. Councillor Billy Blanchard-Cooper, Chair of the Sports Forum, was absent as this meeting took place within the Pre-Election Period.

2.2. Apologies were received from the following groups that were not otherwise represented: Littlehampton Badminton and Squash Club, LA Sharks Basketball Club and Howard Lawn Tennis Club.

3. Notes of Previous Meeting

The notes of the previous meeting were agreed as a true record.

3.1. Matters Arising

None.

4. Items for Discussion

4.1. Constitution

The Group discussed the Constitution and the benefits of working together were emphasised. It was noted that there will be a need for more facilities as housing increases, and lobbying Arun District Council together would likely be more successful than lobbying individually. The Rugby Club experienced this when

they were looking for use of fields on Kingley Gate. Producing reports for local Councils can also be effective in highlighting sporting needs.

4.2. Sports Strategy

4.2.1. The Sports Strategy was looked at particularly regarding equity, inclusion and grants. It was recognised that Littlehampton Town Council had helped several local clubs over the years with its funding initiatives.

Action: Community Resources Officer to send Members information on grants and funding opportunities.

4.2.2. Members discussed the dearth of local fields and facilities available for clubs when demand was growing. It was noted that Southfields was oversubscribed and not always with Littlehampton teams, whereas the facilities in some parishes were restricted to resident clubs so that some clubs had to go further afield to find suitable facilities. The clubs also reported varying criteria and availability among the facilities at educational establishments.

4.2.3. Investment in playing fields by local authorities generally was also discussed in the context of the need for more quality sporting facilities. Whilst it was acknowledged that available space was an issue, the Group was concerned that this type of investment was not a priority especially as it was not a huge income generator. It was however noted that the new north Littlehampton development would eventually have playing fields and pitches although these would take time to come forward.

4.2.4. The Group was reminded that there would be value in approaching decision makers with clubs' reports evidencing the reduction in opportunities and attendance due to lack of facilities, compared with the benefits gained by providing more opportunities. There had been increased interest in women's football and other sports, and this also needed to be considered when looking at the provision of facilities.

4.2.5. A report commissioned by Arun District Council and West Sussex County Council, updated in 2019, had looked at sport provision in the area. Members commented that the report has aged and should be updated particularly because the pandemic had accentuated the benefits of sport and exercise. The Group considered that it would be beneficial to have a representative from Arun District Council attend a future meeting.

4.3. Local Clubs and Membership

4.3.1. Members discussed sport in schools and their limited involvement with local clubs. Although varied some reported positive interactions.

4.3.2. It was recognised that schools were an integral part of the community, but it seemed that children with sporting potential were picked up by higher level clubs earlier than in the past, when previously they would have joined a local

team. It was suggested that the Forum could learn from sports clubs outside the area.

4.3.3. It was observed that sport provision outside of regular PE lessons was often outsourced nowadays, but that issues with limited funding, increased bureaucracy and lack of volunteers meant this happened less often. It was also commented that if a parent played sport, their children were more likely to as well.

4.3.5. It was thought that a clear pathway for sports participation from childhood through to adulthood was needed as it not only benefitted the individual but the wider community too.

4.4. Sports Awards and Sports Excellence Grants

The views of the Forum were sought regarding the awards and awarding of grants and if the Groups felt this was still the right thing to do or if there was a different way of approaching it.

5. Members' Updates

5.1. Norfolk Bowls Club

The Forum's discussions hadn't focused a lot on the older generation and the retired, which made up most of the club's membership. There were difficulties in attracting visiting teams and car parking costs were thought to be an issue. It was noted that a previous agreement with the District Council offering free parking had been discontinued.

5.2. Littlehampton Croquet Club

The Croquet Club reported having benefitted from connecting with U3A.

5.3. Wick Dynamos and Arun Sports Arena

It was noted that the sports arena was available for other clubs and groups to hire.

5.4. Tuff Fitty, Triathlon

Triathlon was thriving and had picked up during lockdown as it was predominantly an outside activity. New members had fed into the club through Parkrun and general sea swimming. Their membership stood at 150 with some competing. 18 years old is the youngest age they took with their oldest member being 80 years old. They were negotiating more lane usage with Littlehampton Wave for their swimming sessions.

6. Any other business

6.1. It was noted that all clubs were represented on the Town Council's online sports directory. Clubs' A4 posters could also be displayed in the town noticeboards. It was also noted that the Rugby Club had used a local scout group for delivering flyers, to which they made a donation.

Action: Community Resources Officer to send Members various options for communicating online, through local publications and noticeboards.

6.2. The idea of using various local open spaces for training was discussed, such as Brookfield Park or even Middlemead.

6.3. Members expressed appreciation for being able to meet; to share ideas and good discussion.

7. Dates of Next Meetings:

Monday 26 June, 6pm

Monday 25 September, 6pm

Monday 13 November, 6pm

Closed at 7.30pm

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 8 June 2023

Report by: Town Clerk

Subject: Youth Services Tender Outcome

1. Summary

- 1.1.** The Town Council is committed to a policy to provide services to support the development of children and young people. This is achieved by commissioning the delivery of a range of targeted and universal services offering constructive activities, information, and support to local young people. This report provides information on awarding the contract for Youth Work Provision in Littlehampton.

2. Recommendations

- 2.1.** The Committee is recommended to:

Award the contract for youth work provision in Littlehampton to Arun Youth Projects for a further three years with a budget of £55,000 per annum over three years from 2023 to 2026 giving a total contract value of £165,000.

3. Background

- 3.1.** Arun Youth Projects, as part of Arun Community Church, were awarded a three-year contract to operate the Town Council's Youth Service for three years from 2 October 2017. This was the first time that the Town Council had outsourced this service to an external contractor and the primary objective of the Council was to deliver a wider range of youth services (which are not faith based) to fill some of the gaps left by the County Council and deliver tangible outcomes for the young people of Littlehampton.
- 3.2.** The contract was re-tendered and renewed in 2020 and the current contract expires in September 2023. This has triggered a new tender process. Prior to launching the tender, the Committee reviewed the current youth services contract criteria and considered changes they wished to see to future service provision for inclusion in the re-tendering exercise. The March 2023 meeting of the Committee concluded that this was an opportunity to ensure that youth sessions currently held in the Keystone Centre in Eldon Way, Wick would continue to be delivered, and once construction is completed, from the Town Council's new youth and community centre, K2. The Committee also agreed to explore interest in expanding delivery to include the new community centre planned in the Hampton Park, North Littlehampton development.

- 3.3.** In accordance with the Town Council's Standing Orders and Financial Regulations, the contract was put out to tender in April 2023 and the deadline for receipt of tenders was 2 May 2023. It should be noted that the tender process needed to include sufficient time to meet the requirements of the Transfer of Undertakings (Protection of Employment) regulations (TUPE) process, if required, in respect of staff that may need to be transferred under the existing contract. The specification is attached. Appendix A.

4. Bid Evaluation

- 4.1.** The response to the call for tenders generated one bid from the existing contractor, Arun Youth Projects. The tender has been assessed in accordance with the tender requirements and the Council's Standing Orders, Financial Regulations and Procurement Policy. These require bids to deliver value for money and wherever possible seek to appoint local suppliers and organisations to support the local economy. They should also demonstrate that residents and the local communities are at the heart of everything the Town Council does.
- 4.2.** Arun Youth Projects was formed by Arun Community Church in 2017 in partnership with Arun District Council, Littlehampton Town Council and Rustington Parish Council to bring together the youth work provision of each organisation. Details of the full service can be found on the internet using this link:
[Arun Youth Projects - Arun Church](#). Arun Community Church itself has been present in, and has served, the communities of Wick and Littlehampton since 1972 and operates out of the Wickbourne Centre in Clun Road. Their bid brings continuity in terms of the current service provision utilising the full amount of funding available from the Town Council which is £55,000 per annum over three years from 2023 to 2026 giving a total contract value of £165,000. It is very strong in terms of expertise, local knowledge of clients and established relationships with the statutory agencies working in the communities of Wick and Littlehampton.
- 4.3.** The bid confirms that their staff have the required qualifications, training and vetting which is essential for this type of work and that the staff in their team are qualified at degree level (Level 5 and Joint National Council validated). Their bid also demonstrates that they have systems in place that deliver professional staff training and supervision backed by a suite of policies appropriate for the service they provide.
- 4.4.** In terms of monitoring the service, monthly meetings are held with the youth leaders to discuss service issues and quarterly performance reports prepared for the Council. A copy of the most recent report is attached, Appendix B, for reference and this monitoring will continue.
- 4.5.** They offer to continue to provide four open access Youth Club sessions in Littlehampton using the established community facilities at the Southfields Jubilee Centre and the Keystone Centre and to deliver an outreach / detached service in areas where a need has been identified. Having worked out of the existing Keystone Centre since 2012, they were identified as a primary user of

the new K2 centre and through the Project Board have had input into the rationale and design of the new centre as they plan to operate youth club sessions there once it is complete. In addition, they have stated a willingness to explore the possibility of launching a service at Hampton Park. These criteria were a priority of the previous Council and specifically added to the contract specification.

- 4.6.** Arun Youth Projects can also bring additional resources to youth work in Littlehampton that adds value to the service. Their bid demonstrates that they have a good track record of applying for grants enabling them to invest further resources for young people. In addition to working closely with the Arun District Anti-Social Behaviour Team, Community Wardens, and Arun Peer Group Conference they are representatives on the county-wide Safeguarding West Sussex Voluntary Community Sector forum, which helps to inform practice and policy within the West Sussex Safeguarding Children Board. They also work closely with the West Sussex Early Help Family Hub, attending the Supporting Families Locality Group, formerly the Partnership Advisory Board.
- 4.7.** Their bid also shows that they have formed effective partnerships with other youth organisations which enables them to provide a broad range of additional and exciting activities for local young people. Recent projects have included working with Audio Active, Go Sketch, U Can Spray, Active Sussex and Sussex Clubs for Young People. Arun Youth Projects are also affiliated with Sussex Clubs for Young People and the National Council for Voluntary Organisations. These have provided opportunities for young people to gain quantifiable experience and individual young people and the Service have received Town Council Merit Awards, Arun Youth Community Awards and The Sussex High Sheriff Award.
- 4.8.** In conclusion, Arun Youth Projects are now an established brand in the communities of Wick and Littlehampton and are centrally based in a facility (the Wickbourne Centre) that has served these communities for a number of years. They have demonstrable expertise in working with clients across the 8-16 age range, firmly established relationships with the statutory agencies and clients in the area, and a pool of qualified local staff already in the community. Furthermore, there would be no delay in transferring the contract. This consistency is vital when working to bring about long-term positive change for young people in the community. It is therefore recommended that the contract is awarded to Arun Youth Projects, as part of Arun Community Church, for a further three years.

5. Financial Implications

- 5.1** The budget for this service is set at £55,000 per annum for three years, 2023 to 2024, 2024 to 2025 and 2025 to 2026. Total contract value £165,000.

Laura Chrysostomou
Town Clerk

Youth Work in Littlehampton

Littlehampton Town Council has budgeted £55,000 per annum for the provision of youth work services within the parish of Littlehampton for the three year period from September 2023 to September 2026. An existing staff team is already in place and would be expected to be employed by the new delivery agency via Transfer of Undertakings (Protection of Employment) regulations (TUPE) and retain their current conditions and rate of pay.

The Town Council is inviting proposals from suitable organisations for the entire delivery of this service.

Specification:

1. Service is to support young people resident in the Littlehampton area.
2. Service to include school holiday outreach/detached youth work sessions. Outreach to include actively seeking to identify and provide support to young people not engaging with youth services and not causing trouble but still in need of support.
3. Service to include at least four sessions a week of open access youth provision including weekends.
4. Delivery to be led by professionally qualified (JNC) youth workers.
5. All youth workers, youth support workers and volunteers to receive professional supervision.
6. The delivery agency must have all relevant policies and procedures in place to ensure the protection of all young people they work with.
7. All staff and volunteers to be subject to enhanced DBS checks.
8. Delivery agency to implement mechanisms for young people to guide service delivery.
9. The delivery agency must have a proven track record of delivering youth services.
10. Currently three youth sessions a week are delivered from the Keystone Centre in Eldon Way, Wick. The Town Council is currently building a new youth and community centre on the opposite side of the road and expects these youth sessions to be transferred and delivered out of the new centre. This is expected to be completed in November 2023.
11. The Town Council is also working on plans to build a new community centre in North Littlehampton at Hampton Park. Should this be completed within the time frame of this contract the Town Council would like to explore providing youth services from this centre.

Measuring the Service Performance:

The delivery agency will be required to record and report the following outputs/outcomes:

1. No. of outreach sessions run
2. No. of open access youth sessions run
3. No. of young people engaged with (defined as 3 or more hours of engagement) including ages and gender

4. No. of young people receiving individual or group support
5. No. of young people helped into or back into education, training, volunteering or work
6. No. of volunteer support work hours
7. A breakdown of the attendance by young people in terms of electoral wards they live in.



Quarterly Update: December 2022 - February 2023

Introduction

The report will provide information on the current youth club sessions, including attendance data, the number of sessions delivered, the number of different young people attending sessions, as well as a breakdown of attendance by age, gender, and electoral ward. The report will highlight the wider impact of the service including an update of the detached service and recent bursary applications.

Highlight - Audio Active Case Study

In the last report we highlighted our exciting new partnership with Brighton based AudioActive who are a non-profit organisation that creates social change through music and develops emerging talent.

Since November they have been delivering free music sessions to young people in our community at Southfields Jubilee Centre every Tuesday. On average we have a group size of 8 to 10. One of the main objectives is to engage young people who are most vulnerable and at risk in the local area.

Detailed below is a case study written about a young person who is currently engaged in the Audio Active project. The case study was written by the lead Practitioner and describes the benefits that this initiative has delivered for an extremely vulnerable young person who displayed offending behaviours and suffered exploitation. AYP had been working with this young person from the start of this project and they had never participated in music activities before this, except listening to rap music.

The first week we sat down as a group and spoke about what we want to achieve in this project, at first this young person did not know what to suggest as they had never conceived what they could achieve. This young person is part of the target group we want to work with and as a group they display extremely challenging behaviour within the youth centre, and it is difficult to engage them as a whole.

For the first few weeks this young person did not want to sit down, write lyrics or engage with us for longer than 10 to 15 minutes. They did not want to write lyrics as they were not confident in their literature, spelling or creative output. I have gradually worked with them to write lyrics using different writing techniques which slowly introduce methods of writing that appeal to them.

We have gone from me offering full lyrics as ideas and them accepting those lyrics where I'm writing out the verse for them, to them gradually suggesting lyrics and rhymes with me still writing the ideas and offering. Progressing onto them typing ideas but still asking for my approval and Lyric suggestions, to now, where they are typing on their own using resources that I provide on paper, rhyme websites and their own ideas. They now have the confidence in their own creativity that they do not seek approval or support in spelling, typing or generating. I will still sit with them while they type as they often want to show me what they have written, for me to rap.

This is where we are at, they write the lyrics and I rap/ record them. It allows them to hear their writing and feel a sense of achievement. The next stage is for them to find their voice and record. I believe there is a lack of self confidence in the performance element, however they indicate they want to work towards delivering their lyrics. I feel we should work on learning their verse before recording. They also wanted to take their lyrics home which to me shows they are proud and want to write independently.

They understand that writing lyrics is not about spelling, it's about the ideas using their personality as a tool to create new ideas.

For the first few weeks as soon as one of their peers tried to distract them or comment on their lyrics they would disengage through a lack of confidence and attention span. Now, they can engage their peers through showing them their lyrics that they feel proud of. They are having a positive effect on the rest of the group.

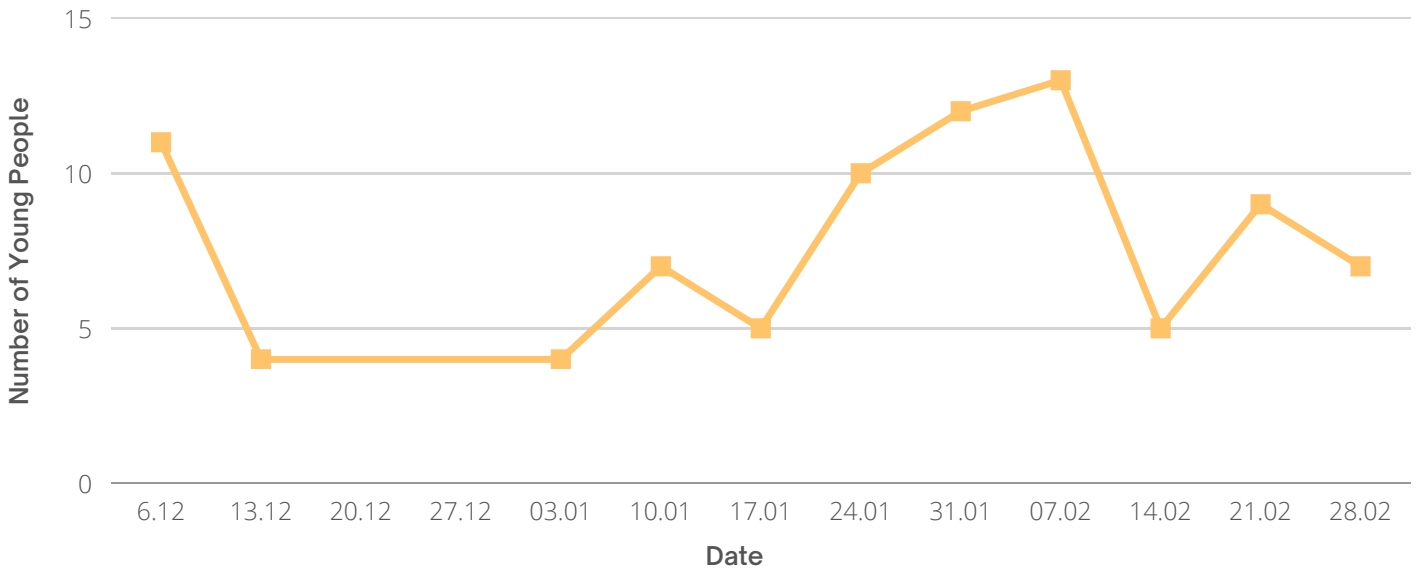
They enjoy running around and then coming back using the energy to write new lyrics. This shows a development in their self-awareness and commitment to learning. There is a sense of excitement among young people and especially this young person who has engaged with music the most from the target group.

The staff at the youth centre have consistently commented on how the young people and this young person in particular have engaged positively, that it is refreshing to see them engaged in something they are passionate about. This is the only service at the youth centre and the target group have attended each week without fail. It should be noted that this young person has a sibling who also attends the session and has now begun to engage in shorter writing tasks.

Attendance Data

Southfields Drop-In

Tuesdays - School Years 7-9

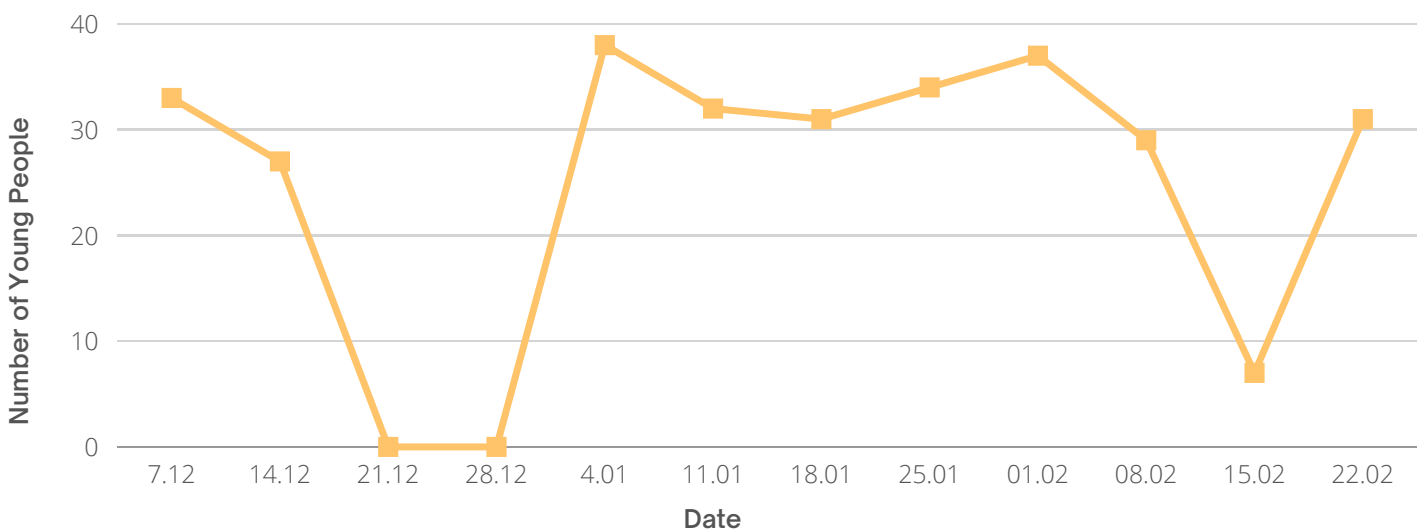


The graph highlights a good level of attendance overall in this reporting period. December records good attendance with 11 at the beginning of the month but dips to a low of 4 just before the Christmas Break.

The attendance slowly rises after the Christmas closure from 4 at the beginning of the year to a high of 13 at the beginning of February after dipping again towards the end of the month. The attendance during this reporting period is fairly inconsistent which is unusual for this session. The Christmas break may have impacted the numbers during this time. We are hopeful for higher, more consistent attendances as we move into the lighter summer months.

Juniors Youth Club

Wednesdays - School Years 4-6



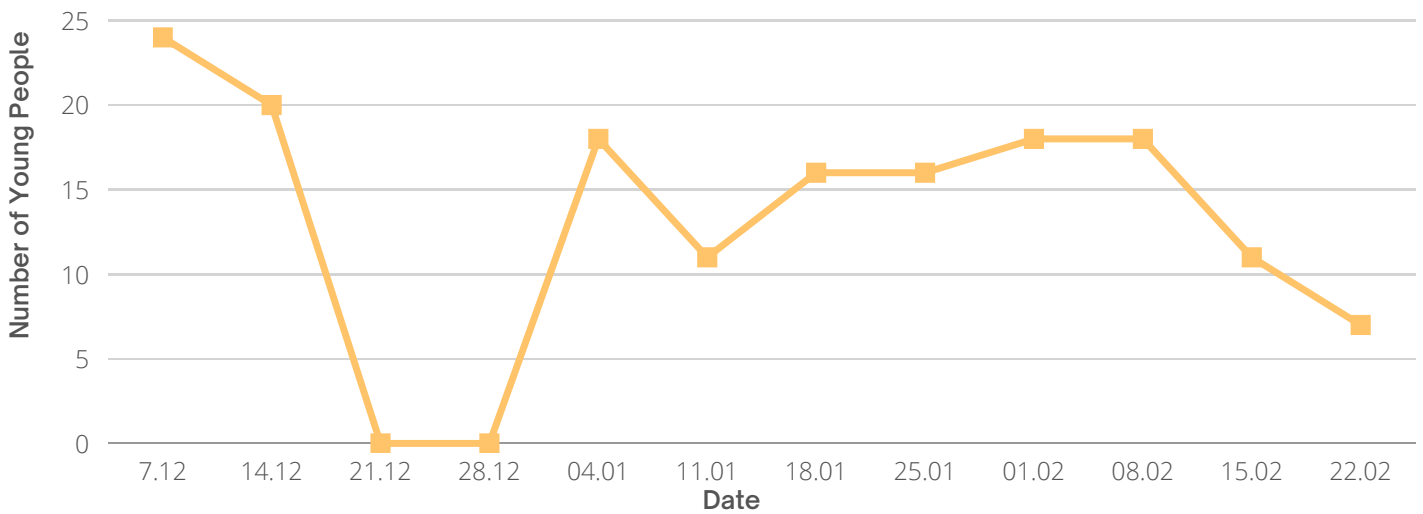
The Juniors Youth Club continues to record high levels of attendance and remains the highest attended session. In this reporting period only 3 sessions dipped below 30 with the highest of 38 recorded the first week back from the Christmas break.

The graph highlights a clear dip in attendance during half term towards the end of February. However, since the return of the school term, attendance levels were back to 'normal'. There were 299 attendances recorded in total throughout this reporting period.

Attendance Data

Seniors Youth Club

Wednesdays - School Year 10+

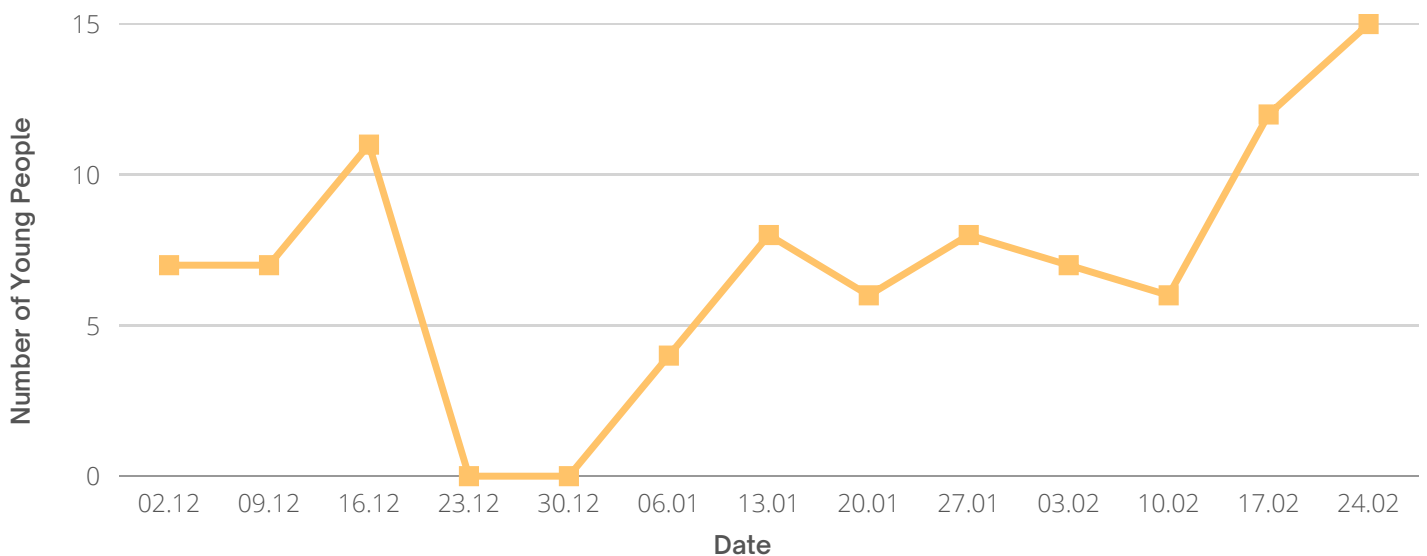


The chart above highlights the attendance data from the Wednesday Senior Drop-In session at The Keystone Centre. The start of December saw the highest level of attendance with 24 and 20 recorded before the Christmas break.

The data highlights a good level of attendance throughout the reporting period with most sessions recording between 10-20 attendances.

Keystone Drop-In

Fridays - School Years 7-9

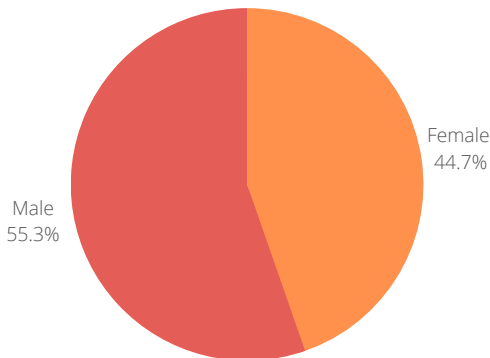


The chart above highlights the attendance data from the Friday Drop-In session at The Keystone Centre. The data highlights a slightly lower level of attendance when compared the last reporting period, with most sessions recording between 5-10 attendees.

However, since the Christmas Break the attendance levels have slowly increased week after week to a high of 15 at the end of February.

Attendance Data

Gender



The chart shows the gender breakdown of the young people attending the AYP sessions. The data shows a similar trend to gender data presented in recent reports with the majority of young people attending being male (57).

However, this is the closest split between male and female attendees in recent months.

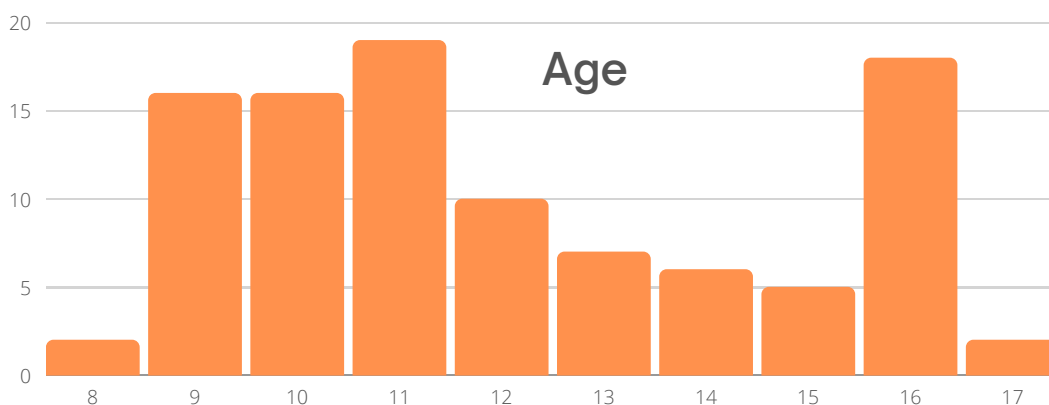
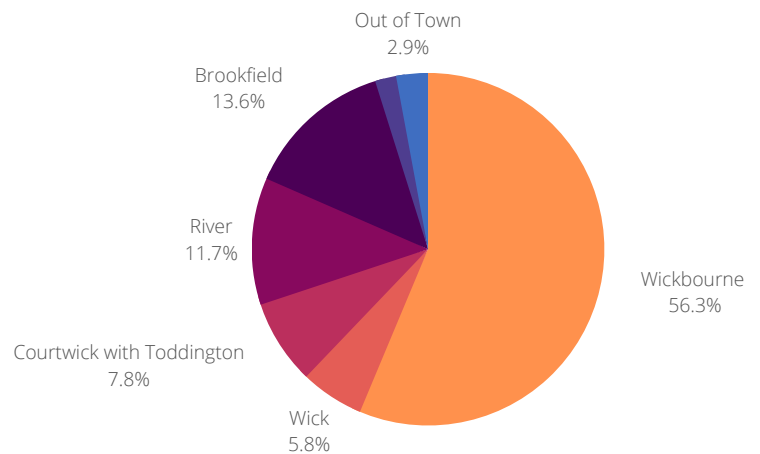
43 female young people attended sessions in this reporting period. This is the closest split between male and female attendees in recent months.

The chart highlights the ward breakdown of the attendees across all sessions. The highest percentage of young people accessing the service are from the Wickbourne Ward with 56.3% (58). This highlights a slight decrease in attendance from young people living in this area when compared to last quarters data.

The Brookfield Ward continues to record higher data than the River Ward.

Attendance from young people living the Wick, and Courtwick and Toddington Ward shows a decrease when compared with last quarters data. This is to be expected as this reporting period had a two week closure of sessions over Christmas.

Ward



The graph shows the age breakdown of the young people. The graph highlights the highest level of engagement comes from the 9-11 year-olds and 16 year olds. This data follows a similar trend when compared to last quarter's data. However, there continues to be an increase in 16-year olds during this reporting period due to the growth in attendance at the Wednesday night senior session over the last six months.

Attendance Data

In this reporting period:

- 636 different engagements over 52 sessions – increase of 112 engagements this quarter compared to last quarter.
- 103 different young people.
- 63 young people attended over 50% of all sessions.
- 88 out of 103 young people attending sessions between December '22 and February '23 also attended sessions between September and November.
- Out of the twenty five new young people attending sessions between September to November, 18 returned this quarter .
- 8 new young people attended sessions between December '22 and February '23. .

Bursaries

There were five bursary applications processed between December '22 to February '23 of a total of £1345:

£240 Boxing Equipment -Group Application (13-16 year olds)

They stated 'Exercise is good for our physical and mental health and means we can all train together. We will look after our kit and keep it clean.'

£323 Gymnastics membership and kit - for 11 year old

Z states 'This would benefit me hugely because during the cost of living crisis the prices of my gymnastics has increased, also I have been added to the higher squad to compete in different places there are more outfits and more competitions to pay for. The bursary would mean I can continue doing what I love and dream of becoming when I am older.'

£132 Shoes for Sea Cadets Uniform - for 16 year old

R states 'I would love some new boots for cadets because my boots are broken and I am thinking about joining the navy when am older and they would help me in the future and on parades.'

£300 - Cheerleading Annual Membership for 14 year old

S explains 'This will benefit me because it will enable me to peruse the sport that I love. It will allow me to keep physically healthy and mentally healthy aswell. It will also help my parents massively because they won't have to pay as much for my sport which will positively effect my family's life.I started cheerleading in 2018 and have experienced a huge amount of happiness and excitement from taking part in this particular sport but this year has been a struggle for many family's due to financial pressure so me and my family would be very grateful for the contribution'.

£350 - Leisure Centre Annual Membership for 14 year old

E states 'I am suffering from poor mental health and struggling at school the gym helps me a lot but is very expensive'.

Detached Service Update

The map highlights the only area of engagement is the Town Centre. This follows similar trends over recent months and is not a surprise as most of the local youth anti-social behaviour comes out of this location.

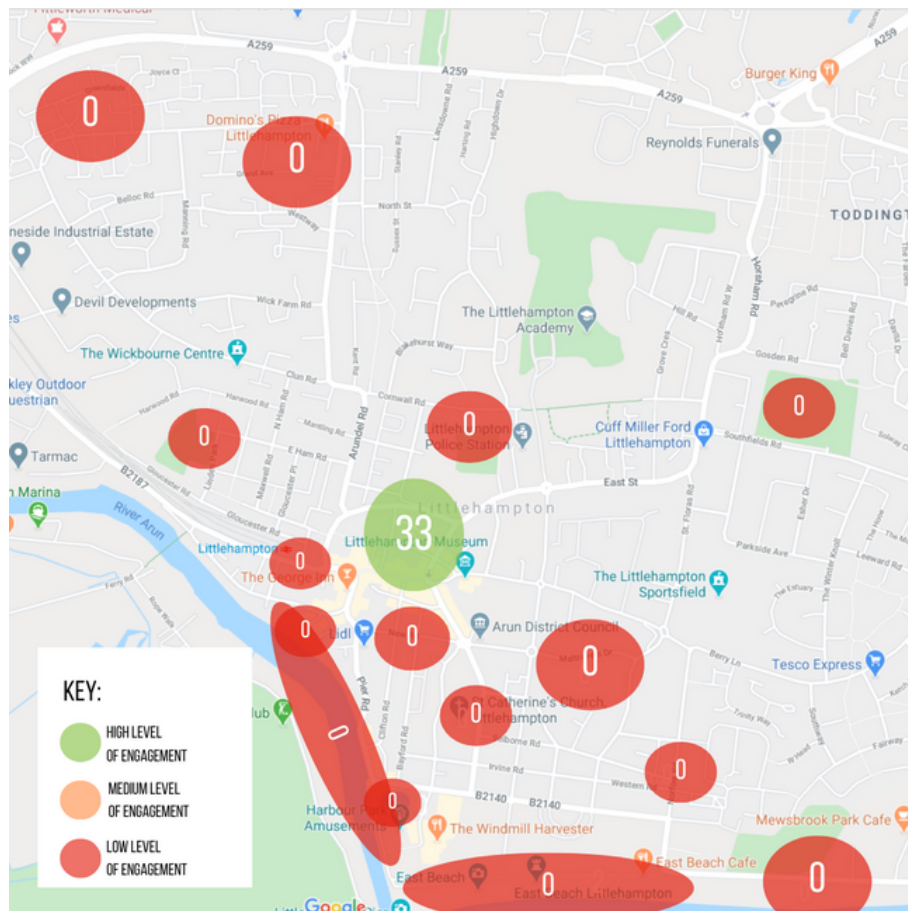
All other locations recorded no engagements.

In this reporting period:

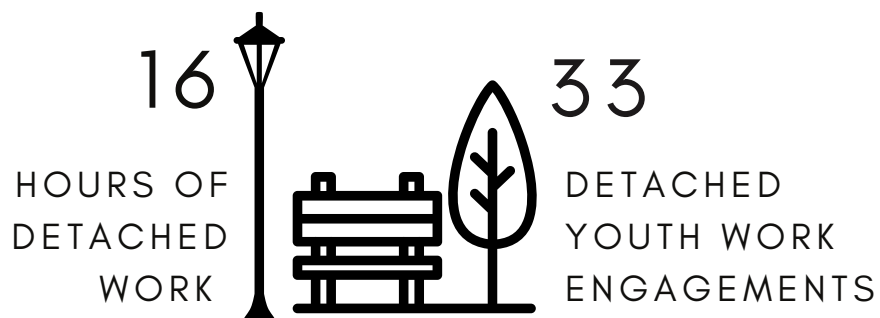
- 8 sessions were completed.
- 33 engagements recorded across Littlehampton – lower engagement compared to last quarter due to the Christmas Break and colder/wetter weather. Engagement is historically lower in the Winter months.
- The majority of sessions took place on Friday evenings after 6pm.

Outcomes from our detached sessions in the reporting period include:

- Advice and guidance on impact of carrying knives.
- Education around smoking and cannabis misuse.
- Tackling anti-social behaviour.
- Advertising bursaries.
- Trading Standards referral after reports of underage drinking in local pub.



December '22 - February '23 in Numbers



Littlehampton Town Council

Non - Confidential

Committee: Community Resources

Date: 08 June 2023

Report by: Town Clerk

Subject: Christmas Lighting

1. Summary

- 1.1. The Town Council co-ordinates the Christmas illuminations for the town as part of its policy to promote a vibrant and prosperous Town and provide a welcoming festive shopping experience. This also supports the delivery of the Town Centre Strategy which aims to deliver a thriving centre by helping promote local businesses, encourage visitors and spending in the locality. This report sets out the background, process and specification for the tendering and appointment of a contractor to deliver a Christmas lighting scheme in Littlehampton on behalf of the Town Council.

2. Recommendations

The Committee is recommended to:

Approve Quote 1 as the Town Council's contractor to provide Christmas Lighting for a three-year period commencing November 2023 at a sum not exceeding £20,000 per year, a total of £60,000 over three years.

3. Background and Update

- 3.1. The current Christmas lights contract has been with the Town Council's existing contractor since 2017. Originally a three-year contract, it was extended for a further year in February 2020 to allow work to deliver improvements to the public realm in Littlehampton Town Centre that were undertaken by Arun District Council. The contract was further extended due to delays in completing these works, in part caused by restrictions imposed during the pandemic. During this time a reduced scheme was delivered, with the cooperation of the existing contractor which focussed more on the High Street with minor changes to refresh some of the design elements.
- 3.2. In accordance with the Town Council's Standing Orders and Financial Regulations, the tender was advertised between 14 April and 19 May 2023. Three companies submitted tender applications to supply Littlehampton's Christmas Lighting for a three-year contract period from 2023 to 2025.
- 3.3. In reviewing the contract requirements prior to the tender being issued, the Christmas Lights Working Group had specified a preference for eco-friendly designs to form the theme of the lighting display with a colour scheme that

complimented the new public realm in the High Street. A copy of the advertised tender specification is attached as Appendix 1.

- 3.4. A summary of the three quotations received is summarised in figure 1 below. It should be noted that the figures listed are per annum and will apply for the duration of the three-year contract.

	Quote 1	Quote 2	Quote 3
Essential Requirements	£15,963.62	£19,697.72	£22,385.58
Desirable Requirements	£1,904.27	£3,841.01	£1,954.59
Total Cost	£17,867.89	£23,538.73	£24,340.17

Figure 1: Summary of quotes received for the Christmas Lights Tender

4. Current Position

- 4.1. Following a thorough evaluation of the tenders, it is recommended that Quote 1 be approved to deliver the contract for the following reasons:
- They were the most competitive on price for a scheme which fulfilled the brief and will deliver both the essential and desirable elements of the specification within the budget set.
 - The quote was well structured and presented with clarity on individual item costs and what was included in the price.
 - They demonstrated the willingness and ability to make changes to the original design within the budget if required.
- 4.2. Once the appointment has been confirmed the contractor will be invited to attend a Christmas Lights Working Group meeting to finalise the lighting scheme. A prompt decision is required to ensure the necessary licenses and permissions required can be obtained.

5. Financial Implications

- 5.1. A budget of £20,000 has been allocated to the Christmas Lighting scheme from the 2023 to 2024 Community Budget and £20,000 has been provisionally agreed for 2024 to 2025 and 2025 to 2026.

Laura Chrysostomou
Town Clerk

Christmas Lights Contract

Invitation to Tender

Businesses are invited to provide a tender for a three-year contract to provide the Littlehampton Christmas Lights from 2023 to 2025 inclusive.

Littlehampton Town Council are inviting tenders for the provision of services in respect of the supply, installation, maintenance, removal and storage of leased Christmas lights and decorations annually. The successful contractor(s) will be responsible for providing this service, liaising closely with the Events and Town Centre Strategy Team. The Council is looking for new designs and ideas across all sites and co-ordinated switching on for the Christmas lights for the town centre event to give the 'WOW' effect. The Council is particularly interested in eco-friendly displays with a colour scheme that compliments the new public realm in the High Street.

Services Required

The Council wishes to provide Christmas lights in Littlehampton and Wick and is seeking a contractor to design, supply, maintain and install the lights for the Christmas periods for 2023, 2024 and 2025.

The Council wishes to lease the lights to cover this three-year period.

The Council is seeking a new theme for the light display and a contractor that will put forward creative ideas that meet the aims of the project. The Council would like to see a bauble theme investigated in the colours, blue, purple, and white. Please see appendix 4 for inspiration.

The ambition is to ensure that the High Street is enhanced by the lighting and is the focal point of the town. The displays in both Littlehampton and Wick should create a festive buzz and offer a "WOW" factor to visitors, increasing footfall and promoting local businesses. With phase one of the public realm works due to be completed by September 2023, the Council is seeking a display that compliments the new paving and layout of the town centre.

The Council has a confirmed budget of **£20,000** for the first year and the further two years are to be confirmed but expected to be the same. With this budget the Council has a list of essential locations that the contractor must cover and desirables that it would like included if the budget allows.

Section 1: Essential requirements

- High Street
- Surrey Street
- Beach Road including 4 lamp columns
- 3 lamp columns in East Street
- Anchor Springs (store fronts)
- A large lit up bauble (or another unique idea) prop situated in the High Street to provide a photo opportunity for the public
- 1 large Christmas tree (usually 20ft – consideration needs to be given to environmental factors and daytime aesthetics)
- A minimum of 4 out of 7 lamp columns in Wick
- 2 natural Christmas trees in (Wick)
- Attend the Christmas Lights Switch On event each year to coordinate the switching on of the lights, the event date for 2023 is Saturday 18 November. Future dates TBC.

Section 2: Desirable requirements

- 6 lamp columns in Franciscan Way
- 7 lamp columns in Wick
- Anchor Springs (decorate the natural tree already there)
- 'Welcome to Littlehampton' or 'Littlehampton' LED sign in the High Street to accompany the bauble
- Decorate Manor House natural tree in gardens

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 08 June 2023

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. It is the Town Council's policy to facilitate, sponsor, support and provide a timetable of community events to celebrate Littlehampton and the different special interests and social groups of the community.
- 1.2. This report provides an update on the Easter Out and About sessions, the King's Coronation Window Competition and an update on the plans for the remaining events in the 2023 to 2024 programme.

2. Recommendations

The Committee is Recommended to:

1. Note the outcome of the Easter Out and About sessions – paragraphs 3.1 to 3.1.4 refer.
2. Note the update on plans for the Armed Forces Day event – paragraphs 3.2 to 3.2.4 refer.
3. Note the update on plans for the Screen on the Green event – paragraphs 3.3 to 3.3.6 refer.
4. Note the update on plans for the Town Show and Family Fun Day event – paragraphs 3.4 to 3.4.5 refer.
5. Otherwise note the report.

3. Events Programme

3.1. Easter Out and About Sessions

- 3.1.1. The Easter Out and About sessions were held at Mewsbrook Park and Southfields on Wednesday 5 April and Wednesday 12 April. A record total of 654 children took part in the two sessions, 592 of which attended the Mewsbrook Park session. The number of children that attended the Southfields session was considerably lower than previous years, which might have been due to poor weather on the day and the popularity of the previous week's Mewsbrook Park session.
- 3.1.2 394 children completed the over 5s bunny hunt and 260 children took part in the under 5s hunt. 54 percent of children across the two sessions were

from Littlehampton. 16.05 percent of children were from Rustington and a further 13 percent were from Worthing. The sessions also attracted tourists from London, Hertfordshire, Northamptonshire and Oxfordshire who were visiting the town over the Easter holidays.

- 3.1.3. The free sessions were open to children aged 3 to 11 years old and provided a range of outdoor play activities courtesy of the Freedom Leisure team. Local children's entertainer Nick Clark performed a magic show for children at both sessions.
- 3.1.4. Posters were designed and printed in house and were displayed in local noticeboards. Other methods of publicity included inclusion in the Progress Newsletter, Visit Littlehampton What's On guide, Town Council and Visit Littlehampton websites and the Littlehampton Gazette. Electronic copies of the What's On guide were distributed to primary schools in Littlehampton, Rustington, and Arundel.

3.2. Armed Forces Day

- 3.2.1. The event will take place on Saturday 24 June on East Green. This provides families, veterans and members of the Armed Forces community with a chance to show support to the men and women who make up the Armed Forces community – from currently serving troops to Service families, veterans and cadets. The event was formed in 2009 and has grown in popularity each year. It is now considered the largest Armed Forces Day event in Sussex and one of the best attended on the South Coast attracting many visitors to the Town.
- 3.2.2. The event is supported by Harbour Park who are providing sponsorship of £1,500 which will go towards the cost of running the event. Representatives of Harbour Park attend planning meetings prior to the event taking place along with representatives of local cadet and uniformed groups. The Town Council has also been successful in securing a grant of £4,529.77 from the Ministry of Defence. This will offset the cost of delivering the event and can only be used towards the costs associated with advertising, promotional materials, event support, medical provision, security and sound and production provision. The grant cannot be used to fund the cost of military assets, entertainment, hospitality or transport.
- 3.2.3. Each year officers apply for military bands to attend and this year the bid was successful and the Band and Bugles of The Rifles have been assigned to attend the event from 12:30pm. An additional marquee has been booked as a rest area for the guards and refreshments are being sourced – a requirement for their attendance. The Band and Bugles of The Rifles is a military band serving as the regimental band for The Rifles, the sole rifle regiment and the largest in the British Army. It is the senior most of three bands in the regiment and is the only one that is part of the regular army.
- 3.2.4. Other attractions and entertainment booked for the day include a Battle of Britain Memorial Flight aerial display, Pitts Special aerial display, a land-based stunt display team, armoured vehicles display, pipe band, parade and service, a vintage tribute act, Cadets Massed Band performance, a local choir performance, Army Cadets kitcar displays and assault course, military vehicles, museum tent, and a charity fair. The full entertainment

programme has been included on the flyers distributed to local businesses, information points and primary schools. Posters have also been displayed in noticeboards and distributed to local uniformed groups. Additional methods of publicity include roadside banners, Council owned website and social media pages, inclusion on the Armed Forces Day national website and the Visit Littlehampton What's on Guide

3.3. Screen on the Green

- 3.3.1. The event will be held on Saturday 19 August on East Green. The event is now in its ninth year and is a highly anticipated event in the town's event calendar.
- 3.3.2 Members previously expressed an interest in moving the event site closer to Norfolk Gardens. This was due to budget constraints meaning there would be no on-site toilet trailers for the 2023 event. Officers discussed the matter with the District Council and several safety concerns were subsequently raised including the affect glare could have on vehicles accessing South Terrace. To get the necessary authorisation to run the event, it must remain in its usual site adjacent to Banjo Road and Beach Crescent. The public toilets at the Norfolk Gardens and Coastguard sites will remain open until 11:00pm on the day of the event.
- 3.3.3. Putting the film choice for Screen on the Green up for public vote proved popular once again. Over 300 votes were cast via the Town Council Facebook Page. Roald Dahl's Matilda the Musical was selected and has received positive feedback from members of the public.
- 3.3.4 The film will begin at approximately 8:30pm and will be shown on a 40 foot inflatable screen which has been hired from a contractor who has supported the event since its inception in 2014. The sound and production will be provided by the Council's contractor.
- 3.3.5 A variety of local food caterers have been confirmed for the event. The options which include wood fired pizza, fried bites and loaded fries, hot drinks, bakes and waffles and a variety of cinema snacks do not clash with the offering of the seafront concessions and have been agreed with Harbour Park. Caterers will trade between 7:00pm and 11:00pm.
- 3.3.6 Local company Cuff Miller have agreed to purchase the silver sponsorship package for the event at a cost of £300. The gold and bronze sponsorship packages have not yet been purchased.

3.4. Town Show and Family Fun Day

- 3.4.1. The event will take place on Saturday 9 September at Rosemead Park. The community focused event is now in its twentieth year and is one of the most popular community events in the Town.
- 3.4.2. The Horticultural and Craft Show is managed by the Town Show Committee. The committee is made up of local volunteers and representatives of the Littlehampton Allotments Association. The Town Show is presented in conjunction with the Town Council at the Family Fun Day. The Town Council manages all other aspects of the event which includes the community marquee, entertainment, attractions, catering and contractors. The event is built around the Town Show and Community

Marquees. Other key features of the event are the main stage, catering provision and activities for children which are provided by local organisations.

- 3.4.3. Entertainment and attractions confirmed for 2023 include live performances from local bands the Shake Out and Kelly Collab, a performance from Sussex Tornados, the Littlehampton Dog Training Club's Dog Show, inflatables and side stalls, various workshops, activities with Arun Youth Projects and an inflatable laser tag arena.
- 3.4.4. Stallholder applications for the Community Marquee are due to close on Sunday 11 June. So far 59 local groups have secured a pitch and availability is now extremely limited.
- 3.4.5. The event will be publicised using the usual media outlets. These include double-sided A5 flyers which are distributed to local primary schools, outlets in the town and High Street businesses. Banners will be displayed at Worthing Road Recreation Ground, Brookfield Park and Rosemead Park. The event will also be publicised on the Council's websites and social media pages.

4. Financial Implications

- 4.1. A budget of £800 was allocated to the Easter Out and About sessions from the 2023 to 2024 Community Budget. Expenditure was £713.36.
- 4.2. A budget of £13,500 has been allocated to the Armed Forces Day event from the 2023 to 2024 Community Budget. Harbour Park have sponsored the event providing £1,500. A further £4,529.77 has been secured through an MOD grant bringing the total budget to £19,529.77. Expenditure is expected to be within budget.
- 4.3. A budget of £10,500 has been allocated to the Screen on the Green event from the 2023 to 2024 Community Budget. Expenditure is expected to be within budget.
- 4.4. A budget of £20,000 has been allocated to the Town Show and Family Fun Day event from the 2023 to 2024 Community Budget. Expenditure is expected to be within budget.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Committee: Community Resources Committee

Date: June 2023

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1.** The Museum is responsible for the conservation and safeguarding of the Collection, and delivering an education and outreach service that aims to promote and preserve Littlehampton's cultural heritage. This periodic report contains an update for Members on recent activities and engagement and seeks approval of the acquisition of a small number of artifacts.

2. Recommendations

2.1. The Committee is Recommended to:

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix A
2. Otherwise note the report.

3. Museum Activity Update

3.1. Exhibitions

3.2.1. Romans

This opened on June 5th and will close at the end of October. Many important artefacts from our collections are on display including finds from Angmering Villa and the villa at Gosden Road Littlehampton, plus loaned items from Arundel Museum (a semi-spatha Roman sword) and the Sussex Archaeological Society (a complete Roman flue tile from Angmering Roman Villa). We will be promoting widely, including direct emails advertising to local schools.

3.2. Events

3.2.1 Easter

The school Easter holidays attracted 293 visitors (163 adults and 130 children) to the Museum, to take part in the 'Making a Crown' and 'write a letter to the King' activities.

3.2.2. May Half Term

"Help me find my shoes". A children's trail around the Museum following clues to find the 18th century shoes hidden in one of the cases. Visitor numbers to be included in the next periodic report.

3.2.3. Armed Forces Day

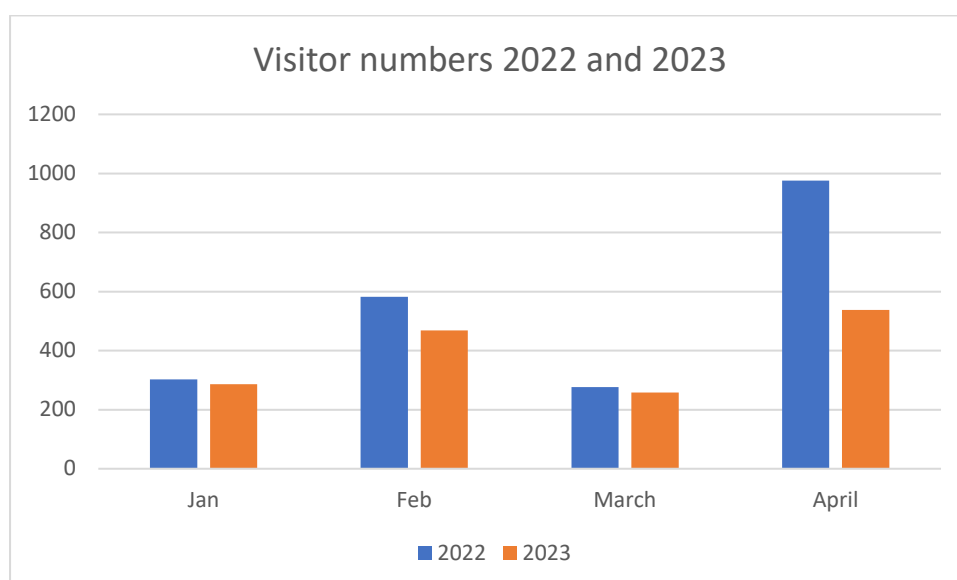
The Museum tent will house a table display, including some replica Roman armour and a children's activity table.

3.2.3. Summer holiday activity

We are planning a Romans and Gladiator Day at the Museum on Saturday 19th August, a day of talks, demonstrations, and activities.

3.3. Visitor Engagement

3.3.1. Visitor figures so far this year, compared to 2022.



Analysis

Visitor figures (which include outreach; loan boxes, events, and public talks) are down so far compared to last year. We have been told by Southeast Museum Development that this is also the case for most other Museums in our area. The April figures are also lower this year than last because in 2022 the Museum was part of a town-wide trail to find giant Easter eggs, which attracted higher visitor numbers. We

anticipate that the Romans exhibition will attract increased visitor numbers and school visits.

3.3.2. Visitor feedback

The Museum continues to generate lots of positive feedback as a selection from the comment cards shows:

“Fantastic exhibition of art from archives and an array of well-presented and informative exhibits through the Museum”

“Interesting, fascinating and a great pleasure to see” (Archive Art)

“So impressed by this small museum covering so many aspects of local history”

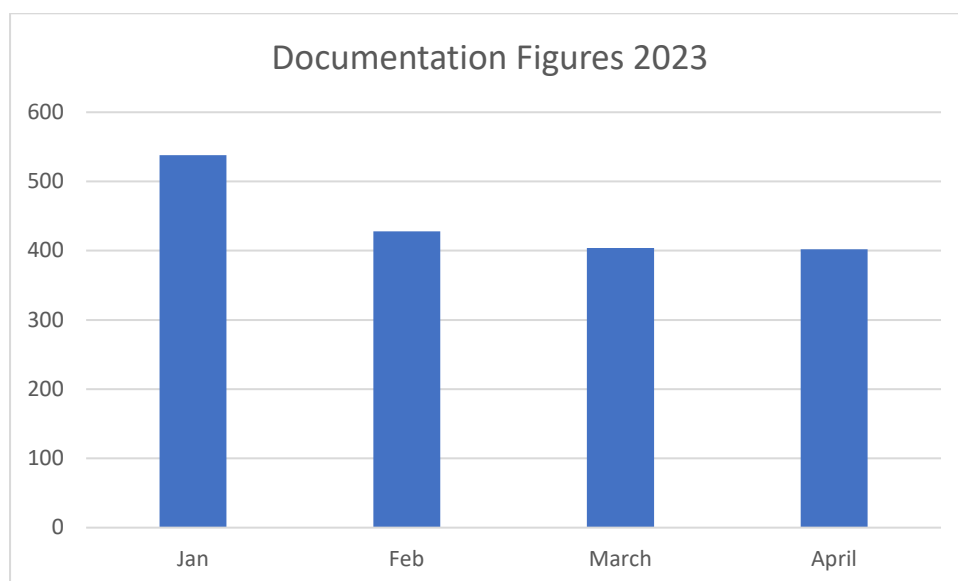
“Absolutely brilliant! The children loved all of the wonderful activities”

“Archive Art – a beautiful display”

“The Victorian wood engravings in this exhibition are particularly interesting” (Archive Art)

3.4. Documentation

3.4.1. Museum documentation is the development and use of information about the objects within a museum collection and the procedures which support the management of the collection. Documentation is therefore crucial to making a collection accessible and essential to identify the importance of objects within the collection. Following a Council led review in 2019, this work started in earnest and addressing the remainder of the documentation backlog is a key priority for the team. A Document Plan is in place and progress is also reported to the Committee.



Analysis

So far this year, the Museum team have met or exceeded their target of 400 Modes records a month created or amended to reach Spectrum standards. The target will return to 300 a month in July, as the student placement finishes at the end of June.

3.5. Collections Care and Documentation

3.5.1 Preventive Conservation

New dimmable LED lights for two of the social history display cases have now been fitted, funded by the grant from Southeast Museum Development. The Museum team inventoried the items on display while they were removed from the cases.

All other conservation activities are continuing as part of the Collections Care and Conservation Plan.

3.3.2 Marketing successes

The Museum issued a press release highlighting the search for a ceramic tile featuring the footprint of a Roman child that was found at Angmering Roman villa in the late 1930s. During research for the Romans exhibition, the Museum staff came across a postcard of the footprint tile, but the actual tile isn't in the Museum collections. It is possible that it never made it to the Museum and was taken from the dig, or it might have been loaned to another museum sometime since then. The story was taken up by the All About Magazine and the Littlehampton Gazette, as well as doing well on the Museum's social media, all helping to raise the profile of the Museum and publicising the exhibition.

The Museum has recently been given a Roman gold ring with a motif. Following on from some social media posts about this item, the story was taken up by ITV Meridian, featuring on their local news, and by the BBC Southeast, on their online news.

3.3.3 Social Media Engagement Figures

Table 1: Facebook 2023

	Page reach	Page visits	New page likes	Analysis
January	6839	297	2	
February	4694	247	1	
March	3996	251	6	
April	13,177	327	4	Top post was the wanted poster for the footprint tile

Table 2: Instagram 2023

	Reach	Profile visits	New Followers
January	762	19	10
February	402	56	17
March	600	40	10
April	619	36	14

Table 3: Twitter 2022

	Number of tweets	Tweet impressions	Profile visits	New followers	Analysis
January	0	150	0	4	
February	5	677	171	2	Top tweet was boat colouring over half term
March	9	3,948	146	-1	Top tweet was international women's day
April	17	24.3 thousand	501	21	Top tweet 19.8 thousand impressions was the wanted poster for the footprint tile

3.3.4. Museum Outreach

3.3.4.1. Loan Boxes.

	Jan	Feb	March	April
Number of students or group members engaged	90	60	0	0
Number of loan boxes booked	1	2	0	0
Number of Schools or groups participating	1	1	0	0

3.3.4.2. School Visits.

There were no school visits in the period January to April 2023.

3.3.4.3 External talks

	Jan	Feb	March	April
Number of talks given	0	1	0	2
Number of attendees	0	59	0	75

4. Potential new acquisitions

Please see Appendix A for a list of recommended acquisitions.

5. Financial Implications

5.1 Exhibitions 2023

The cost of putting on the planned exhibitions this year will be met from existing budgets. The exhibition budget for 2023 to 2024 is £1,300 and the advertising

budget is £2,218. The cost of putting on the Romans exhibition has been £510 plus £1,005 for advertising and promotional material (one of these adverts was shared with our Open Art exhibition and the A5 flyers were shared with the Romans and Gladiator event day).

5.2 Events 2023

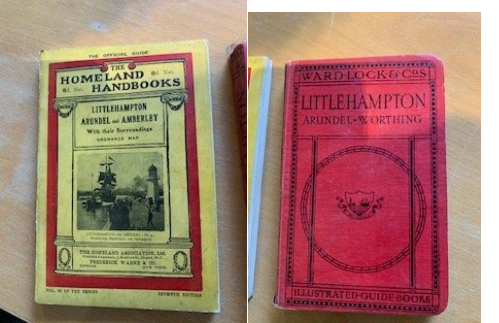

The cost of all event and activities this year will be met from the existing event budget, which for 2023 to 2024 is £1,000.



The cost of the Easter activities was £127.92; some of the materials will also cover other future craft activities. The cost of the “Find my shoes” activity was minimal, just photocopying of the trail sheet. The cost of the Armed Forces Day event is anticipated to be around £50. The cost of the Romans and Gladiator Day will be £595.



Laura Chrysostomou

Town Clerk

Appendix A Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy
<p>Two Littlehampton guidebooks, the Homeland and Ward Lock and Co.</p>		<p>Accept</p> <p>Although the Museum already holds similar guidebooks, these two are different editions/dates, so will complement the existing collection. These will be excellent for research.</p> <p>There is room to store these guidebooks in existing storage boxes.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>
<p>Coronation souvenir china, including:</p> <p>Two teacups and saucers (souvenir from Queen Elizabeth II coronation); two mugs celebrating George V and Mary coronation and one mug celebrating their jubilee, with the Littlehampton crest on their reverse.</p>		<p>Accept</p> <p>These are good display pieces for Royal occasions and sit well alongside other similar items in our collections.</p> <p>These are currently on display in our Coronation exhibition; there is room to store them afterwards in existing storage boxes.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>

<p>1. Polaroid photo of the carnival queen at Littlehampton carnival, Whitsun 1969</p> <p>2. Photos of East Preston festival, 1981 and 1984</p>		<p>1. Accept – the Littlehampton carnival photo. We don't have many images of the area in the 1960s or 70s. Dated. There is still space for photograph storage.</p> <p>2. Decline – the East Preston festival photos</p> <p>These fall outside our collecting area – suggest that we ask the donor to consider giving them to Rustington Museum instead.</p>	<p>4.5.1 The Museum will continue to collect photographs and other visual media which relate to the history of Littlehampton and the surrounding area. It will ensure that it retains the capacity to fully utilise this collection by maintaining any associated equipment (projectors etc) as required.</p>
<p>Photo of Clymping Mill taken in June 1954 by an officer serving at R.N.A.S Ford, taken while he was living at the mill.</p>		<p>Accept</p> <p>Good context, with named individual and dated.</p> <p>There is still space for photograph storage</p>	<p>4.5.1 The Museum will continue to collect photographs and other visual media which relate to the history of Littlehampton and the surrounding area. It will ensure that it retains the capacity to fully utilise this collection by maintaining any associated equipment (projectors etc) as required.</p>

<p>Three handled souvenir pot, featuring a crest and “Progress”, Littlehampton.</p>		<p>Accept</p> <p>We don't have anything like this pot, and it will complement our existing collection of souvenir ware.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>
<p>Souvenir sugar shovel spoon featuring a Littlehampton crest.</p>		<p>Accept</p> <p>We don't have anything like this pot, and it will complement our existing collection of souvenir ware.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life, and all other aspects of local history.</p>

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 08 June 2023

Report by: The Town Clerk

Subject: Grant Aid Applications 2023

1. Summary

- 1.1. The Town Council is committed to providing, within the budget, funding for local community groups and this is achieved through the Annual Grant Aid Programme. This report sets out applications for Grant Aid 2023 received from local groups and organisations, attached as Appendix A.

2. Recommendations

The Community Resources Committee is recommended to:

1. Consider all Grant applications received – Appendix A – and delegate authority to the Town Clerk to agree the final grant awards for 2023 to 2024.
2. Note the successful projects undertaken last year due to the Town Council Grants scheme – Appendix B.
3. Agree a further one-year extension of the terms of the 2022 grants given to The Littlehampton Society and The Juno Project, as outlined in section 4 of the report.

3. Background

- 3.1. It is the Town Council's policy each year to allocate funding to assist local organisations to achieve their respective aims and objectives where these benefit the Town and the local community. The Annual Grant Aid budget for 2023 to 2024 is £15,000. A copy of criteria is attached, Appendix C. It is important to note that under the current criteria a single applicant cannot be awarded more than 20% – £3,000 of the total budget.
- 3.2. Last year's Scheme saw £21,000 awarded. Details of the outcomes of some of these grants are attached as Appendix B.
- 3.3. Information regarding the Grant Aid programme was circulated in the spring and shared with the voluntary sector on the Town Council's website, local press, social media, and direct contact with various groups.

- 3.4. The Grant Aid programme has been well received and again there has been a significant oversubscription with requests totalling £42,200, placing all the bids under detailed scrutiny. 27 of the 30 applications received have been recommended for consideration. Whilst some have had to be scaled back to ensure as many initiatives as possible can benefit from the Scheme, Officers have endeavoured to apportion the funds fairly and confirmed that groups who do not receive the full amount they requested will still be able to meet the aims of their project or offer a proportion of their project. Out of the three applications that were not considered, one of these was a business and did not meet the criteria, one had very limited engagement in the local area, and one had a positive change in circumstances which meant funding was no longer required.
- 3.5. The table at Appendix A proposes awards to groups who have not only met the criteria but have also demonstrated clear benefits for Littlehampton residents.
- 3.6. Officers will work with any groups receiving reduced funding or no funding with research and information on potential alternative sources of grants.

4. Extensions

- 4.1. The following groups have requested extensions to the grant funding approved as part of the 2022 grant awards as they have been unable to deliver the projects for which they received funding within the agreed timeframe.
- 4.2. The Littlehampton Society received £200 for establishing raised beds in the Community Orchard. This initiative stalled due to the unexpected death of the project leader. Following engagement with both the Town and District Council, who own the Community Orchard, they now have a way forward which should see the raised beds delivered later this year.
- 4.3. The Juno Project received £2,400 to facilitate two 'This is Me' programmes for teenage girls who are either excluded from mainstream education or at risk of being excluded. They have one course remaining and have arranged to run this with The Littlehampton Academy in the first term of the next school year.

5. Financial Implications

- 5.1. The total grants applied for this year is £42,200 from 30 applicants. The annual budget is £15,000. Proposals for the allocation of the budget are attached for the Committee to consider.

Laura Chrysostomou
Town Clerk

Organisation	Description	Grant Requested	Purpose of Grant	Additional Information	Recommendation
4Sight Vision Support	This charity supports blind children and children who have low vision and adults in West Sussex. Their aim is to enable people to live life without limits by providing tailored support to maintain independence, access education, stay in / find employment, obtain financial assistance and remain active participants in family life and the wider community.	£1,138	Annual cost of creating and delivering their bi-monthly newsletter, produced in a variety of formats for their 109 Littlehampton clients. Vision support for local clients with the funding used for travel, training, expenses and equipment.	Though their request is for half the funding they need, recommend funding the newsletter aspect only. 109 of their clients are Littlehampton residents.	£585
4th Littlehampton Scouts	A local scout group supporting and encouraging young children up to young adults in a variety of life learning skills through fun activities like fire lighting, team games, building, arts and crafts, hikes and learning about nature; to aid child development and social skills.	£1,300	Provision of archery equipment, for members to learn a new and fun skill, which they may not normally be able to access, to build the children's confidence and social skills. One of the volunteer leaders is qualified to lead these sessions.	This is an activity that is not normally available and would be a unique experience for present and future members. 100% of the troop are Littlehampton residents. This is 102 children and young people. Recommend funding 46% of requested amount.	£600

<p>Age UK West Sussex Brighton and Hove</p>	<p>A well-established charity providing activities, advice and support for older people with an integrated approach covering health, community, wellbeing and care.</p>	<p>£395</p>	<p>This is to further establish a new group for older men called 'Silver Bullets' with the aim of tackling loneliness, isolation and encouraging connection. It's a weekly group for social interaction and linking with other local services.</p> <p>Funding is for £75 advertising, £200 lunches and £120 refreshments.</p>	<p>This will have a wide appeal and will be based centrally at the Corn Store Cafe in Littlehampton High Street.</p> <p>Currently 50% of those attending (5 people) are Littlehampton residents.</p> <p>The advertising aspect doesn't meet the criteria, therefore recommend funding the lunches at just over 50% of requested amount.</p>	<p>£200</p>
<p>Armed Forces Family Peer Support UK</p>	<p>This is a new start up that's been slowly developing over the last six months, for mutual support, inclusion and activities that promote wellbeing for veterans, workers in emergency services and their families.</p>	<p>£1,000</p>	<p>To take this group to the next level they are asking for help in providing £399 laptop, £430 First Aid training, £200 PPE and £60 T-shirts.</p> <p>This is a Littlehampton focused group, meeting in Creative Heart.</p>	<p>Recommend funding for a laptop.</p> <p>Currently 100% of those attending (5 people) are Littlehampton residents.</p>	<p>£399</p>
<p>Arun Church</p>	<p>This is a vibrant and active local church that is passionate about changing our community for the better. They run many initiatives including CAP Debt Help, Playcentre childcare settings, Refresh coffee shop, the Wickbourne Centre and other social</p>	<p>£820</p>	<p>This is a request to provide 30 subsidised tickets for their summer playscheme.</p> <p>This is an annual week-long holiday event held at The Littlehampton Academy for 360 primary school aged children, with a stay-and-play group for 100 pre-school children and their parents.</p>	<p>This is a well-established and popular event serving the local community in the holidays.</p> <p>Recommend funding requested amount.</p> <p>80% of those attending this event will be Littlehampton</p>	<p>£820</p>

	activities in addition to weekly Sunday services.		<p>It provides social connection, support and activities for local families, with many of their 100 volunteers also being local young people.</p> <p>This application is unrelated and independent of Arun Youth Projects.</p>	residents. This is 450 children, young people and parents.	
Arun Counselling Centre	Provision of professional counselling for any adult regardless of their financial situation. They are accredited by the British Association for Counselling and Psychotherapy and committed to the BACP Ethical Framework for the Counselling Professions.	£2,835	<p>This is a request to provide free counselling sessions for nine Littlehampton residents who cannot afford to make a financial contribution, including an initial assessment and minimal admin costs.</p> <p>Each individual will receive an assessment and 18 counselling sessions. This cost is £315 per person.</p>	<p>Recommend partial funding, as this still allows free counselling for four of the nine individuals.</p> <p>61% of their clients (64 people) are Littlehampton residents.</p>	£1260
Arun Dolphins	A weekly swimming club for disabled people of all ages to socialise and gain exclusive use of both pools at The Wave, in a secure and supervised session.	£1,000	This is a request for a contribution for covering hire costs which are £10,000 annually.	<p>This is a healthy and socially beneficial activity for the 35 Littlehampton residents who attend.</p> <p>Recommend funding 50% of requested amount.</p> <p>80% of their members (35 people) are Littlehampton residents.</p>	£500

<p>Arun Pickleball Club</p>	<p>This is a fast-growing new sport, as an accessible cross between tennis and table tennis. This local club is running four weekly sessions for all ages and abilities, for recreation and competition.</p>	<p>£564</p>	<p>As demand has grown the club requests additional equipment and First Aid training for three people, to prioritise safety during their sessions.</p>	<p>This is a new and fun activity that is seeing an increase in local interest.</p> <p>As two of the four sessions are not in Littlehampton, recommend funding just under 50% of requested amount.</p> <p>Currently 30% of their members (10 people) are Littlehampton residents.</p>	<p>£250</p>
<p>Arundel & Littlehampton District Scout Band</p>	<p>This group is part of the wider Arundel and Littlehampton Scout District and the only scout band in West Sussex. It offers activities and opportunities for young people that they would not ordinarily have the chance to do. This includes free music tuition.</p> <p>Membership is from eight years old up to adult members. The band supports events such as the St Georges Day Parade, Armed Forces Day, Bonfire night, Christmas Light Switch On and Remembrance Parades.</p>	<p>£3,300</p>	<p>Several of their instruments are aged and need replacing. This request is for new instruments and additional smaller instruments for younger children. Part of this funding is also for branded waterproof jackets to allow safe parading in all weathers.</p> <p>80% of their membership (18 individuals) is in Littlehampton. The band can sustain upwards of 40 members.</p> <p>The instruments of glockenspiels, snare drums and trumpets total £2,719.92. The waterproof jackets total £600, but the applicant is planning to purchase instruments before jackets.</p>	<p>The initial request was more than the 20% allowed, as stated in the criteria.</p> <p>Recommend funding 18% of requested amount.</p> <p>Currently 80% of their members are Littlehampton residents. This is 19 children and young people.</p> <p>The benefits of this project will include the wider community.</p>	<p>£600</p>

<p>Cruse Bereavement Support</p>	<p>This is the local branch of a national charity providing free support to adults, young people and children affected by bereavement, including suicide, homicide and loss of a child.</p>	<p>£1,478</p>	<p>Request for specialist training and development for two volunteers.</p> <p>This amount is made up of salaries, training, expenses, insurance and running costs.</p> <p>£599 volunteer training, £100 IT, software and online support for training, £779 admin related to training, e.g. DBS checks, issuing policies and manuals, setting up licenses, booking appointments, etc.</p>	<p>This is a targeted and beneficial scheme for local families.</p> <p>Recommend funding the training and online support at £699, as some of the costs are salary related.</p> <p>25% of their clients (23 people) are Littlehampton residents.</p>	<p>£699</p>
<p>Dairy Art Drop-In Group</p>	<p>An established group for local adults to encourage art in a sociable and inclusive setting; to learn new skills with an exchange of knowledge and ideas between members as well as demonstrations by visiting artists.</p>	<p>£150</p>	<p>Grant requested for two external professional art demonstrations for the group.</p>	<p>The Town Council was instrumental in establishing this group which has continued to provide a forum for anyone to develop social skills through learning about art. Recommend funding 50% of requested amount.</p> <p>40% of their members (6 people) are Littlehampton residents.</p>	<p>£75</p>
<p>Family Support Work</p>	<p>This charity provides emotional and practical support for families with children presenting complex problems related to family breakdown, isolation, poverty, housing instability, parental mental</p>	<p>£1,850</p>	<p>Demand for their services has increased as the cost-of-living crisis has impacted many local families. This funding is for home visits to 25-30 families over the course of a year.</p>	<p>This is a targeted and beneficial scheme for local families.</p> <p>Recognising that some of the costs are salary related, recommend funding the food</p>	<p>£750</p>

	<p>ill-health, domestic abuse and substance abuse.</p> <p>Support is through weekly and drop-in sessions, out-reach support and playwork activities for children and young people.</p>		<p>This cost is £500 food bank deliveries, £250 volunteer training, £800 cost of practitioner visiting families, £300 contribution to travel expenses.</p> <p>The overall cost of this scheme is £8,260.</p>	<p>bank delivery aspect and volunteer training.</p> <p>150 of their clients are Littlehampton residents.</p>	
Friends of Mewsbrook Park	<p>Voluntary group working with Arun District Council to help maintain and improve the facilities at Mewsbrook Park.</p>	£1,250	<p>Provision of concrete bases and wheelchair access to the six benches in the northern section of the park.</p> <p>The total cost of the project is £2,500. This equates to £417 per bench. Arun District Council have confirmed they are committed to covering £1,250 of the overall cost. This application is a request for the remaining amount.</p>	<p>The arrangement with Arun District Council and cost have been confirmed.</p> <p>Recommend funding one bench for £417.</p> <p>100% of their members (94 people) are Littlehampton residents.</p> <p>The benefits of this project will include the wider community.</p>	£417
Home-Start	<p>The organisation helps families with children under five years old with free, universal, emotional, practical, confidential support, via a network of volunteers and experts. They aim to improve the life chances and home environment of children by</p>	£1,000	<p>This funding would be for supporting Littlehampton families which costs £25 a visit. Families are visited once a week. The requested amount of £1,000 covers part of the cost of local provision.</p> <p>This cost is made up of salaries, volunteer recruitment and training.</p>	<p>This is a targeted and beneficial scheme for local families.</p> <p>Recognising that some of the £25 cost is salary related, recommend funding 50% of requested amount.</p> <p>102 of their clients are Littlehampton residents.</p>	£500

	offering early support to struggling parents.		The overall cost of this scheme, across Arun, Worthing and Adur, is £235,000.		
Howard Lawn Tennis	The tennis club promotes and provides recreational and competitive tennis locally for players of all ages and abilities, including social events and taster sessions. Its teams compete in the Sussex doubles league.	£320	<p>Free tennis lessons for 16 children over six sessions, to promote the sport and encourage participation for all the associated health and social benefits.</p> <p>Originally this request was for adult lessons, but as the Town Council's Holiday Activities Support funding is no longer available the applicant has changed this provision to children.</p> <p>Total cost is £360 which will be reduced to £320 if the coach supplies rackets.</p> <p>£40 per session, with £120 for balls.</p> <p>The club will adjust the number of lessons if funding is below the full amount.</p>	<p>This is a local club providing a clearly defined activity for Littlehampton residents.</p> <p>Recommend funding 62% of requested amount.</p> <p>95% of their members (48 people) are Littlehampton residents.</p>	£200
Lifecentre	This West Sussex-based charity aims to help survivors of all ages and genders to recover from the trauma that is rape and sexual abuse. They	£2,904	This funding is to support three male survivors of sexual violence from Littlehampton to receive specialist trauma-informed therapy to help them recover from trauma and rebuild their lives.	Though this is a worthwhile initiative the requested funding includes salary costs, which doesn't meet the criteria.	£460

	empower survivors to rebuild their lives via free, specialist trauma-informed therapy, play therapy (for those 10 and under) and art therapy (for those 16 and under).		<p>This takes the form of nine sessions for each individual, with six bank sessions should they require more.</p> <p>Each session is £88, this equates to £792 for each individual. Six bank sessions are £528.</p> <p>The requested funding is for the total amount. These costs are £1,380 therapist, including supervision and training, £1,064 staff, £403 office, £57 legal.</p>	<p>Recommend funding office and legal costs.</p> <p>18 of their clients are Littlehampton residents.</p>	
Littlehampton Armed Forces & Veterans Breakfast Club	The group provides peer support, care and companionship for veterans, their families and supporters of veterans through shared meals, participation at local events and wellbeing initiatives for their members.	£1,319	As part of their LIVEs project (Littlehampton Isolated Veterans) this group is requesting funding for gardening tools and equipment so they can support veterans who do not have the physical or financial resources to maintain their gardens. This includes an aspiration to establish a community growing space.	<p>This group is well-represented locally and active in the community.</p> <p>Recommend funding 34% of requested amount.</p> <p>90% of their members (270 people) are Littlehampton residents.</p>	£450

<p>Littlehampton Cricket Club</p>	<p>The cricket club promotes and provides recreational and competitive cricket locally and across the wider area for players of all ages and abilities. This includes coaching and development. They compete in the Sussex League with four senior teams and four junior teams.</p>	<p>£2,500</p>	<p>This request is to part fund the cost of a bowling machine, which is £3,337 in total. This will greatly enhance their coaching methods as it provides a range of bowling actions and speeds, in addition to minimising the physical risk of strain or injury to coaches.</p> <p>The club is prepared to cover any shortfall.</p>	<p>This will be a beneficial and long-lasting investment for the club and minimise injury for practice bowlers.</p> <p>Recommend funding 38% of requested amount, which is 28% of their total cost.</p> <p>80% of their members (136 people) are Littlehampton residents.</p>	<p>£950</p>
<p>Littlehampton Croquet Club</p>	<p>Based at the Sportsfield this club provides opportunities to play croquet for recreation and competition, to improve health, wellbeing and quality of life.</p>	<p>£1,032</p>	<p>The club identified a need for a defibrillator on site, as the age of their members, supporters and visiting teams means that most have underlying medical conditions.</p> <p>This request is for the total cost of providing a defibrillator. The club is prepared to cover any shortfall.</p>	<p>This is clearly an essential piece of equipment for the club.</p> <p>Recommend funding just under 50% of requested amount.</p> <p>83% of their members (54 people) are Littlehampton residents.</p>	<p>£500</p>
<p>Littlehampton District Lions Club</p>	<p>The Lions have been an established charity for many years helping a range of individuals, families, groups and organisations in Littlehampton, through fundraising activities and practical service.</p>	<p>£300</p>	<p>Their Santa costumes need replacing after many years of use. The funding will be for two high quality costumes plus additional beards and related items, to be used at Littlehampton Lights On, Rustington Christmas Event and other local events.</p>	<p>As the costumes will be used across the local area and not just Littlehampton, recommend funding half the requested amount at £150.</p> <p>36% of their members (9 people) are Littlehampton residents. The benefits of this project will include the wider community.</p>	<p>£150</p>


<p>Littlehampton District Mens Sheds West</p>	<p>This group was established to promote the health and wellbeing of men in the Littlehampton district by providing a meeting place for social interaction, working on practical projects and supporting the community with their skills and experience.</p>	<p>£2,000</p>	<p>This request is for replacing tools and provision of materials, in addition to recommended safety equipment following a recent fire safety inspection.</p> <p>£500 timber and materials, £200 heat detectors x2 and emergency lighting, £250 LED lighting, £300 dust extractor and air filters, £200 extractor for wood chip particles, £350 crop saw, £200 other tools.</p>	<p>This group provides a lot of invaluable practical help for other community groups in making and repairing wooden items and equipment.</p> <p>Recommend funding 25% of requested amount, for two heat detectors, emergency lighting, dust extractor and air filters.</p> <p>50% of their members (22 people) are Littlehampton residents.</p>	<p>£500</p>
<p>Littlehampton Town Football Club</p>	<p>This is the leading football club in Littlehampton playing in the Isthmian League with an average of 300 people supporting home games.</p>	<p>£2,000</p>	<p>Set up costs for establishing U18 girls football team, led by two coaches, training once a week from July to April alongside the men's first team management. They will play in the local Sussex league with home games on Littlehampton Sportsfield.</p> <p>This is a request for part funding, as total costs are approximately £3,500.</p> <p>£600 kit, £100 insurance, £200 league entry, £100 affiliation, £1,600 training facility, £500 new equipment and £400 match officials.</p>	<p>There are no local girls' teams for 13–17-year-olds. As there has been increased interest, because of the success of the national team, this will provide an opportunity for girls to enjoy football, develop friendships and good health.</p> <p>Recommend funding for kits only, with additional £200 for cost of including Littlehampton Town Council logo on the kit.</p> <p>90% of their members are Littlehampton residents. These are 25 Littlehampton girls who have expressed interest in this activity.</p>	<p>£800</p>


My Sisters' House	The object of this organisation is to relieve and support women in West Sussex and the surrounding areas who have complex needs, in particular but not exclusively, who have suffered domestic and / or child abuse. This is through the provision of information, workshops and support groups.	£2,100	<p>Provision of Anxiety Workshops for 18 Littlehampton residents. This will be for eight women face-to-face and ten women on Zoom. The funding is to cover an outside facilitator and travel costs. The venue is free.</p> <p>Face-to-face is £140 a session for eight sessions at £1,120. Travel expenses for the facilitator are £280 in total.</p> <p>Zoom is £87.50 a session for eight sessions at £700.</p>	Recommend partial funding for the Zoom aspect of this provision, for ten of the 18 individuals who are all Littlehampton residents.	£700
Outlaw Allstars Cheerleaders	Local cheerleading and dance group for everyone aged 4-53 years old, for fun and competition.	£2,250	Coaching qualifications for ten young leaders aged 12-17 years old. £225 each which covers qualification, travel to venue, insurance and resources.	<p>Recommend partial funding, as this still allows two out of ten to become qualified.</p> <p>82% of their members (53 people) are Littlehampton residents.</p>	£450
Shopmobility	Independent charity supplying and hiring mobility scooters and wheelchairs for local visitors to shop, site see and attend events and appointments.	£405	<p>The fleet is regularly maintained by volunteers but requires an annual service by a professional body to ensure ongoing safety and longevity of the vehicles.</p> <p>There are 11 scooters and they have negotiated a price for two to be serviced for free.</p>	<p>This is a valuable and essential service for their clients, with additional benefits for the town centre.</p> <p>Recommend funding requested amount.</p>	£405

				70% of those who use the service users are Littlehampton residents (180 people).	
Sussex Steel	A steel band for all ages and abilities, to promote and participate in the art of steelpan music for performance, recreation and education.	£1,500	The steelpans have not been fully tuned for three years. As this is a specialist skill this request is to fund tuning for the 50 instruments. This request is for partial funding of an overall total of £3930. Due to set up costs, including venue hire and tuner's attendance, £750 is the minimum they would need to run this project.	This is a popular local performance group. Recommend funding 50% of requested amount (which is 19% of overall costs). 80% of their members (96 people) are Littlehampton residents. The benefits of this project will include the wider community.	£750
Turning Tides Homelessness	A charity working with people experiencing homelessness across West Sussex, with the aim of empowering their clients to achieve sustainable independent living. They operate services to prevent and relieve homelessness, including a Community Hub and outreach in Littlehampton, providing first point of contact for rough sleepers, those at risk of becoming homeless and people	£2,295	Tools and material to set up a community growing space and garden at their Littlehampton Hub for those experiencing homelessness or insecurely housed for wellbeing, learning new skills and tackling isolation. This initiative would also connect with other local groups to enable mutual understanding and improved community understanding. £725 tools, £700 materials (seeds, bulbs, plants, sticks, grow bags, twine, etc.), £150 top soil,	This is a well-organised proposal with clear benefits for their clients and wider community involvement. Recommend funding £725 for tools and £200 for raised planters. This is 40% of the requested amount. 122 of their clients are resident in Littlehampton.	£925

	struggling to maintain a tenancy.		£200 raised planters x3, £40 organic bug repellent, £130 watering cans and water butt, £100 composters x2, £250 refreshments for 12 months.		
	Total Grants: 27	£39,005		Total allocation:	£14,895



Appendix B – Grant Aid Feedback report 2022 to 2023


Organisation	Grant Allocated	Feedback Report
Age UK West Sussex Brighton and Hove	£400	<ul style="list-style-type: none"> • <u>Activities and classes at Littlehampton United Church</u> • This funding covered resources, adaptive equipment and materials for their flower arranging classes. • These groups helped reduce loneliness and social isolation in older communities, providing much-needed friendship.
Arun Dolphins	£200	<ul style="list-style-type: none"> • <u>Swimming pool hire</u> • They have continued operating on a weekly basis for the benefit of their members. • This funding helped towards their hire costs at the Littlehampton Wave enabling them to have exclusive use of both pools. 
Blueprint Youth	£2,300	<ul style="list-style-type: none"> • <u>Steps To Change initiative for Littlehampton young people</u> • This funding provided much needed 1-2-1 youth development coaching for 20 Littlehampton residents aged 18-25 years old. • Young people were able to access this free service instantly and receive bespoke coaching sessions for issues for which they needed support, including mental health, employment matters, life and relationship issues, and feeling disenfranchised from society.
Cruse Bereavement Support	£2,300	<ul style="list-style-type: none"> • <u>Supporting bereaved people in Littlehampton</u> • This funding allowed them to provide free specialist ongoing bereavement support to 23 Littlehampton residents. 5 clients aged 6-25, 10 clients aged 26-50, 8 clients ages 51+.

		<ul style="list-style-type: none"> • They have seen an increase in clients seeking their service, with a delay often coming from finding suitable venues for them. • Many clients require longer support than initially anticipated due to additional mental health concerns and isolation from being cut off from their usual support networks. • Increased demand means their waiting list is 12-16 weeks, though they provide early intervention support through webchats, phone calls and Zoom sessions where appropriate. • Bereavement volunteers are all trained to use a person-centred approach to help people navigate complex feelings associated with loss, developing coping strategies, resilience and identify additional support networks.
Dairy Art Drop-In Group	£150	<ul style="list-style-type: none"> • <u>Two professional art demonstrations</u> • This funding gave the group an opportunity to learn new skills and practice fresh approaches to art through face-to-face sessions with established and professional artists. 
Family Support Work	£1,200	<ul style="list-style-type: none"> • <u>Reach-Out initiative for providing activities for children and families in Littlehampton</u> • This funding supported their holiday and play activities through the year, including activity days, day trips for families and six holiday fun days with craft, sports, games and lunch. • They found children's diets significantly improved on the days they attended their sessions, with them engaging more frequently in physical activity and exercise. • The children stated that they enjoyed participating in a variety of activities that they did not normally have access to at home, as many of them come from backgrounds with limited opportunities to new experiences. • 75% of the children and young people reported an increase in confidence and 88% of children felt a sense of achievement. • As a result of the session, they recorded a 24% decrease in children's emotional difficulties and a 32% improvement in behaviour.

Grandads Front Room	£400	<ul style="list-style-type: none"> • <u>Supporting Littlehampton residents with urgent furniture provision and delivery</u> • Only a week after the funding was received, they found themselves assisting a single gentleman, who was a recovering alcoholic. He had left rehab but was now in an empty home. Within a few days Grandads Front Room provided him with a double bed, armchair, chest of drawers, table, two chairs, coffee table and kitchen items. This not only helped him practically but also instilled an increased sense of self-worth in him. • The funding has helped them to help others in the community to better their lives, afford bills, food and other necessities. • They are thankful for the Town Council’s generosity and will continue to help this community.
Home-Start	£800	<ul style="list-style-type: none"> • <u>Recruit and train volunteers to support vulnerable parents and children in Littlehampton</u> • Many volunteers who joined during COVID left after this time to return to paid employment or retrain, so recruitment of new volunteers became a priority. • This funding enabled five volunteers to be trained, who will be part of a team supporting 44 families with 90 children in Littlehampton. • The outcomes for families vary with the majority moving on with improved coping and parenting skills. • 6 parents, whose mental health impacts on their parenting ability, were offered 12 counselling sessions each. Positive feedback was received from the 5 parents who engaged, on the changes they were able to make to their children’s lives as a direct result of the counselling. <div data-bbox="1223 644 1951 995" data-label="Image"> </div>

Lifecentre	£2,000	<ul style="list-style-type: none"> • Provision of therapy sessions for 10 Littlehampton residents and the Thrive app • As a result of their trauma, survivors of unwanted sexual experiences are left feeling vulnerable, enduring complex mental health difficulties. • The NHS approved Thrive app, using Cognitive Behaviour Therapy, enables Lifecentre to provide out-of-hours support with clients reporting that they have utilised it whilst in emotional distress and as they wait for ongoing therapy, as well as between therapy sessions. • Thrive also offers an alternative to talking, for when survivors are not yet ready to open up about their experiences. • Since July 2022 there has been a 77% increase in users of Thrive. • Statistics show it is proving to be a positive additional support for survivors, with 57% seeing an improvement in levels of depression and 43% seeing improvement in levels of anxiety. • Lifecentre are incredibly grateful for the continued support of the Town Council, working together to transform lives, giving survivors the support they need to light up the possibilities of a brighter future.
Littlehampton & District Foodbank	£300	<ul style="list-style-type: none"> • <u>Slow cookers for clients in Littlehampton to help reduce electricity costs</u> • 16 clients in financial crisis received a slow cooker. This provided an affordable way to cook, heat and reheat food for 23 adults and 18 children, while also reducing their electricity bills. • Research has repeatedly shown that slow cookers are significantly cheaper than electric ovens when it comes to cooking meals.
Littlehampton District Mens Sheds West	£700	<ul style="list-style-type: none"> • <u>New and updated tools and equipment</u> • They purchased PAT testing equipment to ensure ongoing safety of tools and devices. In the past they have had to pay for this. One member is an electrician, and two other members will receive training to use this equipment. • They also purchased a selection of new blades for their saws, They replaced an old portable drill with two new ones. This allows a better and safer way of working when off site with community projects.

<p>Littlehampton Heritage Railway Association</p>	<p>£462</p>	<ul style="list-style-type: none"> • New storage shed for gardening equipment 	
<p>Littlehampton Wave Life Saving Club</p>	<p>£234</p>	<ul style="list-style-type: none"> • <u>Additional AED (Automated External Defibrillator) training device</u> • This piece of equipment has enabled more than one trainee to be involved in the training process instead of having to wait for their turn. It has been a most helpful addition. 	
<p>New Writing South</p>	<p>£800</p>	<ul style="list-style-type: none"> • <u>Writing Around the Kids project for Littlehampton residents</u> • This project was run in partnership with Littlehampton Museum in a safe creative space, as a series of five workshops for 12 mothers of young children addressing the lack of writing provision for women. • The themes of the workshops were inspired by objects in the museum, with participants connecting them with everyday objects from their own lives. 	

		<ul style="list-style-type: none"> • Workshops were led by experienced practitioners who had a strong track record of working with women of varying abilities. • The created pieces were published on the Writing Around the Kids website, and the Littlehampton Museum website. • The group have continued to write and now meet up independently, with support from Writing Around the Kids. 	
St Barnabas House Hospice	£500	<ul style="list-style-type: none"> • <u>Supporting Hospice at Home service for Littlehampton residents</u> • This funding enabled more people to be cared for in their homes by providing personal care, help and advice for controlling pain and symptoms, practical advice, and emotional, social and spiritual support. • During the year 97 patients were visited in the Littlehampton area, with 49 supported through the night. • The service is measured by outcomes such as timely symptom control, hospital admission avoidance and carer support, in addition to nursing care hours and numbers of visits. • Helping to control symptoms is significant in keeping a patient at home rather than being transferred to a hospice or hospital. • From April – August 2022, 95% of patients died at home, compared to 88% in the same period in 2021. 	

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 £15,000 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:

- **Projects that look to change and adapt the applicant's 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 on how the project looks to address that need.**
- **A defined benefit directly to Littlehampton residents with clear aims and objectives.**
- **Evidence for 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 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 the 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.

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 annually 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 wider 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 not-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/existing activities however this must be supplementary and not the sole focus.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 8 June 2023

Report by: Town Clerk

Subject: Committee Budget Monitor Report

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Community Resources Committee (CRC) budget for 2022 to 2023. The items included in Appendix 1 are year-end figures.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.
- 1.3 Movements in CRC Earmarked Reserves (EMR) during the year are attached as Appendix 2.
- 1.4 The budget monitor report figures for 2023 to 2024 are attached as Appendix 3.

2. Recommendations

- 2.1 The Committee is recommended to:
 - 1) note the report

3. Year-end Budget Monitor 2022 to 2023

3.1 Grants and Partnership Initiatives

- 3.1.1 Expenditure is in line with expectations and budget.
- 3.1.2 The following budget contained an underspend and was earmarked at year end:
 - £1,000 sports forum

3.2 Community

- 3.2.1 Expenditure is in line with expectations.
- 3.2.2 £3,210 from CRC initiatives was earmarked at year-end.
- 3.2.3 £321 from Town Tourism was earmarked at year-end.

3.3 Southfield's Jubilee Centre

- 3.3.1 Expenditure is in line with expectations.
- 3.3.2 Income for hall hire at year-end was £2,596 below the budget of £26,058.
- 3.3.3 Income from charges for services exceeded the budget by £1,887 at £2,712.
- 3.3.4 Expenditure was overspent due to increased utility and staff costs.
- 3.3.5 The PRS (Performing Rights Society) licence received £818 income with increased site usage.
- 3.3.6 The telephone budget was overspent by £2,126 due to a technical issue with the line dialling out. This fault has now been resolved.

3.4 Parks and Open Spaces

- 3.4.1 Expenditure is in line with expectations.

3.4.2 Tree maintenance EMR of £2,700 was used to offset reactive tree works at Mill Lane allotments.

3.4.3 £125,849 Section 106 money was earmarked for Rosemead Park.

3.5 K2 & Youth Services

3.5.1 Expenditure is in line with expectations.

3.5.2 £263,464 Section 106 funds were earmarked for the K2 project.

3.5.3 £40,000 was earmarked to aid the running costs of the K2 project once opened.

3.5.4 £35,000 was earmarked for the upcoming North Littlehampton project.

3.6 Museum

3.6.1 Expenditure is in line with expectations.

3.6.2 A breakdown of the Museum income is shown below.

Museum Income

	Budget	Income
Sales	£900	£1,095
Donations	£200	£507
Exhibition Commission/Sales	£75	£0
Centenary Book Income	£0	£87
Loan Box Income	£150	£393
Charges for services	-	£1,902
Grants Received	-	£1,140
	£1,325	£5,124

3.7 Allotments

3.7.1 Expenditure is in line with expectations.

3.7.2 Annual allotment rents income received £19,190 against a budget of £18,155 which was due to splitting several plots.

4. Budget Monitor 2023 to 2024

4.1 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.

4.2 Expenditure to 31/05/23 from the 2023 to 2024 budget has been included in Appendix 3. Expenditure is in line with expectations.

4.3 £16,500 of the grant's payments have been paid year to date.

4.4 £12,725 has been paid to Arun Community Church year to date.

4.5 £10,075 for an incorrect water bill currently sits within the Allotments budget line. This debt will be credited at month end.

Laura Chrysostomou
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2022/23

COMMUNITY RESOURCES COMMITTEE MEETING 8th June 2023

SERVICE		Actual I & E as at 31/03/23 £	Budget 2022/23 £
GRANTS & PARTNERSHIP INITIS	Expenditure Income	56,641	58,670 -
COMMUNITY	Expenditure Income	226,844 3,651	232,609 100
SOUTHFIELDS JUBILEE CENTRE	Expenditure Income	29,153 26,998	20,926 26,933
PARKS & OPEN SPACES	Expenditure Income	33,103 127,600	38,985 -
K2 & YOUTH SERVICES	Expenditure Income	58,131 263,464	88,721 -
MUSEUM	Expenditure Income	12,292 9,123	8,767 1,325
ALLOTMENTS	Expenditure Income	18,155 20,519	15,230 18,155
Total Expenditure		434,319	463,908
Total Income		(451,355)	(46,513)
Net Expenditure		(17,036)	417,395

Only the part of the budget that CRC is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.

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

Earmarked Reserves

SJC furniture

£2,350

2,350

Appendix 2

Earmarked Reserves 2022/23				
Reserve	Opening Balance 01/04/22 £	Expenditure to 31/3/23 £	Additions 31/3/23 £	Closing Balance 31/3/23 £
Allotments	3,246.09			3,246.09
Allotment Accessibility Grant	5,819.63			5,819.63
CRC initiatives	32,505.15		3,210.06	35,715.21
Community Event	8,021.11			8,021.11
Christmas Lights	4,237.43			4,237.43
Events	6,597.20			6,597.20
General Grants	3,789.59			3,789.59
Heritage Lottery Grant	3,449.30			3,449.30
Holiday Activity Support	0.00			0.00
Keystone Centre	67,800.00		40,000.00	107,800.00
Parks & open spaces	1,096.59	45.60	125,849.86	126,900.85
Rosemead	10,026.97			10,026.97
SJC Furniture and Equipment	3,462.31	2,350.00		1,112.31
Sports Forum	992.90		1,000.00	1,992.90
SBTS	2,517.80			2,517.80
SBTS concerts	200.00			200.00
Small Arts Grants	575.00			575.00
Tourism	5,651.05		321.00	5,972.05
Tree Planting Scheme (new road)	8,000.00			8,000.00
Visit Littlehampton	6,043.51			6,043.51
Wick Village Traders Gateway	500.00			500.00
Wick Information Centre SFA	2,500.00			2,500.00
Wick Initiatives	7,460.40			7,460.40
Wick Week	2,557.00			2,557.00
Museum Collection Mgmt	7,606.81		540.00	8,146.81
Museum Storage	470.76			470.76
Museum Events	817.08			817.08
Museum Education & Outreach	150.00			150.00
Museum Archeological deposits	284.90			284.90
Museum Volunteers	255.00			255.00
Museum donations	2,606.08			2,606.08
B&H Grant for CPD	59.83			59.83
Places of Science Grant	546.97			546.97
Museum WIDMB Book reprint	336.50			336.50
Totals	200,182.96	2,395.60	170,920.92	368,708.28

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2023/24

COMMUNITY RESOURCES COMMITTEE MEETING 8th June 2023

SERVICE		Actual I & E as at 01/06/23 £	Budget 2023/24 £
GRANTS & PARTNERSHIP INITIS	Expenditure	16,500	38,000
	Income		-
COMMUNITY	Expenditure	10,540	237,609
	Income	675	100
SOUTHFIELDS JUBILEE CENTRE	Expenditure	(1,903)	29,571
	Income	-	20,875
PARKS & OPEN SPACES	Expenditure	1,920	31,350
	Income	125,850	-
K2 & YOUTH SERVICES	Expenditure	12,725	104,105
	Income	-	3,500
MUSEUM	Expenditure	1,828	8,073
	Income	-	1,575
ALLOTMENTS	Expenditure	10,534	15,400
	Income	-	19,973
Total Expenditure		52,144	464,108
Total Income		(126,525)	(46,023)
Net Expenditure		(74,381)	418,085

Only the part of the budget that CRC is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.