



## How to contact us

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Town Clerk – Laura Chrysostomou

6 December 2023

You are hereby summoned to attend a meeting of the:

### **Property and Personnel Committee**

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

**Date:** 12 December 2023

**Time:** 6.30 pm

### **Committee:**

Councillor Dr Walsh KStJ – Chair

Councillor Northeast

Councillor O'Neill

Councillor Butcher

Councillor Worne

Councillor Tilbrook

**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 Butcher, Northeast, O'Neill, Worne are members of Arun District Council
- Councillor Dr Walsh KStJ is a member of Arun District Council and West Sussex County 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 2 October 2023, circulated herewith, pages 4 to 10. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

### **6. Chair's Report and Urgent Items**

### **7. Public Forum**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

## **8. Officers Reports**

### **8.1. Absence Monitoring Report**

Attached, Pages 11 to 12.

### **8.2. Manor House Venue Hire Terms and Conditions Review and Fee Charge Proposals 2024-2025**

Report attached, Pages 13 to 43.

### **8.3. Upgrade to web content management system**

Report attached, pages 44 to 49.

## **9. Finance**

### **9.1. Committee Budget Monitor**

Report attached, Pages 50 to 63.

### **9.2. Committee Budget Proposals 2024 to 2025**

Report attached, pages 64 to 75.

## **10. Exempt Business**

It is **Recommended** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

**Minutes of a meeting of the Property and Personnel Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 2 October 2023 at 6.30pm.**

**Present:**

Councillor Dr Walsh KStJ – Chair  
Councillor Northeast  
Councillor Butcher  
Councillor Tilbrook  
Councillor Worne

**2023 to 2024**

**1. Evacuation Procedures**

The procedures were noted.

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

The procedures were noted.

**3. Apologies**

There were apologies from Councillor O'Neill who was away.

**4. Declarations of Interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and or prejudicial interests that they might have in relation to items on the Agenda.

Councillor Northeast declared a personal interest as Chair of the North Littlehampton Steering Group and Chair of the Keystone Management Committee.

Councillor Dr Walsh KStJ declared a personal interest as a member of the Littlehampton Harbour Board.

## **5. Minutes**

The Minutes of the meeting held on 6 March 2023, previously circulated, were confirmed as a true record and signed by the Chair.

## **6. Public Forum**

There were no members of the public present, and no representations were made.

## **7. Chair's Report and Urgent Items**

There were none.

## **8. Officers Reports**

### **8.1. Absence Monitoring**

Members had before them a report, previously circulated, which provided them the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 for 2023 to 2024.

#### **It was resolved that:**

The report be noted.

### **8.2. Staffing Update**

Members received a report, previously circulated, which provided an update on staffing and the current staff structure. The significant number of changes to the staffing establishment over the last year were noted.

Members discussed the staff structure of the Town Council. Recognising that some committee Members were new to the committee it was suggested that an informal meeting be arranged with committee members and other councillors to discuss the staff structure, roles, and job descriptions.

Regarding the apprenticeship roles, Members wanted to know what qualification the apprenticeship provided and who oversees and accredits the qualification. The Deputy Town Clerk explained that the apprenticeship provider was SIGTA, and the qualification provided was a Level Three Business Administration qualification. Confirmation of who accredited the qualifications would be circulated.

#### **It was resolved that:**

1. The Urgent Actions regarding the additional apprenticeship posts in the Democratic Services and Administration teams be noted.
2. An informal meeting be arranged to discuss the Town Council's staff structure.
3. The report be otherwise noted.

### **8.3. Equipment, Facilities, and Property Update**

Members received a report, previously circulated, which provided an update on the assets, existing and proposed, under the remit of the Property and Personnel Committee. It was noted that an update regarding the Manor House was the subject of a separate report to be discussed later in the meeting.

- 8.3.1. The Town Clerk gave members an update on the status of the Holly Drive allotments.

Members mentioned that residents near the site were tired of seeing the overgrown site and wondered if anything could be done to alleviate this frustration whilst waiting for the planning permission to be approved. The Town Clerk explained that the developers for the project were responsible for all work done on the site, including the preparation work. Officers agreed to ask the developers if any work could be done on the site prior to obtaining planning permission. Members will raise the concern with County Council.

- 8.3.2. Members received an update on the K2 Community Centre project.

Good progress had been made with the K2 development. Various trades were working on the electrical installations and internal finishes. There was a delay with the plasterers, the impact this had on the schedule was unknown, but the progress on the site was otherwise good.

Members were pleased to hear that progress had been made. There were questions regarding the boundary of the site and whether a boundary fence was to be installed. Councillor Northeast suggested that the recently installed fence from the Keystone centre be repurposed for the K2 boundary. The Town Clerk explained that Arun District Council owned the site and Littlehampton Town Council are leasing only the footprint of the building from them, therefore boundary matters are the responsibility of Arun District Council who were not installing any boundary fencing.

- 8.3.3. Members received an update on the North Littlehampton Community Centre project.

The Town Clerk informed Members that progress had been made with BAQUS to take on a feasibility study and engagement activity for the proposed Community Centre. The Council needs to consider whether Section 106 funding can deliver the project and if it is not able to, the Council needs to consider what other options it can pursue.

Recommendations from the Community Centre's Sub-Committee on the way forward will be considered at Full Council on 23 November 2023.

- 8.3.4. Members were updated on the street furniture that was being stored at the Amenity Team's Unit. Arun District Council confirmed that they were happy to take the benches that were in good condition and repurpose them for the Garden of Reflection project in Wick. Members sought clarification about previously agreed provision of a bench for Wick, the miniature railway, and The Body Shop roundabout. Members highlighted that any remaining furniture in good condition could be installed on the New Fitzalan Road subject to relevant permissions being obtained, as it was a long stretch of road with no street furniture, which posed issues for the elderly and those with mobility issues.

Members agreed that the remaining street furniture that is beyond repair should be disposed of.

- 8.3.5. Members were given an update from the Responsible Financial Officer on the rent review for the Amenity Team Unit, 6F at the Lineside Industrial Estate. The unit was leased for a period of ten years with a five-year rent review, this review has been confirmed for the remaining five-year term at a price of £32,850 per annum which was an increase of £6,222 on the previously agreed annual fee. Members agreed that although it was a significant increase in price, the Amenity Team unit was essential for many of the Town Council's responsibilities and the space that it provided was ideal. Members also considered that rent prices were constantly increasing, and the rent had been fixed for the last five years.

**It was resolved that:**

1. The progress with the planning application to deliver the Allotments at Holly Drive be noted.
2. The Urgent Action to commission consultants to undertake the feasibility work for the North Littlehampton Community Centre Project be noted.
3. The progress with the projects to deliver the new community facilities in Wick and North Littlehampton and the financial implications be noted.
4. Subject to The Garden of Reflection or a suitable alternative community project proceeding, any remaining street furniture that is beyond repair and cannot be reused be destroyed.
5. The Unit 6F rent review and financial implications be noted.

**8.4. Amenity Team Equipment Update**

Members received a report, previously circulated, regarding an update on the Amenity Team's equipment.

The towed cutting deck that was used to cut grass at various locations, but mainly Rosemead Park, needed repair. Officers have been advised it would not be cost effective to repair the cutting deck and opted instead to request the purchase of a new Ride on Mower. Members asked if an electric Ride on Mower had been considered, the Responsible Financial Officer agreed that an electric Ride on Mower would be ideal compared to the petrol option, but the price difference was prohibitive, with the petrol mower costing in the region of £5,000 and the electric mower estimated at circa £28,000.

**It was resolved that:**

The purchase of a new Ride on Mower and the relevant expenditure from earmarked reserves be approved.

**8.5. Manor House Building Survey**

Members had before them a report, previously circulated, which set out the building survey undertaken of the Manor House. The purpose of this survey was to establish the condition of the Manor House, to identify areas that required immediate attention and enable a long-term preventative maintenance programme to be planned and budgeted for.

8.5.1 Members were informed that there were several areas that required immediate attention and further investigation. Members were also reminded that because the Manor House was a grade two listed building, all work needed to be approved by the Conservation Officer at Arun District Council. Members discussed the state of the windows in the Manor House, which were the focus of the repairs, specifically the matter of double glazing. Members agreed that given our commitment to the principles of best environmental practice, energy efficient window designs should be pursued, noting the Conservation Officers input and agreement would be required. There were also queries around the presence of asbestos and Members wished to know what had been done in terms of asbestos removal. Officers agreed to circulate the last asbestos report to Members.

8.5.2 Members had concerns about the state of the Manor House and believed that regular maintenance would prove beneficial and would deter the need for such significant repair bills in future years. Members did take into consideration that the Amenity Team does take on regular maintenance work for the Manor House and other Town Council properties, it was agreed that alternative solutions to regular maintenance could be considered as part of the Committee's budget setting. Members also discussed whether the cost of these repairs could be funded not purely through Town Council revenue but by a loan or perhaps a combination of the two.

**It was resolved that:**

1. The report be noted.
2. The asbestos management report be circulated to Members.
3. The report findings be considered as part of the forthcoming budget cycle process.

**8.6. Town Council Business Plan 2023 to 2027**

The Committee had before it a report, previously circulated, which contained feedback from the business planning workshops to identify priorities for inclusion in the Town Council's proposed Business Plan for 2023 to 2027. Alongside this Councillor Butcher tabled a revision to the Values set out in the Strategy, copy attached to the Minutes, which he proposed replace the current draft. Members agreed that these were useful amendments but decided to remove the word 'valuable' from one of the points as it could be perceived differently and was not necessary.

Members discussed an item on the Action Plan relating to rewilding an area of land that was developed by Persimmons. They were concerned with the overwhelming number of weeds on the site as they detracted from the aesthetic of what a wildflower area should look like. Officers agreed to contact Persimmons about the site.

Members also wished to include in the Action Plan a goal to develop a policy memorial benches in Littlehampton. They agreed this would be a positive and beneficial policy to include however the logistics of implementing this policy would need to be discussed thoroughly before anything is done. It was agreed the timescale for this policy would be beyond 2025.



Recognising the significant quantity of work currently being undertaken, Members also asked that the timescales for the policy review in the Action Plan be revised by officers before the Business Plan went to the Policy and Finance Committee.

**It was resolved that:**

1. Members comments and amendments to the emerging Strategic Plan be taken into consideration before submission to the Policy and Finance Committee.
2. The comments and amendments to the Action Plan be taken into consideration in readiness for submission to the Policy and Finance Committee.
3. The report be otherwise noted.

**9. Finance**

**9.1. Committee Budget Monitor**

Members received a report, previously circulated, which highlighted the significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee.

Members thanked the Responsible Financial Officer for the new formatting of this report, it made the report much more accessible and comprehensive. In an effort to further improve the format of this report, Members recommended that the Income table within the report include a 'Year To Date' budget column as this would provide useful context to the figures given in the report. The Responsible Financial Officer agreed that this would be useful and would include a 'Year To Date' budget column in future Committee Budget Monitor reports, this would be included across Committees where applicable.

It was also highlighted that the Cost Centre report in the appendix listed K2 as the Keystone Centre, this was noted and would be amended for future reports.

**It was resolved that:**

1. Future Committee Budget Monitor reports would include a 'Year To Date' budget column in the Income table, included across committees where applicable.
2. The accounting system be updated to amend the naming error for K2.
3. The report be otherwise noted.

**10. Exempt Business**

There was none.

The meeting closed at 7:32pm.

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**Chair**

## Appendix A - Our Values

Our Values incorporate all the Nolan Principles in public life and more. They set out how we operate and how we interact

- Leadership and empowerment
- Integrity, honesty and accountability
- Efficiency, effectiveness, and value for money
- Openness, listening and communicating
- Selflessness, objectivity, and positivity
- Productive partnerships
- Continuous improvement

# Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 12 December 2023

Report by: The Town Clerk

Subject: Absence Monitoring Report – Quarter 2 2023 to 2024

## 1. Summary

- 1.1 Members are provided with the staff absence records for the full years 2017 to 2018 to 2022 to 2023 and quarter 1 and 2 for 2023 to 2024.

## 2. Recommendation

It is recommended that the report be noted.

## 3. Staff Absence Records

- 3.1 The figures for self-certificated sickness leave are set out below.

Year	1st Apr-30 <sup>th</sup> Jun	1 <sup>st</sup> Jul-30 <sup>th</sup> Sep	1 <sup>st</sup> Oct-31 <sup>st</sup> Dec	1 <sup>st</sup> Jan-31 <sup>st</sup> Mar	Average
2017/18	1.06%	0.94%	0.83%	0.92%	0.94%
2018/19	0.85%	0.49%	1.46%	2.01%	1.20%
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%	1.58%	0.76%	1.35%
2023/24	0.31%	<b>0.71%</b>			

- 3.2 The figure for Quarter 2 in 2023 to 2024 increased compared to the previous quarter (2023 to 2024 Quarter 1). It is lower than the same period in the previous year (2022 to 2023 Quarter 2). 5 members of staff took self-certificated sickness leave (4 last quarter), this equated to 52.25 hours in reduced staff time.

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

<b>Year</b>	<b>1<sup>st</sup> Apr- 30<sup>th</sup> Jun</b>	<b>1<sup>st</sup> Jul- 30<sup>th</sup> Sep</b>	<b>1<sup>st</sup> Oct- 31<sup>st</sup> Dec</b>	<b>1<sup>st</sup> Jan- 31<sup>st</sup> Mar</b>	<b>Average</b>
2017/18	0.46%	0.13%	0%	0.68%	0.32%
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%	1.78%	0.10%	1.62%
2023/24	0.06%	<b>0.03%</b>			

3.4 One member of staff was recorded absent due to certificated sickness leave for quarter 2 in 2023 to 2024. This equated to 2.5 hours in reduced staff time.

Laura Chrysostomou  
**Town Clerk**

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Property and Personnel Committee**

**Date: 12 December 2023**

**Report by: Town Clerk**

**Subject: Manor House Venue Hire Terms and Conditions Review and Fee Charge Proposals 2024 to 2025**

### **1. Summary**

- 1.1 The Manor House (MH) room and wedding hire terms and conditions were reviewed in 2019. This report sets out details of the new terms and conditions for the committee to review.
- 1.2 It should be noted that the Community Resources Committee will be considering the revised terms and conditions as that committee is responsible for Southfields Jubilee Centre (SJC) and K2 (the new centre).
- 1.3 The hire fees charged at the LTC venues are reviewed annually. This report sets out details of the research and comparisons obtained as part of the review and the proposals for changes to these charges for 2024 to 2025 for MH room hire, weddings and ceremonies, and car park space hire.

### **2. Recommendations**

- 2.1 The Committee is recommended to:
  1. Review and approve the revised terms and conditions for Venue Facilities for MH room hire and Weddings & Ceremonies.
  2. Consider whether to leave the level of room hire charges unchanged for 2024 to 2025 or increase them and if so, agree the level of increase to be applied to MH room hire and Weddings & Ceremonies.
  3. Consider whether to leave the level of car parking charges unchanged for 2024 to 2025 or increase them and if so, agree the level of increase to be applied to MH car park space hire.
  4. Delegate authority to the Town Clerk to apply a discount to long hours and or multiple bookings.

### **3. Background**

#### **3.1. Room Hire Terms and Conditions**

- 3.1.1. Following a review of room hire terms and conditions it is proposed to make changes to reflect the service provided by LTC venues.
- 3.1.2. Appendix 1 shows the current Terms and Conditions for Venue Facilities for MH and Appendix 2 shows the current Terms and Conditions for Wedding & Ceremonies. The Committee are asked to consider and approve the proposed Terms and Conditions for all Venue Facilities at MH, SJC and K2, Appendix 3 and the proposed Terms and Conditions for Weddings & Ceremonies, Appendix 4.

### **3.2. Room Hire Fees**

- 3.3.1. Bookings have increased due to local businesses using all of the rooms we offer at the MH. Our most frequent hirer was Barclays who used the room two days per week, unfortunately their room hire has recently ceased.
- 3.3.2. The fees have been reviewed against other comparable facilities in the area and our current charges for using MH remain competitive. Following this review, it is proposed to increase the hire charges by 5 percent for 2024 to 2025 rounded to the nearest 10p. Whilst it would be prudent to apply a small increase to reflect the facilities on offer and rising energy, contractor and staffing costs, it should be balanced with the fact that any increase could deter groups from hiring the venues.
- 3.3.3. The current level of fees and charges are set out in Appendix 5. The Committee is therefore asked to decide whether they wish to leave the level of charges unchanged for 2024 to 2025 or increase charges as set out in Appendix 6.
- 3.3.4. Officers are exploring creating both digital and print brochures to promote the Manor House as a wedding venue together with funeral wakes, conference functions, training workshops and meeting rooms. This is currently underway. Officers are exploring advertising to promote all LTC venues through targeted communication channels, paid social media and local offers to engage a wider audience and generate more income.

### **3.3. Weddings and Ceremonies**

- 3.3.1 The Town Council has been offering the New Millennium Chamber for these services for many years. In 2022 to 2023 there were eight weddings. For the next financial year, 2024 to 2025, there are currently only two weddings booked.
- 3.3.2. The fees have been reviewed against other comparable facilities in the area and changes are proposed as set out in the table below.

<b>Weddings</b>	<b>Current 2022 to 2023</b>	<b>Proposed 2023 to 2024</b>
Weekdays	£577.50	£610
Saturdays	£632.50	£665
Sundays and Bank Holidays	£660.00	£695

3.3.3. It is also proposed that a discount of 10% is offered to residents on their wedding hire, a promotional incentive that is being used by other Council's who offer wedding venues. This would still ensure costs are covered and a small amount of income generated.

3.3.4 The Committee is therefore asked to approve the proposed fees for 2024 to 2025. Please note that the two weddings booked for 2024 to 2025 will be honoured at the 2023 to 2024 prices.

### **3.4. Manor House Car Park Spaces**

3.4.1. There are ten car park spaces on the land adjacent to the Manor House which are currently rented until 31 March 2024.

3.4.2. The charges have been reviewed against the fees charged by neighbouring local authorities and it is recommended that the Committee increase the current charges for 2024 to 2025 by 10 percent. The current and proposed fees are detailed in the table below:

<b>Car Park Fee</b>	<b>Current 2023-2024</b>	<b>Proposed 2024-2025</b>
Annual Hire	£519.75 plus VAT (£623.70)	£571.72 plus VAT (£686.07)
Monthly Hire	£43.32 plus VAT (£51.98)	£47.64 plus VAT (£57.16)
Up to 4 hours	£3.38 plus VAT (£4.05)	£3.71 plus VAT (£4.45)
Over 4 hours	£7.23 plus VAT (£8.67)	£7.94 plus VAT (£9.52)

3.4.3 It is proposed that hirers paying monthly and hourly will be charged an additional administrative fee of £13 plus VAT.

## **4. Financial Implications**

4.1. The draft budget has been prepared to reflect the proposed increases and is the subject of a report later in the agenda.

Laura Chrysostomou

**Town Clerk**



## LITTLEHAMPTON TOWN COUNCIL

### VENUE FACILITIES – MANOR HOUSE

#### CONDITIONS OF USE AND HIRE

##### 1. CORRESPONDENCE

All correspondence should be addressed to: The Town Clerk, Littlehampton Town Council, Manor House, Church Street, Littlehampton, BN17 5EW. Tel: 01903 732063. Fax: 01903 731690. E-mail: [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk)

##### 2. VENUE

In all correspondence, advertising and publicity users must refer to the venue as the Manor House;

##### 3. REGULATIONS

All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.

##### 4. BOOKING PROCEDURE AND PAYMENT OF CHARGES

The following procedure for bookings and payment of charges shall apply to all bookings other than regular weekly and monthly hiring for which separate arrangements will apply.

###### (a) PROVISIONAL BOOKING

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete an official booking form and return it to the Town Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting by its Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary. For individual bookings the Hirer shall pay the full and total hire charge at the time of the booking. Cheques to be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

###### (b) HIRE CHARGES

(i) The charges for the hire of the accommodation will be notified to the Hirer prior to the submission of a booking form as mentioned above. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.

(ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the email address or address stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore, the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.



**(c) PAYMENT**

For individual bookings the Hirer shall pay the full and total hire charge at the time of booking. Cheques should be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**(d) ADDITIONAL CHARGES**

The Town Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 30 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to Littlehampton Town Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost. Hirers are requested to remove excess rubbish and leave the area clean and tidy.

**(e) DEPOSIT**

The Town Council reserves the right to charge a deposit of up to £100, payable at the time of the booking. A full refund will be given upon satisfaction that the premises have been left in a secure and clean condition.

**(f) CANCELLATION**

Cancellations made by the Hirer will incur a 10% handling fee for bookings that are cancelled at any time leading up to 1 month (30 days) before the event. Cancellations made with less than 30 days' notice prior to the event will incur a charge of 50% the hire costs. Cancellations made with less than 1 week (7 days) notice will be charged the full amount of the hire cost. Cancellation of the booking shall only be effective from the date upon which formal written notice is received by the Town Council at its offices.

If for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council's liability. The Town Council reserves the right to refuse or cancel a booking.

**5. PURPOSE OF HIRE AND SUBLETTING**

All details of the purpose of the hire shall be provided to the Town Council by the Hirer at the time of the booking and this should include the maximum number of people attending. If the application for hire is found not to be correct in all respects then the Council reserves the right to cancel the booking

Without the previous consent, in writing, of the Council, the accommodation shall not be used for any other purpose, or, in any other manner, than that stated in the application and the Hirer shall not, without the previous consent in writing of the Council, underlet or part with possession of the accommodation or any part thereof to any other person or organisation.

**6. PERSONAL INJURY & LOSS OF/DAMAGE TO PROPERTY**

The Town Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the Manor House facilities is permitted entirely at the user's own risk.

The Hirer will be held responsible for any damage caused during the period of hire to any part of the Manor House and its contents. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

**7. SERVICES & ALTERATIONS**

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the Manor House. Should the Hirer wish to bring any additional electrical equipment into the Manor House then all such equipment must be covered by a current Appliance Test Certificate and the Hirer may be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of Littlehampton Town Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from Littlehampton Town Council.

**8. LIQUOR LICENCE/ALCOHOL**

Alcohol may only be brought to or consumed on the premises with prior permission of Littlehampton Town Council. If the Hirer will be bringing alcohol to their event at the Manor House, we ask that people be responsible in its use whilst in and around the building. Any excessive use of alcohol may compromise further bookings for the Hirer. If the Hirer is selling alcohol at their event, they must seek permission from Littlehampton Town Council and contact Arun District Council on 01903 737500 at their earliest convenience to ascertain if a full license is required, giving at least 60 days' notice.

**9. SMOKING**

The Hirer shall be responsible for notifying their party and guests that the Manor House has a strict No Smoking Policy throughout the building and the outside within the boundary of the site.

**10. EXITS AND ENTRANCES**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to the Manor House (internal or external).

It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be strictly 'out of bounds'. The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

**11. EMERGENCY EVACUATION**

The hirer is responsible for the emergency evacuation of themselves and all delegates/attendees. It will be the responsibility of the hirer to ensure that they, and any stewards, are aware of the emergency evacuation procedure for the premises and the location of the assembly point. Evacuation procedures are available in each of the Manor House rooms along with a visitors log to be completed by the hirer.

The Hirer must ensure that they have means for calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are kept available for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by Littlehampton Town Council and with safety arrangements in place.

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

Other than mobile telephones and tablet devices no electrical equipment is to be used unless it has a current PAT certificate. Littlehampton Town Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must ensure that the number of persons on the premises does not exceed that which can be evacuated within 2.5 to 3 minutes.

Maximum capacity for New Millennium Chamber standing 120 and seated 100 without tables and equipment. Seated with tables and equipment maximum of 80.

Maximum capacity for Fleming Room without tables and chairs 35, with tables and chairs 16–18.

Maximum capacity for Gladden Room without tables and chairs 35, with tables and chairs 16–18.

### **12. PARKING**

We provide one parking space per room booking hire, there are also two public town centre car parks within 5 minutes walking distance. Both car parks operate a *free* disc parking scheme for a maximum of 2 hours. Discs can be picked up from the Manor House in Church Street. The Manor House is adjacent to a car park and there is also free local on-street parking. The car parks are also free after 6.00pm until 8.00am the following day, please note that this may change at any time and would advise that you check signage when parking.

### **13. RIGHT OF ENTRY**

The Town Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to the Manor House and the right to require the Hirer to refuse admission to, or remove from the Manor House, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to the Manor House or the users thereof.

### **14. LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Manor House, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

### **15. BROADCASTING AND FILM RIGHTS**

No person or body hiring any part of the Manor House shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Town Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.

### **16. PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

### **17. MUSIC AND DANCING**

(a) The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

**18. COMPLAINT**

Any complaint by the Hirer in respect of the use of the Manor House or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of the hiring.

**19. CHANGE OF REGULATIONS**

The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

We agree to abide by the terms and conditions above.

Signed

Hirer:

Date:



## LITTLEHAMPTON TOWN COUNCIL

### WEDDING/ CIVIL CEREMONY VENUE FACILITIES – MANOR HOUSE

#### AGREEMENT: CONDITIONS OF USE AND HIRE

**1. CORRESPONDENCE**

All correspondence should be addressed to: The Town Clerk, Littlehampton Town Council, Manor House, Church Street, Littlehampton, BN17 5EW. Tel: 01903 732063. Fax: 01903 731690. E-mail: [weddings@littlehampton-tc.gov.uk](mailto:weddings@littlehampton-tc.gov.uk)

**2. VENUE**

In all correspondence, advertising and publicity users must refer to the venue as the Manor House; New Millennium Chamber.

**3. REGULATIONS**

All users are bound by the rules and regulations governing use of the accommodation which are deemed to be incorporated in these conditions.

**4. BOOKING PROCEDURE AND PAYMENT OF CHARGES**

The following procedure for bookings and payment of charges shall apply to all bookings.

**(a) PROVISIONAL BOOKING**

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete a Wedding Ceremony Booking Form and return it to the Town Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting by its Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary. Cheques should be made payable to Littlehampton Town Council.

**(b) HIRE CHARGES**

(i) The charges for the hire of the accommodation will be notified to the Hirer prior to the submission of a booking form as mentioned above. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.

(ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the address stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.

**(c) ADDITIONAL CHARGES**

The Town Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 30 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to Littlehampton Town Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost.

**(d) DEPOSIT**

A deposit of £150 will be payable at the time of the booking.

**(e) FINAL PAYMENT**

Final payment will be due 3 months before the date of the event.

**(f) CANCELLATION**

In case of cancellation by the Hirer up to 3 months before the event, the deposit of £150 will be retained. Cancellations made after this time prior to the event will be charged the full amount of the hire cost. Cancellation of the booking shall only be effective from the date upon which formal **written** notice is received by the Town Council at its offices.

If for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council's liability. The Town Council reserves the right to refuse or cancel a booking.

**5. PURPOSE OF HIRE AND SUBLETTING**

All details of the purpose of the hire shall be provided to the Town Council by the Hirer at the time of the booking and this should include the maximum number of people attending. If the application for hire is found not to be correct in all respects, then the Council reserves the right to cancel the booking

Without the previous consent, in writing, of the Council, the accommodation shall not be used for any other purpose, or, in any other manner, than that stated in the application and the Hirer shall not, without the previous consent, in writing, of the Council, underlet or part with possession of the accommodation or any part thereof to any other person or organisation.

**6. PERSONAL INJURY & LOSS OF/DAMAGE TO PROPERTY**

The Town Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the Manor House facilities is permitted entirely at the user's own risk.

The Hirer will be held responsible for any damage caused during the period of hire to any part of the Manor House and its contents. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

### 7. SERVICES & ALTERATIONS

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the Manor House. Should the Hirer wish to bring any additional electrical equipment into the Manor House then all such equipment must be covered by a current Appliance Test Certificate and the Hirer may be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of Littlehampton Town Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from Littlehampton Town Council.

### 8. LIQUOR LICENCE/ALCOHOL

No alcohol to be brought to or consumed on the premises during the ceremony. Alcohol may only be brought to or consumed on the premises after the ceremony has taken place with prior permission of Littlehampton Town Council. If the Hirer will be bringing alcohol to their event at the Manor House, we ask that people be responsible in its use whilst in and around the building. Any excessive use of alcohol may compromise further bookings for the Hirer. If the Hirer is selling alcohol at their event, they must seek permission from Littlehampton Town Council and contact Arun District Council on 01903 737500 at their earliest convenience to ascertain if a full license is required, giving at least 60 days' notice.

### 9. SMOKING

The Hirer shall be responsible for notifying their party and guests that the Manor House has a strict No Smoking Policy throughout the building and the outside within the boundary of the site.

### 10. EXITS AND ENTRANCES

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to the Manor House (internal or external).

It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be strictly 'out of bounds'. The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

### 11. EMERGENCY EVACUATION

The hirer is responsible for the emergency evacuation of themselves and all delegates/attendees. It will be the responsibility of the hirer to ensure that they, and any stewards, are aware of the emergency evacuation procedure for the premises and the location of the assembly point. Evacuation procedures are available in each of the Manor House rooms along with a visitors log to be completed by the hirer.

The Hirer must ensure that they have means for calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are kept available for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by Littlehampton Town Council and with safety arrangements in place.

## Appendix 2

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

Other than mobile telephones and tablet devices no electrical equipment is to be used unless it has a current PAT certificate. Littlehampton Town Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must ensure that the number of persons on the premises does not exceed that which can be evacuated within 2.5 to 3 minutes.

### 12. **PARKING**

There are two public town centre car parks within 5 minutes walking distance. Both car parks operate a *free* disc parking scheme for a maximum of two hours. Discs can be picked up from the Manor House in Church Street. The Manor House is adjacent to a car park and there is plentiful free local on-street parking. Two parking spaces will be provided for wedding cars/limousines to use during the period of hire for the wedding party. Please note that a further two parking spaces will be made available for the Registrars.

### 13. **RIGHT OF ENTRY**

The Town Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to access the Manor House and the right to require the Hirer to refuse admission to, or remove from the Manor House, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to the Manor House or the users thereof.

### 14. **LOTTERIES, RAFFLES AND GAMING**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in the Manor House, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

### 15. **BROADCASTING AND FILM RIGHTS**

No person or body hiring any part of the Manor House shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Town Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.

### 16. **PUBLIC PERFORMANCE AND COPYRIGHT WORKS**

There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.

### 17. **MUSIC AND DANCING**

The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

### 18. **COMPLAINT**

Any complaint by the Hirer in respect of the use of the Manor House or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of the hiring.



**19. CHANGE OF REGULATIONS**

The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

We agree to abide by the terms and conditions above.

Signed

Hirer

Date:

Signed

Peter Herbert

Town Clerk

Date:

## Appendix 3

### Venue Facilities – Manor House/Southfields Jubilee Centre/K2

#### Conditions of use and hire

Littlehampton Town Council offers an attractive choice of venues to organisations, businesses and private hirers. Our venues, the Manor House ([New Millennium Chamber](#)), [Southfields Jubilee Centre](#) and K2 Centre, offer facilities in the town of Littlehampton for conferences, meetings, seminars, training sessions, exhibitions, [wedding](#) and naming ceremonies. Further details and images can be seen on our website: <https://www.littlehampton-tc.gov.uk/venues-hire>

The conditions of use and hire are set out below.

#### 1. Correspondence and Complaints

All correspondence should be addressed to: The Bookings Team, Littlehampton Town Council, Manor House, Church Street, Littlehampton BN17 5EW. Tel: 01903 732063. E-mail: [bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk)

Any complaint by the Hirer in respect of the use of the any of our venues mentioned above or of the arrangements herewith shall be made to the Town Council in writing within 7 days of the date of the hire to:

[bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk)

#### 2. Venue

In all correspondence, advertising and publicity Hirers must refer to the venue they are hiring, the venues are as follows:

- **Manor House**
- **Southfields Jubilee Centre**
- **K2**

#### 3. Regulations

All users are bound by the rules and regulations governing use of the venue which are deemed to be incorporated in these conditions.

#### 4. Booking Procedure and Payment of Charges

The following procedure for bookings and payment of charges shall apply to all bookings at the above venues.

##### a) Provisional Booking

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete an official booking form and return it to the Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting on behalf of the Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary.

### **b) Hire Charges**

- (i) The charges for the hire of the accommodation will be notified to the Hirer. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.
- (ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the email address or address stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore, the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.

### **c) Payment**

BACS/Cheque should be made payable to Littlehampton Town Council. For individual or new Hirer bookings the Hirer shall pay the full and total hire charge at the time of booking together with the hire deposit. For reoccurring bookings invoices are produced one calendar month in advance and payment is due from the Hirer named in the booking form prior to the hire commencing.

### **d) Deposit**

The Council reserves the right to charge a deposit of up to £100.00, payable at the time of the booking. A full refund will be given upon satisfaction that the premises have been left in a secure and clean condition.

### **e) Additional Charges**

The Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 15 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, (including swipe key fobs), damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer

has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to the Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost. Hirers are requested to remove rubbish and leave the area clean and tidy.

**f) Reinstating Booking Hire**

Should a Hirer wish to reinstate their booking, the Hirer needs to give at least 72 hours notice prior to the date of their request in writing by email: [bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk) or by post at the above address. The Hirer will need to receive confirmation by the Council prior to gaining access to the centre to ensure the building is open.

**g) Cancellation**

Cancellation of the booking shall only be effective from the date upon which formal written notice is received by the Council at its offices by email: [bookings@littlehampton-tc.gov.uk](mailto:bookings@littlehampton-tc.gov.uk) or by post at the above address. We do not accept cancellations over the phone.

Charges for cancellations made by regular/recurring hirers:

0–7 days	100% of the hire charge
8 days–3 months	10% of the hire charge
More than 3 months	No charge

Charges for cancellations made by occasional hirers:

0–7 days	100% of the hire charge
8 days–28 days	50% of the hire charge
29 days or more	10% of the hire charge

If for reasons totally beyond the Council’s control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council’s liability. The Council reserves the right to refuse or cancel a booking.

**5. Purpose of hire and subletting**

All details of the purpose of the hire shall be provided to the Council by the Hirer at the time of the booking and this should include the use, the maximum number of people attending, and any relevant information asked on the booking form. If the application for hire is found not to be correct in any respect, then the Council reserves the right to cancel the booking. The Hirer will receive consent once the booking is confirmed by the Administration Team.

The venue shall not be used for any other purpose, or, in any other manner, than that stated in the application and the Hirer shall not underlet or part with

possession of the venue or any part thereof to any other person or organisation.

The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

**6. Stored Equipment**

Littlehampton Town Council accepts no responsibility for any stored equipment or other property brought on to or left at our venues and all liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of the day at the hire fee per hiring until the same item is removed.

The Council may at its discretion, in respect of any equipment or property brought into the centre and not removed by the Hirer within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any cost incurred in storing and selling or otherwise disposing of the same.

**7. Damage to Property**

The Hirer will be held responsible for any damage caused during the period of hire to any part of the above buildings and its contents. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

**8. Services and Alterations**

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the above buildings.

Should the Hirer wish to bring any additional electrical equipment into the above buildings then all such equipment must be covered by a current PAT (Portable Appliance Testing) Test Certificate and the Hirer will be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of the Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from the Council.

**9. Signs and Advertisements**

The Hirer must not without consent of the Council fix to or exhibit on the outside of the above buildings or fix to or exhibit through any window of the building or display anywhere on the premises any placard sign, notice, fascia board or advertisement. If you would like to display a poster advertising your class, please contact Littlehampton Town Council to confirm where this can be placed. Should a Hirer display an advertisement for another venue this will be removed.

### **10. PRS and PPL (Performing Rights Society and Photographic Performance Limited)**

If required Hirers need to have their own PRS and/or PPL to hire any of our venues prior to their commencement date.

### **11. Health and Safety**

All Hirers who deliver a class or event are responsible to undertake their own risk assessments appropriate to their activities and have their own Public Liability Insurance. The Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the above building facilities is permitted entirely at the user's own risk.

No electrical equipment is to be plugged in to the electric sockets unless it has a current PAT certificate which is the responsibility of the Hirer. The Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. There are kitchens provided with a refrigerator, a dishwasher and sink for Hirers to use at our venue facilities. The Hirer must ensure that all rubbish is removed from the building at the end of the hire period and taken home with them. The Council reserves the right to charge the Hirer for disposing of any rubbish left inside the building or left outside the building.

### **12. Alcohol/Drugs/Liquor Licence**

No alcohol to be brought or consumed on the premises without prior permission of the Council. If permission to bring alcohol has been given to the Hirer by the Council, we ask that people be responsible in its use whilst in and around the building and the Hirer is responsible for ensuring this is the case. Any excessive use of alcohol may compromise further bookings for the Hirer.

Drunk and disorderly behaviour shall not be permitted either in our above buildings or the immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave our venues. No illegal drugs may be brought into the above venues.

If the Hirer wishes to sell alcohol at their event, they must first obtain permission from the Town Council to do so and, if given, contact Arun District Council as the licensing authority on 01903 737500 at their earliest

convenience to ascertain if a full license is required, giving at least 60 days' notice. If a licence is required, the Hirer is responsible for ensuring compliance. Further information can be found on the District Council's website here: <https://www.arun.gov.uk/beer-entertainment>

### **13. Smoking**

The Hirer shall be responsible for notifying their party and guests that all Town Council buildings have a strict No Smoking Policy throughout the building and outside within the immediate boundary of the site.

### **14. Exits and Entrances**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to the above buildings (internal or external). It will be the responsibility of the Hirer to ensure that the above buildings are left secure, with all windows and doors shut and locked.

It will be the responsibility of the Hirer to ensure that everyone connected with their class/event is aware of which parts of the building they have hired. All other areas of the building will be strictly 'out of bounds'. The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

### **15. Emergency Evacuation**

It will be the responsibility of the Hirer to ensure that everyone connected to their class/event is aware of the emergency evacuation procedures for the venue they are hiring. This document is included and provided with the appropriate venue. Evacuation procedures are available in each of the rooms.

The Hirer must ensure that they have a means of calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are maintained accessible and clear for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by the Council and with safety arrangements in place.

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must endeavor to ensure that any persons on the premises related to their booking can be evacuated within 2.5 to 3 minutes.

### **16. Parking**

Parking at our venues is as follows:

Manor House has three allocated private parking bays at the rear of the building, one bay is assigned for each room hired. There is a pay and display car park adjacent to the building for hirers to use. Tickets can be purchased via MiPermit App where a two-hour free parking ticket for the registered vehicle can be purchased. Should the hire of the room be longer than two hours, hirers would need to purchase a paid ticket to ensure they comply with the parking requirements.

Southfields Jubilee Centre has restricted parking but does include allocated bays for people with disabilities. Hirers and their guests are asked not to park on the verge in Southfields Road or in any way that causes inconvenience to residents.

K2 Community Centre has restricted parking but does include allocated bays for people with disabilities and electric vehicles. Hirers and their guests need to input their vehicle registration details into the tablet which is provided inside the community centre to allow them free parking for up to 4 hours.

Please note that we cannot guarantee parking at all of our venues but on street parking is normally available.

### **17. Right of Entry**

The Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to enter our buildings and the right to require the Hirer to refuse admission to, or remove from our buildings, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to our buildings or the users thereof.

### **18. Lotteries, Raffles and Gaming**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in our buildings, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

### **19. Broadcasting and Film Rights**

No person or body hiring any part of our buildings shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.

### **20. Public Performance and Copyright Works**

There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society's repertoire.



**21. Music and Dancing**

The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

**22. Change of Terms and Conditions**

The Council reserves the right to amend these Terms and Conditions at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

**23. Emergency Contact Numbers**

Manor House: Switchboard 01903 732063

(9:00 – 16:30hrs Monday – Friday.

10:30 – 16:30 Saturday)

Southfields Jubilee Centre Caretaker 07768 019609

Amenity Team Coordinator 07716 253 234

Emergency Services (Fire Brigade, 999 or 101  
Police)

**I have read and understand the conditions of hire. I agree on my behalf and on behalf of the organisation mentioned below to comply and be bound by them.**

Name:			
Organisation:			
Print Name:			
Date:		Signature:	

## Venue Capacities

<b>Manor House</b>	<b>Standing (no tables)</b>	<b>Seated (Theatre style)</b>	<b>Seated (with tables)</b>
New Millennium Chamber:  (own separate entrance with lift access)	120	100	70
Fleming Room:  (located on ground floor)	30	25	16
Gladden Room:  (located on first floor)	25	18	14

<b>Southfields Jubilee Centre</b>	<b>Standing (no tables)</b>	<b>Seated (Theatre style)</b>	<b>Seated (with tables)</b>
Large Hall  (16.5m x 9m)	120	100	70
Small Hall  (6m x 10.5m)	50	40	25

<b>K2 Community Centre</b>	<b>Standing (no tables)</b>	<b>Seated (Theatre style)</b>	<b>Seated (with tables)</b>
Large Hall	120	100	70
Small Hall	TBC	TBC	TBC
Breakout Room	Not applicable	Not applicable	2-4

## Appendix 4

### Venue Facilities – Manor House Wedding/Civil Ceremony

#### Conditions of use and hire

#### 1. Correspondence and Complaints

All correspondence should be addressed to: The Town Clerk, Littlehampton Town Council, Manor House, Church Street, Littlehampton BN17 5EW. Tel: 01903 732063. E-mail: [weddings@littlehampton-tc.gov.uk](mailto:weddings@littlehampton-tc.gov.uk)

Any complaint by the Hirer in respect of the use of the any of our venues mentioned above or of the arrangements herewith shall be made to the Town Clerk in writing within 7 days of the date of the hiring to: [lrc@littlehampton-tc.gov.uk](mailto:lrc@littlehampton-tc.gov.uk)

#### 2. Venue

In all correspondence, advertising and publicity Hirers must refer to the venue as to the location they are hiring, the venue is as follows:

- **New Millennium Chamber, Manor House**

#### 3. Regulations

All users are bound by the rules and regulations governing use of the venue which are deemed to be incorporated in these conditions.

#### 4. Booking Procedure and Payment of Charges

The following procedure for bookings and payment of charges shall apply to all bookings at the above venues.

##### a) Provisional Booking

Provisional bookings will be accepted and held open for a period of 72 hours during which time the Hirer must complete an official booking form and return it to the Council Offices. The booking will then, within a period of 10 days from receipt of the completed booking form, either be accepted or be rejected by the Council acting by its Town Clerk (whose decision shall be final) and notification of such communicated to the Hirer. Provisional bookings not confirmed within 72 hours will be deleted from the diary.

**b) Hire Charges**

- (i) The charges for the hire of the accommodation will be notified to the Hirer prior to the submission of a booking form as mentioned above. The Council's current policy is to review charges annually with effect from 1<sup>st</sup> April each year. Where a booking is for a date or dates after the date on which the Council's reviewed charges next come into effect, then the scale of charges determined at the review shall be those applicable to the hire.
- (ii) Where the scale of charges is reviewed by the Council upwards by a figure in excess of 10% above the increase in the retail price index (or any index replacing same) and the hire would be subject to such new scale of charges, the Council shall give the Hirer written notice of such increase (the notice to be sent to the email address or address stated on the booking form). The Hirer shall then have the right to cancel the booking, but this option shall only be available to the Hirer for a period of 10 days from the date of the Council's written notice as above. Therefore, the Hirer shall be deemed to have accepted and shall be bound by the new scale of charges as if such had been agreed at the time of the original booking.

**c) Payment**

For individual or new Hirer bookings the Hirer shall pay the full and total hire charge at the time of booking together with the hire deposit. BACS/Cheque/Cash should be made payable to Littlehampton Town Council. For reoccurring bookings invoices are produced at the end of each calendar month and payment is due from the Hirer named in the booking form within 30 days.

**d) Deposit**

The Council reserves the right to charge a deposit of up to £150.00, payable at the time of the booking. Should the Hirer wish to have a dog(s) present at the ceremony there will be an additional deposit of £50.00 per dog. A full refund regarding a dog(s) being present at the ceremony will be given upon satisfaction that the premises have been left in a clean and satisfactory condition.

**e) Final Payment**

Final payment will be due 3 months before the date of the event.

**f) Additional Charges**

The Council reserves the right to levy an additional charge for any services or facilities provided at an event which have not been specified by the Hirer beforehand. This will be invoiced to the Hirer by the Council as soon as is practical after the date of hire. Payment will be due within 30 days of the invoice.

The term "Additional Charges" shall include all costs due from the Hirer for breakages, (including swipe key fobs), damage, additional hire time (i.e. where the Hirer enters or leaves the building before or after the time stated respectively on the booking form), additional caretaking time when the Hirer

has left the premises in an unacceptable condition or for any other item as referred to in these conditions.

The Hire charge includes the cost to the Council of reasonable cleaning. Should unreasonable cleaning costs be incurred, these will be passed on to the Hirer as an additional cost. Hirers are requested to remove rubbish and leave the area clean and tidy.

### **g) Reinstating Booking Hire**

Should a Hirer wish to reinstate their room booking, the Hirer needs give at least 3 months notice prior to the date of their request in writing by email: [weddings@littlehampton-tc.gov.uk](mailto:weddings@littlehampton-tc.gov.uk) or by post at the above address. The Hirer will need to receive confirmation by the Council accepting their booking prior to the gaining access to the room to ensure the building is open.

### **h) Cancellation**

In case of cancellation by the Hirer up to 3 months before the event, the deposit of £150 will be retained. Cancellations made after this time prior to the event will be charged the full amount of the hire cost. Cancellation of the booking shall only be effective from the date upon which formal written notice is received by the Town Council at its offices by email: [weddings@littlehampton-tc.gov.uk](mailto:weddings@littlehampton-tc.gov.uk) or by post at the above address. We do not accept cancellations over the phone.

If for reasons totally beyond the Council's control, the Council is unable to provide the facilities on the hire date, then the booking shall be cancelled by the Council and all hire charges shall be refunded and that shall be the extent of the Council's liability. The Council reserves the right to refuse or cancel a booking.

## **5. Purpose of hire and subletting**

All details of the purpose of the hire shall be provided to the Council by the Hirer at the time of the booking and this should include the use, the maximum number of people attending, and any relevant information asked on the booking form. If the application for hire is found not to be correct in any respect, then the Council reserves the right to cancel the booking. The Hirer will receive consent once the booking is confirmed by the Weddings Team.

## **6. Stored Equipment**

Littlehampton Town Council accepts no responsibility for any stored equipment or other property brought on to or left at our venues and all liability for loss or damage is hereby excluded. All equipment and other property (other than the store equipment) must be removed at the end of each hiring or fees will be charged for each day or part of the day at the hire fee per hiring until the same item is removed.

The Council may at its discretion, in respect of any equipment or property brought into the centre and not removed by the Hirer within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and

conditions as it thinks fit, and charge the Hirer any cost incurred in storing and selling or otherwise disposing of the same.

### **7. Damage to Property**

The Hirer will be held responsible for any damage caused during the period of hire to any part of the above building and its contents. Any damages caused by the Hirer or guests of the Hirer shall be paid for upon receipt of the total costs of repairs or replacement.

### **8. Services and Alterations**

No additions or alterations shall be made to the water, gas or electrical services and no structural or other alterations shall be made to the fabric of the building, nor to any of the installations, furniture, fixtures and fittings or other property of the above building. Should the Hirer wish to bring any additional electrical equipment into the above building then all such equipment must be covered by a current PAT Test Certificate and the Hirer will be required to produce the certificate.

No decoration shall be erected or suspended from any part of the premises except by prior consultation, and with the written agreement of the Council. If such permission is granted, decorations must be erected clear of the walls so as to ensure no damage to the property in consequence thereof. No decoration of flammable nature shall be erected or suspended on any part of the premises.

Furniture and other moveable items are not to be moved by the Hirer without prior permission from the Council.

### **9. Signs and Advertisements**

The Hirer must not without consent of the Council fix to or exhibit on the outside of the above building or fix to or exhibit through any window of the building or display anywhere on the premises any placard sign, notice, fascia board or advertisement. If you would like to display a poster advertising your class, please contact Littlehampton Town Council to confirm where this can be placed. Should a Hirer display an advertisement for another venue this will be removed.

### **10. Health and Safety**

The Council will not accept any liability for third party events including personal injury and loss of/or damages to property and the use of the above building facilities is permitted entirely at the user's own risk.

Other than mobile telephones and tablet devices no electrical equipment is to be used unless it has a current PAT certificate which is the responsibility of the Hirer. The Council reserves the right to inspect equipment or any necessary documentation at any time.

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. There are kitchens provided

with a refrigerator, a dishwasher and sink for Hirers to use at our venue facilities. The Hirer must ensure that all rubbish is removed from the building at the end of the hire period and taken home with them. The Council reserves the right to charge the Hirer for disposing of any rubbish left inside the building or left outside the building.

### **11. Alcohol/Drugs/Liquor Licence**

No alcohol to be brought or consumed on the premises without prior permission of the Council. If the Hirer will be bringing alcohol to their event at the above building, we ask that people be responsible in its use whilst in and around the building. Any excessive use of alcohol may compromise further bookings for the Hirer.

Drunk and disorderly behaviour shall not be permitted either in our above building or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave our above building. No illegal drugs may be brought into the above building.

If the Hirer is selling alcohol at their event, they must advise the Council and contact Arun District Council on 01903 737500 at their earliest convenience to obtain if a full license is required, giving at least 60 days' notice.

### **12. Smoking**

The Hirer shall be responsible for notifying their party and guests that the all of our building have a strict No Smoking Policy throughout the building and the outside within the boundary of the site.

### **13. Exits and Entrances**

All emergency exits shall be kept permanently unlocked during the period of hire and the Hirer shall not close or block these or any other entrances or exits to the above building (internal or external).

It will be the responsibility of the Hirer to ensure that everyone connected with their event is aware of which parts of the building they have hired. All other areas of the building will be strictly 'out of bounds'. The Hirer shall be responsible for the maintenance of good order and ensuring adequate responsible persons for the proper supervision of the function.

### **15. Emergency Evacuation**

It will be the responsibility of the Hirer to ensure that everyone connected to their event is aware of the emergency evacuation procedures for the venue they are hiring. This document is included and provided with the appropriate venue. Evacuation procedures are available in each of the rooms.

The Hirer must ensure that they have means for calling the emergency services throughout the period of hire.

The Hirer must ensure all Fire Exits are maintained available for use at all times.

The use or display of naked flames is strictly prohibited unless authorised by the Council and with safety arrangements in place.

The Hirer is responsible for ensuring noise levels do not detract from the effectiveness of the fire alarm system.

The Hirer must make every effort to ensure that vehicles associated with their activity are parked responsibly and do not obstruct access for the emergency services.

The Hirer must endeavor to ensure that any persons on the premises related to their booking can be evacuated within 2.5 to 3 minutes.

**16. Parking**

Parking at our venues is as follows:

Manor House has three allocated private parking bays at the rear of the building, one bay is assigned for each room hired. There is a pay and display car park adjacent to the building for hirers to use. Tickets can be purchased via MiPermit App where a two hour free parking ticket for the registered vehicle can be purchased. Should the hire of the room be longer than two hours, hirers would need to purchase a paid ticket to ensure they comply with the parking requirements.

Please note that we cannot guarantee parking at all of our venues therefore on street parking is also available.

**17. Right of Entry**

The Council reserves (for any authorised officer whether of the Council, Police, Fire or other statutory authority) the right at all times to our building and the right to require the Hirer to refuse admission to, or remove from the our building, any disorderly person or persons or any article which, in the opinion of the Town Clerk or authorised agent or officers, may cause danger or damage to our building or the users thereof.

**18. Lotteries, Raffles and Gaming**

No gaming, betting games or lotteries shall be carried on, or allowed to be carried on in our building, except those games made lawful by the Betting Games and Lotteries Acts, and then only if the appropriate statutory provisions are complied with.

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No person or body hiring any part of our building shall grant broadcasting (sound or television) or film rights without the prior written consent of the Town Clerk. If such consent is given, the Council reserves the right to take part in any negotiations, to be party to the terms and conditions of any agreement reached and to share in any income and publicity derived therefrom.



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There shall be no infringement of copyright during the period of hiring and the Hirer hereby agrees to indemnify the Council in respect of any liability arising from any infringement. The Hirer shall comply with the requirements of the Performing Rights Society Limited in relation to all musical work in the Society’s repertoire.

**21. Music and Dancing**

The Hirer shall observe all Acts of Parliament, Regulations and Bylaws applicable to public entertainments including music, singing and dancing in public places.

**22. Change of Regulations**

The Council reserves the right to amend these Conditions and Regulations at any time (providing that the Hirer shall be notified of any such changes) and the Conditions in force at the date of hire shall be those applicable thereto.

**23. Emergency Contact Numbers**

Manor House: Switchboard 01903 732063

(9:00 – 16:30hrs Monday – Friday.

10:30 – 16:30 Saturday)

Amenity Team Coordinator 07716 253 234

Emergency Services (Fire Brigade, 999 or 101  
Police)

**I have read and understand the conditions of hire. I agree on my behalf and on behalf of the organisation mentioned below to comply and be bound by them.**

Name:			
Organisation:			
Print Name:			
Date:		Signature:	

Current Littlehampton Town Council - Manor House Room Hire Fees 2023 to 2024 Appendix 5

	COMMERCIAL & PUBLIC SECTOR USERS		CHARITY AND LOCAL VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
<b>NEW MILLENNIUM CHAMBER</b>				
<b>Weekdays</b>				
09:00 to 17:00 hrs per hour*	£35.75	£42.90	£27.23	£32.68
after 17:00hrs per hour*	£58.85	£70.62	£47.96	£57.55
<b>Saturdays</b>				
09:00 to 17:00 hrs per hour*	£47.30	£56.76	£35.86	£43.03
after 17:00hrs per hour*	£70.40	£84.48	£58.85	£70.62
<b>Sundays and Bank Holidays</b>				
09:00 to 17:00 hrs per hour*	£58.85	£70.62	£36.19	£43.43
after 17:00hrs per hour*	£93.94	£112.73	£58.85	£70.62
<b>FLEMING &amp; GLADDEN ROOMS</b>				
<b>Weekdays</b>				
09:00 to 17:00 hrs per hour*	£18.43	£22.12	£14.74	£17.69
after 17:00hrs per hour*	£26.13	£31.36	£21.45	£25.74
<b>Saturdays</b>				
09:00 to 17:00 hrs per hour*	£27.61	£33.13	£22.11	£26.53
after 17:00hrs per hour*	£39.16	£46.99	£32.12	£38.54
<b>Sundays and Bank Holidays</b>				
09:00 to 17:00 hrs per hour*	£36.85	£44.22	£29.48	£35.38
after 17:00 hrs per hour*	£52.25	£62.70	£42.90	£51.48
<b>Refreshments **</b>				
Flask Coffee – 16 cups	£14.50	£17.40	£14.50	£17.40
Flask Tea – 16 cups	£12.00	£14.40	£12.00	£14.40
Tea, coffee, biscuits – per cup	£2.50	£3.00	£2.50	£3.00
Crockery	£12.00	£14.40	£12.00	£14.40
<b>Equipment **</b>				
Screen	£6.50	£7.80	£6.50	£7.80
Powerpoint Projector Screen	£12.00	£14.40	£12.00	£14.40
Flip Chart - pens and paper	£6.00	£7.20	£6.00	£7.20
Laptop	£18.00	£21.60	£18.00	£21.60
PA System – NMC only	£11.50	£13.80	£11.50	£13.80
All Equipment	£44.50	£53.40	£44.50	£53.40
<b>WEDDINGS</b>				
Weekdays		£577.50		
Saturdays		£632.50		
Sundays and Bank holidays		£660.00		
*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.				
<b>Fees from 1 April 2023 to 31 March 2024</b>				

Proposed Littlehampton Town Council - Manor House Room Hire Fees 2024 to 2025 Appendix 6

	COMMERCIAL & PUBLIC SECTOR USERS		CHARITY AND LOCAL VOLUNTARY GROUPS	
	EXCLUDING VAT	INCLUDING VAT 20%	EXCLUDING VAT	INCLUDING VAT 20%
<b>NEW MILLENNIUM CHAMBER</b>				
<b>Weekdays</b>				
09:00 to 17:00 hrs per hour*	£37.50	£45.00	£28.60	£34.32
after 17:00hrs per hour*	£61.80	£74.16	£50.30	£60.36
<b>Saturdays</b>				
09:00 to 17:00 hrs per hour*	£49.70	£59.64	£37.60	£45.12
after 17:00hrs per hour*	£73.90	£88.68	£61.80	£74.16
<b>Sundays and Bank Holidays</b>				
09:00 to 17:00 hrs per hour*	£61.80	£74.16	£38.00	£45.60
after 17:00hrs per hour*	£98.60	£118.32	£61.80	£74.16
<b>FLEMING &amp; GLADDEN ROOMS</b>				
<b>Weekdays</b>				
09:00 to 17:00 hrs per hour*	£19.30	£23.16	£15.50	£18.60
after 17:00hrs per hour*	£27.40	£32.88	£22.50	£27.00
<b>Saturdays</b>				
09:00 to 17:00 hrs per hour*	£29.00	£34.80	£23.20	£27.84
after 17:00hrs per hour*	£41.10	£49.32	£33.70	£40.44
<b>Sundays and Bank Holidays</b>				
09:00 to 17:00 hrs per hour*	£38.70	£46.44	£30.90	£37.08
after 17:00 hrs per hour*	£54.90	£65.88	£45.00	£54.00
<b>Refreshments **</b>				
Flask Coffee – 16 cups	£15.20	£18.24	£15.20	£18.24
Flask Tea – 16 cups	£12.60	£15.12	£12.60	£15.12
Tea, coffee, biscuits – per cup	£2.60	£3.12	£2.60	£3.12
Crockery	£12.60	£15.12	£12.60	£15.12
<b>Equipment **</b>				
Screen	£6.80	£8.16	£6.80	£8.16
Powerpoint Projector Screen	£12.60	£15.12	£12.60	£15.12
Flip Chart - pens and paper	£6.30	£7.56	£6.30	£7.56
Laptop	£18.90	£22.68	£18.90	£22.68
PA System – NMC only	£12.00	£14.40	£12.00	£14.40
All Equipment	£46.70	£56.04	£46.70	£56.04
<b>WEDDINGS</b>				
Weekdays		£606.40		
Saturdays		£664.10		
Sundays and Bank holidays		£693.00		
*The Town Clerk has the discretion to apply a discount to long hours and or multiple bookings.				

Proposed Fees from 1 April 2024 to 31 March 2025

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Property and Personnel Committee**

**Date: 12 December 2023**

**Report by: Town Clerk**

**Subject: Upgrade to web content management system**

### **1. Summary**

- 1.1 The Town Council operates three websites, the main website, one for the Museum and one for Visit Littlehampton. The web content management system that is used to operate and manage the Town Council's three websites requires an upgrade as the current version is no longer supported which means no new security updates are being produced. The work will be undertaken by the Council's website support company who aim to minimise downtime.
- 1.2 The quote to complete the work is £4,250. This has not been budgeted for and there is only £1,732 in earmarked reserves which is set aside for replacement IT. The expenditure, if approved, will therefore need to be met from the Town Council's General Reserves.

### **2. Recommendations**

- 2.1 The Committee is recommended to:  
Approve the work necessary to upgrade the web content management system and a Supplementary Estimate of £4,250 to meet the costs.

### **3. Background**

- 3.1 The Town Council and Museum websites are currently hosted on a web platform called Drupal and use version 9 of the system. Drupal 9 has reached its end-of-life, implying no further security updates will be released for this version. Upgrading to Drupal 10 is imperative to ensure our system continues to receive the latest updates and security patches. The new Visit Littlehampton website which is currently being worked on but is not live yet, is also on the old Drupal version.
- 3.2 The Council's website support company have outlined the process in a document which can be found in Appendix 1. They hope to minimise downtime and will endeavour to have an exact replica of the websites live within 15 minutes of deploying the new version. If any problems are identified, such as a module on the existing version not being transferable to the new version, they will communicate their findings with us and identify a solution.

### **3. Financial Implications**

- 3.1. The IT budget of £31,386 meets the costs of various IT related licences, subscriptions and support costs and also includes circa £6,000 to be earmarked for future replacement of IT equipment.
- 3.2. There is only £1,732 in earmarked reserves for IT replacement.
- 3.3. There is no budget to take this forward and expenditure, if approved will therefore need to be met from the Town Council's General Reserves.

Laura Chrysostomou

**Town Clerk**



# Drupal 10 Upgrade Proposal

[www.webcurl.co.uk](http://www.webcurl.co.uk) | [info@webcurl.co.uk](mailto:info@webcurl.co.uk) | 01865 741762



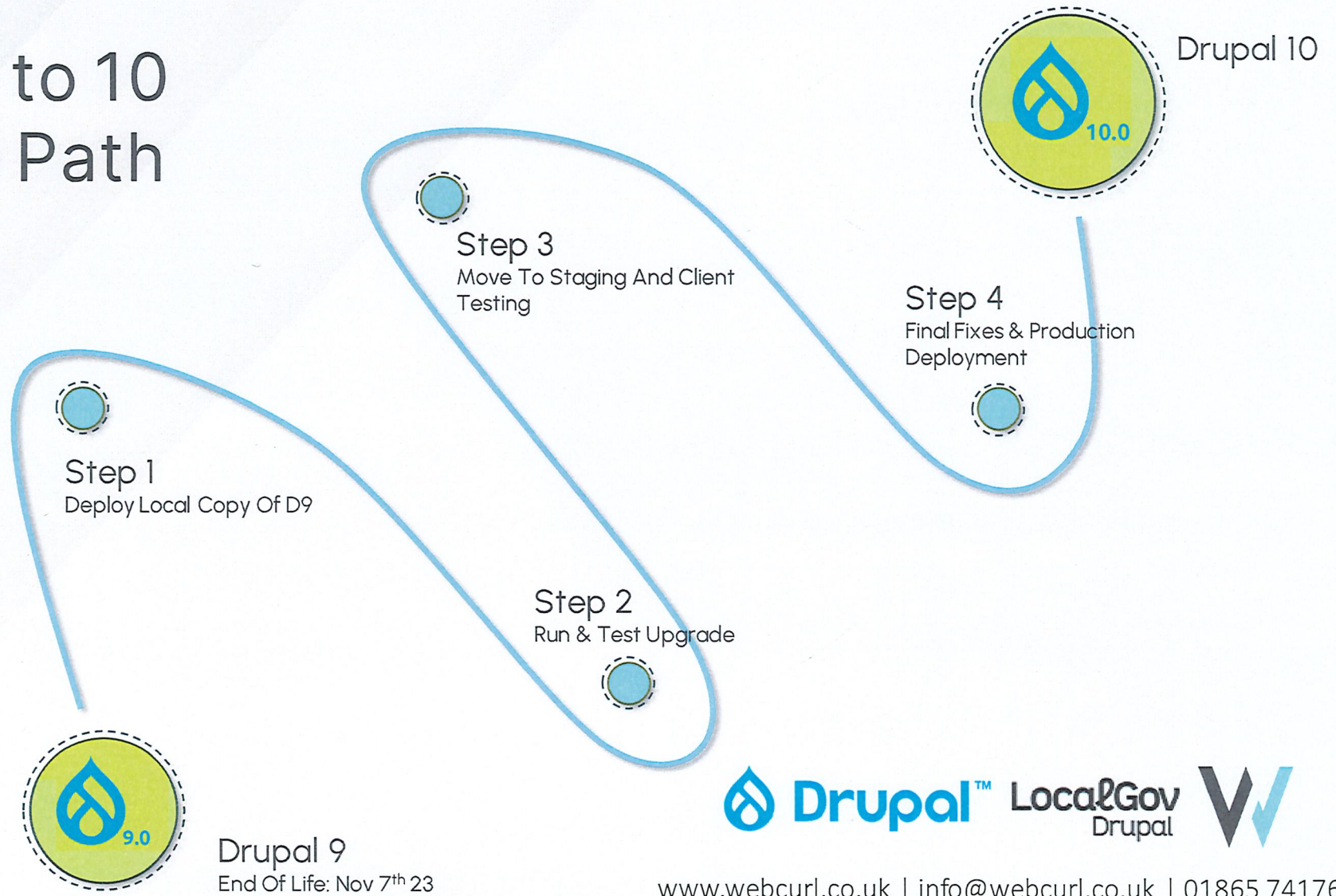
# Why Upgrade?

- Local Gov Drupal 10 now available for General Release
  - D9 is now end-of-life for support
    - This means there are no new security updates being written and released for D9
    - Ongoing risk without moving to D10
  - What downtime can you expect
    - Our goal is to minimise downtime as we deploy the new D10 sites to Live



[www.webcurl.co.uk](http://www.webcurl.co.uk) | [info@webcurl.co.uk](mailto:info@webcurl.co.uk) | 01865 741762

# Drupal 9 to 10 Upgrade Path



[www.webcurl.co.uk](http://www.webcurl.co.uk) | [info@webcurl.co.uk](mailto:info@webcurl.co.uk) | 01865 741762



# D9 To D10 Upgrade Path

## Upgrade Path

- Step 1
  - Take a copy of the current live D9 instance
  - Create a local copy to run Upgrade
- Step 2
  - Run the Upgrade Status module to test compatibility\*
  - Run full Upgrade to confirm
  - Complete any configuration tasks identified
- Step 3
  - Run updated process of Staging
  - Webcurl testing on Staging
  - Client testing on Staging
- Step 4
  - UAT Fixes\*
  - Once confirmed, deploy to Live

*\*Subject to testing and evaluation of compatible modules. Some modules may require additional development time, which will be estimated during testing*



[www.webcurl.co.uk](http://www.webcurl.co.uk) | [info@webcurl.co.uk](mailto:info@webcurl.co.uk) | 01865 741762

# Littlehampton Town Council

## Non-Confidential

### Committee: Property and Personnel

Date: 12 December 2023

Report by: Town Clerk

### Subject: Committee Budget Monitor

#### 1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2023 to 2024.
- 1.2 Appendix A is a detailed income and expenditure report for Council functions showing (from left to right) the actual amount of income and expenditures incurred last year (2022 to 2023); the actual year to date for 2023 to 2024; the current annual budget for 2023 to 2024 and the variance of actual income/expenditure against budget. The areas of budget responsibility that sit within this Committee have been outlined in Appendix A.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

#### 2. Recommendations

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

#### 3. Budget Monitor 2023 to 2024

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore, fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.
- 3.2 Central Administration and Support Services
  - 3.2.1 Expenditure is in line with expectations.
- 3.3 **Town Centre Management**
  - 3.3.1 Expenditure is in line with expectations. The budget is earmarked at year end for the three-year memorial maintenance contract.
- 3.4 Amenity Team
  - 3.4.1 Income for Amenity Team services has achieved £1,774 year to date against a budget of £2,000.
  - 3.4.2 £1,855 has been used from Earmarked Reserves leasing the electric van year to date.
  - 3.4.3 The Tools & Equipment budget is £25 overspent due to replacement items being required (Hammer drill £224 & Interchangeable batteries for multiple items £708). Vehicle & Equipment EMR has £24,000 if required.
  - 3.4.4 Rates are overspent by £766 due to incorrect budget estimates, but any shortfall will be covered by underspends within the Amenity Team budget overall.

- 3.4.5 Electricity costs are lower year to date due to an overpayment of £1,248 in last year. This has offset and skewed the current years consumption figures.
- 3.4.6 £1,876 has been paid towards vehicle insurance for the financial year.
- 3.5 Manor House Hire
- 3.5.1 Overall hire income has achieved £17,371 against a budget of £16,945 year to date.
- 3.5.2 £4,115 has been received for car park hire against a budget of £5,362.
- 3.5.3 Manor House room hire has received £12,978 against a budget of £11,000.

<b>Income</b>	<b>Budget 2023/24 £</b>	<b>Income 2023/24 £</b>	<b>Expected Income £</b>	<b>Variance £</b>
Car Parking	5,362	4,115	4,115	-
Room Hire	11,000	12,978	14,000	(1,022)
Catering Income	530	194	250	(56)
Equipment hire	53	84	100	(16)
<b>Total</b>	<b>16,945</b>	<b>17,371</b>	<b>18,465</b>	<b>(1,094)</b>

### 3.6 Corporate Management

- 3.6.1 Expenditure is in line with expectations.

### 3.7 Manor House

- 3.7.1 £8,613 of the £20,000 maintenance budget has been spent year to date. Any remaining budget will be earmarked at year end.
- 3.7.2 Contract cleaning is £413 overspent due to additional cleans before wedding ceremonies this year.
- 3.7.3 Utility spend year to date figures are far less than advised last year. Any underspends could be used to offset the 2024 to 2025 utility budget costs.

### 3.8 Street Lighting

- 3.8.1 The annual street lighting maintenance agreement of £1,264 has been paid and was slightly higher than the budget of £1,200.

### 3.9 Southfields Jubilee Centre

- 3.9.1 £2,055 has been spent of the building maintenance budget against a budget of £3,000.

### 3.10 Museum

- 3.10.1 £1,012 has been spent on building maintenance with a £62 overspend year to date.

## 4. Salaries

- 4.1 The overall salaries year to date spend is shown below. These figures show 8 months costs. The national pay award was agreed for 2023 to 2024 and the back dated pay is included in the expenditure figures. The overall increase was higher than budgeted for but due to staff vacancies and changes to the staffing structure the salaries budget is expected to within budget at year end.

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Expenditure Detail</u></b>							
7102 SALARIES	710,747	518,209	802,045	283,836		283,836	64.6%
<b>Total Overhead</b>	<b>710,747</b>	<b>518,209</b>	<b>802,045</b>	<b>283,836</b>	<b>0</b>	<b>283,836</b>	<b>64.6%</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
<b>Total Expenditure</b>	<b>710,747</b>	<b>518,209</b>	<b>802,045</b>	<b>283,836</b>	<b>0</b>	<b>283,836</b>	<b>64.6%</b>
<b>Net Income over Expenditure</b>	<b>(710,747)</b>	<b>(518,209)</b>	<b>(802,045)</b>	<b>(283,836)</b>			

Laura Chrysostomou  
Town Clerk

## Appendix A

The areas of budget responsibility that sit within this Committee have been outlined in the table below for ease of reference:

<b>Cost Centre</b>	<b>Budget Code</b>	<b>Budget description</b>
101 Central Admin and Support Services	7100	First Aid
	7102	Salaries
	7104	Training
	7105	Travel & Subsistence
	7109	Recruitment advertising
	7298	IT
	7308	Security
	7312	Health and safety
	7351	Waste disposal
103 Town Centre Management	6351	Memorial Maintenance
105 Amenity Team	All budget lines	
108 Manor House Room Hire	All budget lines	
109 Corporate Management	7102	Salaries
	7112	Pension contribution (pension strain costs)
201 Manor House	All budget lines	
202 Lighting	All budget lines	
303 Southfields Jubilee Centre	7102	Salaries
	7307	Building Maintenance
308 Museum	7102	Salaries
	7307	Building Maintenance
310 K2 Community Centre	7102	Salaries
	7307	Building Maintenance
7102 Salaries	All salaries including oncosts (national insurance and pension costs)	

## Detailed Income &amp; Expenditure by Budget Heading 06/12/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 CENTRAL ADMIN &amp; SUPPORT SVS</b>								
3001 PRECEPT RECEIVED	1,366,037	1,446,520	1,446,520	(0)			100.0%	
4050 PHOTOCOPIER INCOME	4	0	25	25			0.0%	
4900 MISCELLANEOUS INCOME	151	0	0	(0)			0.0%	
4901 CHARGES FOR SERVICES	82	0	0	0			0.0%	
8001 RECHARGE OUT O/Hs	0	0	(175,593)	(175,593)			0.0%	
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Income</b>	<b>1,366,274</b>	<b>1,446,520</b>	<b>1,270,952</b>	<b>(175,568)</b>			<b>113.8%</b>	<b>0</b>
7100 FIRST AID	298	186	488	302		302	38.2%	
7102 SALARIES	70,888	48,036	65,770	17,735		17,735	73.0%	
7104 TRAINING	4,171	2,381	4,500	2,119		2,119	52.9%	
7105 TRAVEL & SUBSISTENCE	1,495	993	1,800	807		807	55.1%	
7109 RECRUITMENT ADVERTISING	150	500	3,000	2,500		2,500	16.7%	
7114 PROTECTIVE CLOTHING	0	17	0	(17)		(17)	0.0%	
7204 POSTAGE	884	118	450	332		332	26.1%	
7205 TELEPHONE	3,145	2,099	3,600	1,501		1,501	58.3%	
7207 PRINTING	498	203	1,400	1,197		1,197	14.5%	
7208 STATIONERY	1,816	1,470	2,200	730		730	66.8%	
7210 PUBLICATIONS	0	106	125	19		19	85.0%	
7211 FURNITURE & EQUIPMENT	512	728	900	172		172	80.9%	
7214 EQUIPMENT MAINTENANCE	71	356	800	444		444	44.5%	
7216 INTERNET	829	734	820	86		86	89.5%	
7217 EQUIPMENT RENTAL	1,640	1,254	1,615	361		361	77.6%	
7291 LICENCES	55	55	55	0		0	100.0%	
7298 IT	29,510	22,035	31,386	9,351		9,351	70.2%	
7299 SUPPLIES	689	422	500	78		78	84.3%	
7305 INSURANCE	8,480	9,052	9,300	248		248	97.3%	
7308 SECURITY	0	(18)	0	18		18	0.0%	
7312 HEALTH & SAFETY	189	81	1,000	919		919	8.1%	
7351 WASTE DISPOSAL	2,323	1,237	3,200	1,963		1,963	38.6%	
7499 OTHER OVERHEADS	55	0	275	275		275	0.0%	
8000 RECHARGE IN O/Hs	(127,697)	0	42,435	42,435		42,435	0.0%	
9320 EMR - PROJECTS	0	2,000	0	(2,000)		(2,000)	0.0%	
<b>CENTRAL ADMIN &amp; SUPPORT SVS :- Indirect Expenditure</b>	<b>0</b>	<b>94,043</b>	<b>175,619</b>	<b>81,576</b>	<b>0</b>	<b>81,576</b>	<b>53.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,366,273</b>	<b>1,352,477</b>	<b>1,095,333</b>	<b>(257,144)</b>				
<b>Grand Totals:- Income</b>	<b>1,366,274</b>	<b>1,446,520</b>	<b>1,270,952</b>	<b>(175,568)</b>			<b>113.8%</b>	
<b>Expenditure</b>	<b>0</b>	<b>94,043</b>	<b>175,619</b>	<b>81,576</b>	<b>0</b>	<b>81,576</b>	<b>53.5%</b>	
<b>Net Income over Expenditure</b>	<b>1,366,273</b>	<b>1,352,477</b>	<b>1,095,333</b>	<b>(257,144)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>1,366,273</b>	<b>1,352,477</b>						

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>103 TOWN CENTRE MANAGEMENT</u>								
4002 GRANT RECEIVED	35,300	0	0	0			0.0%	
TOWN CENTRE MANAGEMENT :- Income	<u>35,300</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
6351 MEMORIAL MAINTENANCE	5,950	0	2,335	2,335	2,335	2,335	0.0%	
6361 NOTICE BOARDS	0	549	500	(49)	(49)	(49)	109.9%	
6366 GENERAL TOWN MAINT	692	97	720	623	623	623	13.5%	
6401 TOWN CENTRE INITIATIVES	2,329	1,026	10,000	8,974	8,974	8,974	10.3%	
6404 TC PARTNERSHIP INITIATIVES	28,250	28,259	28,250	(9)	(9)	(9)	100.0%	
6405 TOWN BRANDING AND MARKETING	5,000	50	5,000	4,950	4,950	4,950	1.0%	
6425 COMMUNITY WARDENS	32,292	70,000	70,000	0	0	0	100.0%	
6426 TC EVENT MATCH FUNDING	24,958	10,960	50,000	39,040	39,040	39,040	21.9%	
6429 CAPITAL COSTS	0	750	0	(750)	(750)	(750)	0.0%	
6901 CHARGES FOR SERVICES	0	285	0	(285)	(285)	(285)	0.0%	
7102 SALARIES	14,522	16,470	43,285	26,815	26,815	26,815	38.0%	
7304 ELECTRICITY	141	172	270	98	98	98	63.8%	
8000 RECHARGE IN O/Hs	29,102	0	33,088	33,088	33,088	33,088	0.0%	
9320 EMR - PROJECTS	(4,865)	0	0	0	0	0	0.0%	
TOWN CENTRE MANAGEMENT :- Indirect Expenditure	<u>138,370</u>	<u>128,619</u>	<u>243,448</u>	<u>114,829</u>	<u>0</u>	<u>114,829</u>	<u>52.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(103,070)</u>	<u>(128,619)</u>	<u>(243,448)</u>	<u>(114,829)</u>				
Grand Totals:- Income	35,300	0	0	0			0.0%	
Expenditure	138,370	128,619	243,448	114,829	0	114,829	52.8%	
Net Income over Expenditure	<u>(103,070)</u>	<u>(128,619)</u>	<u>(243,448)</u>	<u>(114,829)</u>				
Movement to/(from) Gen Reserve	<u>(103,070)</u>	<u>(128,619)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 AMENITY TEAM</b>								
4112 EQUIPMENT HIRE INCOME	0	1,264	0	(1,264)			0.0%	
4900 MISCELLANEOUS INCOME	0	118	0	(118)			0.0%	
4901 CHARGES FOR SERVICES	6,004	392	2,000	1,608			19.6%	
8001 RECHARGE OUT O/Hs	0	0	(213,695)	(213,695)			0.0%	
AMENITY TEAM :- Income	<u>6,004</u>	<u>1,774</u>	<u>(211,695)</u>	<u>(213,469)</u>			<u>(0.8%)</u>	<u>0</u>
6350 STREET SCENE EXPENDITURE	2,245	1,122	2,000	878	878	878	56.1%	
6367 VEHICLE/PLANT MAINTENANCE	5,390	5,486	7,775	2,289	2,289	2,289	70.6%	
6368 TOOLS/EQUIPMENT	1,429	1,800	1,775	(25)	(25)	(25)	101.4%	
6380 LINESIDE UNIT RENT	26,568	19,971	28,090	8,119	8,119	8,119	71.1%	
6644 VEHICLES/EQUIPMENT F A	7,000	0	6,500	6,500	6,500	6,500	0.0%	
7102 SALARIES	118,685	70,200	136,730	66,530	66,530	66,530	51.3%	
7114 PROTECTIVE CLOTHING	692	792	1,400	608	608	608	56.6%	
7205 TELEPHONE	270	152	440	288	288	288	34.5%	
7216 INTERNET	1,915	1,939	3,200	1,261	1,261	1,261	60.6%	
7301 RATES	10,479	11,976	11,210	(766)	(766)	(766)	106.8%	
7302 WATER	399	113	405	292	292	292	28.0%	
7304 ELECTRICITY	4,385	1,041	7,200	6,159	6,159	6,159	14.5%	
7305 INSURANCE	1,631	1,876	1,820	(56)	(56)	(56)	103.1%	
7306 CLEANING	518	480	800	320	320	320	60.1%	
7307 BUILDING MAINTENANCE	925	525	775	250	250	250	67.7%	
7308 SECURITY	1,094	730	1,500	770	770	770	48.7%	
7312 HEALTH & SAFETY	211	163	220	57	57	57	73.9%	
7499 OTHER OVERHEADS	0	0	100	100	100	100	0.0%	
8000 RECHARGE IN O/Hs	(186,298)	0	0	0	0	0	0.0%	
9320 EMR - PROJECTS	(4,194)	7,747	0	(7,747)	(7,747)	(7,747)	0.0%	
AMENITY TEAM :- Indirect Expenditure	<u>(6,657)</u>	<u>126,114</u>	<u>211,940</u>	<u>85,826</u>	<u>0</u>	<u>85,826</u>	<u>59.5%</u>	<u>0</u>
Net Income over Expenditure	<u>12,661</u>	<u>(124,341)</u>	<u>(423,635)</u>	<u>(299,294)</u>				
Grand Totals:- Income	6,004	1,774	(211,695)	(213,469)			(0.8%)	
Expenditure	(6,657)	126,114	211,940	85,826	0	85,826	59.5%	
Net Income over Expenditure	<u>12,661</u>	<u>(124,341)</u>	<u>(423,635)</u>	<u>(299,294)</u>				
Movement to/(from) Gen Reserve	<u>12,661</u>	<u>(124,341)</u>						



## Detailed Income &amp; Expenditure by Budget Heading 06/12/2023

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 MANOR HOUSE HIRE</u>								
4051 CAR PARKING INCOME	4,646	4,115	5,362	1,247			76.7%	
4110 MANOR HOUSE ROOM HIRE	12,897	12,978	11,000	(1,978)			118.0%	
4111 ROOM HIRE CATERING INCOME	291	194	530	336			36.6%	
4112 EQUIPMENT HIRE INCOME	132	84	53	(31)			157.5%	
4900 MISCELLANEOUS INCOME	2	5	0	(5)			0.0%	
MANOR HOUSE HIRE :- Income	<u>17,969</u>	<u>17,375</u>	<u>16,945</u>	<u>(430)</u>			102.5%	<u>0</u>
7102 SALARIES	9,174	5,350	10,360	5,010		5,010	51.6%	
7206 ADVERTISING	0	0	500	500		500	0.0%	
7291 LICENCES	1,034	0	1,034	1,034		1,034	0.0%	
7409 ROOM HIRE EXPENSE	323	717	1,200	483		483	59.8%	
7499 OTHER OVERHEADS	0	0	100	100		100	0.0%	
8000 RECHARGE IN O/Hs	5,950	0	7,807	7,807		7,807	0.0%	
9320 EMR - PROJECTS	(1,034)	0	0	0		0	0.0%	
MANOR HOUSE HIRE :- Indirect Expenditure	<u>15,448</u>	<u>6,068</u>	<u>21,001</u>	<u>14,933</u>	<u>0</u>	<u>14,933</u>	28.9%	<u>0</u>
Net Income over Expenditure	<u>2,522</u>	<u>11,307</u>	<u>(4,056)</u>	<u>(15,363)</u>				
Grand Totals:- Income	17,969	17,375	16,945	(430)			102.5%	
Expenditure	15,448	6,068	21,001	14,933	0	14,933	28.9%	
Net Income over Expenditure	<u>2,522</u>	<u>11,307</u>	<u>(4,056)</u>	<u>(15,363)</u>				
Movement to/(from) Gen Reserve	<u>2,522</u>	<u>11,307</u>						

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>109 CORPORATE MANAGEMENT</u>								
4800 BANK INTEREST	28,630	29,636	22,000	(7,636)			134.7%	
CORPORATE MANAGEMENT :- Income	<u>28,630</u>	<u>29,636</u>	<u>22,000</u>	<u>(7,636)</u>			134.7%	0
6407 NEWS LETTER	14,975	4,840	7,710	2,870	2,870	2,870	62.8%	
7102 SALARIES	145,574	79,379	145,350	65,971	65,971	65,971	54.6%	
7112 PENSION CONTRIBUTION	4,250	1,824	4,075	2,251	2,251	2,251	44.8%	
7401 AUDIT FEES	2,807	(46)	3,100	3,146	3,146	3,146	(1.5%)	
7402 LEGAL/VALUATION FEES	2,000	803	2,000	1,197	1,197	1,197	40.1%	
7403 BANK CHARGES	277	611	640	29	29	29	95.5%	
7405 PUBLICITY	1,864	935	2,220	1,285	1,285	1,285	42.1%	
8000 RECHARGE IN O/Hs	70,535	0	88,545	88,545	88,545	88,545	0.0%	
9320 EMR - PROJECTS	1,125	2,495	0	(2,495)	(2,495)	(2,495)	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>243,407</u>	<u>90,841</u>	<u>253,640</u>	<u>162,799</u>	0	162,799	35.8%	0
Net Income over Expenditure	<u>(214,777)</u>	<u>(61,205)</u>	<u>(231,640)</u>	<u>(170,435)</u>				
Grand Totals:- Income	28,630	29,636	22,000	(7,636)			134.7%	
Expenditure	243,407	90,841	253,640	162,799	0	162,799	35.8%	
Net Income over Expenditure	<u>(214,777)</u>	<u>(61,205)</u>	<u>(231,640)</u>	<u>(170,435)</u>				
Movement to/(from) Gen Reserve	<u>(214,777)</u>	<u>(61,205)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201</u> <u>MANOR HOUSE BUILDINGS</u>								
4900 MISCELLANEOUS INCOME	2,513	0	0	0			0.0%	
MANOR HOUSE BUILDINGS :- Income	<u>2,513</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
6680 MANOR HOUSE	22,000	8,613	20,000	11,387		11,387	43.1%	
7102 SALARIES	24,047	14,135	25,780	11,645		11,645	54.8%	
7114 PROTECTIVE CLOTHING	56	19	150	131		131	12.9%	
7205 TELEPHONE	147	125	155	30		30	80.6%	
7212 LIFT MAINTENANCE	150	150	200	50		50	75.0%	
7214 EQUIPMENT MAINTENANCE	0	0	1,825	1,825		1,825	0.0%	
7291 LICENCES	860	0	400	400		400	0.0%	
7301 RATES	24,576	27,904	26,285	(1,619)		(1,619)	106.2%	
7302 WATER	530	416	732	316		316	56.8%	
7303 GAS	7,426	1,069	20,000	18,931		18,931	5.3%	
7304 ELECTRICITY	7,727	1,856	24,000	22,144		22,144	7.7%	
7306 CLEANING	1,373	1,397	1,600	203		203	87.3%	
7308 SECURITY	3,029	2,469	3,333	864		864	74.1%	
7311 CONTRACT CLEANING	1,926	2,828	2,415	(413)		(413)	117.1%	
7499 OTHER OVERHEADS	165	0	125	125		125	0.0%	
8000 RECHARGE IN O/Hs	(79,963)	0	42,739	42,739		42,739	0.0%	
9320 EMR - PROJECTS	(860)	0	0	0		0	0.0%	
9327 EMR BULDING MAINT	(13,188)	2,614	0	(2,614)		(2,614)	0.0%	
MANOR HOUSE BUILDINGS :- Indirect Expenditure	<u>(0)</u>	<u>63,595</u>	<u>169,739</u>	<u>106,144</u>	<u>0</u>	<u>106,144</u>	<u>37.5%</u>	<u>0</u>
Net Income over Expenditure	<u>2,513</u>	<u>(63,595)</u>	<u>(169,739)</u>	<u>(106,144)</u>				
Grand Totals:- Income	2,513	0	0	0			0.0%	
Expenditure	(0)	63,595	169,739	106,144	0	106,144	37.5%	
Net Income over Expenditure	<u>2,513</u>	<u>(63,595)</u>	<u>(169,739)</u>	<u>(106,144)</u>				
Movement to/(from) Gen Reserve	<u>2,513</u>	<u>(63,595)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 LIGHTING</u>								
4901 CHARGES FOR SERVICES	362	0	650	650			0.0%	
	<u>362</u>	<u>0</u>	<u>650</u>	<u>650</u>			<u>0.0%</u>	<u>0</u>
LIGHTING :- Income	362	0	650	650			0.0%	0
6151 LIGHTING CONTRACT MAINT.	1,170	1,264	1,200	(64)		(64)	105.3%	
7102 SALARIES	276	162	340	178		178	47.8%	
7304 ELECTRICITY	178	93	2,265	2,172		2,172	4.1%	
	<u>1,624</u>	<u>1,519</u>	<u>3,805</u>	<u>2,286</u>	<u>0</u>	<u>2,286</u>	<u>39.9%</u>	<u>0</u>
LIGHTING :- Indirect Expenditure	1,624	1,519	3,805	2,286	0	2,286	39.9%	0
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,519)</u>	<u>(3,155)</u>	<u>(1,636)</u>				
Grand Totals:- Income	362	0	650	650			0.0%	
Expenditure	1,624	1,519	3,805	2,286	0	2,286	39.9%	
Net Income over Expenditure	<u>(1,262)</u>	<u>(1,519)</u>	<u>(3,155)</u>	<u>(1,636)</u>				
Movement to/(from) Gen Reserve	<u>(1,262)</u>	<u>(1,519)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>303 SOUTHFIELDS JUBILEE CENTRE</b>								
4112 EQUIPMENT HIRE INCOME	6	51	50	(1)			102.0%	
4242 RENTAL INCOME	23,462	20,285	20,000	(285)			101.4%	
4244 PRS FEES RECEIVED	818	708	0	(708)			0.0%	
4901 CHARGES FOR SERVICES	2,712	160	825	665			19.4%	
	<u>26,998</u>	<u>21,204</u>	<u>20,875</u>	<u>(329)</u>			<u>101.6%</u>	<u>0</u>
SOUTHFIELDS JUBILEE CENTRE :- Income	26,998	21,204	20,875	(329)			101.6%	0
6901 CHARGES FOR SERVICES	311	327	0	(327)	(327)		0.0%	
7102 SALARIES	28,365	16,293	26,155	9,862	9,862		62.3%	
7114 PROTECTIVE CLOTHING	0	143	170	27	27		84.3%	
7204 POSTAGE	0	0	30	30	30		0.0%	
7205 TELEPHONE	2,191	15	70	55	55		21.4%	
7207 PRINTING	0	0	50	50	50		0.0%	
7211 FURNITURE & EQUIPMENT	648	400	400	0	0		100.0%	
7214 EQUIPMENT MAINTENANCE	211	0	450	450	450		0.0%	
7216 INTERNET	329	308	280	(28)	(28)		109.8%	
7291 LICENCES	1,221	(203)	1,700	1,903	1,903		(11.9%)	
7298 IT	300	0	306	306	306		0.0%	
7301 RATES	2,620	1,375	5,715	4,340	4,340		24.1%	
7302 WATER	1,162	251	1,170	919	919		21.5%	
7303 GAS	4,531	1,449	9,315	7,866	7,866		15.6%	
7304 ELECTRICITY	5,330	1,701	5,445	3,744	3,744		31.2%	
7306 CLEANING	496	321	610	289	289		52.6%	
7307 BUILDING MAINTENANCE	4,000	2,055	3,000	945	945		68.5%	
7308 SECURITY	2,995	2,662	2,320	(342)	(342)		114.7%	
7309 GROUNDS MAINTENANCE	0	286	0	(286)	(286)		0.0%	
7311 CONTRACT CLEANING	1,304	628	1,240	612	612		50.6%	
7312 HEALTH & SAFETY	49	173	200	27	27		86.5%	
7499 OTHER OVERHEADS	0	0	100	100	100		0.0%	
8000 RECHARGE IN O/Hs	16,066	0	18,244	18,244	18,244		0.0%	
9320 EMR - PROJECTS	2,350	160	0	(160)	(160)		0.0%	
9327 EMR BULDING MAINT	3,105	0	0	0	0		0.0%	
	<u>77,584</u>	<u>28,344</u>	<u>76,970</u>	<u>48,626</u>	<u>0</u>	<u>48,626</u>	<u>36.8%</u>	<u>0</u>
SOUTHFIELDS JUBILEE CENTRE :- Indirect Expenditure	77,584	28,344	76,970	48,626	0	48,626	36.8%	0
Net Income over Expenditure	<u>(50,586)</u>	<u>(7,140)</u>	<u>(56,095)</u>	<u>(48,955)</u>				
Grand Totals:- Income	26,998	21,204	20,875	(329)			101.6%	
Expenditure	77,584	28,344	76,970	48,626	0	48,626	36.8%	
Net Income over Expenditure	<u>(50,586)</u>	<u>(7,140)</u>	<u>(56,095)</u>	<u>(48,955)</u>				
Movement to/(from) Gen Reserve	<u>(50,586)</u>	<u>(7,140)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308 MUSEUM</u>								
4002 GRANT RECEIVED	1,140	2,970	0	(2,970)			0.0%	
4540 MUSEUM SALES	1,095	675	900	225			75.1%	
4542 DONATIONS	507	559	350	(209)			159.6%	
4544 EXHIBITION COMMISSION	0	0	75	75			0.0%	
4546 LOAN BOX INCOME	393	105	250	145			42.0%	
4600 CENTENARY BOOK INCOME	87	5,721	0	(5,721)			0.0%	
4900 MISCELLANEOUS INCOME	4,000	0	0	0			0.0%	
4901 CHARGES FOR SERVICES	1,902	79	0	(79)			0.0%	
MUSEUM :- Income	<u>9,123</u>	<u>10,109</u>	<u>1,575</u>	<u>(8,534)</u>			<u>641.9%</u>	<u>0</u>
6300 MUSEUM STOCK	297	234	250	16		16	93.6%	
6301 COLLECTION MANAGEMENT	4,825	655	1,000	345		345	65.5%	
6302 EXHIBITIONS	1,020	941	1,300	359		359	72.4%	
6304 EDUCATION & OUTREACH	104	0	150	150		150	0.0%	
6313 CHARITY DON PROFIT FROM WIDMB	42	0	0	0		0	0.0%	
6314 MUSEUM EVENTS	590	657	1,000	343		343	65.7%	
6901 CHARGES FOR SERVICES	1,759	69	0	(69)		(69)	0.0%	
7102 SALARIES	81,253	49,557	91,160	41,603		41,603	54.4%	
7110 VOLUNTEERS	0	0	125	125		125	0.0%	
7204 POSTAGE	0	0	50	50		50	0.0%	
7206 ADVERTISING	1,713	2,320	2,218	(102)		(102)	104.6%	
7207 PRINTING	261	0	600	600		600	0.0%	
7213 SUBSCRIPTIONS	583	216	610	394		394	35.5%	
7298 IT	650	970	695	(275)		(275)	139.6%	
7307 BUILDING MAINTENANCE	224	1,012	950	(62)		(62)	106.5%	
7408 HOSPITALITY	0	0	75	75		75	0.0%	
8000 RECHARGE IN O/Hs	70,392	0	91,350	91,350		91,350	0.0%	
9328 EMR- MUSEUM	0	540	0	(540)		(540)	0.0%	
MUSEUM :- Indirect Expenditure	<u>163,713</u>	<u>57,172</u>	<u>191,533</u>	<u>134,361</u>	<u>0</u>	<u>134,361</u>	<u>29.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(154,590)</u>	<u>(47,062)</u>	<u>(189,958)</u>	<u>(142,896)</u>				
Grand Totals:- Income	9,123	10,109	1,575	(8,534)			641.9%	
Expenditure	163,713	57,172	191,533	134,361	0	134,361	29.8%	
Net Income over Expenditure	<u>(154,590)</u>	<u>(47,062)</u>	<u>(189,958)</u>	<u>(142,896)</u>				
Movement to/(from) Gen Reserve	<u>(154,590)</u>	<u>(47,062)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2023

Month No: 8

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310</u> <u>KEYSTONE CENTRE</u>								
3002 ADC CONTRIBUTION	78,430	250,000	0	(250,000)			0.0%	
	<u>78,430</u>	<u>250,000</u>	<u>0</u>	<u>(250,000)</u>				<u>0</u>
KEYSTONE CENTRE :- Income	78,430	250,000	0	(250,000)				0
6431 REVENUE COSTS	30,000	0	30,000	30,000		30,000	0.0%	
9320 EMR - PROJECTS	(30,000)	0	0	0		0	0.0%	
9345 CAPITAL RECEIPTS RESERVE	470,750	673,958	0	(673,958)		(673,958)	0.0%	
KEYSTONE CENTRE :- Indirect Expenditure	<u>470,750</u>	<u>673,958</u>	<u>30,000</u>	<u>(643,958)</u>	<u>0</u>	<u>(643,958)</u>	<u>2246.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(392,320)</u>	<u>(423,958)</u>	<u>(30,000)</u>	<u>393,958</u>				
Grand Totals:- Income	78,430	250,000	0	(250,000)			0.0%	
Expenditure	<u>470,750</u>	<u>673,958</u>	<u>30,000</u>	<u>(643,958)</u>	<u>0</u>	<u>(643,958)</u>	<u>2246.5%</u>	
Net Income over Expenditure	<u>(392,320)</u>	<u>(423,958)</u>	<u>(30,000)</u>	<u>393,958</u>				
Movement to/(from) Gen Reserve	<u>(392,320)</u>	<u>(423,958)</u>						

## **Littlehampton Town Council**

### **Non- Confidential**

### **Committee: Property and Personnel Committee**

**Date: 12 December 2023**

**Report by: Town Clerk**

**Subject: Property and Personnel Committee Draft Budgets 2024 to 2025, 2025 to 2026 and 2026 to 2027**

### **1. Summary**

- 1.1 This report sets out the draft Property and Personnel Committee Budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027. The current 2023 to 2024 budget is also included for comparison. (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 The full Council budget has been prepared and currently shows a 6.17% increase in Band D for 2024 to 2025 and currently an 8.10% increase for 2025 to 2026 and 0.54% increase for 2026 to 2027 (the figures for 2025 to 2026 and 2026 to 2027 do not reflect any increase in the Council Tax base).
- 1.4 The proposed 6.17% increase in precept equates to an additional £8.64 per year, £0.72 per month cost to residents

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

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

### **2. Recommendations**

- 2.1 The Committee is recommended to:
  1. Agree the way forward for meeting the costs of the Manor House Planned Preventative Maintenance Programme as set out in paragraph 3.13.1. of the report.
  2. Comment upon the draft Committee budget for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027 and recommend its proposals to the Policy and Finance Committee.



3. Note the Committee's Earmarked Reserve position and review them as per the Councils Financial Regulations during the budget setting process.

### **3. Background**

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2024 to 2025 and the projected budgets for 2025 to 2026 and 2026 to 2027. Budgets do not include recharges from Manor House Buildings, Central Support Services and Amenity Team.
- 3.2 The proposed Council Precept, Band D figure and General Reserves Balance at the beginning of the year are included for information on the Summary page in Appendix 1.
- 3.3 As part of the budget setting process consideration is given to what income will be available and what expenses will be incurred and this enables a draft budget to be constructed, reviewed, changed before seeking formal approval. Each committee considers and reviews the draft budgets it has responsibility for and recommends it with any amendments to the policy and Finance Committee. The Policy and Finance Committee reviews the overall Council budget and recommends the draft budget and Precept to Full Council. Full Council considers the overall draft budget at its meeting in January and sets the precept for the coming year.
- 3.4 The figures supplied represent meetings with service heads and contractor supplied information. All items are included for discussion and consideration by this committee. This is a draft budget, and as such, could change as it goes through the full budget cycle with each committee.
- 3.5 To support the Committee's understanding of the budgets the Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 3.6 The Summary page shows that overall, the proposed Property and Personnel Committee budget increases by 18.06%. It should be noted that this overall percentage is impacted by increased IT implementation costs for digitalisation of Council processes and an additional new Planned Preventative Maintenance figure of £50,000 per year to undertake the maintenance work identified in the recent Manor House survey.
- 3.7 Budgets have been projected until 2026 to 2027 to inform long term planning. All known future expenditure has been included in these projections.
- 3.8 Emphasis has been put on maintaining budgets where needed, aiming to build ongoing items into revenue budgets, but also on reducing areas within the budget where possible. These are commented upon below and are shown in the itemised budget sheets attached at Appendix 1.
- 3.9 Where specific EMRs exist, budgets have been kept to a minimum with no contingency, other than EMRs.
- 3.10 **Central Administration and Support Services**

3.10.1 This Committee is only responsible for part of this budget head. The total expenditure is apportioned as an overhead to all other services.

3.10.2 The IT budget has an additional amount included for the Council digitalisation project moving systems to a separate single and interlinked process to aid efficiencies.

### **3.11 Amenity Team**

3.11.1 There is a budget line for Vehicle Hire for the lease of the electric van. This will be met from EMR. The lease is due to expire in October 2024.

3.11.2 The Vehicle/Equipment budget has been increased by £500 to £7,000 and is put into EMR for future replacement of vehicles and equipment.

3.11.3 Protective clothing has been reduced by £200 to £1,200 based on actual figures.

3.11.4 The digitalisation project potentially means a change of mobile reporting system for the Amenity Team. Based on the implementation date, there could be a £700 saving within the budget.

### **3.12 Manor House Hire**

3.12.1 Following a review of the fees and charges in November 2023 against other comparable facilities in the area, our fees remain competitive, but increases have been proposed to the charges to offset increased building costs. This is the subject of a separate report on this agenda.

3.12.2 Room hire expenses have been reduced to £1,000 reflective of year-to-date figures and a reduction in pre-booked events such as weddings in 2024 to 2025.

3.12.3 Salaries have increased due to higher than above budgeted pay awards.

3.12.4 Room, wedding and hire charges have all increased by a proposed 5 per cent. Car parking charges have increased by a proposed 10 per cent. These are the subject of a separate report on this agenda.

### **3.13 Manor House Buildings**

3.13.1 The budget for Manor House Maintenance has been increased to £21,000 for 2024 to 2025. This increase is alongside the proposed Planned Preventative Maintenance figure of £50,000 for the next three years to tackle an aging Manor House after the recent building survey report findings of £467,000 spend in the next ten years. Officers were asked to explore the option of a loan from the Public Works Loan Board. A £500,000 loan over 10 years would cost in the region of £31,000 per annum in repayment charges and the total repayment would amount to £649,406. Members are asked to consider the implications of both options and advise on a preferred option. It should be noted that a loan from the PWLB cannot be guaranteed, and a decision is likely to take at least two months which takes the Council beyond the date in which the budget needs to be agreed and the Precept set.

3.13.2 Both gas and electric costs have been reduced significantly compared to the 2023 to 2024 budget based on external advice and new contracts being entered in to.

### 3.14 **Street Lighting**

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

3.14.2 Electric costs have been reduced significantly based on external advice and new contracts being entered in to.

### 3.15 **Southfields Jubilee Centre, K2 and Museum Maintenance**

3.15.1 The Southfields building maintenance budget remains at £3,000 but will not be offset by earmarked reserves as done in the previous year. The EMR stands at £42,184 and the building is now of an age that preventative maintenance work will be required on items such as windows and the roof, so it is prudent to maintain the level of EMR.

3.15.2 K2 maintenance budget has provisionally been set at £1,000 with the understanding it will be newly built. This is to ensure some cover in the event of vandalism which is sadly encountered at the similar Southfields Jubilee Centre. It also includes provision for fixtures and equipment.

3.15.3 The Museum budget remains at £950 based on current year to date figures. Future maintenance budget includes carpet replacement for the Hearne Gallery

### 3.16 **War Memorial**

3.16.1 The war memorial costs remain at £2,335 based on the three-year contract costs.

### 3.17 **Salaries**

3.17.1 The complete salaries budget has been included for information.

3.17.2 The National Joint Council (NJC) for Local Government Services has confirmed a pay award of £1,925 for the 2023 to 2024 financial year. There has been no confirmation of the pay award for 2024 to 2025.

3.17.3 The employer's contribution to the Local Government Pension Scheme is set at 19.2% in 2024 to 2025.

3.17.4 All staff will now earn at least the equivalent to the Real Living Wage which is £12.00 per hour.

3.17.5 Overall the salaries budget has increased by £59,425 (with on costs) in 2024 to 2025 (7.41%). Factors included and affecting the salary budget include:

- The actual budget set last year only reflected a 4% increase.
- Additional actual increase of circa 6% within current budget.

- Additional estimated increase of 5% for the 2024 to 2025 pay award and increments.
- An additional post of Caretaker Cleaner for K2.

### 3.18 Earmarked Reserves

3.18.1 Reserves can be earmarked at the discretion of the Town Council. They can result from:

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

As part of the budget setting process EMRs should be reviewed for their appropriateness. Any reserves considered no longer appropriate can be repurposed or returned to the General Fund by committee approval.

Laura Chrysostomou

**Town Clerk**

## Littlehampton Town Council

### Draft Property & Personnel Summary Budgeted Expenditure

SERVICES	Budget 2023/24 £	Proposed Budget 2024/25 £	Projected Budget 2025/26 £	Projected Budget 2026/27 £	Percentage change %
101 Central Admin & Support Services (Recharged)	49,384	54,875	55,824	52,659	11.12%
105 Amenity Team (Recharged)	213,695	231,737	235,649	239,631	8.44%
108 Manor House Room Hire	(3,751)	3,659	3,417	3,131	-197.54%
201 Manor House (Recharged)	127,000	167,908	170,183	173,612	32.21%
202 Street Lighting	3,155	2,377	2,451	2,526	-24.66%
303 Southfields Community Centre	3,000	3,000	3,500	4,000	0.00%
310 K2	500	1,000	1,000	1,000	100.00%
308 Museum- building maintenance	950	950	2,000	1,500	0.00%
103 Town Centre Management	2,335	2,335	2,382	2,382	0.00%
<b>TOTAL NET EXPENDITURE</b>	<b>396,267</b>	<b>467,841</b>	<b>476,405</b>	<b>480,441</b>	<b>18.06%</b>
<b>Known Expenditure from EMR</b>					
Lineside Rent	(3,000)	-			
Vehicle Hire	(3,725)	(3,725)	(3,725)	-	
<b>P&amp;P Expenditure from Precept</b>	<b>389,542</b>	<b>464,116</b>	<b>472,680</b>	<b>480,441</b>	

	Actual 2023/24 £	Proposed 2024/25 £	Projected 2025/26 £	Projected 2026/27 £
<b>Whole Council Budget</b>				
<b>Funding Required</b>	<b>1,444,976</b>	<b>1,535,108</b>	<b>1,658,161</b>	<b>1,669,086</b>
Other Funding (from) / to balances	1,544	597	1,992	
Grant receivable				
<b>DRAFT PRECEPT FOR YEAR</b>	<b>1,446,520</b>	<b>1,535,705</b>	<b>1,660,153</b>	<b>1,669,086</b>
<b>BAND D COUNCIL TAX</b>	<b>140.13</b>	<b>148.77</b>	<b>160.82</b>	<b>161.69</b>
<b>INCREASE IN BAND D COUNCIL TAX</b>	<b>4.63%</b>	<b>6.17%</b>	<b>8.10%</b>	<b>0.54%</b>

<b>Additional Information</b>	
	29/11/2023
General Fund 01/04/2023	472,002
Earmarked Reserves 29/11/23	1,388,932
<b>Total useable Reserves</b>	<b>£1,860,934</b>

## Property & Personnel Draft Budgets 2024/2025-2026/2027

	Budget 23/24 £	Proposed Budget 24/25 £	Projected Budget 25/26 £	Projected Budget 26/27 £
<b>101 <u>Central Administration and Support Services</u></b>				
First Aid	488	488	488	488
Training	4,435	4,600	4,669	4,739
Travel and Subsistence	1,800	1,800	1,800	1,800
Recruitment	3,000	3,000	3,000	3,000
IT	31,386	36,651	37,384	34,000
Health and Safety	1,000	1,000	1,000	1,000
Waste Disposal	3,200	3,200	3,264	3,329
Pension Contribution	4,075	4,136	4,219	4,303
	<b>49,384</b>	<b>54,875</b>	<b>55,824</b>	<b>52,659</b>

### 105 Amenity Team

Street Scene Expenditure	2,000	2,000	2,040	2,081
Vehicle and Plant Maintenance	7,775	7,892	8,049	8,210
Tools/Equipment	1,775	1,802	1,838	1,874
Lineside Rent	28,090	32,850	32,850	32,850
Vehicle Hire	3,755	3,800	3,876	3,954
Vehicles/Equip	6,500	7,000	7,000	7,000
Salaries	136,730	148,875	151,853	154,890
Protective Clothing	1,400	1,200	1,250	1,300
Telephone	440	480	485	485
Internet and IT	3,200	3,000	3,060	3,121
Rates	11,210	12,156	12,338	12,523
Water	405	425	430	435
Electricity	7,200	6,800	6,936	7,075
Insurance	1,820	1,847	1,884	1,922
Cleaning	800	900	950	1,000
Building Maintenance	775	800	850	900
Security	1,500	1,530	1,561	1,592
Health & Safety	220	280	300	320
Other Overheads	100	100	100	100
<b>Total Expenditure</b>	<b>215,695</b>	<b>233,737</b>	<b>237,649</b>	<b>241,631</b>
Miscellaneous Income- Street Scene	-	-	-	-
Charges for services	(2,000)	(2,000)	(2,000)	(2,000)
<b>Total Income</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(2,000)</b>
<b>Net Expenditure</b>	<b>213,695</b>	<b>231,737</b>	<b>235,649</b>	<b>239,631</b>

	<b>Proposed Budget 23/24 £</b>	<b>Projected Budget 24/25 £</b>	<b>Projected Budget 25/26 £</b>	<b>Projected Budget 26/27 £</b>
<b>108 Manor House Hire</b>				
Salaries	10,360	10,805	11,021	11,242
Advertising	500	550	600	650
Licences	1,034	1,034	1,034	1,034
Room Hire Expenses	1,200	1,000	1,050	1,100
Other Overheads	100	100	100	100
<b>Total Expenditure</b>	<b>13,194</b>	<b>13,489</b>	<b>13,805</b>	<b>14,126</b>
Room Hire	(11,000)	(5,000)	(5,100)	(5,202)
Catering Income	(530)	(250)	(255)	(260)
Equipment Hire	(53)	(54)	(55)	(56)
Car Park Income	(5,362)	(4,526)	(4,979)	(5,476)
<b>Total Income</b>	<b>(16,945)</b>	<b>(9,830)</b>	<b>(10,389)</b>	<b>(10,995)</b>
<b>Net Expenditure</b>	<b>(3,751)</b>	<b>3,659</b>	<b>3,417</b>	<b>3,131</b>

## **201 Manor House Building**

MH Planned Preventative Maintenance		50,000	50000	50000
Manor House Maintenance	20,000	21,000	21,000	21,000
Salaries	25,780	28,070	28,631	29,204
Protective Clothing	150	150	150	150
Telephone	155	160	165	170
Lift Maintenance	200	203	207	211
Equipment maintenance	1,825	1,800	1,836	1,873
Licenses	400	400	400	1,500
Rates	26,285	28,462	29,031	29,612
Water	732	805	829	854
Gas	20,000	15,000	15,450	15,914
Electricity	24,000	14,000	14,420	14,853
Cleaning	1,600	1,700	1,750	1,800
Security	3,333	3,433	3,536	3,642
Contract Cleaning	2,415	2,600	2,652	2,705
Other Overheads	125	125	125	125
<b>Total Expenditure</b>	<b>127,000</b>	<b>167,908</b>	<b>170,183</b>	<b>173,612</b>

	Proposed Budget 23/24 £	Projected Budget 24/25 £	Projected Budget 25/26 £	Projected Budget 26/27 £
<b>202 <u>Street Lighting</u></b>				
Public Lighting Contract Maintenance	1,200	1,302	1,341	1,381
Salaries	340	325	332	338
Electricity	2,265	1,400	1,428	1,457
<b>Total Expenditure</b>	<b>3,805</b>	<b>3,027</b>	<b>3,101</b>	<b>3,176</b>
Recharge maintenance	(650)	(650)	(650)	(650)
<b>Total Income</b>	<b>(650)</b>	<b>(650)</b>	<b>(650)</b>	<b>(650)</b>
<b>Net Expenditure</b>	<b>3,155</b>	<b>2,377</b>	<b>2,451</b>	<b>2,526</b>
<b>303 <u>Southfields Jubilee Centre</u></b>				
7307 Building Maintenance	3,000	3,000	3,500	4,000
	<b>3,000</b>	<b>3,000</b>	<b>3,500</b>	<b>4,000</b>
<b>310 <u>K2</u></b>				
7307 Building Maintenance	500	1,000	1,000	1,000
<b>308 <u>Museum</u></b>				
7307 Building Maintenance	950	950	2,000	1,500
<b>103 <u>Town Centre Management</u></b>				
6351 Memorial maintenance	2,335	2,335	2,382	2,382



<b>Salaries</b>	<b>Actual Budget 23/24 £</b>	<b>Proposed 24/25 £</b>	<b>in/decrease %</b>
Central Admin & Support Services	65,770	75,555	14.88%
Democratic Representation & Mgmt	126,505	133,195	5.29%
Town Centre Management	43,285	39,905	-7.81%
Community Grants & Partnership Inits	7,875	8,280	5.14%
Amenity Team	136,730	148,785	8.82%
Planning & Transport	2,320	2,490	7.33%
Manor House Room Hire	10,360	10,805	4.30%
Corporate Management	145,350	152,785	5.12%
Manor House (Recharged)	25,780	28,070	8.88%
Street Lighting	340	325	-4.41%
Community	79,745	78,460	-1.61%
Southfields Jubilee Centre	26,155	27,435	4.89%
Parks and Open Spaces	9,445	9,535	0.95%
K2	5,750	14,145	100.00%
Museum	91,160	102,750	12.71%
Allotments	25,475	28,950	13.64%
	<b>802,045</b>	<b>861,470</b>	<b>7.41%</b>
			<b>59,425</b>

**P & P Earmarked Reserves 2023/24**

Reserve	Opening Balance 01/04/23 £	Additions to date £	Expenditure to date £	Balance to date £	Notes
A Team Ticket System	1,227.19		0.00	1,227.19	EMR for developments and equipment for the A Team system.
Lineside Unit Rent	3,000.00		2,535.97	464.03	
Manor House Advertising	2,004.00			2,004.00	Earmarked for future promotion
Recruitment	5,771.00			5,771.00	Future liabilities
Street Scene	3,419.00			3,419.00	Future liabilities
Training	9,988.83		2,000.00	7,988.83	Future liabilities
Vehicles & Equipment	25,439.74		6,610.01	18,829.73	
Wedding Licence	3,238.00			3,238.00	3 year licence renewal
IT	1,732.44			1,732.44	Future Liabilities including PC replacement
Building maintenance MH	45,452.80		2,614.00	42,838.80	Future Liabilities
Building Maintenance SJC	42,184.98			42,184.98	Future liabilities
Building maintenance LIU	0.00			0.00	
Clock maintenance	335.10			335.10	Future liabilities
Memorial maintenance	5,330.00			5,330.00	Future liabilities including 3 year maintenance contract
<b>Total</b>	<b>149,123.08</b>	<b>0.00</b>	<b>13,759.98</b>	<b>135,363.10</b>	