



## How to contact us

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Town Clerk – Laura Chrysostomou

7 March 2025

You are hereby summoned to attend a meeting of the:

### **Community Resources Committee**

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

**Date:** 13 March 2025

**Time:** 6.30 pm

#### **Committee:**

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

**Laura Chrysostomou, Town Clerk**

#### **Agenda 2024 to 2025**

- 1. Evacuation Procedures**
- 2. Filming of Council Meetings, Use of Social Media and Mobile Phones**

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person or persons filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

### **3. Apologies**

### **4. Declarations of interest**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- a. the item you have the interest in
- b. whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- c.
  - i. whether it is a personal interest and the nature of the interest
  - ii. whether it is also a prejudicial interest
  - iii. If it is a prejudicial interest, whether you will be exercising your right to speak under Public Forum.

It is recorded in the register of interests that:

- Councillors Blanchard-Cooper, Long, O'Neill, Tandy and Wiltshire are Members of Arun District Council.

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

### **5. Minutes**

To confirm the Minutes of the meeting held on 13 February 2025, circulated herewith, pages 4 to 12. 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. Events Review Task and Finish Group**

To note the minutes of the meeting held on 27 February 2025, pages 13 to 15.

### **8.2. Community Resource Officer Periodic Report**

Report attached, pages 16 to 25.

### **8.3. Quarterly Business Plan Progress Report**

Report attached, pages 26 to 29.

## **9. Finance**

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

Report attached, pages 30 to 40.

## **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 Community Resources Committee held in The New Millennium Chamber, The Manor House, Church Street, Littlehampton, BN17 5EW on Thursday 13 February 2025 at 6.30pm.**

**Present:**

Councillor Tandy – Chair  
Councillor Blanchard–Cooper  
Councillor Daws  
Councillor Lee  
Councillor Long  
Councillor O’Neill\*  
Councillor Tilbrook  
Councillor Wiltshire

**In attendance:**

Laura Chrysostomou – Town Clerk  
Juliet Harris – Assistant Town Clerk  
Sofia Chittenden – Communications and Marketing Manager  
Felix Gillett – Community Resources Officer  
Julia Edge – Museum Curator  
Nathan Ireland – Project Time Machine Officer

**2024 to 2025**

**63. Evacuation Procedures**

The evacuation procedures were noted.

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

The procedures were noted.

**65. Apologies**

There were none.

## **66. Declarations of interest**

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted. In addition, the following declarations were also made in respect of the matters relating to the Worthing Road allotment site:

Councillor Tilbrook declared a personal interest as his daughter was an allotment holder at the site.

Councillor Wiltshire declared a personal interest as a member of the Brighton Permaculture Trust.

## **67. Minutes**

The minutes of the meeting held on Wednesday 4 December 2024 were confirmed as a true record and signed by the Chair.

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

There were none.

## **69. Public Forum**

There were four members of the public present, and one written representation.

### **69.1. Worthing Road Allotments Community Orchard Project**

The Assistant Town Clerk read out a summary of a representation, copy attached to the minutes, on behalf of the Littlehampton Community Group (LCG). The representation aimed to respond to the matters raised at the January Allotments Working Group meeting regarding the Orchard Project. This included further information regarding consultation on the project, anticipated water usage, and how the proposed orchard would be developed and managed. Following the Town Council's in principle agreement to supporting the project, the group were finalising their plans and hoped that this representation alongside the project proposal, had addressed the concerns raised and confirmed that they would be happy to provide any further clarifications.

The Chair thanked the Group for their representation which was noted and would be considered by the Committee later in the meeting.

69.2. The Committee also heard from a member of the public who stated that they objected to the proposed addition of a further container at the Worthing Road allotment site. The Chair thanked them for their representation which was noted.

## **70. Officers Reports**

### **70.1 Project Time Machine Progress Report**

70.1.1. The Chair welcomed the Project Time Machine Officer (PTMO) to the meeting and the Committee received a report, previously circulated, and presentation on progress with Phase Two of Project Time Machine. He began with a recap of the work completed in Phase One which focussed on community engagement, the results of which were presented to the Committee in October 2024.

70.1.2. The PTMO went on to explain that a new group of volunteers had been recruited for Phase Two which focussed on cataloguing and re-housing the museum's Social History Collection. This would provide a much better understanding of artefacts and ultimately how they could be collated and displayed as collections to the public. The volunteers had two specific roles, "researcher" and "cataloguer" and they had each chosen their roles to match and utilise their individual skills and interests. This had given them a sense of ownership, which was demonstrated by the project's target volunteer hours per week being consistently exceeded.

70.1.3. When classifying items, a traffic light system had been adopted which followed the Museum's Collections Development Policy and was replicated in the museum's computerised cataloguing system, "MODES". Pieces were sorted based on their relevance to Littlehampton and the immediate surrounding areas. Amber items meant it had no relevance to the town; green being linked to the town's history and gold being considered 'star items', due to being extraordinarily eye catching or having a special link to Littlehampton's past. Star items were actively shared on the Museum's social media along with monthly cases displaying research and collections. These had received positive engagement from the public and provided a continuous view into the diversity of the collections being unlocked. The recent enhancement of 'Social History Store 1' included the installation of mobile racking and a dehumidifier, improving efficiency and creating more space for the preservation and conservation of the items. Once catalogued, items were moved to the safety of these stores until they were ready to be displayed.

70.1.4. At this halfway point in the project, work was set to continue cataloguing artefacts, and an exhibition was planned to display star objects and stories from this phase of work. The PTMO and Museum Curator had also been invited to give talks in London and to local groups featuring the work of and findings from the Project. The next steps would include creating an Audience Development Plan and updating the Collections Development Policy to reflect

the town's diverse history. Following this, work could begin rationalising and dispersing items that had no relevance to Littlehampton, freeing up valuable storage space for new items to be collected. Further external funding was being explored by officers to continue the Project and if possible, expand the Collection enabling the museum to continue to collate pieces representing the diverse and remarkable history of the town.

70.1.5. Members thanked the PTMO for the detailed report and engaging presentation. A question and answer session followed during which it was noted that at the end of the project, the Museum will have a detailed view of this collection including identifying items which may no longer be relevant. It was noted that where artefacts did not meet the collection criteria efforts would be made to re-home them in another museum where they were relevant. The value of more space, not only to store items but also to display them, was identified and noted by members. It was also hoped that digitising more of the collection would follow, demonstrating the strides the Project had made towards making the Collection more accessible. This would also include oral histories being moved into a digital format. It was confirmed that the revised Audience Development Plan would reflect this alongside other aspirations to cover living history and continuing to provide activities for families.

**It was therefore resolved that:**

The Project progress to date and contents of the report be noted.

## **70.2 Museum Periodic Report**

70.2.1. The Museum Curator presented a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of artefacts. Observing that the anticipated date for re accreditation was likely to be delayed to 2028, Members noted the progress with the policy review work and noted that the Audience Development Plan would be presented at the next meeting. The popularity of the recent Lights, Camera, Action event was welcomed and prompted a question about the slight reduction in the Museum Events Budget for 2025 to 2026. The Curator confirmed that better use of resources and a reduced events programme to accommodate Project Time Machine had provided the scope to make this reduction.

70.2.2. Looking to the future, following completion of the current phase of Project Time Machine, it was noted that work would focus on contemporary collecting and rationalising the collection. The latter would inevitably lead to the deaccessioning of some artefacts. The Curator explained that the cataloguing work in the current phase of Project Time Machine had demonstrated the huge variance in the collection in terms of origin and provenance. It was noted that this information would provide vital evidence to back up future decisions on whether to retain artefacts. Finally, the acquisition of additional items as recommended in the report was supported.

**It was therefore resolved that:**

1. The recommended acquisition of items as set out in Appendix B be approved.
2. The updated accreditation timeframe be noted.
3. The audience engagement figures be noted.
4. The contents of the report be otherwise noted.

**70.3 Community Resource Officer Periodic Report**

- 70.3.1. The Community Resources Officer presented a report, previously circulated, which contained updates on the allotments, the recent launch of the 2025 Main Grant Scheme, Arun Youth Project (AYP), and progress in securing a defibrillator for the Southfields Jubilee Centre (SJC). In addition, the committee was invited to review further information regarding the Littlehampton Community Group (LCG) Orchard Project and a request by the Littlehampton Allotments and Leisure Gardens Association (LALGA) to introduce an additional container at the Worthing Road allotment site.
- 70.3.2. Members were pleased to note that the registration process for the Council's 2025 Grant Aid Scheme was underway and that the AYP Connect Hub event in the High Street had gone well. On this latter point, Members had observed the traffic congestion caused by vehicles servicing the various outlets close to the hub prompting concerns for the safety of pedestrians. The Town Clerk reported that this was a complex issue that would require input from both the licensing and highways authorities. It had also been raised by both staff at the hub and other businesses, and it was noted that solutions were being explored by the Town Centre Action Group.
- 70.3.3. Discussion turned to the disappointing news that the Town Council's bid for a defibrillator for the Southfields Jubilee Centre was unsuccessful. This had highlighted that information held by the funder about the sites and availability of defibrillators across the parish was inconsistent. This was being investigated, and it was hoped it would increase the chances of future applications for grants succeeding.
- 70.3.4. The Committee proceeded to consider allotment matters beginning with the award of the pest control contract. It was noted that this expenditure was separate from the allotment infrastructure reserve fund which underpinned the Allotment Strategy Action Plan. The CRO confirmed that this was a three-year arrangement and that action to control rabbits was outside of the contract. Controlling the rabbit population, particularly at the Trinidad site, was a complex issue. Discussions at the Working Group highlighted that

improvements to the northern boundary at Trinidad could help and could be considered for prioritising within the Allotment Strategy Action Plan.

### **70.3.5. Littlehampton Community Group (LCG) Orchard Project**

70.3.5.1. Following the in-principle agreement to the scheme given at the December meeting, and considering the discussion at the Working Group in January, the Committee was asked to confirm its commitment to the scheme and consider whether the LCG should pay a fee for the land. To assist the Committee, officers had undertaken a further assessment of the project and provided further information regarding the costs to the Town Council and the work required to bring the land in question back into use as allotments.

70.3.5.2. The Committee proceeded to consider the update and acknowledged that the project would enable the land to come back into use through a community led initiative. This was as much an aspiration of the Council as the Allotment Strategy aim to reduce the gap between income and expenditure on its services. The Committee remained supportive of the scheme, as it was of the other similar but smaller community led projects at the site. It was also noted that the land had been redundant for some years and that should the orchard progress, it would not become allotments and generate income, and as an orchard would have different costs associated with it as outlined in the report. With this in mind the committee proceeded to consider whether a fee should be charged and an appropriate rate.

70.3.5.3. A lengthy discussion ensued during which members considered a number of charging options. Accepting the financial implications for the Council to bring the area back into use as allotments and recognising the potential long-term benefits of the scheme, it was judged reasonable that the land be made available to the LCG at a concessionary rate. Noting that the land could potentially accommodate five medium (i.e., five-rod) plots, the equivalent of the fee for two medium-sized allotment plots (i.e., one large ten rod plot) was considered a fair compromise.

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

An annual fee the equivalent of two medium-sized allotment plots be charged to the Littlehampton Community Growers for the land at the Worthing Road allotment site provisionally allocated to the Community Orchard Project.

### **70.3.6. Worthing Road Allotments Trading Shed Extension**

Councillor Blanchard-Cooper declared a personal interest in the following matter as a member of the Arun District Council Planning Committee. Councillors Long and O'Neill also declared personal interests in the following matter as substitute members of the Arun District Council Planning Committee.

Councillors Blanchard-Cooper, Long and O'Neill also confirmed that when considering the planning applications for Littlehampton, they would do so without predetermination, taking into account the papers that were before them at that meeting.

70.3.6.1. The Committee was asked to consider supporting a request to use more land at the site and allow LALGA to introduce a further container to the existing Trading Shed. A proposal had been provided by LALGA, which explained the rationale for the expansion of this facility and how in their view it would benefit allotment tenants. Members proceeded to consider the proposal in terms of the representation made during the public forum session, the impact on the neighbouring plot and the level of benefit. It was also noted that informal advice from Arun District Council as the Local Planning Authority had now been received indicating that the addition of a further container and hard standing at the site would require planning permission, which LALGA would need to obtain.

70.3.6.2. The existing facility had been present at the site for several years during which LALGA had taken sole responsibility for managing activities. It was thought that at least half of allotment holders were members of LALGA, and it was also noted that public consultation was a requirement of the planning application process. The Committee proceeded to vote on the proposal from which Councillor Lee abstained.

**It was resolved that:**

1. Subject to planning approval being obtained by LALGA, they be allowed to introduce a further container to the existing Trading Shed as set out in their proposal, at the Worthing Road allotment site.
2. The minutes of the Allotment Working Group held on Thursday 16 January 2025 be noted.
3. The contents of the report be otherwise noted.

\*Councillor O'Neill left the meeting at 7.59 pm.

## **70.4 Service Funding Agreements Annual Review 2024 to 2025**

70.4.1. The Community Resources Officer presented a report, previously circulated, which summarised the Town Council's current Service Funding Agreements and provided updates on the services that were being delivered. It was noted that the current agreements were in their final year and that the review process would start in the Autumn. The review would include analysis of the tier three Grant Aid applicants who may also be considered for future agreements.

**It was resolved that:**

The contents of the report be noted.

## **70.5 Events Periodic Report**

Councillor Blanchard-Cooper declared a prejudicial interest in the following matter as a member of the Friends of Mewsbrook Park and confirmed that he would not participate in the discussion of and vote on the proposal to give event support funding for an Easter activity at Mewsbrook Park.

70.5.1. The Communications and Marketing Manager presented a report, previously circulated, which set out a comprehensive update regarding plans for the 2025 events programme. In addition, the Committee was also asked to set the date for the annual Sandcastle competition and Screen on the Green, approve a recommendation relating to the provision of public toilet facilities for the Screen on the Green event, approve event support funding to extend the Easter activity at Mewsbrook Park in lieu of the Town Council delivering its own similar event on the same site, and approve changes to the terms of reference of the Events Review Task and Finish Group.

70.5.2. The Committee proceeded to consider the recommendations in the order in which they were presented. The proposed dates for the Sandcastle Competition and Screen on the Green Event were approved alongside the proposed contribution of £200 towards the Friends of Mewsbrook Park easter egg hunt event. The provision of additional toilet facilities for the Screen on the Green had previously been agreed as essential by the committee and two quotes had been sourced. Based on experience of the service provided, feedback and the average size of the audience, the committee favoured the toilet trailers. Members also wished to have a better understanding of the disabled toilet provision, and it was therefore also agreed that the trailer specification be circulated to members outside of the meeting for information.

70.5.3. Finally, the committee supported the proposal to increase the size of the Events Review Task and Finish Group to five members and add Councillor Blanchard-Cooper.

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

1. The Sandcastle Competition be held on 31 July 2025.
2. Screen on the Green be held on 16 August 2025 and that the quote for toilet trailers be approved for the event.
3. The progress regarding plans for the Easter High Street & Summer Events be noted.
4. £200 from the Community and Events budget be awarded to the Friends of Mewsbrook to expand their 2025 easter egg hunt event.

5. The membership of the Events Review Task and Finish Group be increased to five members and that Councillor Blanchard-Cooper be appointed to that Group.
6. The contents of the report including the financial implication be otherwise noted.

**71. Exempt Business**

There was none.

The meeting was closed at 8.10pm.

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**Chair**

UNAPPROVED



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Town Clerk – Laura Chrysostomou

## Notes of a Meeting of the Events Review Task and Finish Group held in The Gladden Room, The Manor House, Church Street, Littlehampton BN17 5EW on 27 February 2025 at 9.30 am.

### Committee:

Councillor Tandy  
Councillor May  
Councillor O'Neill  
Councillor Lee

### Present:

Rachel Marshall – Interim Events Manager  
Sofia Chittenden – Communications and Marketing Manager  
Tora Jones – Events and Marketing Apprentice

### 2024 to 2025

#### 1. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

#### 3. Apologies

There were apologies from Councillor Blanchard-Cooper

#### 4. Declarations Of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted, and no further declarations were made.

#### 5. Notes the changes to Terms of Reference

The Working Group Received and noted the changes to the Terms of Reference.

## **6. Notes of the Last Meeting**

The Notes of the meeting held on 15 October 2024, previously circulated, were confirmed as a true record and signed by the Chair.

## **7. Event Strategy Action Plan**

- 7.1. The Group proceeded to review progress with the Action Plan. It was noted that the Event Forum was being formed, and the first meeting would be held on Thursday 27 March 2025 and the District Council's Events Team should be invited. Feedback from this meeting would inform work on the community events programme and set the pattern of future meetings.
- 7.2. Discussion turned to matters that could impact on the development of the events programme and the following points were noted:
- Avoiding duplication, points of contact of events organisers, and partnership opportunities particularly collaborating with Arun District Council (ADC).
  - Understanding the impact of the changes to the seafront on events.
- 7.3. Regarding the Seafront regeneration work, the Group wished to have a better understanding of the new set up and any constraints on future events. They also hoped that there would be an event to launch the new seafront which it was considered would encourage visitors and be beneficial for the Town.
- 7.4. The Group went on to discuss the potential for hosting more activities at Town Council venues. Regarding Rosemead Park, it was thought that the site could host more events particularly with the opening of the Lyminster bypass imminent. It was also noted that the local primary and secondary schools put on varied events and wishing to involve young people in the new events programme, it was agreed that this be investigated with local schools.
- 7.5. Looking at locations and current activities in the Town and on the seafront, it was noted that permissions may be required. These would be investigated as a new programme emerged. The Group also wished to investigate evening events, e.g. gigs and outdoor theatre adjacent to the Town Council's current daytime events to encourage a different or new audience to Littlehampton. It was also considered that upcoming developments in the area would add to the tourism offer and attract more visitors.
- 7.6. Officer research had also highlighted that it may be beneficial to have a separate marketing budget for events. This would enable marketing to be tailored to the events and better targeted to specific audiences.
- \*Councillor Sean Lee left at 10:15.
- 7.7. The Event Strategy outlined the need for regular review which led the group to discuss how this will be achieved. Public surveys at Town Council events would

need to be consistent and the wider programme would need to gain feedback. For example, the Council could invite the public to comment on the entire event's programme which would include Town Council and other community led events.

7.8. The Group discussed the need to establish clear policies around community and commercial pitches at events such as who is allowed a pitch at Armed Forces Day. In addition, the pitch fees needed to be evaluated and consistent across all events. The areas agreed to be included in the emerging draft action plan are:

- Event Forum Terms of Reference
- Develop a three-year event programme.
- Identify event sites.
- Identify mechanisms for public feedback.
- Develop collaboration.
- Establish clear policies for stallholder pitches and fees.
- Develop an annual review mechanism.

**8. Key areas to discuss at the event forum**

8.1. It was agreed that for it to be effective, every effort should be made to get the widest possible representation to attend the forum including Arun District Council as both a landowner and event organiser. Key areas for the Forum would be looking at an Event Assessment Criteria and coordinating the event calendar.

**9. Date of Next Meeting**

To be confirmed.

Meeting ended at 10:38

Chair..... Date .....

## **Littlehampton Town Council**

**Non-Confidential**

### **Community Resources Committee**

**Date: 13 March 2025**

**Report by: Town Clerk**

### **Subject: Community Resources Officer Periodic Report**

#### **1. Summary**

The purpose of the report is to highlight work being undertaken by the Community Resources Officer (CRO) to progress the projects and initiatives that are within the remit of this Committee. This report provides updates on Grant Aid, Sports Forum and Sports Funding.

#### **2. Recommendations**

The Committee is recommended to:

1. Consider the options put forward by the Sports Forum for the Sports Funding and agree the new provision to enable wider participation in sports activity.
2. Note the Minutes of the Sports Forum held on 20 January 2025.
3. Otherwise note the contents of the report.

#### **3. Grant Aid Scheme 2025 Update**

- 3.1. Registrations closed on Monday 24 February with 49 groups registering their interest. This is two more than last year.
- 3.2. Four of these are new groups, 10 are unregistered groups who have received funding in the past, four are registered groups who did not make an application last year, 31 are registered groups who made an application and received funding last year. Eight groups who received funding in 2024 have not registered their interest in Grant Aid this year.
- 3.3. Two groups that received funding last year have not registered this year as one received funding from the National Lottery which will cover their needs for the next year, and the other is applying for bigger bids this year.
- 3.4. Officers are gathering the remaining supporting documentation from groups to complete the registration process, which will allow each group to be properly

assessed against the qualifying criteria. Qualifying groups will then be placed within a funding tier in accordance with the Grant Aid Policy.

- 3.5. This information will be presented to the Grant Aid Panel when it meets on Wednesday 12 March, to confirm tier placements and allocate the Grant Aid budget across each of the three tiers.
- 3.6. Following this, all groups will be contacted the week commencing Monday 24 March to inform them of which tier they are in, the maximum amount of funding available to them and invited to make an application.

#### **4. Sports Forum and Sports Funding**

- 4.1. The Sports Forum met on Monday 20 January 2025. As previously agreed, the meeting sought to explore alternative provision to enable wider participation in sports activity. The minutes of the meeting are attached at Appendix A for the Committee to note. Discussions centred around changes to the annual Sports Funding of £2,000 to ensure it benefits as many residents as possible; creates opportunities and enables wider participation in sports and healthy activities; encourages and promotes excellence in local sporting endeavours; increases inclusion; and complies with GDPR and Data Protection.
- 4.2. The Sports Forum proposed three options for how the fund could be used:
  1. Local clubs could make applications for specific projects and initiatives, such as supporting high-performing athletes in their club through the year; bringing in new members; updating vital equipment.
  2. Establish an annual week of active sessions, hosted at the Sportsfield or other locations across town. These could be taster sessions for all ages or school age children, offering opportunities for new participants to try different sports.
  3. Local clubs could make applications, but the focus would be different each year. For example, to encourage diversity and inclusion; reaching different age groups; establishing girls' and women's teams; offering memberships and sessions for adults and young people for whom cost would normally be a barrier.
- 4.3. Sports Forum members agreed that the three options would meet the aims of the Sports Funding but had no preferred option. The Committee is asked to consider these options and agree a way forward for the Sports Funding to achieve the Council's Strategic Plan and the Operational Framework within that.
- 4.4. Nominations for the annual Sports Awards close on Monday 10 March 2025. Local clubs and individuals are nominated by sports clubs and members of the public across a range of ten categories. These will be presented at the Annual Town Meeting on Thursday 24 April 2025.

## **5. Financial Implications**

- 5.1. The Grant Aid budget is set at £24,750 and is currently budgeted to remain at this level for 2025 to 2026 and projected at the same level for 2026 to 2027.
- 5.2. The Sports Funding budget is set at £2,000 for 2025 to 2026.

**Laura Chrysostomou**

**Town Clerk**

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 20 January 2025** at **6pm**.

**Present:**

The following groups were represented at the meeting:

Littlehampton Wave Life Saving Club  
Littlehampton Town Football Club  
Littlehampton Golf Club  
Howard Lawn Tennis Club  
Norfolk Bowls Club (two members)  
Littlehampton Rugby Club  
Littlehampton Badminton and Squash Club  
Littlehampton Cricket Club  
Littlehampton Croquet Club (two members)  
Littlehampton Sportsfield  
David O Jones Sports

In attendance:

Councillor Freddie Tandy – Acting Chair of the Sports Forum  
Felix Gillett – Community Resources Officer

**1. Introductions**

1.2. Members of the Forum introduced themselves and their clubs.

**2. Apologies for Absence**

2.1. There were none.

**3. Notes of Previous Meeting**

The notes of the previous meeting from 30 September 2024 were agreed as a true record.

**3.1. Matters Arising**

3.1.1. The Community Resources Officer reported that the application for a defibrillator for Southfields Jubilee Centre from the British Heart Foundation was not successful. The reasons given related to the availability of other defibrillators nearby and data indicating that cardiac incidents are not a substantial risk in the surrounding area. The Officer will explore another offer from London Hearts for purchasing a defibrillator.

- 3.1.2. Members suggested the District Lions Club might provide assistance as they've given funding for defibrillators to other organisations and locations.

#### **4. Sports Funding**

- 4.1. The Community Resources Officer explained that as part of a wider review of the Town Council's Policies and Procedures the Sports Excellence Grant had been highlighted for reassessment to ensure it's up to date with current legislation regarding data protection, and that it's benefitting as many residents as possible.
- 4.2. The Sports Forum Executive recently met to review the grants and are now bringing this discussion to the wider Sports Forum for their views, consideration and ideas.
- 4.3. Since first established the grant has worked well in supporting individuals who are competing at County level or higher. This has been in line with the Sports Forum Constitution which states the aim of 'Improving individual and group performance and promoting excellence'.
- 4.4. The Town Council's recent review highlighted that information requested during the nomination stage could be classed as sensitive or in GDPR terms 'special category data'; especially as the nomination often describes someone's personal story and the nominee is generally a young person under 18 years old. Whilst nominees give consent for their data to be used for the purpose of the nomination, the management and storage of this type of data requires a higher degree of care, responsibility and attention that may not be practicable for Officers or the Sports Forum Executive.
- 4.5. The Town Council's income is derived predominantly from Council Tax collected from Littlehampton households and as such is publicly accountable for all expenditure including grants such as the Sports Excellence Awards. It was reported that the recent review also took this into account and the requirement for Town Council funding to provide as wide a benefit as possible to the community. For this reason, awarding grants to individuals was generally not advisable. The Sports Forum and Executive whilst not a Committee of the Council, was still accountable.
- 4.6. The Forum members also reported that it is challenging to single out individuals when there are so many who may deserve financial support; and realistically the amount they receive, while helpful in the short term, the long-term benefit is questionable.
- 4.7. The Acting Chair emphasised that the budget of £2,000 allocated to these grants is still available; it's how it is used that needs to change, to ensure it benefits as many people as possible in Littlehampton and the process is fair and complies with GDPR and Data Protection.

- 4.8. Members recognised it is no longer feasible for the grant to continue in its present form, and a discussion followed looking at options and ideas for moving forward. The primary aspirations are that the fund encourages and promotes excellence in local sporting endeavours, is inclusive and creates opportunities for new participants, and increases participation.
- 4.9. The ideas from the Sports Forum Executive meeting were shared for members to consider:
- Clubs could make applications for specific initiatives.
  - Re-establish SPACE week and provide funding for hosting events. SPACE week was an initiative to encourage participation in sports for young people, by providing taster sessions at the Sportsfield and other locations across the town.
  - The criteria for applying could be a different focus each time. For example: bringing in new members; reaching new groups to encourage diversity and inclusion; broadening their appeal to reach different age groups.
- 4.10. If the funding went to clubs, they would be in a better position to identify individuals who would benefit from investment, and they could support them directly in this way by applying on their behalf. No personal data would then need to be shared with third parties.
- 4.11. It was noted that £2,000 is not a lot of money once it's split several ways, so having clear criteria for how it could be spent would ensure it brings a genuine difference to the recipients.
- 4.12. Members discussed whether there would be a problem if the funding were perceived to be favouring one group over another; if it's given for a specific initiative. It's important for the process and decision making to be transparent and fair, and for the rationale that informs the criteria to be clear, if questioned.
- 4.13. It was noted that timings for grant awards may change as final decisions will mean that nominations will open later in the year. In 2024 the grant awards and Sports Awards were made at the Annual Town Meeting. If this is not possible this year, the awards can be made at a Full Council meeting instead, as happened in 2023. This won't affect the Sports Awards which can still be presented at the Annual Town Meeting.
- 4.14. The Community Resources Officer reminded members that the Town Council's annual Grant Aid scheme is still available for applications from clubs and is open now for registrations. This also highlighted that the Sports Funding offers an opportunity to be focused solely on sports and healthy activities, which is different from Grant Aid, which is available to all community groups and organisations in Littlehampton.
- 4.15. Members agreed that the three options presented by the Sports Forum Executive would meet the aims of the new Sports Funding, and that these be put to the Community Resources Committee for consideration.

**ACTION: Present the three options for how the Sports Funding can be spent at the Community Resources Committee meeting on Thursday 13 February 2025.**

## 5. Sports Awards

The Sports Awards remain the same, with nominations opening the week commencing Monday 27 January and closing on Monday 10 March. The Awards will be presented at the Annual Town Meeting on Thursday 24 April, starting at 6pm.

**ACTION: All recipients of an award in 2024, to return shields to the Community Resources Officer by Monday 31 March.**

## 6. Members' Updates

### 6.1. Littlehampton Golf Club

The bunker on the 16th green is being remodelled, with work on the 11th green to follow. Starting at the beginning of January, through to April, the bar and lounge of the club house are being renovated, with a grant opening planned for April. Despite the recent rough weather, people have not been deterred and have still been playing on the course.

### 6.2. Littlehampton Sportsfield

The member highlighted ongoing discussions between the clubs and management committee regarding the need to provide clear segregation between the football pitch and cricket field. Placement and relocation of the cricket pavilion is a key aspect in whether this would be achievable, but funding is needed to progress these aspirations.

### 6.3. Littlehampton Town Football Club

Though it's been a tough season with the club fighting relegation, they do have more sponsors than ever. They have an upcoming celebrity charity match organised by Sellebrity Soccer. This will be on Sunday 14 September with kick off at 3pm. Ticket will be going on sale in March.

### 6.4. Littlehampton Cricket Club

The Saturday sides are well represented, alongside three mid-week teams. An Under-11 girls team is planned to start in May. The club's biggest issue is finding indoor practice space, especially through the off-season. Arundel Castle is fully booked, so they have been using the nets at Littlehampton Indoor Cricket Centre in Rope Walk. The Colts have been using the Sports Hall at The Littlehampton Academy.

### 6.5. Howard Lawn Tennis Club

After negotiations with Arun District Council the club has secured ongoing use of the lawn tennis courts on Maltravers Park from September. Therefore the club will be relocating from Littlehampton Sportsfield to re-establish itself at Maltravers Park from April 2026. The courts at Maltravers Park and Norfolk Gardens have been thoroughly cleaned, which has rectified issues with flooding. This will be done every few years to ensure they stay in good condition.

6.6. Littlehampton Rugby Club

They have about 20 boys attending for the Under-16's session and they are getting better each game. The Minis session for boys and girls continues to be popular. The Senior Men's team are sitting in a strong position at second in the Saturday league and are hoping to finish first.

The club have submitted a planning application for fixed training lights at Kingley Gate and are seeking permission to build a clubhouse with storage. The current building that serves Courtwick Recreation Ground only provides changing rooms and showers.

Both teams provide a First Aider for each game, as stipulated by the Rugby Football Union. Ambulances can access the pitch in the case of an emergency.

6.7. Norfolk Bowls Club

During the winter, the club play short mat bowls in county competitions. They are hosting an introductory 'have-a-go' event on Saturday 8 March. Outside play will start again in April, with an Open Day on Saturday 24 March. The surrounding electric fence has not been switched on, which means fox activity has increased on the green.

6.8. Littlehampton Badminton and Squash Club

This Sunday 26 January the club will be hosting their first pickleball event; serving an introduction to this accessible racket sport. The member reported that they have no women playing squash at the club. They are hoping to encourage participation with an introductory session for women only on Monday 10 February.

6.9. David O Jones

The shop has seen growing interest in darts; no doubt inspired by 17-year-old Luke Littler's recent triumph in the World Darts Championship. Business continues to tick over during the colder months but is anticipated to increase when the warm weather returns.

6.10. Littlehampton Croquet Club

The club currently sits at 40 to 45 members. Whilst accepting that they lose about ten members a year, they need a minimum membership of 38 to cover ongoing costs. The season starts again in April, but due to dwindling numbers

they will be participating in fewer friendlies and competitive matches, though there are lots of opportunities to play, particularly in Southwick.

They are looking to host a summer Open Day, but may need to do this on a weekday evening, as weekends are not available due to other sporting events on the same site. They are keen to keep the club going, and will continue to explore ways of promoting it, such as featuring in the free All About magazines that are distributed locally.

6.11. Littlehampton Wave Life Saving Club

The club held a successful annual presentation evening on Wednesday 15 January, with 50 members and guests in attendance, including the Royal Life Saving Society UK president, deputy Commonwealth president and Littlehampton Mayor.

The Littlehampton Wave has a new manager. The club were not successful in their offer to run the Wave's Rookie Life Guard Course. They will be hosting a Taster Evening on Wednesday 22 January, though what they can offer ongoing is limited as they only have use of two lanes in the pool.

There are 250 drownings in the UK each year; 2 out of 5 are children, which happens due to lack of supervision. The club are looking to provide baby life saver workshops for new parents.

The club has 18 members. Three of them will be looking to attend university in September, which will be felt by the club as they've been fully involved as instructors.

**7. Any Other Business**

7.1. It was noted that Tivoli's ground maintenance contract with Arun District Council is being reviewed at the Environment Committee meeting on Thursday 30 January 2025. Recognising some clubs have previously had queries relating to maintenance of playing fields, the Acting Chair encouraged any questions or concerns to be sent to the Community Resources Officer, which will be passed on to him to raise at the meeting in his role as a District Councillor.

7.2. All clubs are encouraged to keep the Town Council informed of their events so these can be promoted online or on notice boards around town. If the Town Council is tagged in a Facebook post this can be shared by the Communications team. If providing posters, these should be no more than A4 size and only six should be brought into Reception at the Manor House, or a digital version emailed to the Community Resources Officer.

7.3.1. The Council's annual Grant Aid scheme recently opened for registration, with £24,750 of funding available for local groups and organisations. Registration

closes on Monday 24 February. Any clubs that registered last year still need to 'register their interest' this year and provide any updated documentation.

- 7.3.2. At the end of the month, the Community Resources Officer will contact recipients of Grant Aid in 2024 for feedback and a report on how their funding was spent and the benefits it provided in the local community.

**8. Date of Next Meetings**

Monday 31 March 2025, 6pm

Monday 7 July 2025, 6pm

Monday 13 October 2025, 6pm

Closed at 6.58pm

UNAPPROVED

## **Littlehampton Town Council**

### **Non-Confidential**

**Committee: Community Resources**

**Date: 13 March 2025**

**Report by: Town Clerk**

**Subject: Quarterly Business Plan Progress Report**

### **1. Summary**

- 1.1. Each Committee will receive updates through their respective quarterly periodic reports enabling them to monitor progress and keep the Business Plan under review. This report provides an update on progress with delivering the goals as they relate to the work of this Committee.

### **2. Recommendations**

- 2.1. The Committee is recommended to note the Business Plan updates in Appendix 1.

### **3. Background**

- 3.1. The Town Council agreed its Business Plan for the next four years at Full Council in November 2023. Following approval of the Business Plan, the objectives were integrated with the Town Council's Capital Programme where appropriate and incorporated in the Town Council's Corporate Risk Register which is reviewed annually by the Governance and Audit Committee. The Strategy and Action Plan goals are now also integrated in the staff appraisals and business workplans.
- 3.2. The Business Plan consists of two elements:
  - The Strategy which sets out the Town Council's mission statement, vision, strategic priorities, values, and operational framework
  - The Action Plan which details the goals to achieve the strategy and the relating objectives with specific actions, timelines, and resource implications for achieving the goals.
- 3.3. Officers have been working alongside Members to deliver the goals and objectives set out in the Action Plan. The Action Plan in appendix 1 sets out the goals that fall within the remit of this Committee and includes quarterly update columns to show progress throughout the year. There is also a 'status' column that uses RAG (red, amber, and green) visual reporting system to convey a high-level status of a project or task. The colours are used to indicate the following:

Red: An alert, usually denoting one of more of the following: significant overspend, significant delay, a rise in quality issues, significant resource shortage, or unsatisfied stakeholders.

Amber: A caution, meaning the project is potentially hindered by obstacles or hazards such as: considerable overspend, a delay in the schedule, lack of resources.

Green: A clear indication that the project is moving along as planned on schedule, within budget, no issues with resources, quality is meeting expectations and stakeholders are satisfied.

3.4 Key areas of work completed in the last quarter relating to this Committee include:

- Officers have been working with Arun Youth Projects to embed the youth sessions in the new K2 Centre, including reviewing storage requirements. Officers have also been working with the Employers Agent to ensure final works and defects for the Centre are resolved by the contractor.
- The Events Review Task and Finish Group met at the end of February to continue their work and are developing the action plan that will underpin the Event Strategy and implementing an Event Forum. The team are otherwise focussed on preparation to deliver the Easter and summer events programme. The minutes of the task and finish group meeting held on 27 February are on the agenda for this meeting for the Committee to note.
- The annual allotment renewals process has been completed with action now focussed on winding up tenancies not renewed and introducing new plot holders. Work is underway to look at Allotment Strategy Action Plan priorities and identify projects for the Allotment Infrastructure Reserve.

#### **4. Financial Implications**

4.1 The budget set in January 2024 sought to create the flexibility within the 2024 to 2025 and future budgets to deliver the Council's aspirations to improve the town and the quality of life.

4.2 Resources to deliver the goals and objectives are set out in the Action Plan for 2024 to 2025, and some may need to be further defined and/or reviewed.

Laura Chrysostomou  
**Town Clerk**

| Goals  | Objectives   |   |   |              |  |  |  |   |  | PROGRESS 2024 TO 2025   |   |   |  |
|--|--|---|---|--------------|--|--|--|---|--|---|---|---|--|
|  | Description  | Timeline  | Committee   | Officer      | Total Cost   | Resources / Funding  | LTC Budget Allocated   | Status as at September 2024<br>In Progress / On Hold / Complete (outcome) | Q1 (APRIL - JUNE 24)   | Q2 (JULY - SEPT 24)   | Q3 (OCT - DEC 24)   | Q4 (JAN - MARCH 25)   |  |
| <b>Major Regeneration &amp; Development Initiatives</b>                                    |  |   |   |              |  |  |  |   |  |   |   |   |  |
| <b>Work with Arun District Council &amp; partners in delivery of Seafrost Regeneration</b> | 1. Input into planning stage (LU/246/23/PL)<br>2. Construction phase   | 1. Summer 2023<br>2. 2024/5   | P&F, CRC  | TC, E&TCSM   | N/a  | £7,234,201<br>Levelling Up Funding secured by ADC  | N/a  | In Progress   | Planning approval secured December 2023. Works expected to start late summer 2024. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed | ADC to confirm construction timeframe - Preparations expected to start September 2024   | Ground works commenced and BBQ units sent off to refurbishment.   | Construction well underway - completion date TBC - repaint of Stage by the Sea to be scheduled when there is more certainty   |  |
| <b>Major Projects and Community Resources</b>  |  |   |   |              |  |  |  |   |  |   |   |   |  |
| <b>K2 Youth &amp; Community Centre, Wick</b>   | This project is underway and will replace the existing Keystone Centre at Eldon Way in Wick with a brand-new youth centre, that can also be used by the community, on the open space on the opposite side of the road to the existing Centre. The centre will include a main hall, kitchen and meeting rooms and parking provision. The Council is working in partnership with the District Council to deliver a holistic plan for the new site which will see the outside space provision also upgraded to include a Multi-Use Games Area. The District Council is also contributing £250,000 toward the new centre. Progress with the project is being overseen by the Town Council's Community Centres Sub-Committee which reports to Council. - Need to develop a business plan becoming a priority. | Business Plan Inc. terms & conditions Autumn 2023. Build to be completed November 2023. Internal fit out Dec 2023 to Jan 2024. Operation Spring 2024  | Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC | ATC          | Construction £1,579,247 plus fees £140K - Final cost TBC   | LTC - 1,332,730, ADC - £250K, S106 - £263K Plus Revenue budget provision at £30,000 p/a for 2 years from 2022 to 24 & £10,000 projected for 2 years from 2024 to 2026. | Maximum budget agreed for the project = £1,846,194 (Inc. £250K from ADC & contingency of 10% of build cost).                         | In Progress   | 1. Construction nearing completion following delay due to problem with finishing main hall.<br>2. Funding earmarked from 2021/22 to meet initial revenue costs of new centre.                            | Nearing completion - Handover expected September 2024 with internal fit out during September 2024.  | Construction completed and building handed over 9/9/24. Internal fit out completed. Opening event held on 30/11/24. Open day for potential hirers held 6/12/24. Centre now listed on the LTC website as a venue for hire.   | AYP transitioned youth sessions from November 2024 and currently embedding sessions. Final works and additional features / furnishings being addressed. Aim to be fully operational by end of March 25 at the latest.   |  |
| <b>Hampton Park (North Littlehampton) Community Centre &amp; Youth Facility</b>            | There is provision for a new Community Centre (including youth facility) at Hampton Park which has been secured through the Section 106 Developer Agreement. The site has been allocated and amalgamated the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. S106 currently valued @ Circa £1.77M LTC will need to top up funding requirement £ amount TBC.   | Timeframe unknown, estimated: Agree aspirations, feasibility study, budget, develop business plan, public consultation, agree specification. Planning 2025 to 2026 Construction 2026 to 2027 Open 2027 to 2028  | Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC | ATC          | £50K repurposed from Revenue reserves for feasibility work. £19,575 spent to date.                             | S106 currently valued @ Circa £1.77M   | Revenue budget provision at £20K for 2021/22, £35K for 2022/3, £20K for 2023/4 & £20K projected for 2 years from 2024 to 2026        | In Progress   | Feasibility findings shared with developer and site assessment being undertaken by developer. Submission date for planning application TBC.  | LTC in discussion with developer & ADC. Update meeting scheduled for late 2024  | The North Littlehampton Advisory Group met 15 November 2024. The discussions between the stakeholders were productive and work is now progressing on plans for a way forward. A further meeting of the Advisory Group is expected in 2025 when it is hoped that there will be more clarity regarding plans for the community facilities at Hampton Park and a timeframe for their delivery. |   |  |
| <b>Hampton Park (North Littlehampton) Allotments sites</b>                                 | 1. Holly Drive (southern) LU/263/22/RES<br>2. Northern   | 1. Plg App. Approved Dec. 2023 Construction TBC<br>Market & first tenants TBC<br>2. TBC construction unlikely before 2025   | CRC & P&P (agreements, fees & maintenance)  | ATC          | N/a  | N/a  | N/a Delivery is developer funded   | On Hold   | 1. Planning App approved Dec. 23. Awaiting confirmation of timeframe for construction from developer<br>2. TBC   | On Hold   |   |   |  |
| <b>Rosemead Park</b>   | 1. Consider allowing concessions to operate on the site<br>2. Plans for the development of the site utilising the acquired and expected S106 funding<br>3. Explore obtaining Green Flag Status   | 1. Feasibility work 2025.<br>2. Funding must be spent on the purposes specified within 10 years of receipt 2032.<br>3. 2025 to 2026   | CRC & P&P (agreements, fees & maintenance only)   | CRO, ATC     | N/a  | N/a  | £125,849 S106 received 2022 A further £193,794 section 106 due from BokLok development (under construction)                          | Not due to start until 2025 to 2026                                       |  |   |   |   |  |
| <b>Museum</b>  | 1. Collection Documentation Project<br>2. Project "Time Machine" HLF grant funded project<br>3. Be vigilant to opportunities to locate the collection NB: Look & Sea Centre – ground floor = ADC concession Planning App. LU/51/20/PL – permission granted to convert upper two floors to create 6 suites for tourist accommodation (C1 Hotels). Applicant: Harbour Lights Littlehampton Ltd - work underway.  | 1. In Progress to 2025<br>2. Project Plan Sept to Dec 2023; Freelance support tender & appointment Feb 2024; Community engagement & evaluation work May to Aug 2024; Develop Audience Engagement Plan Sept 2024 to March 2025; project evaluation & next steps June/July 2025 | CRC, P&P (maintenance issues only)  | Curator, ATC | 1. N/a<br>2. Project Budget £58,303<br>3. N/a  | 1. Normal business<br>2. Project Budget £58,303<br>3. N/a  | 1. N/a 2. HLF Grant £37,468, LTC Collections EMR £5,286, SE Museums Grant £544 and Vol time in kind £15,005 Total £58,303<br>3. None | In Progress   | 1. Ongoing<br>2. Consultant appointed and community engagement work May to July 2024.<br>3. Monitor for opportunities  | 1. Ongoing<br>2. Recruit and appoint Project Officer to deliver the cataloguing phase. Recruitment concluded August 2024, appointment pending. Community engagement report received and being prepared for presentation to Committee. | Phase one, Audience Engagement consultation completed & work to develop policy being progressed alongside phase two of the project cataloguing social and history & improvements to basement storage ( damp proofing and mobile racking installed).   | 1. Ongoing<br>2. Audience Development Plan has been developed and will be presented to CRC in April. The cataloguing of the social history collections is ongoing (project targets are being met), due to end 30 June 2025. Museum team are working on developing a follow on project (requiring another external grant application). |  |
| <b>Allotment Strategy &amp; Action Plan</b>  | 1. Review objective and align to Business Plan Mission Statement & Objectives<br>2. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income. NB. Nov.22 CRC agreed fee increases to be at a minimum of the rate of inflation and that the Strategy be reviewed annually   | 1. Review Action Plan priorities Aug to Oct 2024<br>2. Annual review of fees against Strategy objectives - August - September<br>3. Explore Community Growing initiatives   | CRC & AWG   | CRO, ATC     | Allotment Infrastructure EMR £10K 2024/5 and Projected forward for a further three years from 2025/6 to 2027/8 | N/a NB: explore grant opportunities  | Service budget reviewed and agreed annually as part of budget & precept setting process.   | In Progress   | May 2024 AWG meeting held.   | AWG meeting held August 2024 and discussed Strategy.  | Strategy re-formatted and work to revise and update action plan underway (aligned to budget setting process)  | AWG met in January and started to consider Allotment Strategy Action Plan. Dilapidations Review underway to inform Action Plan priorities and identify projects for the Allotment Infrastructure Reserve  |  |

| Goals  | Objectives  |  |                                    |   |            |                     |  |   | PROGRESS 2024 TO 2025  |   |  |   |
|--|---|--|------------------------------------|---|------------|---------------------|--|---|--|---|--|---|
|  | Description   | Timeline   | Committee                          | Officer                                       | Total Cost | Resources / Funding | LTC Budget Allocated   | Status as at September 2024<br>In Progress / On Hold / Complete (outcome) | Q1 (APRIL - JUNE 24)   | Q2 (JULY - SEPT 24)   | Q3 (OCT - DEC 24)  | Q4 (JAN - MARCH 25)   |
| <b>Review Grant and Service Funding Agreement (SFA) Criteria</b> | 1. Holistic review of criteria, monitoring and evaluation<br>2. Review funding available aligned to priorities of new Council<br>3. Review SFA criteria and objectives  | 1. September 2023<br>2. October to December 2023<br>3. SFAs 2025- 2026   | CRC                                | CRO, ATC                                      | N/a        | N/a                 | Service budget reviewed and agreed annually as part of budget & precept setting process. | On Hold   | Grant Aid Scheme reviewed and revised Policy & Procedure agreed and implemented for 2024. First Grant Awards under new Scheme Agreed at CRC June 24  | To be reviewed following 2024 awards (June) and any policy changes implemented in readiness for 2025 - report to CRC Sept / Oct 2024  | Grant Aid Panel met & reviewed 2024 Scheme - report to Dec.24 CRC  | 2025 Grant Aid scheme opened for Registration. Once closed the Grant Aid Panel will meet to allocate funding across the three tiers followed by registered groups being invited to make formal applications.  |
| <b>Rewilding / Wildflower Meadows / tree wardens</b>             | 1. Investigate potential for such schemes with objectives for review.<br>2. Review the Fitzalan Link Road wildflower planting scheme.   | Review after implementation of Biodiversity Policy   | P&P, CRC                           | ATC, CRO                                      | Unknown    | Unknown             | LTC Tree EMR £3K   | On Hold   | 1. Check for opportunities within Floral Contract Renewal<br>2. Biodiversity Policy being developed as part of LTC Policy Review   | New Biodiversity Policy created for P&F to review Sept 24 and recommend to Full Council for adoption in Oct 24  | New Biodiversity Policy approved FC.Oct.24. Training requirements to be assessed.  | Opportunities to be re-assessed alongside Floral Contract review later in 2025  |
| <b>Town Centre</b>   |   |  |                                    |   |            |                     |  |   |  |   |  |   |
| <b>Town Centre Events</b>  | 1. To create annual programme of events designed to attract visitors to the Town Centre as part of the Town Centre Strategy.<br>2. Deliver an event to celebrate the completion of the public realm improvement works.<br>3. Deliver high-end events.<br>4. Deliver Christmas Market/Festival | Annual programme and budget agreed in autumn with delivery of events across the following year. Completion of public realm works event October 2023. P&F agreed not to pursue Christmas Market/Festival. | CRC                                | E&TCSM, TCSP0                                 | Unknown    | N/a                 | 1. £25,000 rising to £26,600 per annum<br>2. Public Realm funding                        | In Progress   | Easter events delivered successfully in partnership with local businesses and organisations such as AYP. LTC launch Member led Events Review June 2024   | Town Centre High Street Events programme successfully delivered over summer with positive feedback from attendees, engagement with events from some local businesses, High Street was vibrant and welcoming, Love Local shopping incentive delivered.                                 | Christmas Lights Switch on proceeded as a reduced event due to poor weather conditions. At the October P&F it was agreed that all LTC events would be the responsibility of CRC going forward.   | The Business Forum consulted on content of Easter 2025 Events. Plans underway to deliver family fun day events on the 9 and 16 April 2025. Freedom Leisure will be supporting both events as part of their SFA with the Council.  |
| <b>Communications &amp; Events</b>                               |   |  |                                    |   |            |                     |  |   |  |   |  |   |
| <b>Events</b>  | 1. Review Annual Events Programme<br>2. Review capacity<br>3. Deliver annual community event programme 2024 to 2025   | 2024 to 2025   | CRC                                | E&TCSM<br>CRC main & in consultation with P&F | Unknown    | N/a                 | 2024/5 = £54,520   | In Progress   | Member led Task & Finish Group to review the community and town centre events programme agreed June 2024. ToRs to meet the aspirations of the Town Council's Business Plan and the Town Centre Strategy. Annual events programme being delivered including Easter Out & About, AFD | Events Review Task & Finish Group meeting held 2 July & 30 July. Public consultation survey launched 31 July to 15 Sept 2024. First Cllr workshop held 19 August. Second scheduled for 17 Sept. Annual events programme continues with Sandcastle competition successfully delivered. | New Events Strategy developed and agreed. Event review work informative, further work required to enable robust 3 year event programme for 2026 to 2028 to be developed. Agreed 2025 programme. At the October P&F it was agreed that all LTC events would be the responsibility of CRC going forward. | The Events Review Task and Finish Group met at the end of February to start work on the Event Strategy action plan. The first action was to establish an Event Forum, comprising of local event organisers and groups to identify their challenges and aspirations whilst inviting them to contribute to a town wide events programme that aligns with the Event Strategy. The Event Forum is meeting on 27 March. Funding was given to the Friends of Mewsbrook Park to enhance their Easter Bunny Hunt. |
| <b>Corporate initiatives and projects</b>                        |   |  |                                    |   |            |                     |  |   |  |   |  |   |
| <b>Community Centre Action Plan development</b>                  | To develop action plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.  | Review of terms & conditions Sept to Dec 2023. Develop action plans Summer 2024  | CRC                                | DTC, ATC, CRO, PA to TC                       | N/a        | N/a                 | N/a  | In Progress suggest change to completed                                   | Terms and Conditions reviewed December 2023. Promotion has resulted in projected income being exceeded. Offer reviewed following feedback to meet identified need June 2024.   | First draft action plans and policy steer agreed by committee in September 2024   |  | Community Centre Marketing Schedule in place. Work to complete action plan spring 2025  |
| <b>Review Floral contract, planters and gateway displays</b>     | Floral Contract is a two year contract that expires in 2024 and will need to be reviewed. In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.  | Review condition of planters autumn 2023<br>Review summer 2024<br>Implement spring 2025  | CRC, P&P (maintenance issues only) | DTC, ATC, CRO                                 | N/a        | N/a                 | LTC Budget £24,400 p/a   | In Progress   | Planter condition reviewed. Financial implications to be assessed and reported to P&P Cttee as part of budget cycle autumn 2024.   | Procurement framework developed and tested in readiness for floral contract tender Autumn 2024  | Existing floral contract extended for one year to give time for re-evaluation and review of needs to inform tender.  |   |
| <b>Review Christmas Lighting contract</b>                        | The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.  | Review when Event Review completed winter 2024<br>Review and renew contract autumn 2025<br>Implement Christmas 2026  | CRC                                | E&TCSM  | N/a        | N/a                 | LTC Budget £20K  | Not due to start until 2025 to 2026                                       |  |   |  |   |

# **Littlehampton Town Council**

## **Non-Confidential**

### **Committee: Community Resources**

**Date: 13 March 2025**

**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 Community Resources Committee (CRC) budget for 2024 to 2025. The areas of budget responsibility that sit within this Committee have been outlined in a table in Appendix 1.
- 1.2 Appendix 2 is a detailed income and expenditure report for Council functions showing (from left to right) the actual amount of income and expenditure incurred last year (2023 to 2024); the actual year to date for 2024 to 2025; the current annual budget for 2024 to 2025 and the variance of actual income/expenditure against budget.
- 1.3 Variances that have been the subject of individual periodic reports are not reported on.

#### **2. Recommendations**

The Committee is recommended to:

- 2.1 Note the potential transfers to Earmarked Reserves delegating authority to the Responsible Financial Officer to make the final transfers when all current year expenditure is known.

2.2. Note the report.

#### **3. Budget Monitor 2024 to 2025**

- 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 Grants and Partnership Initiatives**

- 3.2.1 Expenditure is in line with expectations.
- 3.2.2 Of the £24,750 General Grants budget, there is a spend to date of £23,464. £3,750 of this budget was set to come from EMR. An underspend of £1,286 has been projected at the year end. Therefore, only £2,464 will be spent

from the budgeted £3,750 from EMR leaving a further £1,286 in EMR which will be used to support the 2025 to 2026 budget as previously agreed.

### **3.3 Community**

- 3.3.1 Expenditure is in line with expectations.
- 3.3.2 Town Centre Events budget now sits within the Community budget as agreed by committee in October 2024. To date, £26,338 of the £26,600 budget has been spent.
- 3.3.3 £11,780 income has been received year to date. This is primarily due to £1,065 sponsorship for the Sports Awards and roadside planters and £3,525 for Armed Forces Day funding. There is £3,000 from Arun District Council for the Service Level Agreement to manage the Visit Littlehampton website.
- 3.3.4 Armed Forces Day, as forecast, is overspent but will be offset by the funding received as mentioned earlier and underspends within this cost centre.
- 3.3.5 £700 year to date spend has been allocated to web development of the visit Littlehampton website with further works planned and funded by the Service Level Agreement from Arun District Council.
- 3.3.6 There has been no spend year to date from the CRC Initiatives budget so the £5,000 which was coming from earmarked reserves will remain in EMR.

### **3.4 Southfield's Jubilee Centre**

- 3.4.1 Expenditure is in line with expectations.
- 3.4.2 There has been no spend year to date for equipment maintenance so £450 will be earmarked at year end along with £370 from the furniture and equipment cost code.
- 3.4.3 Additional spends within the telephone and internet cost lines will be met from underspends within the cost centre. Increased SOGEA internet monthly provision and a new caretaker phone represent the overspends.
- 3.4.4 £25,837 against the budgeted £21,000 for room rental income has been received so far this year. The proactive promotion of the centre and long-term hirers has improved hire income for the site.

### **3.5 Parks and Open Spaces**

- 3.5.1 Expenditure is in line with expectations.
- 3.5.2 There has been no spend year to date within the Tree Maintenance budget so the £4,000 will be earmarked at year end as agreed to fund required works as part of the new tree maintenance contract starting in April 2025.

### **3.6 Museum**

- 3.6.1 Expenditure is in line with expectations.

- 3.6.2 Any remaining budget within the Exhibitions and Museum Events budget will be earmarked at year end.
- 3.6.3 £18,949 income has been received year to date. A breakdown of the Museum income is shown below. It should be noted that fifty percent of the income from the sale of the Centenary Book “When I’ve Done My Bit” is due to be paid over to veteran’s charities (the book was produced locally as part of a community project to commemorate the 100<sup>th</sup> anniversary of the end of World War One). The remaining income will be earmarked at year end for reprint costs. It should also be noted that £14,987 is from the Project Time Machine grant funding received.

### Museum Income

|                                    | <b>Budget</b> | <b>Income</b>  |
|------------------------------------|---------------|----------------|
| <b>Sales</b>                       | £1,500        | £3,215         |
| <b>Sale or Return Income</b>       | -             |                |
| <b>Donations</b>                   | £400          | £544           |
| <b>Exhibition Commission/Sales</b> | £50           | £0             |
| <b>Centenary Book Income</b>       | £0            | £33            |
| <b>Loan Box Income</b>             | £50           | £170           |
| <b>Charges for services</b>        | -             |                |
| <b>Grants Received</b>             | -             | £14,987        |
|                                    | <b>£2,000</b> | <b>£18,949</b> |

### 3.7 Allotments

- 3.7.1 Expenditure is in line with expectations.
- 3.7.2 There is no spend year to date within the Allotments Building Maintenance cost line. As planned, the full £10,000 budget will be earmarked at year end as an Allotment Infrastructure Reserve to fund plans within the Allotment Strategy.
- 3.7.2 Income is below expectations with 54 vacant plots outstanding from the Allotment renewals process which are being followed up by the Administration Team.

### 3.8 K2 & Youth Services

- 3.8.1 Expenditure is underspent overall in line with expectations.
- 3.8.2 £39,756 has been spent from earmarked reserves on furniture, fittings and equipment. £13,732.27 remains in earmarked reserves.

Laura Chrysostomou  
**Town Clerk**

The areas that fall under the responsibility of this committee are shown in the below table for ease of reference.

| <b>Cost Centre</b>                     | <b>Budget Code</b> | <b>Budget description</b>  |
|--|--------------------|--|
| 103                                    |                    | Town Centre events   |
| 104 Grants and Partnership Initiatives |                    | All budget lines except merit awards, mayors discretionary fund and salaries |
| 302 Community                          |                    | All budget lines except salaries   |
| 303 Southfields Community Centre       |                    | All budget lines except salaries and building maintenance                    |
| 304 Parks and open spaces              |                    | All budget lines   |
| 308 Museum                             |                    | All budget lines except salaries and building maintenance                    |
| 309 Allotments                         |                    | All budget lines   |
| 310 K2 Youth & Community Centre        |                    | All budget lines except salaries and building maintenance                    |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>104 GRANTS/PARTNERSHIP INITS(s137)</b>                 |                     |                        |                       |                          |                          |                    |              |                         |
| 4900 MISCELLANEOUS INCOME                                 | 200                 | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| GRANTS/PARTNERSHIP INITS(s137) :- Income                  | <b>200</b>          | <b>0</b>               | <b>0</b>              | <b>0</b>                 |                          |                    |              | <b>0</b>                |
| 6202 CAB SFA  | 1,000               | 1,000                  | 1,000                 | 0                        |                          | 0                  | 100.0%       |                         |
| 6205 ACT SFA  | 2,000               | 1,500                  | 2,000                 | 500                      |                          | 500                | 75.0%        |                         |
| 6208 BONFIRE SOCIETY SFA                                  | 7,500               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 6210 GENERAL GRANTS                                       | 15,000              | 23,464                 | 24,750                | 1,286                    |                          | 1,286              | 94.8%        |                         |
| 6211 MERIT AWARDS   | 121                 | 0                      | 140                   | 140                      |                          | 140                | 0.0%         |                         |
| 6213 MAYORS DISCRETIONARY FUND                            | 1,000               | 400                    | 1,500                 | 1,100                    |                          | 1,100              | 26.7%        |                         |
| 6216 KEYSTONE CENTRE SFA                                  | 1,500               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 6310 FREEDOM OUT AND ABOUT                                | 3,000               | 3,000                  | 3,000                 | 0                        |                          | 0                  | 100.0%       |                         |
| 6410 LITTLEHAMPTON SPORTS FIELD                           | 6,000               | 6,000                  | 6,000                 | 0                        |                          | 0                  | 100.0%       |                         |
| 6413 SPORTS EXCELLENCE AWARDS                             | 2,023               | 2,000                  | 2,000                 | 0                        |                          | 0                  | 100.0%       |                         |
| 6706 ARUN COMMUNITY CHURCH                                | 0                   | 0                      | 55,000                | 55,000                   |                          | 55,000             | 0.0%         |                         |
| 7102 SALARIES   | 7,875               | 6,797                  | 8,280                 | 1,483                    |                          | 1,483              | 82.1%        |                         |
| 8000 RECHARGE IN O/Hs                                     | 2,220               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| 9320 EMR - PROJECTS                                       | (2,977)             | 22                     | 0                     | (22)                     |                          | (22)               | 0.0%         |                         |
| GRANTS/PARTNERSHIP INITS(s137) :- Indirect<br>Expenditure | <b>46,262</b>       | <b>44,183</b>          | <b>103,670</b>        | <b>59,487</b>            | <b>0</b>                 | <b>59,487</b>      | <b>42.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                        | <b>(46,062)</b>     | <b>(44,183)</b>        | <b>(103,670)</b>      | <b>(59,487)</b>          |                          |                    |              |                         |
| Grand Totals:- Income                                     | 200                 | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| Expenditure   | 46,262              | 44,183                 | 103,670               | 59,487                   | 0                        | 59,487             | 42.6%        |                         |
| <b>Net Income over Expenditure</b>                        | <b>(46,062)</b>     | <b>(44,183)</b>        | <b>(103,670)</b>      | <b>(59,487)</b>          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                     | <b>(46,062)</b>     | <b>(44,183)</b>        | <b>(103,670)</b>      | <b>(59,487)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent        | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <b>302 COMMUNITY</b>                     |                     |                        |                       |                          |                          |                    |                |                         |
| 4001 SPONSORSHIP                         | 890                 | 1,065                  | 0                     | (1,065)                  |                          |                    | 0.0%           |                         |
| 4002 GRANT RECEIVED                      | 7,123               | 2,552                  | 0                     | (2,552)                  |                          |                    | 0.0%           |                         |
| 4204 TOWN SHOW INCOME                    | 2,660               | 175                    | 0                     | (175)                    |                          |                    | 0.0%           |                         |
| 4207 ARMED FORCES DAY INCOME             | 1,700               | 3,525                  | 0                     | (3,525)                  |                          |                    | 0.0%           |                         |
| 4219 CHRISTMAS EVENT INCOME              | 250                 | 248                    | 0                     | (248)                    |                          |                    | 0.0%           |                         |
| 4225 SCREEN ON THE GREEN INCOME          | 0                   | 75                     | 0                     | (75)                     |                          |                    | 0.0%           |                         |
| 4900 MISCELLANEOUS INCOME                | 810                 | 1,140                  | 0                     | (1,140)                  |                          |                    | 0.0%           |                         |
| 4901 CHARGES FOR SERVICES                | 0                   | 3,000                  | 100                   | (2,900)                  |                          |                    | 3000.0%        |                         |
| <b>COMMUNITY :- Income</b>               | <b>13,433</b>       | <b>11,780</b>          | <b>100</b>            | <b>(11,680)</b>          |                          |                    | <b>11779.7</b> | <b>0</b>                |
| 6204 TOWN SHOW                           | 21,813              | 21,150                 | 20,700                | (450)                    |                          | (450)              | 102.2%         |                         |
| 6206 ARMED FORCES DAY                    | 20,609              | 18,471                 | 13,500                | (4,971)                  |                          | (4,971)            | 136.8%         |                         |
| 6219 CHRISTMAS EVENT                     | 0                   | 26                     | 0                     | (26)                     |                          | (26)               | 0.0%           |                         |
| 6224 REMEMBRANCE SUNDAY                  | 1,454               | 1,756                  | 2,000                 | 244                      |                          | 244                | 87.8%          |                         |
| 6225 SCREEN ON THE GREEN                 | 9,165               | 10,203                 | 12,500                | 2,297                    |                          | 2,297              | 81.6%          |                         |
| 6227 EVENT SUPPORT                       | 0                   | 947                    | 2,000                 | 1,053                    |                          | 1,053              | 47.3%          |                         |
| 6305 COMMUNITY EVENTS                    | 3,420               | 2,986                  | 2,620                 | (366)                    |                          | (366)              | 114.0%         |                         |
| 6390 CHRISTMAS ILLUMINATIONS             | 20,777              | 20,368                 | 20,000                | (368)                    |                          | (368)              | 101.8%         |                         |
| 6399 CHRISTMAS TREES                     | 649                 | 607                    | 1,200                 | 593                      |                          | 593                | 50.6%          |                         |
| 6402 CRC INITIATIVES                     | 6,500               | 0                      | 5,000                 | 5,000                    |                          | 5,000              | 0.0%           |                         |
| 6406 VISIT LITTLEHAMPTON                 | 568                 | 700                    | 700                   | 0                        |                          | 0                  | 100.0%         |                         |
| 6411 TOWN TOURISM                        | 1,484               | 513                    | 2,200                 | 1,687                    |                          | 1,687              | 23.3%          |                         |
| 6901 CHARGES FOR SERVICES                | 0                   | 8,039                  | 0                     | (8,039)                  |                          | (8,039)            | 0.0%           |                         |
| 7102 SALARIES                            | 74,442              | 35,936                 | 78,460                | 42,524                   |                          | 42,524             | 45.8%          |                         |
| 7204 POSTAGE                             | 0                   | 0                      | 30                    | 30                       |                          | 30                 | 0.0%           |                         |
| 8000 RECHARGE IN O/Hs                    | 53,027              | 0                      | 63,482                | 63,482                   |                          | 63,482             | 0.0%           |                         |
| 9320 EMR - PROJECTS                      | (17,694)            | 4,402                  | 0                     | (4,402)                  |                          | (4,402)            | 0.0%           |                         |
| <b>COMMUNITY :- Indirect Expenditure</b> | <b>196,215</b>      | <b>126,103</b>         | <b>224,392</b>        | <b>98,289</b>            | <b>0</b>                 | <b>98,289</b>      | <b>56.2%</b>   | <b>0</b>                |
| <b>Net Income over Expenditure</b>       | <b>(182,782)</b>    | <b>(114,324)</b>       | <b>(224,292)</b>      | <b>(109,968)</b>         |                          |                    |                |                         |
| <b>Grand Totals:- Income</b>             | <b>13,433</b>       | <b>11,780</b>          | <b>100</b>            | <b>(11,680)</b>          |                          |                    | <b>11779.7</b> |                         |
| <b>Expenditure</b>                       | <b>196,215</b>      | <b>126,103</b>         | <b>224,392</b>        | <b>98,289</b>            | <b>0</b>                 | <b>98,289</b>      | <b>56.2%</b>   |                         |
| <b>Net Income over Expenditure</b>       | <b>(182,782)</b>    | <b>(114,324)</b>       | <b>(224,292)</b>      | <b>(109,968)</b>         |                          |                    |                |                         |
| <b>Movement to/(from) Gen Reserve</b>    | <b>(182,782)</b>    | <b>(114,324)</b>       | <b>(224,292)</b>      | <b>(109,968)</b>         |                          |                    |                |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>303 SOUTHFIELDS JUBILEE CENTRE</b>                         |                     |                        |                       |                          |                          |                    |               |                         |
| 4112 EQUIPMENT HIRE INCOME                                    | 75                  | 0                      | 50                    | 50                       |                          |                    | 0.0%          |                         |
| 4242 RENTAL INCOME  | 35,454              | 25,837                 | 21,000                | (4,837)                  |                          |                    | 123.0%        |                         |
| 4244 PRS FEES RECEIVED  | 947                 | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| 4901 CHARGES FOR SERVICES                                     | 3,748               | 0                      | 825                   | 825                      |                          |                    | 0.0%          |                         |
| <b>SOUTHFIELDS JUBILEE CENTRE :- Income</b>                   | <b>40,224</b>       | <b>25,837</b>          | <b>21,875</b>         | <b>(3,962)</b>           |                          |                    | <b>118.1%</b> | <b>0</b>                |
| 6901 CHARGES FOR SERVICES                                     | 1,552               | 553                    | 0                     | (553)                    | (553)                    |                    | 0.0%          |                         |
| 7102 SALARIES   | 26,835              | 26,460                 | 27,435                | 975                      | 975                      |                    | 96.4%         |                         |
| 7114 PROTECTIVE CLOTHING                                      | 143                 | 38                     | 180                   | 142                      | 142                      |                    | 21.3%         |                         |
| 7204 POSTAGE  | 0                   | 0                      | 15                    | 15                       | 15                       |                    | 0.0%          |                         |
| 7205 TELEPHONE  | 0                   | 159                    | 75                    | (84)                     | (84)                     |                    | 211.8%        |                         |
| 7207 PRINTING   | 0                   | 0                      | 40                    | 40                       | 40                       |                    | 0.0%          |                         |
| 7208 STATIONERY   | 0                   | 58                     | 0                     | (58)                     | (58)                     |                    | 0.0%          |                         |
| 7211 FURNITURE & EQUIPMENT                                    | 696                 | 230                    | 600                   | 370                      | 370                      |                    | 38.4%         |                         |
| 7214 EQUIPMENT MAINTENANCE                                    | 450                 | 0                      | 450                   | 450                      | 450                      |                    | 0.0%          |                         |
| 7216 INTERNET   | 585                 | 524                    | 350                   | (174)                    | (174)                    |                    | 149.6%        |                         |
| 7291 LICENCES   | (203)               | 633                    | 1,700                 | 1,067                    | 1,067                    |                    | 37.2%         |                         |
| 7298 IT   | 306                 | 25                     | 312                   | 287                      | 287                      |                    | 8.1%          |                         |
| 7301 RATES  | 1,375               | 1,497                  | 5,886                 | 4,389                    | 4,389                    |                    | 25.4%         |                         |
| 7302 WATER  | 870                 | 1,164                  | 1,205                 | 41                       | 41                       |                    | 96.6%         |                         |
| 7303 GAS  | 4,651               | 2,222                  | 8,000                 | 5,778                    | 5,778                    |                    | 27.8%         |                         |
| 7304 ELECTRICITY  | 1,701               | 2,453                  | 5,608                 | 3,155                    | 3,155                    |                    | 43.7%         |                         |
| 7306 CLEANING   | 554                 | 311                    | 625                   | 314                      | 314                      |                    | 49.7%         |                         |
| 7307 BUILDING MAINTENANCE                                     | 2,415               | 3,413                  | 3,000                 | (413)                    | (413)                    |                    | 113.8%        |                         |
| 7308 SECURITY   | 2,397               | 2,102                  | 3,000                 | 898                      | 898                      |                    | 70.1%         |                         |
| 7311 CONTRACT CLEANING  | 895                 | 1,432                  | 1,265                 | (167)                    | (167)                    |                    | 113.2%        |                         |
| 7312 HEALTH & SAFETY  | 53                  | 10                     | 200                   | 190                      | 190                      |                    | 4.9%          |                         |
| 7499 OTHER OVERHEADS  | 0                   | 0                      | 100                   | 100                      | 100                      |                    | 0.0%          |                         |
| 8000 RECHARGE IN O/Hs   | 17,204              | 0                      | 20,574                | 20,574                   | 20,574                   |                    | 0.0%          |                         |
| 9320 EMR - PROJECTS   | (290)               | 359                    | 0                     | (359)                    | (359)                    |                    | 0.0%          |                         |
| 9327 EMR BULDING MAINT  | 3,125               | 3,084                  | 0                     | (3,084)                  | (3,084)                  |                    | 0.0%          |                         |
| <b>SOUTHFIELDS JUBILEE CENTRE :- Indirect<br/>Expenditure</b> | <b>65,314</b>       | <b>46,728</b>          | <b>80,620</b>         | <b>33,892</b>            | <b>0</b>                 | <b>33,892</b>      | <b>58.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>                            | <b>(25,090)</b>     | <b>(20,891)</b>        | <b>(58,745)</b>       | <b>(37,854)</b>          |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>                                  | <b>40,224</b>       | <b>25,837</b>          | <b>21,875</b>         | <b>(3,962)</b>           |                          |                    | <b>118.1%</b> |                         |
| <b>Expenditure</b>  | <b>65,314</b>       | <b>46,728</b>          | <b>80,620</b>         | <b>33,892</b>            | <b>0</b>                 | <b>33,892</b>      | <b>58.0%</b>  |                         |
| <b>Net Income over Expenditure</b>                            | <b>(25,090)</b>     | <b>(20,891)</b>        | <b>(58,745)</b>       | <b>(37,854)</b>          |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>                         | <b>(25,090)</b>     | <b>(20,891)</b>        | <b>(58,745)</b>       | <b>(37,854)</b>          |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>304 PARKS &amp; OPEN SPACES</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4001 SPONSORSHIP                                       | 0                   | 0                      | 1,000                 | 1,000                    |                          |                    | 0.0%         |                         |
| 4900 MISCELLANEOUS INCOME                              | 1,750               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| <b>PARKS &amp; OPEN SPACES :- Income</b>               | <b>1,750</b>        | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             |                          |                    | <b>0.0%</b>  | <b>0</b>                |
| 6365 TREE MAINTENANCE                                  | 4,000               | (672)                  | 4,000                 | 4,672                    |                          | 4,672              | (16.8%)      |                         |
| 6400 FLORAL CONTRACT                                   | 23,569              | 21,844                 | 24,400                | 2,556                    |                          | 2,556              | 89.5%        |                         |
| 6641 ROSEMEAD  | 1,223               | (1,164)                | 0                     | 1,164                    |                          | 1,164              | 0.0%         |                         |
| 7102 SALARIES  | 9,493               | 8,255                  | 9,535                 | 1,280                    |                          | 1,280              | 86.6%        |                         |
| 7309 GROUNDS MAINTENANCE                               | 795                 | 2,239                  | 3,450                 | 1,211                    |                          | 1,211              | 64.9%        |                         |
| 8000 RECHARGE IN O/Hs                                  | 32,995              | 0                      | 38,058                | 38,058                   |                          | 38,058             | 0.0%         |                         |
| 9320 EMR - PROJECTS                                    | 4,370               | 18                     | 0                     | (18)                     |                          | (18)               | 0.0%         |                         |
| <b>PARKS &amp; OPEN SPACES :- Indirect Expenditure</b> | <b>76,445</b>       | <b>30,520</b>          | <b>79,443</b>         | <b>48,923</b>            | <b>0</b>                 | <b>48,923</b>      | <b>38.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>                     | <b>(74,695)</b>     | <b>(30,520)</b>        | <b>(78,443)</b>       | <b>(47,923)</b>          |                          |                    |              |                         |
| <b>Grand Totals:- Income</b>                           | <b>1,750</b>        | <b>0</b>               | <b>1,000</b>          | <b>1,000</b>             |                          |                    | <b>0.0%</b>  |                         |
| <b>Expenditure</b>                                     | <b>76,445</b>       | <b>30,520</b>          | <b>79,443</b>         | <b>48,923</b>            | <b>0</b>                 | <b>48,923</b>      | <b>38.4%</b> |                         |
| <b>Net Income over Expenditure</b>                     | <b>(74,695)</b>     | <b>(30,520)</b>        | <b>(78,443)</b>       | <b>(47,923)</b>          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>                  | <b>(74,695)</b>     | <b>(30,520)</b>        | <b>(78,443)</b>       | <b>(47,923)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|                                       | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>308 MUSEUM</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 4002 GRANT RECEIVED                   | 21,704              | 14,987                 | 0                     | (14,987)                 |                          |                    | 0.0%          |                         |
| 4540 MUSEUM SALES                     | 938                 | 3,215                  | 1,500                 | (1,715)                  |                          |                    | 214.3%        |                         |
| 4542 DONATIONS                        | 1,188               | 544                    | 400                   | (144)                    |                          |                    | 136.0%        |                         |
| 4544 EXHIBITION COMMISSION            | 0                   | 0                      | 50                    | 50                       |                          |                    | 0.0%          |                         |
| 4546 LOAN BOX INCOME                  | 170                 | 170                    | 50                    | (120)                    |                          |                    | 340.0%        |                         |
| 4600 CENTENARY BOOK INCOME            | 93                  | 33                     | 0                     | (33)                     |                          |                    | 0.0%          |                         |
| 4901 CHARGES FOR SERVICES             | 69                  | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| <b>MUSEUM :- Income</b>               | <b>24,162</b>       | <b>18,949</b>          | <b>2,000</b>          | <b>(16,949)</b>          |                          |                    | <b>947.4%</b> | <b>0</b>                |
| 6300 MUSEUM STOCK                     | 315                 | 658                    | 750                   | 92                       |                          | 92                 | 87.7%         |                         |
| 6301 COLLECTION MANAGEMENT            | 1,000               | 759                    | 1,100                 | 341                      |                          | 341                | 69.0%         |                         |
| 6302 EXHIBITIONS                      | 1,320               | 467                    | 1,300                 | 833                      |                          | 833                | 35.9%         |                         |
| 6304 EDUCATION & OUTREACH             | 61                  | 150                    | 150                   | 0                        |                          | 0                  | 100.0%        |                         |
| 6313 CHARITY DON PROFIT FROM WIDMB    | 47                  | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 6314 MUSEUM EVENTS                    | 1,000               | 566                    | 1,100                 | 534                      |                          | 534                | 51.5%         |                         |
| 6901 CHARGES FOR SERVICES             | 605                 | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 7102 SALARIES                         | 91,160              | 90,124                 | 102,750               | 12,626                   |                          | 12,626             | 87.7%         |                         |
| 7110 VOLUNTEERS                       | 37                  | 0                      | 125                   | 125                      |                          | 125                | 0.0%          |                         |
| 7204 POSTAGE                          | 0                   | 0                      | 50                    | 50                       |                          | 50                 | 0.0%          |                         |
| 7206 ADVERTISING                      | 2,752               | 1,025                  | 2,262                 | 1,237                    |                          | 1,237              | 45.3%         |                         |
| 7207 PRINTING                         | 314                 | 175                    | 400                   | 225                      |                          | 225                | 43.8%         |                         |
| 7213 SUBSCRIPTIONS                    | 586                 | 652                    | 620                   | (32)                     |                          | (32)               | 105.2%        |                         |
| 7298 IT                               | 650                 | 770                    | 900                   | 130                      |                          | 130                | 85.6%         |                         |
| 7307 BUILDING MAINTENANCE             | 1,152               | 975                    | 950                   | (25)                     |                          | (25)               | 102.6%        |                         |
| 7408 HOSPITALITY                      | 0                   | 0                      | 75                    | 75                       |                          | 75                 | 0.0%          |                         |
| 8000 RECHARGE IN O/Hs                 | 77,904              | 0                      | 118,776               | 118,776                  |                          | 118,776            | 0.0%          |                         |
| 9320 EMR - PROJECTS                   | (418)               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 9328 EMR- MUSEUM                      | (98)                | 16,304                 | 0                     | (16,304)                 |                          | (16,304)           | 0.0%          |                         |
| <b>MUSEUM :- Indirect Expenditure</b> | <b>178,387</b>      | <b>112,626</b>         | <b>231,308</b>        | <b>118,682</b>           | <b>0</b>                 | <b>118,682</b>     | <b>48.7%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(154,225)</b>    | <b>(93,677)</b>        | <b>(229,308)</b>      | <b>(135,631)</b>         |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>          | <b>24,162</b>       | <b>18,949</b>          | <b>2,000</b>          | <b>(16,949)</b>          |                          |                    | <b>947.4%</b> |                         |
| <b>Expenditure</b>                    | <b>178,387</b>      | <b>112,626</b>         | <b>231,308</b>        | <b>118,682</b>           | <b>0</b>                 | <b>118,682</b>     | <b>48.7%</b>  |                         |
| <b>Net Income over Expenditure</b>    | <b>(154,225)</b>    | <b>(93,677)</b>        | <b>(229,308)</b>      | <b>(135,631)</b>         |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(154,225)</b>    | <b>(93,677)</b>        | <b>(229,308)</b>      | <b>(135,631)</b>         |                          |                    |               |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|   | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>309 ALLOTMENTS</b>                     |                     |                        |                       |                          |                          |                    |              |                         |
| 4310 ALLOTMENT RENTS                      | 19,952              | 16,423                 | 21,971                | 5,548                    |                          |                    | 74.7%        |                         |
| 4312 PLOT REINSTATEMENT                   | 1,592               | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| 4321 PLOT ROTAVATION                      | 50                  | 0                      | 0                     | 0                        |                          |                    | 0.0%         |                         |
| <b>ALLOTMENTS :- Income</b>               | <b>21,593</b>       | <b>16,423</b>          | <b>21,971</b>         | <b>5,548</b>             |                          |                    | <b>74.7%</b> | <b>0</b>                |
| 6667 ALLOTMENT SECURITY                   | 509                 | 1,103                  | 950                   | (153)                    |                          | (153)              | 116.1%       |                         |
| 7102 SALARIES                             | 25,475              | 16,469                 | 28,950                | 12,481                   |                          | 12,481             | 56.9%        |                         |
| 7106 PROJECT/ADMIN SUPPORT                | 0                   | 0                      | 100                   | 100                      |                          | 100                | 0.0%         |                         |
| 7204 POSTAGE                              | 15                  | 3                      | 100                   | 97                       |                          | 97                 | 2.5%         |                         |
| 7302 WATER                                | 4,899               | 4,177                  | 5,500                 | 1,323                    |                          | 1,323              | 75.9%        |                         |
| 7307 BUILDING MAINTENANCE                 | 0                   | 0                      | 10,000                | 10,000                   |                          | 10,000             | 0.0%         |                         |
| 7309 GROUNDS MAINTENANCE                  | 11,371              | 10,920                 | 12,000                | 1,080                    |                          | 1,080              | 91.0%        |                         |
| 8000 RECHARGE IN O/Hs                     | 56,467              | 0                      | 65,336                | 65,336                   |                          | 65,336             | 0.0%         |                         |
| 9320 EMR - PROJECTS                       | 2,152               | 0                      | 0                     | 0                        |                          | 0                  | 0.0%         |                         |
| <b>ALLOTMENTS :- Indirect Expenditure</b> | <b>100,888</b>      | <b>32,672</b>          | <b>122,936</b>        | <b>90,264</b>            | <b>0</b>                 | <b>90,264</b>      | <b>26.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>(79,295)</b>     | <b>(16,249)</b>        | <b>(100,965)</b>      | <b>(84,716)</b>          |                          |                    |              |                         |
| <b>Grand Totals:- Income</b>              | <b>21,593</b>       | <b>16,423</b>          | <b>21,971</b>         | <b>5,548</b>             |                          |                    | <b>74.7%</b> |                         |
| <b>Expenditure</b>                        | <b>100,888</b>      | <b>32,672</b>          | <b>122,936</b>        | <b>90,264</b>            | <b>0</b>                 | <b>90,264</b>      | <b>26.6%</b> |                         |
| <b>Net Income over Expenditure</b>        | <b>(79,295)</b>     | <b>(16,249)</b>        | <b>(100,965)</b>      | <b>(84,716)</b>          |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>(79,295)</b>     | <b>(16,249)</b>        | <b>(100,965)</b>      | <b>(84,716)</b>          |                          |                    |              |                         |

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 11

## Cost Centre Report

|  | Actual Last<br>Year | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <b>310 KEYSTONE CENTRE</b>                     |                     |                        |                       |                          |                          |                    |               |                         |
| 3002 ADC CONTRIBUTION                          | 250,000             | 0                      | 0                     | 0                        |                          |                    | 0.0%          |                         |
| 4242 RENTAL INCOME                             | 0                   | 0                      | 15,000                | 15,000                   |                          |                    | 0.0%          |                         |
| <b>KEYSTONE CENTRE :- Income</b>               | <b>250,000</b>      | <b>0</b>               | <b>15,000</b>         | <b>15,000</b>            |                          |                    | <b>0.0%</b>   | <b>0</b>                |
| 6431 REVENUE COSTS                             | 30,000              | 0                      | 0                     | 0                        |                          | 0                  | 0.0%          |                         |
| 7102 SALARIES                                  | 0                   | 1,227                  | 14,145                | 12,918                   |                          | 12,918             | 8.7%          |                         |
| 7114 PROTECTIVE CLOTHING                       | 0                   | 0                      | 200                   | 200                      |                          | 200                | 0.0%          |                         |
| 7205 TELEPHONE                                 | 0                   | 18                     | 0                     | (18)                     |                          | (18)               | 0.0%          |                         |
| 7208 STATIONERY                                | 0                   | 58                     | 0                     | (58)                     |                          | (58)               | 0.0%          |                         |
| 7211 FURNITURE & EQUIPMENT                     | 0                   | 33                     | 0                     | (33)                     |                          | (33)               | 0.0%          |                         |
| 7216 INTERNET                                  | 0                   | 653                    | 0                     | (653)                    |                          | (653)              | 0.0%          |                         |
| 7301 RATES                                     | 0                   | 2,641                  | 5,886                 | 3,245                    |                          | 3,245              | 44.9%         |                         |
| 7302 WATER                                     | 0                   | 145                    | 1,250                 | 1,105                    |                          | 1,105              | 11.6%         |                         |
| 7304 ELECTRICITY                               | 0                   | 3,730                  | 5,608                 | 1,878                    |                          | 1,878              | 66.5%         |                         |
| 7305 INSURANCE                                 | 0                   | 0                      | 70                    | 70                       |                          | 70                 | 0.0%          |                         |
| 7306 CLEANING                                  | 0                   | 535                    | 625                   | 90                       |                          | 90                 | 85.7%         |                         |
| 7307 BUILDING MAINTENANCE                      | 0                   | 815                    | 1,000                 | 185                      |                          | 185                | 81.5%         |                         |
| 7308 SECURITY                                  | 0                   | 1,285                  | 3,000                 | 1,715                    |                          | 1,715              | 42.8%         |                         |
| 7311 CONTRACT CLEANING                         | 0                   | 1,710                  | 1,265                 | (445)                    |                          | (445)              | 135.2%        |                         |
| 7312 HEALTH & SAFETY                           | 0                   | 68                     | 100                   | 32                       |                          | 32                 | 68.2%         |                         |
| 8000 RECHARGE IN O/Hs                          | 0                   | 0                      | 12,121                | 12,121                   |                          | 12,121             | 0.0%          |                         |
| 9320 EMR - PROJECTS                            | (26,057)            | 39,756                 | 0                     | (39,756)                 |                          | (39,756)           | 0.0%          |                         |
| 9345 CAPITAL RECEIPTS RESERVE                  | 918,788             | 328,259                | 0                     | (328,259)                |                          | (328,259)          | 0.0%          |                         |
| <b>KEYSTONE CENTRE :- Indirect Expenditure</b> | <b>922,731</b>      | <b>380,935</b>         | <b>45,270</b>         | <b>(335,665)</b>         | <b>0</b>                 | <b>(335,665)</b>   | <b>841.5%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>             | <b>(672,731)</b>    | <b>(380,935)</b>       | <b>(30,270)</b>       | <b>350,665</b>           |                          |                    |               |                         |
| <b>Grand Totals:- Income</b>                   | <b>250,000</b>      | <b>0</b>               | <b>15,000</b>         | <b>15,000</b>            |                          |                    | <b>0.0%</b>   |                         |
| <b>Expenditure</b>                             | <b>922,731</b>      | <b>380,935</b>         | <b>45,270</b>         | <b>(335,665)</b>         | <b>0</b>                 | <b>(335,665)</b>   | <b>841.5%</b> |                         |
| <b>Net Income over Expenditure</b>             | <b>(672,731)</b>    | <b>(380,935)</b>       | <b>(30,270)</b>       | <b>350,665</b>           |                          |                    |               |                         |
| <b>Movement to/(from) Gen Reserve</b>          | <b>(672,731)</b>    | <b>(380,935)</b>       | <b>(30,270)</b>       | <b>350,665</b>           |                          |                    |               |                         |