

Minutes of a meeting of the Community Resources Committee held in The Fleming Room, The Manor House, Church Street, Littlehampton, BN17 5EW on 6 June 2024 at 6pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper*
Councillor Daws
Councillor Lee
Councillor O'Neill
Councillor Tilbrook
Councillor Dr Walsh KStJ*
Councillor Wiltshire

In attendance:

Laura Chrysostomou – Town Clerk
Juliet Harris - Assistant Town Clerk
Sofia Chittenden – Communications and Marketing Manager
Jemima Crayden – Events and Town Centre Strategy Manager
Felix Gillett – Community Resources Officer

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 Long, Councillor Dr Walsh KStJ attended as her substitute.

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.

Councillor Dr Walsh KStJ declared a personal interest in matters across the agenda as a Member of Arun District Council.

5. Minutes

The Minutes of the meeting held on 18 April 2024 were confirmed as a true record and signed by the Chair.

6. Chair's Report and Urgent Items

There were none.

7. Public Forum

There was one member of the public present, and no representations were made.

8. Working Groups Memberships

Members were asked to confirm the membership of the Working Groups that reported to this Committee; the Allotments Working Group and the Christmas Lights Working Group. The Committee was content that the membership of both Working Groups was unchanged for the forthcoming year.

It was therefore resolved that:

1. Councillor O'Neill continue as Chair of the Allotments Working Group, Councillor Wiltshire, continue as Vice Chair, and that Councillors Tilbrook and Worne continue as members of the Working Group for 2024 to 2025.
2. Councillor Blanchard-Cooper continue as Chair of the Christmas Lights Working Group and that Councillors Lee, Butcher and Daws continue as members of the Christmas Lights Working Group for 2024 to 2025.

9. Officers Reports

9.1. Events Review

- 9.1.1. Members had before them a report, previously circulated, which set out a proposal to appoint a Task and Finish Group to review the community and town centre events programme. This included draft terms of reference and membership proposals which would also be considered by the Policy and Finance Committee at their meeting the following week. The Assistant Town Clerk explained that the membership proposals aimed to reflect the responsibilities of each Committee in terms of oversight of the programme of community and town centre events and the aspirations of the Town Council's Business Plan and the Town Centre Strategy. It was therefore proposed that the Group comprised of four councillors, three from this Committee and one

from the Policy and Finance Committee who would work alongside the Events and Town Centre Strategy Manager to draft proposals. Due to the crossover of committees, and to aid streamlining the decision making process, it was proposed and agreed that the review of the annual events programme in its entirety be delegated to the Community Resources Committee and that the Task and Finish Group report its recommendations to that Committee alone. It was noted that the Policy and Finance Committee would also consider this proposal. The Committee was therefore asked to review the terms of reference and appoint three Members, one of which would also be the Chair.

- 9.1.2. Members reviewed the draft terms of reference and had no comments. There were four nominations for the Task and Finish Group, Councillors Long, Lee, O'Neill and Tandy. The Committee proceeded to a vote.

It was resolved that:

1. Councillors Lee, O'Neill and Tandy be appointed to the Events Review Task and Finish Group with Councillor Tandy as Chair.
2. The terms of reference of the Events Review Task and Finish Group be approved.
3. The contents of the report be otherwise noted.


*Councillors Blanchard-Cooper and Dr Walsh left the meeting at 6:10pm.

9.2. Events Periodic Report

- 9.2.1. The Committee received a report, previously circulated, which contained updates on the plans for the Armed Forces Day, Screen on the Green and the Town Show and Family Fun Day events. Members congratulated Officers on securing grant funding for Armed Forces Day and sponsorship for the Screen on the Green event. Members were also pleased to see the high number of stallholder applications for the Community Marquee at the Town Show and Family Fun Day.
- 9.2.2. Regarding the Sandcastle Competition, it was noted that the event was set to go ahead on 13 August 2024. A sand artist was planned as part of the event and details of the programme would be confirmed in the July committee report.

It was resolved that:

The report and update be noted.



9.3. Grant Aid 2024

- 9.3.1. Members had before them a report, previously circulated, which set out details of the applications and proposals from the Grant Aid Panel regarding this year's awards. This included proposals to award additional funding up to a maximum of £100 to those groups whose projects exceeded the value of the funding available in their tier utilising the unallocated budget and to retain £1,286 to meet requests for funds where project costs had increased due to inflation.
- 9.3.2. This was the first year of the new Scheme for awarding grants and the unallocated funding was due to a small number of groups who had not progressed applications. It was noted that the new Scheme had increased the fund's reach and attracted more interest. Once the awards had been made a further review of the Scheme would be undertaken to consider feedback on how it had performed and any changes that might be required to the Grant Aid Policy and Procedure.
- 9.3.3. Reviewing the proposals in more detail, the Committee was pleased with the increased take up and agreed that this was a sensible and equitable way forward. It was thought that the new registration system had streamlined the process for applicants and that next year's scheme could be smoother as a result. It was also noted that the planned review would seek feedback from applicants ensuring any changes were balanced and refinements made in good time for the launch of the 2025 scheme.
- 9.3.4. Members thanked the Community Resources Officer for his hard work on this process and a useful and informative report.

It was therefore resolved that:

1. The proposed Tiers 1, 2 and 3 Grant Aid Awards plus an additional sum up to a maximum of £100 for each of the 29 applications that exceeded the amount available within their respective Tier be approved.
2. Authority be delegated to the Town Clerk, in consultation with the Chair and Vice Chair of the Committee, to award the remaining £1,286 to any of the groups if they make a request for additional support due to the final costs of their project exceeding their original estimate because of inflation since they applied.
3. The contents of the report be otherwise noted.

9.4. Museum Periodic Report

Councillor Tilbrook declared a personal interest in the following matter as a volunteer at the Windmill Cinema.

- 9.4.1. The Committee received a report, previously circulated, which contained an update on recent activities and engagement with the Museum, including

proposals for the acquisition of a small number of artefacts. It was noted that 'Project Time Machine' was well underway, and that the community engagement survey had been launched. Helping with the survey and supporting the work of the engagement consultant to deliver the planned focus groups would dominate the coming months. The Museum Team would also be actively promoting the survey at the Community Stall in June and July and at their stall at the Town Council's Armed Forces Day event as well as on social media.

- 9.4.2. Noting the continued popularity of the 'Wicked Little Letters' exhibit and that the Windmill Cinema would be screening the film in July, it was suggested that the exhibition be extended to the end of July. It was also thought there was an opportunity to have a small display at the cinema to include something from the "Wicked Little Letters" exhibition and promoting the Museum. These were noted and Officers would contact the cinema to explore options.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix B be approved.
2. The contents of the report be otherwise noted.

9.5. Community Centre Venue Hire

Members had before them a report, previously circulated, which set out research undertaken and proposals for changing the current venue hire options to increase usage for the Town Council's venue portfolio. This included the use of bouncy castles or inflatables when hiring one of the community centres and allowing parties for those 13 and under and gatherings for memorable occasions. With appropriate stipulations in place, Members agreed that this was a sensible expansion to the hiring options provided by the Town Council.

It was therefore resolved that:

1. The use of bouncy castles or inflatables when hiring one of the Town Council's community centres be approved in accordance with the conditions stipulated.
2. The proposal to allow parties for those 13 and under and gatherings for memorable occasions be approved.
3. The proposed charges be approved.
4. Authority be delegated to the Town Clerk to amend the Terms and Conditions and Fees and Charges accordingly.

10. Finance

10.1. Committee Budget Monitor

Members received a report, previously circulated, highlighting significant variances from budget in Income and Expenditure relating to the Committee. The report set out the Committee budget year end position for 2023 to 2024 and movements in the Committee's Earmarked Reserves. Observing the increase in income from venue hire, it was noted that this was due to a long-term hire which continued into the new financial year and work undertaken by the Administration Team to promote Southfields Jubilee Centre.

It was resolved that:

The report be noted.

11. Exempt Business

There was none.

The meeting was closed at 6:33 pm

Chair