



How to contact us

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Town Clerk – Laura Chrysostomou

10 March 2026

You are hereby summoned to attend a meeting of the:

Property and Personnel Committee

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

Date: Monday 16 March 2026

Time: 6.30 pm

Committee:

Councillor May - Chair

Councillor Butcher - Vice Chair

Councillor Walsh KStJ

Councillor O'Neill

Councillor Northeast

Councillor Tilbrook

Councillor Worne

Laura Chrysostomou, Town Clerk

Agenda 2025 to 2026

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. Declaration of Interest

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

You should declare your interest by stating:

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

It is recorded in the register of interests that:

- Councillors Butcher, May, Northeast, O'Neill, and Worne are members of Arun District Council
- Councillor Dr Walsh KStJ is a member of Arun District Council and West Sussex County Council

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

5. Minutes

To confirm the Minutes of the meeting held on 8 December 2025, circulated herewith, pages 4 to 7. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

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

8. Officer's Report

8.1 Absence Monitoring

Report attached, pages 8 to 9.

8.2 Event Equipment Hire Review

Report attached, pages 10 to 12.

8.3 Quarterly Business Plan Progress Report

Report attached, pages 13 to 17.

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 18 to 47.

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.



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Property and Personnel held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Monday 8 December 2025 at 18.30pm.

Present:

Councillor May - Chair
Councillor Butcher – Vice Chair
Councillor Northeast
Councillor O'Neill
Councillor Tilbrook
Councillor Dr Walsh KStJ

In attendance:

Laura Chrysostomou – Town Clerk

2025 to 2026

21. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

23. Apologies

There were none.

24. 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.

25. Minutes

The Minutes of the meeting held on 10 November 2025, previously circulated, were confirmed as a true record and signed by the Chair.

26. Chairs's Report and Urgent Items

The Chair highlighted the positive feedback received during the recent Small Business Saturday event. Officers worked with contractors, local businesses and entertainers to defer activities from Christmas Lights Switch-On to Small Business Saturday, which was then moved in part from the High Street into the New Millennium Chamber due to poor weather. Members shared their thanks to the officers for their hard work in actioning this contingency plan.

27. Public Forum

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

28. Finance

28.1. Committee Budget Monitor

28.1.1. Members had before them a report, previously circulated, which highlighted significant variances from budget in income and expenditure relating to the Property and Personnel Committee budget for 2025 to 2026. Observing the underachievement of Manor House hire income, it was highlighted that Car Parking income is received monthly therefore the years remaining months were not yet reflected. The recent success of Small Business Saturday being hosted in the New Millennium Chamber was seen as an encouraging example of how the chamber could be utilised for non-corporate functions, allowing for more hiring opportunities.

It was resolved that:

The report be noted.

28.2. Manor House Venue Hire Fee Charge Proposals 2026 to 2027

28.2.1. Members had before them a report, previously circulated, which set out proposals for changes to charges for 2026 to 2027. The report included the current fees and proposals to increase prices for the Manor House room hire, weddings and ceremonies by 5% and car parking by 10% for consideration. Taking the report's analysis and the facilities into consideration the proposals were considered reasonable and still competitive with local venues.

It was resolved that:

1. The level of room hire charges for the Manor House Rooms, Weddings and Ceremonies be increased by 5% for 2026 to 2027.
2. The level of car parking fees be increased by 10% for 2026 to 2027.

3. Authority be delegated to the Town Clerk to apply discounts and offers on an individual basis and as appropriate to further the Town Council's Community Centre Action Plan objectives.

28.3. Committee Draft Budgets 2026 to 2027, 2027 to 2028, and 2028 to 2029

- 28.3.1. Members considered a report, previously circulated, setting out proposals for this committee's budget for the next three years. The Town Clerk explained the background to the budget setting process and how the precept calculation was impacted by annual changes in the number of households from which council tax was collected. The projected increase in the Council's overall budget for 2026 to 2027 was currently 6.37% modelled on last year's household figures. It was noted that the current projected precept figure for 2026 to 2027 was subject to change as the December budget setting progressed.
- 28.3.2. The committee's current earmarked reserves (EMR) position was included within the report, alongside proposals to combine and realign the smaller pots of money following advice from the auditor. These were seen as sensible recommendations that rationalised the EMRs and enabled informed decisions.
- 28.3.3. The committee budget had been drafted to take into consideration estimated increases in costs for the coming year and projected forward to 2029. Members proceeded to review the Property and Personnel budget proposals in more detail, and the following points were noted:
 - Staffing apportionment had been modified since the report was published. This updated apportionment did not affect the overall total of staffing across the Council's services.
 - The movement of the weddings and Manor House license earmarked reserves into IT reserves, and the movement of project 82 maintenance reserves into museum maintenance reserves.

It was resolved that:

1. The draft Committee budget for 2026 to 2027 and the projected budgets for 2027 to 2028 and 2028 to 2029 be approved and recommended to the Policy and Finance Committee.
2. The Committee's Earmarked Reserve position be noted and the suggested repurposing of them be approved.
3. The contents of the report be otherwise noted.

29. Exempt Business

There are items of 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.

The following minutes are confidential for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.

The following report is confidential for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 (being Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relating matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority).

The meeting adjourned at 18:53.

The meeting reconvened at 18:54.

29.1. K2 Youth and Community Centre

The Town Clerk gave members an oral update on the current position regarding the final construction costs, including progress on outstanding defects and lease discussions which were all being concluded.

29.2. Staffing and Realignment

The Town Clerk provided an oral update on staffing. It was confirmed that the proposed staff realignment had been agreed by Full Council for inclusion in the budget discussions and no changes to the proposed structure had been put forward since this Committee last discussed it.

The Town Clerk updated Members on the recent recruitment, and it was hoped the new staff would start in the new year. The Committee discussed the additional duties and workload during the last six months and agreed this should be acknowledged. Members also agreed that office accommodation within the Manor House needed to be reviewed to accommodate new staff, with all areas being considered so that the rationale behind the realignment could be delivered. Given the earlier discussion about the work entailed to utilise the chamber for events, the Committee also agreed that the furniture needed to be assessed for condition and suitability and where appropriate replaced.

The meeting was closed at 19:19.

Chair

Littlehampton Town Council

Non-Confidential

Committee: Property and Personnel

Date: 16 March 2026

Report by: Town Clerk

Subject: Absence Monitoring

1. Summary

Members are provided with the staff absence records for the full years 2019 to 2020 to 2024 to 2025 and quarter 1, 2, and 3 for 2025 to 2026.

2. Recommendation

It is recommended that the report be noted.

3. Staff Absence Records

3.1. The figures for self-certificated sickness leave are set out in the table below:

Year	1st Apr-30 th Jun	1 st Jul-30 th Sep	1 st Oct-31 st Dec	1 st Jan-31 st Mar	Average
2019/20	0.56%	0.40%	0.84%	1.84%	0.91%
2020/21	0.30%	0.54%	1.12%	0.38%	0.59%
2021/22	0.93%	1.38%	1.74%	0.5%	1.14%
2022/23	1.01%	2.07%	1.58%	0.76%	1.35%
2023/24	0.31%	0.71%	1.09%	1.93%	1.01%
2024/25	1.61%	0.48%	0.95%	0.84%	0.97%
2025/26	1.22%	1.18%	1.58%		

3.2. The figure for Quarter 3 in 2025 to 2026 increased compared to the previous quarter (2025 to 2026 Quarter 2). It is higher than the same period in the previous year (2024 to 2025 Quarter 3). Nine members of staff took self-certificated sickness leave (four last quarter), and this equated to 169.65 hours in reduced staff time.

3.3. Certificated sickness leave is set out in the table below:

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2018/19	0.29%	2.18%	0.88%	0.79%	1.04%
2019/20	1.30%	6.31%	6.61%	0.65%	3.72%
2020/21	0%	0%	0%	0.35%	0.09%
2021/22	2.81%	1.78%	1.14%	0.07%	1.45%
2022/23	1.59%	3.02%	1.78%	0.10%	1.62%
2023/24	0.06%	0.03%	2.07%	0.00%	0.54%
2024/25	0.50%	7.10%	0.42%	2.35%	2.59%
2025/26	1.09%	0.34%	0%		

3.4. There were no staff absences due to certificated sickness leave for quarter 3 in 2025 to 2026.

Laura Chrysostomou
Town Clerk

Littlehampton Town Council

Non-Confidential

Property and Personnel Committee Meeting

Date: 16 March 2026

Report by: The Town Clerk

Subject: Event Equipment Hire Review

1. Summary

The report provides the current stock levels and proposed hire list and hire fees for 2026 to 2027. The changes proposed are based on confirming item availability, removing items not suitable for hire, and updating hire fees to reflect increased staff costs.

2. Recommendations

The Committee is recommended to:

1. Approve the updated list of event equipment available to hire for 2026 to 2027 as set out in appendix 1.
2. Approve the proposed hire fees as set out in appendix 2 with effect from 1 April 2026.

3. Background

- 3.1 The Town Council has a range of event-related equipment that is hired out to organisations and groups as well as being used for Town Council run events. During the current financial year, equipment has been hired out to four external hirers, income received from equipment hire fees totaled £312.50 excluding VAT.
- 3.2 Collection, return and delivery charges for the same period amounted to £2461.55 excluding VAT. In total, income from equipment hire stands at £2,774.05 excluding VAT.

4. Event equipment hire list and hire fees

- 4.1 A full stock check of equipment was completed in February 2026. The stock list was reviewed to identify items suitable for hire. Items highlighted as available in the stock check are proposed for inclusion in the 2026 to 2027 hire list in appendix 1. Items that are old, damaged, or otherwise not suitable for public hire have been excluded. Items not available for hire include six

old yellow plastic barriers, used net fencing rolls, feather flags (either needing replacement or Council branded), flags and poles, bunting, banners, gazebos, and specialist electrical and PA equipment which are retained solely for Council operational use.

- 4.2 The proposed hire charges are detailed in Appendix 2. The collection and return staff hire costs for 2026 to 2027 have been adjusted to bring them in line with staff salary increases agreed in the annual pay award. Mileage and fuel charges remain at their 2025 to 2026 rates. Cost per item fees have also been reviewed in line with current purchase prices and remain unchanged.

5. Financial Implications

There are no financial implications arising from this report.

Laura Chrysostomou
Town Clerk

Appendix 1 – Equipment Available for Hire (February 2026)

Equipment marked as available for hire based on the February 2026 stock check.

Category	Item	Hire Status
Barriers	83 large barriers	Available for hire
	124 small barriers	Available for hire
	6 yellow old plastic barriers	Not for hire
Cones	8 red new plastic barriers	Available for hire
	51 black and yellow round	Available for hire
	66 black and yellow triangle	Available for hire
	15 yellow triangle	Available for hire
	13 small red/white	Available for hire
Net fencing and stakes	19 large red/white	Available for hire
	3 used rolls of blue net fencing	Not for hire
	8 rolls of used orange net fencing	Not for hire
Signs	140 stakes (road pins)	Available for hire
	8 road ahead closed signs	Available for hire
	9 road closed signs	Available for hire
Furniture	2 pedestrian signs	Available for hire
	28 fold out chairs	Available for hire
Miscellaneous	9 tables	Available for hire
	Bundles of rope	Available for hire
	5 roles of red and white tape	Available for hire

Appendix 2 – Proposed Hire Fees 2026 to 2027

Staff collection and return rates have been updated to reflect the 2026 to 2027 pay award. Mileage and fuel rates are unchanged from 2025 to 2026. Cost-per item fees remain unchanged.

Item/Service	2025/26 Fee	Proposed 2026/27 fee
Administration charge (per booking)	£13.50	£13.50
Amenity team collection/return per hour	£17.16	£19.71
Fuel charge	£0.60 per mile	£0.60 per mile
Large barriers (each)	£0.75	£0.75
Small barriers (each)	£0.50	£0.50
Red plastic barriers (each)	£0.75	£0.75
Cones – round (each)	£0.50	£0.50
Cones – triangle (each)	£0.50	£0.50
Stakes/road pins (each)	£0.20	£0.20
Road closed/ ahead closed signs (each)	£1.00	£1.00
Pedestrian signs (each)	£1.00	£1.00
Fold out chairs (each)	£0.50	£0.50
Tables (each)	£1.00	£1.00
Rope (per bundle)	£1.00	£1.00

*All prices are ex VAT.

**Prices are based on a weekday hire, staff costs are increased for weekend hire.

***There is an additional 20% on staffing and admin for Commercial/Public Sector/ Non-Littlehampton groups/ Organisations

Littlehampton Town Council

Non-Confidential

Property and Personnel Committee Meeting

Date: 16 March 2026

Report by: Town Clerk

Subject: Quarterly Business Plan Progress Report

1. Summary

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, as set out in paragraph 3.5 and 3.6.

2. Recommendations

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 or 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 overspends, 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. The table below draws out key objectives from the Action Plan for the business year 2025 to 2026 as they relate to the work of this committee. These were agreed by council at the annual meeting on 8 May 2025.

Transfer to new software package for asset management and maintenance scheduling.
Policies Review – to review the suite of personnel policies and develop, approve, and implement changes in line with NALC Models and Employment Law updates including development of a Staff Handbook.
Take forward the Manor House maintenance requirements including assessment of carbon footprint. Undertake survey of Southfields Jubilee Centre to develop premises maintenance plan.
Take forward the Committee steer for the Community Centre Action Plans for each of the Council's venues for hire: Manor House, Southfields and K2
Embed new staff and review staffing resources to ensure capacity to deliver services, strategies, projects, and initiatives.

- 3.5. There are some areas of work where responsibility is shared with other committees. The key areas of work relating to this Committee include the review of staffing resources and the suite of Personnel Policies, both major pieces of work. The policies will form the basis of an employee handbook to be developed as envisaged in the Town Council's Business Plan. A member led Task and Finish Group to focus solely on the review of this suite of policies has been set up to progress this work. However, following the government

announcement last Autumn that there would be changes to employment law in 2025, this review is temporarily on hold until there is more certainty around the scope and nature of the changes.

3.6. Work completed during the fourth quarter of 2025 to 2026:

- The revised staffing structure was approved by Full Council in January 2026 following an assessment and consultation process. Preparatory work ahead of recruitment has been undertaken and the recruitment process has started. Current post holders whose job titles and responsibilities have changed are working in collaboration with managers to update their job descriptions and person specifications to better reflect their revised priorities. Previously approved posts - the Facilities and Contracts Manager and the Project Support Officer have been successfully recruited to.
- Since launching the essential compliance training package in October 2025 staff have completed over 600 short courses including essential basics for all staff plus additional training to support staff with the specific requirements of their individual roles.
- A short, overarching IT policy was approved, created on the advice of our internal auditor in respect of our new obligations under Assertion 10 of the AGAR.
- Discussions with the Council's IT contractor have begun regarding the possibility of moving records and working documents from the network G drive to SharePoint to facilitate secure access offsite, more seamless joint working on papers and some automation of retention and destruction protocols.
- Second meeting with conservation officer to share window specification and to discuss secondary glazing opportunities. Next step to source building surveyor to help with planning application due to Grade 2 listing of Manor House.

4. Financial Implications

- 4.1. The budget set in January 2025 sought flexibility within the 2025 to 2026 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 2025 to 2026, and some may need to be further defined and/or reviewed.

Laura Chrysostomou
Town Clerk

Goals	Objectives	Timeline	Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
				Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Projects and Community Resources							
Hampton Park (North Littlehampton) Community Centre & Youth Facility (delays mean consultation on new facilities likely 27-28 ahead of 28-29 completion of community assets)	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 amalgamating the community and youth centre facilities meets the long-held ambition to provide a joint facility in this part of the parish. Current S106 provision valued @ Circa £1.77M LTC (will need to top up funding requirement £ amount TBC). Following Winter 2024 NLAG meeting developer is progressing work on plans for a way forward.	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	In Progress	North Littlehampton Advisory Group Meeting scheduled for 17 October 2025. Outline consent expires January 2026 by which time it is hoped that there will be more clarity regarding plans for the community facilities at Hampton Park.			
Museum Collections Documentation Project	1. Collection Documentation Project 2. Continuation of Project Time Machine - Phase three. 3. Be vigilant to opportunities to locate the collection NB: Look & Sea Centre – ground floor = ADC concession Planning App. LU/5120/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.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - Upgrade & develop The Collection - Plan: May 2025 - Apply for Museum Development Southeast (MDSE) Grant and work up Heritage Fund Grant (HFG) Application Oct 2025 - Finalise HFG Application & submit further MDSE Grant application in support of Phase 3 objectives (report to Oct 25 CRC) Nov. 2025 submit HFG Application January 2026 start smaller oral history project (training and equipment funded by MDSE grant, using existing staff and volunteers) and complete before November 2026 OR March 2026 - start full HGF funded project (MDSE funded part to be completed before November 2026) 3. Monitor for opportunities	In Progress	1.Ongoing as part of normal business 2. Continuation of Project Time Machine - Phase 3 - agreed at CRC April 25, timetable and detailed proposals for ongoing to CRC June 2025.	1.June 2025 - MDSE Grant secured and agreement of CRC to extend Project Officer post on a parttime basis until the end of December 2025. 2. Museum Team and project Officer continuing to develop volunteer skills and maintain exhibition programme including supporting Town Council summer events programme. 3. Museum Team working up Heritage Fund Grant (HFG) Application in line with agreed timetable.	1. ongoing as normal part of business 2. Project Time Machine Officer and Museum staff have supported volunteers to meet documentation targets, to maintain exhibition and events timetable, and to participate in Town Centre events. 3. Museum Team has submitted an application to the Heritage Fund Grant (HFG) for the Project Time Machine Follow on Project, 'Transforming Littlehampton Museum: Building Solid Foundations for the Next 100 Years'. Results due early 2026. If successful, 3 year project will take place, 2026 to 2028/9	Successful in the Heritage Fund Grant application. Documentation work hitting targets as expected.
Develop a memorial bench policy	Investigate policies from other authorities and explore thoroughly the logistics of implementing such a policy.	2026 to 2027	On Hold				Proposal through March Committee Cycle to move this Goal to 2027 to 2028.

Goals	Objectives	Timeline	Status as at May 2025 In Progress / On Hold / Complete (outcome)	PROGRESS 2025 TO 2026			
				Q1 (APRIL - JUNE 25)	Q2 (JULY - SEPT 25)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Corporate initiatives and projects							
Staffing Resources	In light of expanding portfolio, business plan and devolution of services review of scope, capacity, equipment, responsibilities, partnership working arrangements to ensure that we have the right number of staff in the right place, doing the right work at the right level, in order to deliver our services, projects and initiatives.	2023 to 2027	In Progress	Induction of new staff including Office Manager, Admin Assistant, Admin Apprentice, Caretaker, Project Officer Town Centre Strategy.	1. Through workshops and briefings with officers and members work has also begun on reviewing the staffing resources required to ensure there is capacity to deliver the Council's ambitions, priorities, and strategies, both now and in the future. 2. A package of essential compliance training has been developed and is being implemented across the organisation. The package allows bespoke additions to support learning. In October the Display Screen Equipment training leads to a personal risk assessment informing LTC managers of any concerns or changes needed to work spaces or practices. The sexual harassment training concludes with the LTC sexual harassment risk assessment which all staff are invited to comment on.	Draft realignment of staffing agreed in principle, subject to budget discussions. Oct.25 - Approval of the recruitment of a Facilities and Contracts Manager and a Project Support Officer to support the realignment of the staff structure. Interviews booked WC 1st December.	1. The revised staffing structure was approved by Full Council in January 2026 following an assessment and consultation process. Preparatory work ahead of recruitment has been undertaken and the recruitment process has started. Current post holders whose job titles and responsibilities have changed are working in collaboration with managers to update their job descriptions and person specifications to better reflect their revised priorities. Previously approved posts - the Facilities and Contracts Manager and the Project Support Officer have been successfully recruited to. 2. Since launching the essential compliance training package in October 2025 staff have completed over 600 short courses including essential basics for all staff plus additional training to support staff with the specific requirements of their individual roles.
Grant Funder	Explore options to enable Council to actively seek and draft funding bids	2026 to 2027	On hold				
Volunteers	Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises (LTC visited Godalming TC Spring 25)	2026 to 2027	On hold				
Premises Maintenance Plans	Building Surveys for current premises to be carried out and premises maintenance plans put in place and fed into budget planning. Implement system of review	Building Survey Manor House July 2023 Planned preventative maintenance programme for next 10 years prepared Aug 2023 Programme factored into budget cycle autumn/winter 2023 and beyond	In Progress	Manor House window refurbishment specification compiled and initial discussion held with District Council conservation officer.			Second meeting with conservation officer to share window specification and to discuss secondary glazing opportunities. Source building surveyor to help with planning application due to Grade 2 listing of Manor House.
Explore environmentally friendly options to reduce energy and water consumption in our buildings	Explore installation of solar panels and rainwater harvesting for existing assets	2026 to 2027	On Hold				
Community Centre Action Plan implementation	To take forward the Committee steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 & Hampton Park. Review the terms and conditions of hire.	2025	In Progress	Wedding Fayre held at Manor House April 2025			HFSD meeting Admin team fortnightly to direct and support to maximise CC action plans (Feb 2026)
Policy Reviews	1. Personnel - review suite of policies & implement employee handbook 2. Model Fin Regs and SOs	1. On hold - pending introduction of new legislation 2. Summer 2025	In Progress	Scoping work undertaken for consultant to work with staff to develop Staff Code of Conduct through staff workshops.	Staff workshops on Code of Conduct held during the summer. Staff group now working with consultant to refine draft CoC ahead of approval. HR policies (without major legislative change pending) are progressing through Senior Management and Staff Policies Group edit and approval in preparation for task and finish group scrutiny. Initial review of Standing Orders against new NALC model completed. Financial Regulations reviewed and updated against new NALC model.	Oct.25 - Review of Standing Orders and Financial Regulations started. Staff group completed draft Code of Conduct.	A short, overarching IT policy was approved, created on the advice of our internal auditor in respect of our new obligations under Assertion 10 of the AGAR
Review Floral contract, planters and gateway displays	Floral Contract extended for a further year in 2024	Timetable: July - Aug 25- assess requirements (inc. condition of planters) Sept.25 - CRC agree contract parameters Oct. 25 - Agree budget & launch tender process Dec 25 - award new contract & give notice to existing if applicable 1 April 2026 - new contract starts NB. In addition some of the existing planters and gateway displays will need to be reviewed for condition and replacements or alternatives provided.	On Hold		The planned full evaluation of the contract has been delayed due to other work streams taking priority. CRC agreed that the existing contract be extended for a further year with an agreed timetable for the review.		The Community Resources Committee appointed a Task and Finish Group to review the current floral service contract to explore alternative delivery models, with a new tender planned for summer 2026 and a new contractor or contractors to start in spring 2027. Response from WSCC regarding artwork installations on highways and roundabouts - "There are provisions under Section 115A-K of Highways Act 1980 through which public art can be installed and licensed. Different aspects of the Act can be used depending on the type and nature of the proposal. In order to initiate the process the applicant should apply for pre-application advice prior to making a planning application for the installation. The position of the artwork would need to be designed by a competent engineer to ensure it does not impinge upon safety. This could be by blocking sightlines, by distracting or confusing drivers, by being placed in a location where there is a heightened risk of collisions, or by being formed in a way that is inherently dangerous in a highways environment. It should also not negatively affect access to maintain any highways asset or those of utility companies. There would need to be appropriate professional indemnity and Public Liability insurances held by the designer and owner of the artwork and in addition all operatives working on the highway to install the artwork would need to have appropriate Lantra and or Streetworks qualifications.
Undertake five year health and safety survey of trees	All trees within the Town Council's ownership must be surveyed every five years	2024 2027	In Progress				
Business Continuity Plan	The business practices implemented in response to the nationwide response to the Covid 19 pandemic had demonstrated the Council's ability to continue to operate effectively in an unprecedented situation. However, it remained a priority to ensure that business continuity arrangements were formally recorded.	2026 to 2027	On hold				
Digitisation	To create more accessible, efficient and effective processes for managing resources through digitisation and improved systems: 1. Accounting 2. Assets 3. Job Tickets 4. Agendas, Minutes and live streaming of Committee Meetings	2025 to 2026	In Progress	The finance and admin teams have completed the transfer to the new accounting system.	The events team is currently developing systems with the company to introduce a portal for both voluntary and commercial pitchholders to book onto events. New job ticket system implemented for Amenity Team work.		Discussions with the Council's IT contractor have begun regarding the possibility of moving records and working documents from the network G drive to SharePoint to facilitate secure access offsite, more seamless joint working on papers and some automation of retention and destruction protocols.

Littlehampton Town Council

Non-Confidential

Property and Personnel Committee Meeting

Date: 16 March 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1. The report highlights significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee budget for 2025 to 2026.
- 1.2. In Appendix 1 the areas of budget responsibility that sit within this Committee have been outlined in a table. Appendix 2 is a detailed income and expenditure report for Council functions showing (from left to right) the current annual budget for 2025 to 2026, the actual year to date net spend for 2025 to 2026; any commitments to date, and the actual balance remaining.
- 1.3. Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendations

The Committee is recommended to note the contents of the report

3. Budget Monitor 2025 to 2026

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.

3.1. Central Administration and Support Services

Expenditure is in line with expectations except for the Training budget which is overspent due to purchasing a complete training package for all staff and training new staff throughout the year. This overspend will be met by underspends within this cost centre.

The Recruitment budget remains unspent year to date, and some of the underspend will be earmarked at year end whilst the remainder will be used to cover overspends within this cost centre.

3.2. Town Centre Management

3.2.1. Expenditure is in line with expectations.

3.2.2. The remaining War Memorial budget of £189.84 will be earmarked at year end.

3.3. Amenity Team

3.3.1. Amenity Team income year to date has achieved £17.10 against a budget of £3,000. This reduction is due to limited graffiti removal requests compared to previous years and subsequently there has been less expenditure on materials.

3.3.2. The Vehicles and Equipment budget will be earmarked at year end of future liabilities.

3.3.3. The overspend within the electricity budget will be met by overall underspends within this cost centre.

3.3.4. Any underspends in the Internet budget (which includes IT costs) will be earmarked for future IT liabilities.

3.4. Manor House Hire

3.4.1. Overall hire income has achieved £13,164 against an income target of £13,479 year to date.

3.4.2. £6,098 has been received for car park hire against an income target of £4,979.

3.4.3. Manor House room hire has received £6,093 against an income target of £8,000. £12,000 more income will be received before year end from a long-term hirer.

Income	Budget 2025/26 £	Income 2025/26 £	Expected Income £	Variance £
Car Parking	4,979	6,098	6,200	1,221
Room Hire	8,000	6,093	18,000	10000
Catering Income	400	346	350	4
Equipment hire	100	627	627	527
Total	13,479	13,164	25,177	11,752

3.5. Corporate Management

3.5.1. Pension expenditure is in line with expectations.

3.5.2. Salaries are overspent year to date due to all codes being entered here before being apportioned out.

3.6. Manor House

- 3.6.1. £15,070 of the £18,500 Maintenance budget has been spent year to date and any unspent budget will be earmarked at year end.
- 3.6.2. £80,475 of Building Maintenance for preventative work will be earmarked at year end for future liabilities such as the window replacement.
- 3.6.3. £2,000 from Manor House electric underspend will be earmarked at year end to offset the 2026 to 2027 budget as agreed.
- 3.6.4. The water overspend will be met from overall underspends within this cost centre and is being investigated.

3.7. Street Lighting

- 3.7.1. The electric overspend is being investigated and is an error being charged for lighting that does not fall under the remit of the Town Council.

3.8. Southfields Jubilee Centre – Building Maintenance

- 3.8.1. £4,792 has been spent from the building maintenance budget against a budget of £3,500 due to the £1,250 previously reported upgrade to the CCTV security system which will be met from earmarked reserves.

3.9. Museum – Building Maintenance

- 3.9.1. £1,486 of the £2,000 building maintenance budget has been spent year to date with the remainder to be earmarked at year end.

3.10. K2 Youth and Community Centre – Building Maintenance

- 3.10.1. £722 of the £1,000 building maintenance budget has been spent year to date with the remainder to be earmarked at year end.

4. Salaries

- 4.1. The overall salaries spend year to date is £864,028 from an annual budget of £930,699. The year end figure is expected to be within budget.

Laura Chrysostomou
Town Clerk

Appendix 1

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

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

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Central Admin and Support Services				
3001	Precept Received	£1,621,543.00	£1,621,543.41	£0.41
4900	TEST-Miscellaneous Income	£0.00	£219.83	£219.83
4905	Refundable Deposits	£0.00	-£5.05	-£5.05
Total Central Admin and Support Services		£1,621,543.00	£1,621,758.19	£215.19

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Central Admin and Support Services				
7100	First Aid	£328.00	£339.55	-£11.55
7104	Training	£5,000.00	£6,627.77	-£1,627.77
7105	Travel and Subsistence	£2,000.00	£1,163.88	£836.12
7109	Recruitment	£3,000.00	£0.00	£3,000.00
7204	Postage	£500.00	£222.57	£277.43
7205	Telephone	£3,672.00	£3,075.18	£596.82
7207	Printing	£900.00	£672.34	£227.66
7208	Stationery	£2,244.00	£1,009.40	£1,234.60
7210	Publications	£140.00	£149.40	-£9.40
7211	Equipment	£1,200.00	£1,065.08	£134.92
7214	Equipment Maintenance	£765.00	£284.48	£480.52
7216	Internet	£1,300.00	£1,538.14	-£238.14
7217	Equipment Rental	£1,400.00	£797.74	£602.26
7291	Licences	£55.00	£73.00	-£18.00
7298	IT	£50,900.00	£47,196.00	£3,704.00
7299	Supplies	£700.00	£373.29	£326.71
7305	Insurance	£10,300.00	£9,991.11	£308.89
7312	Health and Safety	£1,000.00	£804.00	£196.00
7351	Waste Disposal	£2,800.00	£2,759.53	£40.47
7499	Other Overheads	£250.00	£0.00	£250.00

Financial Budget Comparison

for Central Admin and Support Services

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
8001 Recharge out C A & S S	-£229,200.00	£0.00	-£229,200.00
8002 Recharge in MH	£57,006.00	£0.00	£57,006.00
7102101 Salaries	£83,605.00	£81,746.00	£1,859.00
Total Central Admin and Support Services	-£135.00	£159,888.46	-£160,023.46
Total Central Admin and Support	£1,621,543.00	£1,621,758.19	£215.19
Total Central Admin and Support	-£135.00	£159,888.46	-£160,023.46
Total Net Balance	£1,621,678.00	£1,461,869.73	

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
INCOME			
Town Centre Management			
3510 CIL	£0.00	£3,374.83	£3,374.83
Total Town Centre Management	£0.00	£3,374.83	£3,374.83

Financial Budget Comparison

for Town Centre Management

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Town Centre Management				
6351	Memorial maintenance	£3,750.00	£3,560.16	£189.84
6361	Notice boards	£2,500.00	£0.00	£2,500.00
6366	Town Maintenance (incl mem,clock)	£650.00	£540.00	£110.00
6401	TC Strategy Initiatives	£10,000.00	£4,240.69	£5,759.31
6402	ADC Contribution Events and TC Management	£0.00	£0.00	£0.00
6404	Business Crime Reduction Partnership	£12,000.00	£12,000.00	£0.00
6405	Marketing	£5,000.00	£855.00	£4,145.00
6427	Town Centre Hub	£130,000.00	£0.00	£130,000.00
7304	Electricity	£350.00	£171.89	£178.11
8000	Recharge in Central Support Services	£15,295.00	£0.00	£15,295.00
8003	Recharge in A Team	£24,760.00	£0.00	£24,760.00
7102103	Salaries	£47,685.00	£38,086.28	£9,598.72
Total Town Centre Management		£251,990.00	£59,454.02	£192,535.98
Total Town Centre Management		£0.00	£3,374.83	£3,374.83
Total Town Centre Management		£251,990.00	£59,454.02	£192,535.98
Total Net Balance		-£251,990.00	-£56,079.19	

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Amenity Team				
4112	Equipment Hire	£1,000.00	£592.10	-£407.90
4901	Charges for Services	£2,000.00	£17.10	-£1,982.90
Total Amenity Team		£3,000.00	£609.20	-£2,390.80

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Amenity Team				
6350	Street Scene Expenditure	£2,040.00	£0.00	£2,040.00
6367	Vehicle Plant/Maintenance	£8,049.00	£5,350.46	£2,698.54
6368	Tools/Equipment	£4,188.00	£369.76	£3,818.24
6369	Vehicle Hire	£3,876.00	£2,550.90	£1,325.10
6380	Lineside Unit Rent	£35,720.00	£36,335.39	-£615.39
6644	Vehicles & Equipment	£5,000.00	£60.00	£4,940.00
7114	Protective Clothing	£1,250.00	£636.13	£613.87
7205	Telephone	£485.00	£183.37	£301.63
7216	Internet	£2,000.00	£677.93	£1,322.07
7301	Rates	£12,338.00	£11,976.00	£362.00
7302	Water	£430.00	£0.00	£430.00
7304	Electricity	£6,936.00	£2,399.98	£4,536.02
7305	Insurance	£2,400.00	£2,367.95	£32.05
7306	Cleaning	£950.00	£322.59	£627.41
7307	Building Maintenance	£850.00	£559.49	£290.51
7308	Security	£2,196.00	£1,874.34	£321.66
7312	Health & Safety	£300.00	£143.60	£156.40
7499	Other Overheads	£100.00	£0.00	£100.00
7102105	Salaries	£161,490.00	£102,101.55	£59,388.45
Total Amenity Team		£250,598.00	£167,909.44	£82,688.56

Financial Budget Comparison

for Amenity Team

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Amenity Team Income	£3,000.00	£609.20	-£2,390.80
Total Amenity Team Expenditure	£250,598.00	£167,909.44	£82,688.56
Total Net Balance	-£247,598.00	-£167,300.24	

Financial Budget Comparison

for Manor House

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Manor House				
4051	Car Park Income	£4,979.00	£6,098.54	£1,119.54
4110	Room Hire	£8,000.00	£6,714.05	-£1,285.95
4111	Catering Income	£400.00	£346.50	-£53.50
4112	Equipment Hire MH	£100.00	£627.30	£527.30
Total Manor House		£13,479.00	£13,786.39	£307.39

Financial Budget Comparison

for Manor House

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Manor House				
565	Holding deposits	£0.00	£0.00	£0.00
7206	Advertising	£750.00	£310.00	£440.00
7291	Licences	£1,034.00	£2,482.00	-£1,448.00
7409	Room Hire Expenses	£1,500.00	£981.29	£518.71
7499	Other Overheads	£100.00	£0.00	£100.00
8000	Recharge in Central Support Services	£3,544.00	£0.00	£3,544.00
8002	Recharge in MH	£6,841.00	£0.00	£6,841.00
7102108	Salaries	£12,195.00	£6,510.19	£5,684.81
Total Manor House		£25,964.00	£10,283.48	£15,680.52
Total Manor House Income		£13,479.00	£13,786.39	£307.39
Total Manor House Expenditure		£25,964.00	£10,283.48	£15,680.52
Total Net Balance		-£12,485.00	£3,502.91	

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Corporate Management				
4800	Bank Interest	£40,000.00	£37,850.37	-£2,149.63
4801	Lloyds 95 day Inv interest	£0.00	£35,403.04	£35,403.04
4802	PSDF The Public Sector Deposit Fund SC4	£0.00	£9,046.23	£9,046.23
Total Corporate Management		£40,000.00	£82,299.64	£42,299.64

Financial Budget Comparison

for Corporate Management

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Corporate Management				
6407	Progress Newsletter	£2,600.00	£0.00	£2,600.00
7111	Superannuation	£0.00	£13,315.33	-£13,315.33
7112	Pension Contribution	£4,219.00	£2,287.07	£1,931.93
7401	Audit Fees	£3,553.00	£3,622.00	-£69.00
7402	Legal & Valuation Fees	£2,000.00	£5,730.81	-£3,730.81
7403	Bank Charges (Charge card)	£1,000.00	£1,904.69	-£904.69
7405	Publicity	£2,000.00	£1,387.50	£612.50
8000	Recharge in Central Support Services	£60,187.00	£0.00	£60,187.00
8002	Recharge in Manor House	£57,006.00	£0.00	£57,006.00
7102109	Salaries	£203,725.00	£258,684.71	-£54,959.71
Total Corporate Management		£336,290.00	£286,932.11	£49,357.89
Total Corporate Management Inc		£40,000.00	£82,299.64	£42,299.64
Total Corporate Management Ex		£336,290.00	£286,932.11	£49,357.89
Total Net Balance		-£296,290.00	-£204,632.47	

Financial Budget Comparison

for Manor House build

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
INCOME			

Financial Budget Comparison

for Manor House build

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Manor House build				
6679	Manor House PPM	£80,475.00	£0.00	£80,475.00
6680	Manor House Maintenance	£18,500.00	£15,070.65	£3,429.35
7114	Protective Clothing	£150.00	£38.05	£111.95
7205	Telephone	£165.00	£337.04	-£172.04
7212	Lift Maintenance	£200.00	£259.12	-£59.12
7214	Equipment maintenance	£1,000.00	£0.00	£1,000.00
7291	Licenses	£200.00	£0.00	£200.00
7301	Rates	£30,650.00	£30,247.50	£402.50
7302	Water	£829.00	£1,603.48	-£774.48
7303	Gas	£10,000.00	£3,949.91	£6,050.09
7304	Electricity	£13,000.00	£7,531.69	£5,468.31
7306	Cleaning	£1,750.00	£1,369.79	£380.21
7308	Security	£3,000.00	£2,369.54	£630.46
7311	Contract Cleaning	£2,652.00	£2,398.83	£253.17
7499	Other Overheads	£125.00	£0.00	£125.00
8001	Recharge Out	-£228,026.00	£0.00	-£228,026.00
8003	Recharge in A Team	£49,520.00	£0.00	£49,520.00
7102201	Salaries	£15,810.00	£12,452.21	£3,357.79
Total Manor House build		£0.00	£77,627.81	-£77,627.81

Financial Budget Comparison

for Manor House build

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Manor House build Income	£0.00	£0.00	£0.00
Total Manor House build Expend	£0.00	£77,627.81	-£77,627.81
Total Net Balance	£0.00	-£77,627.81	

Financial Budget Comparison for Street Lighting

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
INCOME			
Street Lighting			
4902 Recharge - Maintenance	-£650.00	£289.80	£939.80
Total Street Lighting	-£650.00	£289.80	£939.80

Financial Budget Comparison

for Street Lighting

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Street Lighting				
6151	Public Lighting Contract Maintenance	£1,550.00	£1,477.00	£73.00
7304	Electricity	£1,428.00	£4,610.81	-£3,182.81
7102202	Salaries	£340.00	£298.64	£41.36
Total Street Lighting		£3,318.00	£6,386.45	-£3,068.45
Total Street Lighting Income		-£650.00	£289.80	£939.80
Total Street Lighting Expenditure		£3,318.00	£6,386.45	-£3,068.45
Total Net Balance		-£3,968.00	-£6,096.65	

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Southfields Jubilee Centre				
4112	Equipment Hire SJC	£50.00	£8,785.93	£8,735.93
4242	Rental Income	£28,000.00	£38,406.17	£10,406.17
4902	Recharge - Changing Room Utilites	£825.00	£0.00	-£825.00
Total Southfields Jubilee Centre		£28,875.00	£47,192.10	£18,317.10

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Southfields Jubilee Centre				
7114	Protective Clothing	£185.00	£65.89	£119.11
7204	Postage	£15.00	£0.00	£15.00
7205	Telephone	£80.00	£197.84	-£117.84
7207	Printing	£40.00	£0.00	£40.00
7211	Furniture & Equipment	£950.00	£1,865.34	-£915.34
7214	Equipment Maintenance	£455.00	£0.00	£455.00
7216	Internet	£357.00	£619.74	-£262.74
7291	Licences	£0.00	£0.00	£0.00
7298	IT	£318.00	£224.99	£93.01
7301	Rates	£6,063.00	£3,592.80	£2,470.20
7302	Water	£1,241.00	£1,533.02	-£292.02
7303	Gas	£8,160.00	£2,888.72	£5,271.28
7304	Electricity	£5,777.00	£2,348.38	£3,428.62
7306	Cleaning	£630.00	£765.97	-£135.97
7307	Building Maintenance	£3,500.00	£4,792.63	-£1,292.63
7308	Security	£3,090.00	£1,906.94	£1,183.06
7311	Contract Cleaning	£1,303.00	£1,907.73	-£604.73
7312	Health & Safety	£200.00	£336.46	-£136.46
7499	Other Overheads	£100.00	£246.00	-£146.00
8000	Recharge in Central Support Services	£9,866.00	£0.00	£9,866.00

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
8003 Recharge in A Team	£12,380.00	£0.00	£12,380.00
7102303 Salaries	£24,520.00	£17,188.27	£7,331.73
Total Southfields Jubilee Centre	£79,230.00	£40,480.72	£38,749.28
Total Southfields Jubilee Centre	£28,875.00	£47,192.10	£18,317.10
Total Southfields Jubilee Centre	£79,230.00	£40,480.72	£38,749.28
Total Net Balance	-£50,355.00	£6,711.38	

Financial Budget Comparison

for Museum

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
Museum				
4540	Museum Sales	£1,000.00	£329.41	-£670.59
4542	Donations	£425.00	£35.00	-£390.00
4544	Exhibition Commissions	£50.00	£0.00	-£50.00
4546	Loan Box Income	£50.00	£616.98	£566.98
4600	Centenary Book Income	£0.00	£20.50	£20.50
Total Museum		£1,525.00	£1,001.89	-£523.11

Financial Budget Comparison

for Museum

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
Museum				
6300	Museum Stock	£500.00	£246.66	£253.34
6301	Collection Management	£1,100.00	£943.14	£156.86
6302	Exhibitions	£1,300.00	£1,838.34	-£538.34
6304	Education and Outreach	£150.00	£70.79	£79.21
6314	Museum Events	£1,000.00	£1,376.22	-£376.22
7110	Volunteers	£125.00	£326.66	-£201.66
7204	Postage	£50.00	£0.00	£50.00
7206	Advertising	£2,300.00	£1,362.20	£937.80
7207	Printing	£400.00	£0.00	£400.00
7213	Subscriptions	£630.00	£675.75	-£45.75
7298	IT	£927.00	£765.39	£161.61
7307	Building Maintenance	£2,000.00	£1,486.39	£513.61
7408	Hospitality	£75.00	£0.00	£75.00
8000	Recharge in Central Support Services	£34,393.00	£0.00	£34,393.00
8002	Recharge in MH	£72,968.00	£0.00	£72,968.00
8003	Recharge in A Team	£12,380.00	£0.00	£12,380.00
7102308	Salaries	£97,155.00	£93,147.17	£4,007.83
Total Museum		£227,453.00	£102,238.71	£125,214.29

Financial Budget Comparison for Museum

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total Museum Income	£1,525.00	£1,001.89	-£523.11
Total Museum Expenditure	£227,453.00	£102,238.71	£125,214.29
Total Net Balance	-£225,928.00	-£101,236.82	

Financial Budget Comparison for K2

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
INCOME				
K2				
4241	K2 Hire Income	£16,500.00	£1,205.16	-£15,294.84
4307	Building maintenance-Income	£0.00	£70,000.00	£70,000.00
Total K2		£16,500.00	£71,205.16	£54,705.16

Financial Budget Comparison

for K2

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Actual Net	Balance
EXPENDITURE				
K2				
6216	New Keystone Centre	£0.00	£25,190.50	-£25,190.50
6429	Capital Costs	£0.00	£38,323.59	-£38,323.59
7114	Protective Clothing	£200.00	£0.00	£200.00
7205	Telephone	£75.00	£55.00	£20.00
7216	Internet	£0.00	£698.06	-£698.06
7298	IT	£730.00	£0.00	£730.00
7301	Rates	£6,063.00	£3,493.00	£2,570.00
7302	Water	£1,275.00	£324.55	£950.45
7304	Electricity	£5,720.00	£4,576.13	£1,143.87
7306	Cleaning	£630.00	£264.89	£365.11
7307	Building Maintenance & Furniture and equipment	£1,000.00	£722.08	£277.92
7308	Security	£3,090.00	£4,197.33	-£1,107.33
7311	Contract Cleaning	£1,890.00	£2,120.32	-£230.32
7312	Health and Safety	£100.00	£0.00	£100.00
8000	Recharge in Central Support Services	£587.00	£0.00	£587.00
8003	Recharge in A Team	£12,380.00	£0.00	£12,380.00
7102310	Salaries	£17,140.00	£9,095.30	£8,044.70
Total K2		£50,880.00	£89,060.75	-£38,180.75

Financial Budget Comparison for K2

Comparison between 01/04/25 and 10/03/26 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Actual Net	Balance
Total K2 Income	£16,500.00	£71,205.16	£54,705.16
Total K2 Expenditure	£50,880.00	£89,060.75	-£38,180.75
Total Net Balance	-£34,380.00	-£17,855.59	