



How to contact us

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Town Clerk – Laura Chrysostomou

10 April 2026

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: Thursday 16 April 2026

Time: 6.30 pm

Committee:

Councillor Freddie Tandy – Chair
Councillor Sean Lee – Vice Chair
Councillor Billy Blanchard-Cooper
Councillor Jeffrey Daws
Councillor George O'Neill
Councillor David Tilbrook
Councillor Christine Wiltshire

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 Blanchard-Cooper, 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 19 February 2026, circulated herewith, pages 4 to 9. 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 Museum Periodic Report

Attached, pages 10 to 15.

8.2 Community Resources Update

Report attached, pages 16 to 38.

8.3 Service Funding Agreements

Report attached, pages 39 to 45.

8.4 Events Periodic Report

Attached, pages 46 to 50.

8.5 Quarterly Business Plan Progress Report

Report attached, pages 51 to 55.

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 56 to 77.

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.

The following item is 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.

11. Officer's Report – Exempt

11.1 Christmas Lights Tender Report

Details circulated to Members of the Committee only ahead of the meeting.



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 19 February 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Lee – Vice Chair
Councillor Daws
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire
Councillor Walsh

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Rachel Marshall – Events Manager
Felix Gillett – Community Engagement Manager
Dennis Gittins – Facilities and Contracts Manager

2025 to 2026

40. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

42. Apologies

There were apologies from Councillor Blanchard-Cooper with Councillor Walsh attending as substitute.

43. Declarations of Interest

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the agenda. The standing declarations were noted and Councillor

Walsh declared a personal interest across the whole agenda as a member of Arun District Council, West Sussex County Council and the Harbour Board.

44. Minutes

The Minutes of the meeting held on 4 December 2025, previously circulated, were confirmed as a true record and signed by the Chair.

45. Chair's Report and Urgent Items

There were none.

46. Public Forum

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

47. Officer's Reports

47.1. Events Periodic Report

The Events Manager presented a report, previously circulated, which updated members on progress being made to upcoming events and the event support services tenders. Officers were working to source funding for Armed Forces Families and Veterans Day and had requested attendance from the Red Devils. They were also exploring options to collaborate with other event providers to expand and broaden the activities available for the community. Essential services for events were out for tender as detailed within the report, due to close on Tuesday 3 March. The Wayfinding Project was expected to be showcased at the Easter High Street events. It was noted that Arun District Council's official launch date of 1 April 2026 for the project may be rescheduled due to the reinstated West Sussex County Council elections.

It was resolved that:

The contents of the report be noted.

47.2. Stallholders Policy and Event Pitch Fees 2026 to 2027

Members had before them a report, previously circulated, which outlined a policy for event stallholders designed to align with the Events Strategy and Action Plan. It sought adoption of this policy and the review and agreement of stallholder pitch fees for 2026 to 2027. The policy and standardised fees were to ensure consistency for organisations attending events and allowed charities to continue hosting stalls free of charge. Members queried how VAT would affect the Armed Forces Families and Veterans Day donation to the Royal British Legion, this would be investigated by officers and amended if required.

It was resolved that:

1. The policy for Event Stallholders as outlined in Appendix 1 of the report be adopted.
2. The level of stallholder charges for 2026 to 2027 be approved as outlined in Appendix 2 of the report.
3. The contents of the report be otherwise noted.

47.3. Community Resources Update

- 47.3.1. The Community Engagement Manager (CEM) presented a report, previously circulated, which proposed to introduce a Grant Panel to create consistency across all the Council's funding programmes. It also aimed to streamline the process and adapt to accommodate the wide range of services and purposes the funding supports. For Grant Aid, Service Funding Agreements and Sports Funding the panel would make recommendations to this Committee for approval. For Event Support Funding, the panel will recommend to the Chair and Town Clerk for approval to allow for year-round flexibility. When reviewing the terms of reference appended to the report, an additional member was suggested bringing the panel to three in total, with the third member to be confirmed outside of the meeting by the Chair and Town Clerk. Since the report was published, a total of 43 Grant Aid registrations were received, eight of which were previously unregistered groups, an increase on last year.
- 47.3.2. Amendments to the Grant Aid Policy, clarifying an organisation's eligibility across multiple Town Council funding schemes, were highlighted in the report, the committee agreed the changes were sensible.
- 47.3.3. Additionally, the CEM reported that upcoming developments on the football ground on the north boundary of Worthing Road Allotment Site may include a new fence. No decision had yet been reached, but if this was installed it would dispense with the need for this area of works on the infrastructure priorities list. Members agreed with the recommended way forward, which was to pause any work on that area, including any consideration of its impact on the allotment infrastructure budget, until the Football Club's plans are confirmed.

It was resolved that:

1. The amendments to the Grant Aid policy be approved as highlighted in Appendix A of the report.
2. The Terms of Reference for an overarching Grant Panel as outlined in paragraphs 4.1 to 4.3 of the report, with the inclusion of an additional member, be approved.
3. Notes from the Sports Forum meeting held on 13 October 2025 be noted.
4. Notes from the Allotment Working Group meeting held on 15 January 2026 be noted.
5. The contents of the report be otherwise noted.

47.4. Floral Services Contract Renewal

- 47.4.1. Members had before them a report, previously circulated, which proposed to establish a Task and Finish Group ahead of the floral contract's renewal. The Committee reviewed the draft terms of reference appended to the report which set out the group's goal of improving and progressing requirements of the contract. The conditions of planters would also be reviewed and designated for repair or removal by the group, with quotes for repair work to be sought by officers accordingly. Members considered the repurposing of £2,000 Tree Planting Scheme earmarked reserves towards the planter's repairs. The availability of this funding and potential to bid for Section 106 money was noted and would be determined by the Task and Finish Group if necessary.
- 47.4.2. Membership of the Task and Finish Group was discussed; it was noted that co-opted members could attend from interested parties or expertise groups through invitation. When asked to appoint four councillors to the Task and Finish Group Councillors Wiltshire, Tilbrook, and Tandy agreed to partake. Councillor Blanchard-Cooper was proposed, but as he was not in attendance, the fourth member would be confirmed outside of the meeting with the Chair and Town Clerk. It was agreed that the Group would determine its Chair outside of the meeting.

It was resolved that:

1. A Floral Contract Review Task and Finish Group be established according to the terms of reference attached to the report as appendix A, with the Chair to be confirmed, and the following councillors be appointed:
 - Councillor Wiltshire
 - Councillor Tilbrook
 - Councillor Tandy
 - Fourth member to be confirmed outside of the meeting by the Chair and Town Clerk.
2. £2,000 from the Tree Planting Scheme earmarked reserve be repurposed towards the replacement of planters at the discretion of the Floral Contract Review Task and Finish Group.
3. The contents of the report be otherwise noted.

47.5. UK Town of Culture 2028 Competition

- 47.5.1. The Committee had before them a report, previously circulated, which detailed the Town Council's plans to submit an Expression of Interest (EOI) for the UK Town of Culture 2028 competition. Members were asked to endorse this work and agree the use of Community Resource Initiatives Earmarked Reserves to cover any necessary community engagement activities and support the bid. Officers are currently working alongside a range of groups and organisations to capture and present the story of Littlehampton and its historical roots within the EOI.

47.5.2. When considering items for inclusion within the EOI, which had a restricted word count, members reiterated the strong position and wide range of heritage Littlehampton can showcase. Notably the town's links to the river's commerce routes, the museum's centennial celebration and its cultural resilience through war and industrial change. Officers would be working with groups who are familiar with submitting funding bids, such as the Littlehampton Museum, Arun District Council and [Artswork](#) who had previously worked with the Town Council and young people on the Wayfinding Project. Support was drawn from recent community engagement consultations for both the Events Strategy and the Museum, which allowed the perspectives of residents and tourists to be included.

It was resolved that:

1. The Town Council's work towards submitting the Expression of Interest for the Town of Culture 2028 competition be endorsed and members comments above be considered for inclusion.
2. Expenditure required to support community engagement to develop the EOI be met by Community Resources Initiatives earmarked reserves.
3. The contents of the report be otherwise noted.

47.6. Museum Periodic Report

47.6.1. Members received a report, previously circulated, which contained updates regarding recent activities and projects within the Museum. It included recent engagement figures and the 2026 exhibitions plan for members to note, alongside proposals for the acquisition of a small number of items. Members also noted the successful transfer of ownership and acquisition of the Body Shop Sculpture.

47.6.2. Since the publication of the report, the Museum team had received confirmation of their National Lottery Heritage Fund Grant Application being successful. The Museum would receive £127,913 towards a project focussing on developing the Museum and building a solid foundation for the next 100 years. Members shared their congratulations to the Museum team for this achievement and thanked them for their hard work that led to the grant bid being successful.

It was resolved that:

1. The recommended acquisition of items as set out in Appendix 1 of the report be approved.
2. The engagement figures in Appendix 2, the Exhibitions Plan for 2026 as set out in Appendix 3, and the contents of the report be otherwise noted.

47.7. Christmas Illuminations

Members had before them a report, previously circulated, which set out recommendations from the Christmas Lights Working Group for the 2026 to 2028 Christmas illumination contract. Following feedback from businesses and the

community, the contract to be put out to tender will aim to expand the Christmas lights display in Littlehampton's Town Centre. The group's proposals were considered by the committee to be sensible in seeking to improve favoured elements such as the 3D shapes and connect thematically with neighbouring displays.

It was therefore resolved that:

1. The notes of the Christmas Lights Working Group meeting held on 2 February 2026 be noted.
2. The Working Group's proposal for the 2026 to 2028 Christmas Illuminations tender brief be endorsed.
3. The contents of the report be otherwise noted.

48. Exempt Business

There was none.

The meeting was closed at 7:19pm.

Chair

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 16 April 2026

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

- 1.1. This periodic report seeks the approval of a small number of artefacts and contains an update for Members on recent activities and engagement.

2. Recommendations

The Committee is recommended to:

1. Consider the recommended acquisition of items detailed in Appendix 1.
2. Note the engagement figures in Appendix 2.
3. Otherwise note the contents of the report.

3. Events

3.1. Re-imagining Gwendolen February Half Term Crafts, 14 to 21 February 2026.

Visitors participated in a craft activity to re-imagine the portrait of Gwendolen Duchess of Norfolk, using collage and colouring. Over the half term week, the Museum had 194 visitors (126 adults and 68 children).

3.2. Easter High Street Events

At the first event the Museum had a stall advertising this years' exhibitions and events whilst on the second event the focus was on the 'Transforming Littlehampton Museum' project with a display advertising the main strands of the project and a call for participants for the first collecting and oral history subject, The Body Shop.

3.3. Lego castle building

The Museum held a free Lego castle building drop-in activity over the school Easter holiday, linked to the Gwendolen exhibition.

4. Documentation figures

- 4.1. The documentation monthly targets are 300 inventory records to be created or amended to reach Spectrum standards, and 200 entries transcribed into excel spreadsheets. The Museum has exceeded its target for February and March 2026.
- 4.2. The current total number of records on our collections database (MODES) is 43,550 out of an estimated total of 50,000. The Museum is on track to eliminate the backlog within the next three to four years.

5. 'Transforming Littlehampton Museum' project

- 5.1. The Museum has been awarded a grant from the National Lottery Heritage Fund of £127,913 for: Transforming Littlehampton Museum: Building Solid Foundations for the Next 100 Years. £7,320 from Museum Earmarked Reserves will be used as match funding. The Museum has started the recruitment process for a full time Project Officer, temporary for 31 months, and an Evaluation Consultant, working from June 2026 to the end of the project, January 2029.
- 5.2. At the community High Street event on 9 April the Museum put out a call for participants for the first strand of collecting and oral histories, focussing on The Body Shop. This will be followed up by a social media call-out once the Project Officer is in post.

6. Body Shop sculpture donation

The fibreglass sculpture of the seated woman sitting on a block has been delivered to the Museum by the sculptor. In the short term, the sculpture will go on display in the Museum's reception, and in 2028, it will feature in the Museum's Centenary exhibition.

It is hoped that the arrival of the sculpture will help to raise awareness of the Transforming Littlehampton project and encourage staff and ex-staff from The Body Shop to participate.

7. Exhibitions

7.1. Victorian Littlehampton, 23 May to 2 November 2026.

The Museum team is currently working on this exhibition which will feature stories from Victorian residents of the town. This will be the main feature of this year's exhibition programme, displayed over the Hearne and Butterworth galleries.

7.2. School pupil-led exhibition, 14 November 2026 to 22 February 2027

In partnership with Artsworld the Museum is working with local school students to create an exhibition which will be displayed in the Museum's Butterworth Gallery. The pupils will curate the exhibition, choosing items from the museum's collections currently in storage and adding their own interpretation.

8. Financial Implications




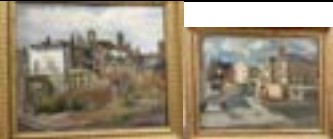
- 8.1. The cost of putting on the half term Reimaging Gwendolen activity was £13.71, as most of the craft materials came from existing supplies. This was met from the existing budget. Advertising costs were £100, met from the existing budget.
- 8.2. The National Lottery Heritage Fund grant is for £127,913 which will be match funded by £7,320 from Museum EMR.
- 8.3. The cost of putting on the lego castle building Easter holiday activity was nil. Advertising costs were £50, met from existing budget.
- 8.4. The cost of restoring the Body Shop sculpture and transporting it the Museum was £935, met from Museum EMRs and the Museum's Collections Management Budget. The cost was less than anticipated as the sculptor kindly agreed to transport the sculpture to the Museum himself at a nominal sum, rather than hiring a fine art transporter, saving £220.
- 8.5. The cost of putting on the Victorian Littlehampton exhibition is expected to be in the region of £700, to be met from existing budget. Advertising costs are anticipated to be £200, met from existing budget.
- 8.6. The cost of putting on the pupil-led exhibition is likely to be around £200, and advertising costs around £50, met from existing budgets.

Laura Chrysostomou

Town Clerk

Table 1

Appendix 1: Potential Acquisitions

Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy / Archaeological deposition policy
<p>Postcard of a steam roller in difficulties in Littlehampton January 8 1914</p>		<p>Accept: The Museum has some other images of this accident, but not from this angle with these bystanders.</p> <p>Will fit into existing storage</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>
<p>Variety of train tickets to or from Littlehampton.</p> <p>Various dates, some from 1980s, some earlier</p>		<p>Accept: Although the Museum has some other railway tickets, these will complement the existing collection and have good display potential. They can be added to the existing railway case display</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>
<p>A collection of documents, photos, deeds, newspaper articles etc relating to the J.Vinnicombe and Son firm, based in Courtwick, Littlehampton. The company produced and sold farming supplies, fruit and veg and fertilisers from 1921 for more than 50 years.</p>		<p>Accept: These will increase the information we hold about Vinnicombes and its staff. The donor's family were involved in the firm's management and has been able to name many of the staff shown in the photos. She has agreed to give an oral history interview to record some of her memories as part of the Transforming Littlehampton Museum project.</p>	<p>4.3.1 The Museum will continue to collect ephemera items which relate to the history of Littlehampton and the surrounding area, particularly with focus towards aspects which are less represented within these collections.</p>
<p>Two framed paintings of local Littlehampton scenes by Montague (Monty) Gosden, mayor of Littlehampton in the 1930s. The top image shows the Manor Island site, the lower image is a view from Beach Road into Arcade Road.</p>		<p>Accept: they show the changes in the Town since the 1930s.</p> <p>Although there is little remaining room on the painting racks in the Art Store, space can be found for these items, by rearranging some of the other items stored on the racks.</p>	<p>4.2.1 The Museum will continue to collect relevant pieces to the collection, providing that they are in keeping with the collecting area, and that it is felt that suitable care and conservation standards can be maintained, particularly with framed items.</p>

Museum Visitor Engagement

1. Visitor Feedback (comment cards and comments to reception)

“Great to see the engagement of the students with the task. Blending history work, art and imagination” (the Re-imagining Gwendolen exhibition).

“This was a valuable experience for our students at West Sussex Alternative Provision College, thank you” (the Re-imagining Gwendolen exhibition).

“My 9-year-old daughter: “This Museum is so fun”. They used the big magnifying glasses to examine the collection.”

“An excellent collection well described and presented”

“I enjoyed it more than I thought I would” Tyler, aged 10.

2. Social Media

Table 1 – Facebook Top Posts

Month	content	post reach	Engagement (likes, shares, comments)
January 2026	Re-imagining Gwendolen (boosted, paid for)	19,481	194
February 2026	½ term Gwendolen craft (boosted, paid for)	8,947	101
March 2026	Transforming Littlehampton Museum grant success (boosted, paid for)	20,152	340

Table 2 – Instagram Top Posts

Month	content	Reach	Engagements (likes, comments, shares)
January 2026	Photoshoot day re-imagining Gwendolen	628	22

Month	content	Reach	Engagements (likes, comments, shares)
February 2026	Re-imagining Gwendolen (boosted, paid for)	958	37
March 2026	Easter holidays brick castle activity (boosted, paid for)	4,545	33

3. Loan boxes

Month	Number of schools or care homes borrowing boxes	Number of Boxes loaned	Number of people using the loan boxes
January 2026	2	3	123
February 2026	0	0	0
March 2026	1	2	57

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 16 April 2026

Report by: Town Clerk

Subject: Community Resources Update

1. Summary

The purpose of the report is to highlight work being undertaken to progress the community projects and initiatives that are within the remit of this Committee. This report provides updates on Grant Aid 2026, Grant Aid Feedback from 2025, Sports Forum and Sports Awards.

2. Recommendations

The Committee is recommended to:

1. Note the Grant Aid 2025 Feedback Report attached as Appendix A.
2. Receive the Sports Forum notes from the meeting held on 2 February 2026 attached as Appendix B.
3. Otherwise note the contents of the report.

3. Grant Aid

3.1. The Grant Aid Panel met on Thursday 19 March 2026 to look at tier placements and funding allocation for each tier. Following this, each registered group was contacted to make an application; informing them of their tier placement and the corresponding maximum amount for which they can apply. Applications will close on Monday 27 April 2026.

3.2. The amount allotted to each tier from the budget of £25,000 is as follows:

Tier 1 - £200 for eight groups

Tier 2 - £350 for 19 groups

Tier 3 - £730 for 21 groups

£1,020 has been left in reserve to allow the Grant Panel to respond to any unexpected financial changes between applications and final confirmations, or to increase the amount if a need is identified.

- 3.3. Out of the 52 groups that registered interest, 50 met the criteria and were allocated a tier. 19 groups have currently made applications. This leaves 31 registered groups to make applications before the deadline.
- 3.4. This is an increase on last year's number of registrations, even accounting for five groups that have regularly received Grant Aid funding in the past having recently moved to Tier 4, which is a Service Funding Agreement starting in April 2026.
- 3.5. When the application stage closes each will be reviewed by the Grant Aid Panel and recommendations made to the Community Resources Committee meeting on Thursday 4 June 2026.
- 3.6. Feedback has been received from 32 of the 47 recipients of Grant Aid 2025. This highlights the genuine benefits and positive impacts each project has had for Littlehampton residents. See attached as Appendix A for this report. Other groups will send feedback after May 2026, as their funded projects will be completed at that time.

4. Sports Forum and Sports Awards

- 4.1. The Sports Forum met on Monday 2 February and discussed the Local Government Reorganisation and its possible impact on local sports and facilities; and received updates from each of the clubs in attendance. The notes of this meeting are attached as Appendix B.
- 4.2. The Sports Awards Selection Panel, made up of the Sports Forum Executive and one Co-opted Member, met on Friday 20 March 2026 to select the individuals and clubs who will receive an award or commendation within the ten categories for sporting achievement this year. These will be presented at the Annual Town Meeting on Thursday 23 April 2026.



5. Financial Implications


- 5.1. The Grant Aid budget is set at £25,000 for financial year 2026 to 2027.
- 5.2. The budget for the Sports Awards is £500 for financial year 2026 to 2027.

Laura Chrysostomou

Town Clerk

Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
<p>4Sight Vision Support</p>	<p>£730</p>	<p><u>Newsletters for Client Support</u></p> <ul style="list-style-type: none"> • Over the last year 98 Littlehampton residents, out of 113 who are regularly supported, have received newsletters every other month with information, advice and activities in four accessible formats: audio on CD or USB, large print and email. • They have provided events and one-to-ones for clients to receive advice and demonstrations of specialist pieces of equipment, ensuring they're choosing the most appropriate tools and solutions for their individual needs. • They have provided support, information and knowledge to clients who have newly experienced sight loss, allowing them to make informed choices and learn how to now adapt to technology. • Their Low Vision Assessments help identify magnification techniques and products that help their clients with everyday tasks such as reading, shopping, medication and preparing meals. • They have also supported and offered guidance to 25 new local clients who weren't previously known to them. • <i>"I am very grateful for my call and support. I don't know where I would be without this support."</i>
<p>4th Littlehampton Scout Group</p>	<p>£730</p>	<p><u>Equipment for Adventurous Activities</u></p> <ul style="list-style-type: none"> • The funding provided wall climbing and axe throwing equipment. • This has extended the range of activities that they can offer to their scouts and other community groups, many of whom would not normally have the opportunity to access these sorts of experiences. <div style="display: flex; justify-content: space-around;">   </div>

Organisation	Grant Allocated	Feedback Report
<p>5th Littlehampton Scouts</p>	<p>£217</p>	<p><u>New Activities Equipment</u></p> <ul style="list-style-type: none"> • The funding was used to purchase climbing helmets to ensure the safety of young people for their activities. • The helmets were also used for crate stacking at the Scout Hall and for the Arundel and Littlehampton District grass sledges at Cissbury Ring, where lots of fun was had by the Beavers, Cubs and Scouts! • This means a great deal to the group as they can continue providing exciting activities for many years to come. 
<p>Age UK West Sussex, Brighton and Hove</p>	<p>£410</p>	<p><u>Chill and Connect Workshops</u></p> <ul style="list-style-type: none"> • This was a free four-week program focusing on Mindfulness and Meditation to help with low level anxiety and tackling social isolation by bringing people together to form friendships and connections, run by two trained practitioners. • 12 Littlehampton residents attended, helping them with confidence, meeting new people and building a supportive network. • This project also helped to raise the charity’s profile locally, showcased the range of support available for older people and put them in contact with local residents for ongoing support and connection.

Appendix A – Grant Aid Feedback report 2025 to 2026



Organisation	Grant Allocated	Feedback Report
Arun Counselling Centre	£669	<p><u>New Equipment</u></p> <ul style="list-style-type: none"> • The new office furniture has been vital in ensuring their staff have adequate equipment to do their jobs well in serving the Littlehampton community and supporting those who are struggling with mental health difficulties. • It has increased the performance of staff and volunteers; improved their ability to analyse and monitor clinical data, and track the impact of their work to more successfully capture outcomes. • Valuing staff and volunteers in this way enables them to work in an ergonomic environment, improves their health, wellbeing and empowers them in their work. • This all contributes to providing an improved offer to the local Littlehampton community, creating an organisation fit for the future.
Arun Dolphins	£730	<p><u>Swimming Pool Hire</u></p> <ul style="list-style-type: none"> • This is a safe and friendly environment for people of any age or disability to swim for therapy or enjoyment. As a secure and supervised session, it provides reassurance for parents and carers, as a dedicated space for members to enjoy a healthy activity. • Over the last year they have seen 60 members registered with the club and often have over 30 members attending each session with their parents and carers. • Three wheel chair users are now regulars enjoying the benefits that water immersion provides with exercise and freedom to move. • The grant helps towards their annual hire costs at the Littlehampton Wave, giving them exclusive use of both pools, and keeping the weekly cost to a reasonable level of £5 per person.

Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Blueprint Youth	£350	<p><u>Step Outside Project</u></p> <ul style="list-style-type: none"> • This funding enabled delivery of the Step Outside project locally, combining walking-based physical activity with structured coaching support for young adults experiencing mental health challenges. • This project creates a safe, informal and accessible way for young people to improve both their physical and emotional wellbeing. Walking side by side reduces the intensity of traditional sit-down sessions and has encourages more open, natural conversations about anxiety, low confidence, safety concerns, housing challenges and navigating services. • It also increases physical activity among young adults who were previously inactive or anxious about movement. Sessions are adapted to individual ability, gradually building stamina and confidence. Many have begun setting personal goals around step counts and distance, fostering a sense of achievement and progress. • The walking routes also increase awareness and use of local community spaces, including seafront areas and town facilities, helping young people feel more connected to their environment. • Overall, the funding has improved wellbeing, reduced isolation, strengthened resilience, and increased young people’s connection to Littlehampton as a place where they feel safer, more confident and more able to move forward positively.

Organisation	Grant Allocated	Feedback Report
<p>Carers Support West Sussex</p>	<p>£350</p>	<p><u>Move It Outside – Fitness Workshop</u></p> <ul style="list-style-type: none"> • The grant funded a fitness workshop for a Littlehampton Carer Group, at Mewsbrook Park. A local Personal Trainer led a gentle, optional movement session, with an alternative walk-and-talk offered by their wellbeing workers. The session concluded with refreshments in the park café. • This was a chance for them to connect with others, spend time in nature and “be the ones looked after for a change” – which was invaluable for them. Some participants have taken up regular exercise as a direct result of this session. • The group plans to continue this activity each summer as it had clear benefit for the carers’ physical health, reduced social isolation, strengthened peer connection and uplifted overall wellbeing. 
<p>Dairy Art Drop-In Group</p>	<p>£350</p>	<p><u>External Professional Art Demonstrations</u></p> <ul style="list-style-type: none"> • This funding gave the group opportunities to learn new artistic skills, methods, tools and ideas to enhance their skills when painting both indoors and outdoors. The face-to-face sessions with professional artists encourages the group to experiment with new materials and ideas. • It is a mixed ability group for adults, many of whom benefit from its informal nature; especially carers and those with long term health problems. • It is a welcoming and friendly environment, providing a safe space for members to enjoy whilst being affordable and convivial. The therapeutic and calm atmosphere allows participant to relax with the freedom to choose their own way of producing art. 


Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Family Support Work	£730	<p><u>Local Support for Children and Young People</u></p> <ul style="list-style-type: none"> • For many families, supported by this group, the holidays can feel like a widening gap. Without the school routine, limited support and rising costs even simple joys can seem out of reach. This funding gave them access to positive activities which were inclusive and enriching for the children. • 140 children participated in trips to a Christmas Panto, Poi Passion Circus Skills session, Sea Life Centre excursion, Aldingbourne Trust, Drusillas Zoo Park and a drumming workshop. • Feedback from parents and children was positive with 100% saying the outings met their expectations, 75% said their children benefitted from the trips, 87% felt they had improved in their ability to cope, 80% said they felt less isolated. 
Friends of Mewsbrook Park	£350	<p><u>Defibrillator Cabinet</u></p> <ul style="list-style-type: none"> • This funding contributed towards the cost of a defibrillator cabinet which has been installed on the external wall of the Mewsbrook Park Café, which is also providing the electricity for its use. The defibrillator was donated by the group and WEL Medical. • Within two weeks of install the unit was needed and again soon after this, proving a worthwhile investment. 


Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Grandads Front Room	£352	<p><u>Homes Essentials Support Packs</u></p> <ul style="list-style-type: none"> • The funding enabled provision of practical, immediate assistance to residents experiencing crisis; helping them establish safe, stable homes and improve their wellbeing. Seven packs were funded, which provide a person with essentials such as kettles, toasters, slow cookers, bedding (duvet, pillow, sheets), hygiene essentials (towels, toiletries), cutlery, mugs and plates. • Examples of people who benefited were a woman moving from emergency domestic abuse accommodation into her own flat with no household items; a mother and children requiring urgent relocation due to domestic violence as they had no bedding; a resident in emergency accommodation struggling to keep warm; and many others. • People are identified and referred through local agencies and networks like StonePillow, My Sisters House, Citizens Advice, Littlehampton Armed Forces and Veterans Breakfast Club and others. This project directly supports those in need; helping them rebuild their lives with independence and dignity.
Home-Start Arun	£730	<p><u>New IT Equipment</u></p> <ul style="list-style-type: none"> • With help from this grant, Home-Start were able to replace six staff computers with the latest technology allowing them to improve adherence to GDPR rules and safeguarding regulations, whilst continuing to protect the sensitive data of the families they support. • With the ability to work more efficiently they have been able to help the families they support. They are finding more families facing hardship with as many as 92% experiencing loneliness, 83% with mental health challenges and as many as 31% suffering from the long term effects of domestic abuse. • In 2025-26 they have supported 43 families in Littlehampton with a mix of one-to-one home-visiting and through group support. They have recruited and trained two new volunteers who live in Littlehampton bringing the total number of local volunteers to ten. This adds breadth and local knowledge to the families they support.

Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Howard Lawn Tennis	£360	<p><u>Free Tennis Course for Children</u></p> <ul style="list-style-type: none"> In August 2025 the club ran a free 3-day beginners tennis course for 20 children in Littlehampton. The funding enabled the coach to carry out the course alongside a tennis assistant, balls and refreshments. It was a positive experience for all that attended, and some of the children have continued with the club’s coaching programme.
Life Charity	£350	<p><u>Welcome Packs and Life Skills Resources</u></p> <ul style="list-style-type: none"> The funds were used to purchase welcome packs for new clients moving into their supported housing, ensuring they had essential items (e.g. shower gel, sanitary towels, toilet roll, handwash, bin bags etc.) and helping to make their rooms feel more homely. The fund was also used for cooking equipment, ingredients and sessions for clients to learn how to cook homemade meals on a budget. The packs make an enormous difference, particularly for young mothers who are often anxious, afraid and feel very vulnerable when they arrive. The packs help feel welcomed, cared for and respected in a safe and supportive environment. Alongside cooking sessions, clients receive sessions in First Aid, cleaning and maintaining a home, how to play with their child, money and budgeting, and other sessions to help prepare for independent living. One client said, <i>“Knowing my income and outgoings and how to budget has taken a lot of the stress away... I feel a lot less anxious.”</i> 

Appendix A – Grant Aid Feedback report 2025 to 2026



Organisation	Grant Allocated	Feedback Report
Lifecentre	£712	<p><u>Play Therapy Sessions</u></p> <ul style="list-style-type: none"> • This funding was used to support the cost of 18 play therapy sessions for a 10 year old child survivor of sexual abuse, from Littlehampton. • Play therapy helps children explore their feelings, to express themselves and make sense of their difficult life experiences. They are given a safe and confidential space where they are free to explore expression through play, which is a child’s natural way of learning, communicating and exploring the world. Children use play first and speech second. • At the end of therapy the clinical observations reported improved self-confidence, feeling safer, improved behaviour and ability to regulate emotions, suffering fewer symptoms of distress, engaged in school learning and relationship with family. • Thank you to Littlehampton Town Council for helping to provide the life-changing support for this child survivor.
Littlehampton Bonfire Society	£730	<p><u>Parade Route Safety</u></p> <ul style="list-style-type: none"> • This funding contributed towards the necessary cost of removing vehicles from the procession route to ensure that both participants and the public were kept safe. • Each road within the procession is notified in advance to be cleared of parked vehicles. Any vehicles that remain are towed away before the parade starts, to a nearby available parking space. • The grant was greatly appreciated, and paid for roughly 2% of the overall costs to stage this popular and long established annual event.
Littlehampton Child Contact Centre	£344	<p><u>Safety Improvements</u></p> <ul style="list-style-type: none"> • This group were able to purchase lanyards, storage boxes and safety mugs to improve the safety of their practice. • Previous boxes were old and cracked, so the new storage boxes have improved safety for volunteers and families. • The use of safety mugs means families can have a hot drink whilst playing with their children. • Lanyards enable clear ways of displaying who the team are so participants know who to speak to, and this increased safeguarding. 



Appendix A – Grant Aid Feedback report 2025 to 2026


Organisation	Grant Allocated	Feedback Report
Littlehampton District Lions Club	£395	<p><u>New Feather Flags</u></p> <ul style="list-style-type: none"> • This funding was used to replace their feather flags and stands, which promote the group’s local work at events throughout the year. • This raises awareness and helps them raise more money to support more people in Littlehampton. 
Littlehampton Family Endearment (LIFE)	£730	<p><u>New PA System</u></p> <ul style="list-style-type: none"> • This funding contributed towards the cost of a new PA system for this group’s many events. It has made a genuine difference to the sound quality for their performances. • Families, children and older members of the community enjoy these major celebrations through the year, including Onam Celebration, Sports Day, Vishnu Celebration, Christmas and New Year Celebration. • These events bring together 200 to 240 people to celebrate their traditions and help foster a sense of belonging, cultural exchange and community spirit. 
Littlehampton Heritage Railway Association	£730	<p><u>New Equipment</u></p> <ul style="list-style-type: none"> • The funding was used to purchase new power tools, which have increased the safety for volunteers and has allowed them to continue renovating The Queen Elizabeth that ran during the 1960s. • These purchases help to ensure the continual running of the miniature railway for local people and visitors to Littlehampton to enjoy. 


Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
Littlehampton Players Operatic Society	£350	<p><u>Membership Fees</u></p> <ul style="list-style-type: none"> • The purpose of this fund has been to cover membership fees of those who struggle financially, so no one misses out on the benefits and opportunities of the operatic society, through a lack of personal funds. • This has allowed their membership to grow, which brings new ideas and expands the sort of performances they can do, and allows everyone to enjoy and experience the world of theatre, whilst bringing great entertainment to the locals of Littlehampton. • The group has also reduced their membership fees from £84 to £30.
Littlehampton Rugby Club	£800	<p><u>New Equipment for Minis and Women’s Teams</u></p> <ul style="list-style-type: none"> • This funding contributed towards the costs of new equipment for the increasingly popular Minis and Women’s teams. This included crash mats, tackle rings and various tackle shields. • The mats allow participants to effectively practice the technique of tackling safely, which builds confidence and ability. The extra equipment also means they can meeting their increasing membership and serve all ages and genders, with equipment specific for their needs. • More equipment also means sessions have become less disjointed as there is a sufficient amount available for participants. • They now have 50-60 children from the local community playing across five teams. • As a small club with the aim of making rugby accessible for all, the funding has been essential in allowing them to provide for the increased interest coming from the Littlehampton community, and they are grateful for this.

Organisation	Grant Allocated	Feedback Report
<p>Littlehampton Wave Life Saving Club</p>	<p>£346</p>	<p><u>New Equipment, Resources and Manuals</u></p> <ul style="list-style-type: none"> • The funding purchased a variety of essential items to keep the club up to date as it continues providing training and qualifications for its members, and life-saving services for the wider community. • Items included updated Life Saving Academy Manuals, Lifeguard shirts and caps, First Aid kit replacement, AED Manuals, Open Water Rescuer Manual and CPR manikin wipes. • The clothing items have given them a much better ‘presence’ as they attend many events throughout the year promoting water safety. The new First Aid kit is used as a ‘stand-by’ kit on the beach and for lake activities. 
<p>MenWalkTalk</p>	<p>£700</p>	<p><u>New Uniforms, First Aid Kits and Materials</u></p> <ul style="list-style-type: none"> • The funding covered the cost of new uniforms and First Aid kits for their volunteer ‘walk leaders’ to ensure they are safe and recognisable when carrying out their roles, and that they are prepared for any First Aid needs. • The funding also provided branded tote bags for handing out at community events in Littlehampton. These contain information and contact details about their walks. • <i>"We're so grateful to Littlehampton Town Council for supporting MenWalkTalk as part of their grant aid initiative."</i> 

Organisation	Grant Allocated	Feedback Report
<p>Norfolk Bowls Club</p>	<p>£310</p>	<p><u>New Equipment</u></p> <ul style="list-style-type: none"> • The club were able to purchase new jacks, to ensure they have sufficient and appropriate equipment for their growing membership. • This has allowed the club to attract new members to enjoy this sport; to offer them training whilst helping others improve with additional coaching, thereby fielding more teams and enter more competitions. • The club provides a place for people to come together to socialise and participate in a friendly and supportive environment. 
<p>Shopmobility</p>	<p>£730</p>	<p><u>Annual Service, Tyres and Batteries</u></p> <ul style="list-style-type: none"> • With the funding, Shopmobility was able to fully service its fleet of 11 mobility scooters and continue providing their service of scooter hire to the local community with confidence, ensuring that every scooter is safe, reliable and properly maintained. • The funding also allowed them to replace batteries in their travel scooters, which are popular as they can be dismantled for transport in a car, thereby offering greater freedom and flexibility. • Shopmobility is invaluable for the most vulnerable members of our community for whom mobility is essential for their independence and quality of life. 

Organisation	Grant Allocated	Feedback Report
<p>St Barnabas House</p>	<p>£350</p>	<p><u>Travel Costs of the Community Palliative Care Team</u></p> <ul style="list-style-type: none"> • This funding contributed towards the travel costs of the charity’s Community Palliative Care Team as they visit Littlehampton patients and families in their homes, so that anyone facing life-limiting illness receives the care and support they deserve. • Between July and December 2025 the team cared for 107 patients in Littlehampton, this is 13% of the total number cared for by this team in this period, supporting people with life-limiting conditions. • As well as providing medical expertise, pain management and symptom control the team also offers a sympathetic ear and help families plan for the future. The team support patients who wish to remain at home in familiar surroundings for longer. • Only 11% of their funding comes the NHS. They are reliant on the local community for more than three quarters of their income. This much-needed support means they can care for the people who need them, when they need them.
<p>Sussex Steel</p>	<p>£730</p>	<p><u>Instrument Tuning</u></p> <ul style="list-style-type: none"> • Steelpans need regular tuning to enable students to learn to play accurately and for their bands to be able to perform to a high standard. This funding was used toward the cost of tuning. • There are very few tuners in the UK so the group is really appreciative in receiving this grant. • They have over 80 players, so the pans are used frequently. • They have a large programme of events across the summer and they’re looking forward to being able to give performances for the enjoyment of local people. • The benefits of playing a musical instrument are many – leading in a new skill, physical movement and coordination, mental agility as well as aiding mental health. Being part of an organisation provides support and friendship for their members. 

Organisation	Grant Allocated	Feedback Report
Tots on Tuesday	£732	<p data-bbox="719 300 1171 331"><u>Play Equipment and Resources</u></p> <ul data-bbox="674 339 2018 895" style="list-style-type: none"> <li data-bbox="674 339 1400 515">• This funding enabled the group to buy additional resources such as gross motor play equipment, baby resources, books and role play resources as many items are aged or worn from use. <li data-bbox="674 523 1377 667">• The new equipment and resources enhance the experience of the children. The team have seen them climbing and larger items bring improve confidence in the children. <li data-bbox="674 675 1989 746">• Interaction is encouraged, and parents are keen to engage and join in with their children's play, and the reading areas encourages language development. <li data-bbox="674 754 2018 895">• This toddler group, in the heart of Wick, provides parents and carers with a welcoming environment with good quality and varied resources that are age appropriate for babies and toddlers. It's a place to meet others for mutual support, build relationships and find encouragement with parenting. <div data-bbox="1422 304 2036 632">  </div>
UKHarvest	£350	<p data-bbox="719 919 1413 951"><u>Food Rescue and Redistribution in Littlehampton</u></p> <ul data-bbox="674 959 2029 1249" style="list-style-type: none"> <li data-bbox="674 959 2029 1031">• UKHarvest works in partnership with local groups to collect and deliver food. Over the last year they've donated 7.8 tonnes of fresh and ambient food, equating to nearly 18,571 meals. <li data-bbox="674 1038 1989 1134">• This food is redistributed by Littlehampton District Lions to Creative Heart, Littlehampton Community Fridge, Turning Rides and White Meadows School enabling food donations to reach a wider community. <li data-bbox="674 1142 1704 1174">• This funding contributes towards the cost for running the delivery van. <li data-bbox="674 1182 1962 1249">• This service continues to make a significant contribution in alleviating food insecurity for numerous individuals and families within the Littlehampton area.

Appendix A – Grant Aid Feedback report 2025 to 2026

Organisation	Grant Allocated	Feedback Report
West Sussex Mind	£350	<p><u>Get Active’s Kit Box</u></p> <ul style="list-style-type: none"> • This funding was spent on exercise kits for service users in Littlehampton. Their exercise sessions include a walking group, running group and one-to-one peer support to help users access community facilities like the Littlehampton Wave. • Walking and running can seem like a ‘free exercise’ but this is not always the case. The Kit Box is there to ensure users who do not have the available finances, can have the correct footwear and clothing necessary to partake in these activities comfortably and safely. • For example, five Littlehampton residents were given new trainers. This had a hugely positive impact for them as it removed an obstacle for participation and enabled them to exercise together, and then to continue meeting independently. • The link between physical exercise and improved mental health is well evidenced, as well as encouraging social engagement in a non-pressured and supported environment. • One Peer Support Worker said, <i>“A massive thank you to Littlehampton Town Council for funding new trainers and exercise kit. I was able to be there, and to sit with each of the service users as they chose appropriate trainers for their needs. To say they were grateful, excited, emotional and so happy is a massive understatement!”</i>

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 2 February 2026** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Badminton and Squash Club (two members)
Littlehampton Wave Life Saving Club
Arun Youth Aqua Centre
Littlehampton Cricket Club
Littlehampton Town Youth Football Club
Littlehampton Town Football Club
Littlehampton Rugby Club
Littlehampton Sportsfield (two members)
David O Jones Sports

In attendance:

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

1. Introductions

Members of the Forum introduced themselves and their clubs.

2. Apologies for Absence

There were apologies from members of Norfolk Bowling Club, Littlehampton Tennis Club and Littlehampton Golf Club.

3. Notes of Previous Meeting

The notes of the previous meeting from 13 October 2025 were agreed as a true record.

3.1. Matters Arising

There were no matters arising.

4. Sports Funding

Officers reported that five local clubs were awarded funding from the new Sports Funding scheme at the end of last year. The final total awarded was £2,912 for initiatives to increase participation in sport and healthy activities in the most inclusive way. Recognising that applications exceeded the initial budget of £2,000 Councillors approved an increase for the next financial year to £4,000. The scheme will open again in September 2026.

5. Sports Awards and Grant Aid

- 5.1. Nominations are now open for this year's Sports Awards in ten categories, the closing date is Monday 9 March. Presentations will be made at the Annual Town Meeting on Thursday 23 April. This is always a great opportunity to recognise and promote healthy activities and sporting achievements in Littlehampton, for individuals and groups.
- 5.2. The Town Council's annual Grant Aid scheme is also open for local groups to register their interest in receiving a share from a funding pot of £25,000. After the closing date of Monday 23 February, groups that have met the criteria are allocated a funding tier which states the amount for which they can apply. Successful applications are confirmed at the Community Resources Committee meeting on Thursday 4 June.
- 5.3. Clubs were encouraged to nominate for the Sports Awards, and register their interest in Grant Aid.

6. Local Government Reorganisation and its Impact on Local Sports

- 6.1. The Local Government Reorganisation is looking to establish unitary councils across the country serving a minimum of 500,000 residents in each area. This means West Sussex County Council and Arun District Council will cease to exist in their present forms to become part of a larger authority. Town and parish councils are not included. The proposed timeline is for unitary authorities to begin in 2028.
- 6.2. The Chair explained more information will become available in the few months on how it will be structured and work in practice. Members can read more here: www.arun.gov.uk/devolution-local-government-reorganisation
- 6.3. Members enquired as to who would take on oversight of local playing fields and sporting facilities, as there is a unanimous preference for these to be managed by local councils, as they are closer to the residents and have a better understanding of their benefits and impact for the community.
- 6.4. The Chair clarified that it's essential that any additional responsibilities for local councils would need to be supported by additional funding to ensure standards are maintained for provision and maintenance.
- 6.5. Members recognised there may be a need in the future for the Sports Forum to make a case to central government stating its position in support of Littlehampton Town Council adopting local playing facilities and green spaces. This would benefit the town council if there was a bidding process and they needed to submit a business case for taking on these assets.

7. Members' Updates

- 7.1. Littlehampton Badminton and Squash Club

The club recognises the importance in increasing membership and they have been pursuing various initiatives to do this, whilst also setting up extra coaching courses with the aspiration to create a centre of excellence. There have been some challenges with day-to-day management of the club but these have been resolved with a new person in place.

7.2. Littlehampton Wave Life Saving Club

The club held their Annual Presentation Evening in January with Littlehampton Mayor and Chair of the Sports Forum in attendance, in his role as Chair of Arun District Council. The club were part of Tesco's Blue Token scheme but are yet to hear the results of this. Membership is still low, particularly as three left last term due to A-Level commitments. They continue to offer their Save a Child's Life and Save a Baby's Life courses at the Littlehampton Wave, though the latter had sadly no attendance on the last occasion. But many of the club's successes, awards and activities continue to be reported in the Littlehampton Gazette and other local magazines.

7.3. David O Jones Sports

There is an increased interest in darts due to Luke Littler's televised recent performances which has translated into sales. Though High Street trade is thin on the ground at the moment, it is likely to pick up again in the spring.

7.4. Littlehampton Cricket Club

A new chair and captain were voted in at their recent Annual General Meeting. The Colts aged 10 to 14 years olds have started their nets training, with the adults' training beginning at the end of February. Fixtures have been released, with a league campaign and friendly matches planned. This includes monthly matches for those over 60 and 70 years old.

7.5. Littlehampton Town Youth Football Club

The club now has 21 teams for different ages, which includes two inclusive teams. The under 18's has a pathway into the men's senior team. The cost of hiring artificial pitches continues to be a challenge, alongside matches called off due to wet weather.

7.6. Littlehampton Town Football Club

The team is currently sitting mid-table. Poor weather has caused some matches to be postponed, which then causes a back log for those matches to be played. A charity event comprising a celebrity football match will take place on Sunday 1 March, which has been promoted online.

7.7. Littlehampton Rugby Club

There is a need for more coaches and volunteers for their minis matches, as these continue to be popular. The ladies team are expecting to progress up the leagues. Members of the Colts team will merge with the men's senior team as they age and become more experienced. The men's team is expected to win the league again as they are currently top. The club is still waiting for written confirmation from Arun District Council that they are permitted to install floodlights at the ground.

ACTION: Chair to contact Arun District Council regarding confirmation for floodlights.

7.8. Littlehampton Sportsfield

The Sportsfield Trustees, working with the Freeholders, are looking to raise funds through the sale of land as a necessity to meet the costs of segregating the cricket arena from the main football pitch. This will enable Littlehampton Town Football Club to continue playing at the Sportsfield, as stringent criteria of the football governing bodies must be met by 2028. This requires complete segregation of cricket and football, and the resultant provision of suitable new clubhouses, pitch improvements, ball stop fencing etc.

There are upcoming challenges regarding finances as funding from the Town Council is being reduced, alongside regular income from rent for the phone mast coming to an end.

8. Any Other Business

8.1. The Chair highlighted a proposed development at White Meadows Primary Academy to convert some of their grounds into a community pitch. This will increase the availability for local clubs.

8.2. The Chair is shortly meeting with the Chair of Governors at The Littlehampton Academy and will raise the cost of their pitch hire as it is prohibitive for local clubs and does not encourage community engagement for the academy. This is particularly highlighted as members noted that pitch hire at Lancing College is lower, even though they are also part of Woodards Academies Trust.

8.3. The developer's planning application for the remaining phases at Hampton Park has been submitted which will include the playing fields. Members should consider whether to make comments to emphasise local demand. The Chair also highlighted there is Section 106 money available which can be applied for through Arun District Council. This is for sports development in Littlehampton and can be used for capital spend such as facilities and equipment. Any members interested in this should contact the Chair.

This is the reference and link for Hampton Park playing fields: [LU/252/25/RES](#)

8.4. The Sports Fair, hosted by Littlehampton Badminton and Squash Club, will be taking place again this year. A questionnaire will be sent to members to ask when would be the best times and dates for this to take place.

ACTION: Member to send Officer questionnaire to forward to members.

8.5. The Town Council's Culture and Community Day will be taking place on Wednesday 9 April during the Easter holidays. Several local clubs are already involved.

8.6. Members confirmed that the building development on Ford Airfield won't impeach on the pitches located at Arena Sports Arena.

9. Date of Next Meetings

Monday 27 April 2026, 6pm

Monday 6 July 2026, 6pm

Monday 28 September 2026, 6pm

The meeting closed at 6.45pm.

UNAPPROVED

Littlehampton Town Council

Non- Confidential

Committee: Community Resources

Date: 16 April 2026

Report by: Town Clerk

Subject: Service Funding Agreements

1. Summary and update

The report provides an overview of the feedback provided by the Town Council's four Service Funding Agreements (SFA), which concluded in March 2026 and confirms the Service Funding Agreements that begin in April 2026.

2. Recommendations

The Committee is recommended to:

To note the contents of the report.

3. Service Funding Agreements 2023 to 2026 Feedback

- 3.1. An overview of the feedback from each group is set out in Appendix A alongside details of the services they provided under the agreement.

4. New Service Funding Agreements 2026 to 2029

- 4.1. Nine new Service Funding Agreements are in place to begin April 2026. The contracts have been prepared and sent to the recipients. The details of these agreements are summarised and attached in Appendix B.
- 4.2. Three of the previous groups have new Service Funding Agreements. The fourth, Freedom Leisure, has been changed to a Service Level Agreement as this better reflects the service they provide for the Town Council, which is activity sessions during the summer holidays.
- 4.3. A letter addressed to the Chair of this Committee was received from Littlehampton Sportsfield on Thursday 12 March, seeking a reconsideration of the Council's decision and the level of funding awarded under the Service Funding Agreement for the period 2026 to 2028. A response has been issued, setting out the decision-making process and the rationale underpinning the final determination to

award an SFA of £3,000 per annum for two years. For information, copies of the correspondence have been circulated to members of the committee only, under separate cover, due to the private and business sensitive nature of their contents. Whilst the SFA decisions are final and there is no appeal process the Chair of the Committee and officers continue to work with the Sportsfield to explore additional support from other sources. The matter is being brought to the attention of this committee under its delegated responsibility for Service Funding Agreements.

5. Financial Implications

- 5.1. The budget for Service Funding Agreements for 2025 to 2026 was £12,000 per annum.
- 5.2. The budget for Service Funding Agreements for 2026 to 2027 is £31,000 per annum.
- 5.3. The budget for the Service Level Agreement with Freedom Leisure to deliver activity sessions is £5,000 for 2026 to 2027.

Laura Chrysostomou

Town Clerk

Service Funding Agreements Annual Review 2025 to 2026 - Appendix A

Arun Chichester Citizens Advice (ACCA) – £1,000 per annum

Description of Service

ACCA is an independent member of the National Association of Citizens Advice Bureau (NACAB). It provides information and advice to solve problems regarding debt, housing, legal, healthcare, family, energy, consumer, employment and more.

Objectives of Service

ACCA aimed to provide the advice people need for the problems they face and to improve policies and practices that affect people's lives. This service is online, by phone, email, video call or at local in-person sessions.

ACCA's principles for delivering this service are by being:

- Independent – always acting in the interest of clients, without influence from any outside bodies.
- Impartial – not judging clients or making assumptions about them, being open to everyone and treating everyone equally.
- Confidential – not passing on any information about a client without their permission.
- Free – no one pays for any part of the service.

Report Update 2025 to 2026

ACCA continued with their five strategic priorities: Deliver Core and Council contracts to an excellent standard; Proactively identify issues and needs within the community and deliver long-term solutions; Maintain focused growth through influence; Develop an agile, capable and effective organisation; Ensure financial capability for delivery.

With a culture that seeks to be responsible to the environment and the achievement of net zero, fully supportive, diverse and inclusive in every action, community focused with desire to drive out inequality and a willing partner and active player within the local community, ACCA continues outperforming every target set and have an even greater positive impact on their clients and community.

In Littlehampton they have two weekly drop-ins at Littlehampton Library and Wick Surgery, alongside their ongoing telephone service, email, online consultation and through social media.

This year, clients' have faced persistent challenges including poverty, debt, mental health, housing and energy. There was a time when people were torn between heating their homes or buying food. ACCA are now seeing individuals who can afford neither. Providing holistic support across these interconnected issues has been crucial in helping people overcome the difficulties they've encountered.

They have managed approximately 17,878 issues over the last year from 1,618 Littlehampton residents – this does not include webchats, national emails or those who do not disclose their address.

Service Funding Agreements Annual Review 2025 to 2026 - Appendix A

Arun Community Transport (ACT) – £2,000 per annum

Description of Service

ACT provides a volunteer community transport scheme, available in Arun to residents of Littlehampton who would normally have difficulty travelling independently or by public transport because of disability or frailty.

Objectives of Service

The funded service has predominantly focused on Littlehampton residents and Littlehampton groups and organisations.

ACT provides the core Services set out below:

- Support those unable to use public transport or travel independently because of disability or frailty, by offering a volunteer car service.
- Provide a community minibus for shopping and group social trips.
- Other core services which fall within the objectives of ACT.

Report Update 2025 to 2026

ACT provides transport options for those with limited mobility or who have difficulty in accessing suitable transport to attend medical appointments, rehabilitation classes, and social activities across Littlehampton and the Arun District. ACT also support opportunities for social inclusion within Littlehampton including, where possible, shopping trips. Through their service they strive to tackle social isolation, which affects many of their members. Volunteer drivers provide a listening ear and friendly face.

In 2025 ACT had over 1,000 members and provided over 7,200 trips using its Volunteer Car Service and Wheelchair Accessible Vehicle (WAV). 292 Littlehampton residents are registered members who made 1,950 trips in the year. 151 of the Littlehampton members have mobility issues, which include walking aids such as sticks, walking frames and wheelchairs.

The Wheelchair Accessible Vehicle (WAV), purchased in 2024, provides approximately 12 trips per week, driven by voluntary drivers.

ACT has been exploring ways of connecting with local social groups and activities to be able to meet the wider needs of the community. This has included attending the Town Show and Family Fun Day, and other High Street community events to promote their service and have conversations to understand local needs and where they could meet these.

They continue to work with partner providers as part of the Community Transport Forum to expand and develop other services in Littlehampton and the wider Arun District to tackle social isolation.

ACT is funded by public donations, grant funding, and funding from ten local councils including Littlehampton Town Council.

Service Funding Agreements Annual Review 2025 to 2026 - Appendix A

Freedom Leisure / Out and About Sessions – £3,000 per annum

Description of Service

Wealden Leisure Ltd through Freedom Leisure is an active participant in the local community and has provided Out and About play sessions in Wick over the school summer holidays and in other parts of Littlehampton in the Easter holidays as part of the Town Council's events programme.

These sessions provide healthy and fun opportunities for families on low income, who might otherwise find it difficult to access fund-paid activities for their children.

Objectives of Service

The service provides Out and About play sessions in Wick over the school summer holidays for 5 to 12 year olds. The service undertook the following requirements:

- To provide free and easily accessible daily 2-hour play sessions on available Mondays, Wednesdays and Fridays during the summer, hosted on the Water Lane Recreation ground in Wick.
- To provide free and easily accessible 2-hour play sessions on two Wednesdays during the Easter holidays hosted at locations in Littlehampton.
- To deliver sports, games and craft activities for children and their families.

Report Update 2025 to 2026

As part of the Town Council's Out and About events programme, Freedom Leisure provided three Active Play sessions a week in the summer holidays at Water Lane, Wick and two extended sessions during the Easter holidays on Littlehampton High Street, with their Healthy Communities Team.

These are free two-hour sessions aimed at tackling social isolation and welcoming families from low socio-economic backgrounds affected by the ever-rising cost of living. The sessions encompass sport, games, arts, craft and a bouncy castle. They are aimed at 3 to 12 year-olds, however they are designed to be inclusive to all and have become a real lifeline for families during the summer holidays.

The sessions continued to be popular at Water Lane, attracting 713 child attendances over the summer. This figure doesn't include the wider family and friends who also attend and enjoy these times. The team works tirelessly through the hot summer days and rainy ones too, to make sure everyone who attends gets the most out of each session.

In addition to offering free play sessions to the community, thanks to their partnership with Littlehampton Community Fridge, free food provision was also available to support attending children and families.

As the Easter sessions in 2024 did not take place due to adverse weather conditions and unavailability of K2 Youth and Community Centre, additional sessions were provided in 2025 alongside the Town Council's Easter High Street events; successfully enhancing the offer of free activities.

Service Funding Agreements Annual Review 2025 to 2026 - Appendix A

Littlehampton Sportsfield (LSMC) – £6,000 per annum

Description of Service

The Littlehampton Sportsfield is a well-maintained sports facility of 3.2 hectares, accommodating a range of valued sports clubs and activities. LSMC endeavour to create, develop, co-ordinate and promote opportunities for all the community to participate in sport, physical activity and recreation leading to an improved quality of life, health, social and emotional well-being. LSMC work closely with partners to maximise the use of the facilities and create a centre of sporting excellence.

Objectives of Service

The core objective of LSMC is to safeguard sport on the Sportsfield through the provision of sporting opportunities on that facility. Other functions are set out below.

- To continue to raise the standard of the facilities to existing and potential club members to a level compatible with current and future member expectations.
- To establish a sound and long-term financial basis for the Sportsfield to enable the founder trustees to achieve their main objectives.
- To endeavour to secure the long-term future for all the Member Clubs.
- To create opportunities for the pursuit of excellence, including the attraction of County Cricket and Senior Football to the Sportsfield.
- To explore ways in which the Sportsfield facilities, clubs and management can better contribute to the long-term improvement and development of sporting opportunities in Littlehampton.

Report Update 2025 to 2026

The Sportsfield accommodates a range of sports clubs and activities. These include, but are not limited to: Littlehampton Cricket Club, Littlehampton Town Football Club, Littlehampton Croquet Club, Excel Football Academy and the Sportsman.

Throughout the year approximately 524 Littlehampton residents enjoy the outdoor sporting facilities. This includes the resident clubs' members and non-members.

Howard Lawn Tennis Club relocated to courts at Maltravers Drive at the end of their season, leaving an available space at the ground. After unsuccessful negotiations with a padel tennis provider, Excel Football Academy is now using the space for developing and training young players.

In 2025 Grant Aid funding was given to the cricket club to continue developing their women and girls' cricket teams with the provision of professional coaching.

Over the last year the Sportsfield has been developing plans to segregate the cricket field and football pitch. Moving or building a new cricket pavilion has been key to whether a cricket field can be established on a different part of the site. The separation would greatly extend the seasons for both football and cricket, thereby increasing the availability of both sports for the community. This will also meet football league conditions for ground improvements by 2028, as stipulated by the Football Association.

This development is the primary focus of the Sportsfield's new Service Funding Agreement starting in April 2026.

Confirmed new Service Funding Agreements from April 2026

Organisation	Agreement Term	Amount per Year
Arun and Chichester Citizens Advice	3 years	£3,000
Arun Community Transport	3 years	£5,000
Fare Divide	3 years	£5,000
Home-Start Arun	3 years	£3,000
Littlehampton and District Foodbank	3 years	£5,000
Littlehampton District Lions Club	3 years	£500
Littlehampton Sportsfield	2 years	£3,000
Shopmobility	3 years	£3,500
Voluntary Action Arun and Chichester	3 years	£3,000
	Annual Total	£31,000

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 16 April 2026

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on the two Easter High Street events, and the planning of the Armed Forces, Families and Veterans Day, Sandcastle Competition and Screen on the Green.
- 1.2. The report sets out an update on the awarded Event Support Tenders and the Event Support Funding.

2. Recommendations

The Committee is recommended to:

Note the contents of the report.

3. Easter High Street events

- 3.1 The first event took place on Wednesday 1 April and focused on Easter and spring themes, featuring a programme of seasonal activities designed to engage families and younger visitors. The High Street was filled with arts and crafts, interactive story telling workshops and a magician that encouraged creativity and participation. Stallholders were a mixture of commercial pitches and local community groups including the Community Fridge and Community Growers.
- 3.2 The second event was held on Thursday 9 April 2026 and had a community-focus theme with a mix of local community groups offering a variety of performances and activities. Attendees enjoyed showcases from local performers, alongside food tasters provided by various cultural groups which helped to celebrate the diversity of the town and contributed to the lively atmosphere throughout the day.
- 3.3. In addition, the High Street Businesses supported both weeks and held a combination of free and paid for activities. The Littlehampton Business Forum ran an Arts and Craft Festival 27 March to 10 April and attended both events with art and craft activities.

- 3.4. Both events featured free children's entertainment and activities running between 11:00 and 15:00. Instead of a council-run Easter Trail, the new wayfinding project was showcased. Artsworld, the organisation involved in developing the project, participated in the first week's event and led a Littlehampton themed art activity.
- 3.5. Both Easter High Street events were very well attended this year, each attracting strong engagement from residents and visitors. The first event offered distinctly family-focused activities that successfully drew in families and younger attendees. The second event on 9 April provided a broader community feel and was enjoyed by a wide demographic, with participants representing varied ages and backgrounds from across Littlehampton. A mixture of community group performances, cultural food tasters and entertainment contributed to a vibrant and inclusive atmosphere throughout the day.
- 3.6 High Street businesses supported both weeks through a range of free and paid-for activities, and the Littlehampton Business Forum's Arts and Craft Festival added further value to the programme. The new wayfinding project was positively received. Across both events, feedback from local businesses, contractors and attendees was very positive. Everything ran smoothly and according to plan, and overall participation exceeded last year's events, demonstrating strong community engagement and continued growth in popularity.

4. Armed Forces, Families and Veterans Day

- 4.1. The event is scheduled to take place on Saturday 27 June 2026.
- 4.2 Officers have submitted bids for arena attractions to provide a high-profile draw for attendees. The Red Devils Parachute Display Team and the Falcons Parachute Team are now unable to attend the event due to other priority engagements.
- 4.3 A formal bid has been submitted to secure a military band and an aerial flypast for the event. The outcome of this bid is expected approximately six weeks prior to the event date.
- 4.4 The Royal British Legion East Preston and Kingston Branch are able to support the event once again and funding of £5,685 has been secured to pay for the replica military vehicles to create educational experiences.
- 4.5 Officers have approached a Historical re-enactment group to provide hands on activities for the public to get involved with, including WWII medical care and home guard training. With a fee in the region of £2,340 plus vat. The cost of the highlight attraction would be well within the allocated budget.

- 4.6 Live entertainment has been secured for the second performance area adjacent to the military displays on the corner of the green. Additional PA system and speakers will be provided by the new Sound and Production contractor.
- 4.7 Officers have been successful and secured funding from the Ministry of Defence (MOD) to the value of £5,000. This will free up funds from the budget for additional attractions.
- 4.8 A total of 18 military or uniform groups have applied for a pitch at the event along with four caterers and the Scouts NAAFI tent. Invites have been sent to military enthusiasts to display their vehicles and social media posts have been put on the Military Vehicle Trust forum to raise awareness. The Museum Team will host activities and Tangmere Museum will be present again.
- 4.9 Local uniformed groups have confirmed their attendance for the event again for 2026. This includes local Scouting groups, the Sea Cadets, Army Cadets and Nautical Training Corps.
- 4.10 Confirmed attractions for the event currently include the Army Cadets kit car display, an armoured vehicle display, the parade and service and the Cadets Massed Band.
- 4.11 Officers are currently in discussion with the 30 Commandos who are exploring the availability of military assets and personnel.

5. Sandcastle Competition 6 August 2026

- 5.1 The Sandcastle Competition is aimed at local children and families across three age group categories, with winners receiving prizes donated by local businesses. Each year around 300 children take part in the event, building castles and sand sculptures. Having reviewed the tide times a date of Thursday 6 August is recommended for the event to take place. Officers will approach local businesses to donate prizes.
- 5.2 Officers are exploring options to enhance the event by adding free, family-friendly entertainment. Arun District Council have been contacted and confirmed that the area of green between the Stage by the Sea and new Concessions is considered as Banjo Road and would not fall under the Green's covenants. This area is enough to expand the event but small enough to not require additional contracted event staff. As part of the extension, water safety and coastal awareness would be incorporated as well as showcasing the new concessions.

6. Screen on the Green 15 August 2025

- 6.1 Officers have explored screen provision and were only able to find one company, the existing contractor, who can supply a 40ft screen for the event. It is recommended that a quote of £3,995 to provide a 40-foot Cinema Screen for the event is approved on the basis that it is suitable for a larger audience of up to 5,000 people and the contractor has provided an excellent service to the Council for several years. The quote includes collection and delivery, on site technicians, visual equipment, and the film license.
- 6.2 As a part of the recent event services tendering process a toilet contractor has been appointed and can provide three trailers combining a variety of ladies and gents' cubicles and two disabled pods at a cost of £2,850 for the event.
- 6.3 In order to ensure spectator safety, there will be temporary lighting situated around the site and there will be contracted stewards, security and first aiders in attendance. Officers will liaise with the local policing team to request that there is a police presence for the duration of the event.
- 6.4 Following feedback, voting for the film choice has been amended for this year's event. Members of the public were asked to submit their preferred film category (animation, adventure, musical and fantasy) and Musical was chosen by the public. The Chair and Vice Chair of this Committee along with the Mayor will now choose film choices with a certificate of PG or below from this category. The six films shortlisted will then be promoted on the Town Council's Facebook page for the public to vote on. The vote will run for two weeks in April and will be advertised via social media, the Council's website and through press releases. The winning film will be announced on all the Town Council media channels.

7. Event Support Services Tender

- 7.1 The tender process for the seven service areas has now been completed. Invitations for quotes were issued earlier in the year, and applications remained open for a month. In total, 48 tender submissions were received across the seven service categories for the 2026 to 2029 provision period.
- 7.2 Following a thorough assessment process, the contracts for each service area have been awarded for the period 2026 to 2029.

8. Event Support Funding

- 8.1 The Littlehampton Business Forum applied for funding from the Event Support Fund to deliver an Arts and Craft Festival designed to drive increased footfall to the town and highlight the local creative economy. The two-week programme, running from 27 March to 10 April, features a range of

workshops in collaboration with local businesses including Arcade Bookshop, Magpies and Butterflies, Daina Art Studio, Birds of Paradise and free rock painting workshops.

- 8.2 The Business Forum requested £115, and as it fulfilled the objectives set out in the Council's Event Support Strategy it was approved by the Chair of the Committee and the Town Clerk. Following this allocation, £1,850 remains in the Event Support Fund budget.

9. Financial Implications

- 9.1 A budget of £3,465 was allocated to the Easter High Street events from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 9.2 A budget of £15,540 was allocated for the Armed Forces, Families and Veterans Day event from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget. In addition, a MOD grant of £5,000 has been confirmed to cover event infrastructure and The Royal British Legion East Preston and Kingston Branch have allocated £5,685 for the static displays.
- 9.3 A budget of £682 was allocated to the Sandcastle Competition from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 9.4 A budget of £15,540 was allocated to the Screen on the Green from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 9.5 Event Support Funding is budgeted at £2,000 for 2026 to 2027.

Laura Chrysostomou

Town Clerk

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 16 April 2026

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

The Committee is recommended to:

Note the Business Plan updates in Appendix 1.

3. Background / Update

- 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. 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: and 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 bullet points below draw 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.

Key objectives:

- Prioritise works to secure boundary to Rosemead Park
- Museum Project Time Machine – Completion of Phase Two and embark on Phase Three – Upgrade and develop the Collection
- Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
- Complete Event Review and agree and implement new Events Programme and budget. Continue work to develop an Events Forum working with partners to deliver community events throughout the year.
- Deliver Easter, Summer, and Christmas High Street Events.
- Finalise Community Centre Action Plans

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

- Heritage Fund Grant bid for “Transforming Littlehampton Museum: Building Solid Foundations for the Next 100 Years” was successful. See also separate report.
- Museum documentation work hitting targets as expected.
- Allotments Working Group met on Thursday 15 January to receive updates and look ahead to the next pieces of work on the list of infrastructure priorities, due to take place from the next financial year.

- The new Facilities and Contracts Manager has taken on oversight of the allotments from the Community Resources Officer.
- Full Council gave final approval to the budget to support nine Service Funding Agreements starting on 1 April 2026 totalling £31,000. See also separate report.
- 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.
- Town Centre Events – two events completed – see separate report.
- Visit Littlehampton and Love Littlehampton Website Revamp - Both websites are built and officers are currently working on populating it with content. Local event organisers and businesses have been invited to add their own listings. It is hoped the websites will launch by the end of April.
- Event Support Funding policy and procedure developed, adopted and launched. Plans to deliver the core events programme are progressing well – see separate report.
- Christmas Lighting Contract reviewed– see separate report.

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	Committee	Officer	Status as at May 2025 In Progress / On Hold / Complete (outcome)	Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
Major Regeneration & Development Initiatives							
Work with Arun District Council & partners in delivery of Seafrost Regeneration	Construction phase underway 2025. Work with ADC to ensure impact on LTC events programme and assets (BBQs & Stage By the Sea venue) minimised & managed. BBQs sent off for refurbishment autumn 2024. Stage by the Sea to be repainted at end of construction.	Summer 2025	P&F, CRC	TC, EM	In Progress - COMPLETED		
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	Construction progress overseen by the Community Centres Sub-Committee & reports to Council. Once complete - Building management = P&P. Hiring = CRC	ATC	In Progress		
Hampton Park (North Littlehampton) Allotments sites	1. Holly Drive (southern) LU/263/22/RES 2. Northern	1. Planning App. Approved Dec. 2023 Construction TBC Market & first tenants TBC likely 2025 2. TBC construction unlikely before 2025	CRC	ATC	On Hold		
Rosemead Park	1. Prioritise works to secure boundary following unauthorised encampment 2. Longer term objectives to be pursued as part of wider package of improvements include: a. Consider allowing concessions to operate on the site b. Plans for the development of the site utilising the acquired and expected S106 funding c. Explore obtaining Green Flag Status d. Explore opportunities to increase biodiversity, and ensure developments consider environmental and sustainability factors.	1. Boundary works 2025. 2. Funding must be spent on the purposes specified within 10 years of receipt 2032. 3. 2025 to 2026	CRC	CRO, ATC	In Progress		Proposal through March Committee cycle to move this Goal to 2026 to 2027
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/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. 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 (MSE) Grant and work up Heritage Fund Grant (HFG) Application Oct 2025 - Finalise HFG Application & submit further MSE 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 MSE grant, using existing staff and volunteers) and complete before November 2026 OR March 2026 - start full HGF funded project (MSE funded part to be completed before November 2026) 3. Monitor for opportunities	CRC, P&P (maintenance issues only)	Curator, ATC	In Progress	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 National Lottery Heritage Fund Grant application. Documentation work hitting targets as expected.
Allotment Strategy & Action Plan	1. Implement Action Plan Objectives - improvements to infrastructure 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 3. Review & assess community project initiatives	1. Agree priority areas of work 2. Agree timetable for works	CRC & AWG	CRO, ATC	In Progress	1. Contractors on two allotment sites, carried out infrastructure improvement works in line with the Allotment Strategy Action Plan. 2. Invoices for annual renewals have been sent to tenants. 3. The approved recommendations from September's CRC are being implemented. 4. Tenancies of inactive plot holders have been brought to a close.	Allotments Working Group met on Thursday 15 January to receive updates and look ahead to the next pieces of work on the list of infrastructure priorities, due to take place from the next financial year. The new Facilities and Contracts Manager has taken on oversight of the allotments from the Community Resources Officer.
Review Service Funding Agreements (SFA)	1. June 25 - Make 2025 Main Grant Scheme awards view of criteria, monitoring and evaluation 2. July- September 2025 - Review funding available aligned to priorities of new Council, criteria & evaluate existing and potential new partners 3. October 2025 - CRC agree SFA criteria, objectives, funding and potential partners, put existing SFA's on notice regarding review. 4. Dec 2025 - Agree budget and partners, communicate arrangements for 2026-29 for implementation at start of 2026-27	1. September 2023 2. October to December 2023 3. SFAs 2025- 2026	CRC	CRO, ATC	Commencing June 2025	Interviews took place for potential SFA partners with recommendations made at Dec 2025 CRC.	Full Council gave final approval to the budget to support nine Service Funding Agreements starting on 1 April 2026 totalling £31,000. Eight of these are for three years, one of these is for two years. The Agreements are now being put together with specific outcomes described for each recipient.
Rewilding / Wildflower Meadows / tree wardens	1. Investigate potential for such schemes with objectives for review. Opportunities to be re-assessed alongside Floral Contract review later in 2025 2. Review the Filzalan Link Road wildflower planting scheme.	Opportunities to be re-assessed alongside Floral Contract review later in 2025 and Rosemead Park enhancements.	CRC	ATC, CRO	On Hold		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.

Goals	Objectives					Q3 (OCT - DEC 25)	Q4 (JAN - MARCH 26)
	Description	Timeline	Committee	Officer	Status as at May 2025 In Progress / On Hold / Complete (outcome)		
Town Centre							
Town Centre Events	Deliver annual programme of events designed to attract visitors to the Town Centre and deter anti-social behaviour as part of the Events Strategy, and supporting the Town Centre Strategy.	Annual programme and budget agreed in autumn with delivery of events across the following year. Event programme: Easter 2025 Summer 2025 Xmas 2025	CRC	EM, POTCS	In Progress	Small Business Saturday (SBS) on 6 December, originally had a few extra activities on the high street to enhance the shopping experience. Due to the Switch on event having to be cancelled due to high winds, some of the activities and performances have moved to SBS. The town centre officer and events manager are now working collaboratively on the event. Between 22 November and 22 December, children are invited to take part in a trail involving finding characters on posters on shop windows. The trail is once again sponsored by Cuff Miller who have donated a Fire HD tablet. It is hoped the trail will encourage visitors to the town centre during the festive period. Officers have liaised with the Lions Club and the market operator to facilitate a Santa's Grotto at the last market before Christmas. On Friday 19 December the Market operator will be adding a face painter and live music to the market.	Two events taking place - 1 April and 9 April. Programme includes family activities and stallholders. Artwork to be present at the first event to promote the Wayfinding project.
Communications & Events							
Visit Littlehampton and Love Littlehampton Website Revamp	Refresh the website in consultation with officers and councillors and in liaison with ADC.	2025	CRC, P&F	C&MM, EM	In Progress	The website is in production and should be ready early January for officers to populate with content prior to a live launch.	Both websites are built and officers are currently working on populating it with content. Local event organisers and businesses have been invited to add their own listings. It is hoped the websites will launch by the end of April.
Events	1. Review Annual Events Programme 2. Review capacity 3. Deliver annual community event programme 2025 to 2026	2025 to 2026	CRC	EM, C&MM	In Progress	The core programme of events has been approved, and work is underway on planning and booking acts for the next three years. An Event Action Plan has been agreed by councillors and alongside the Event Strategy, sets out clear objectives for the development of council run events and the overarching goals for achieving this. A proposed event budget for the next three years, including a 20% contingency, is being considered as part of budget discussions. The next Event Forum is scheduled for January 2026 to continue building this to get the group ready to run events together independently. The events team delivered a successful Remembrance Sunday. The Christmas Lights Switch on had to be postponed due to the high winds which would make the event unsafe to go ahead. The switch on happened on 21 November in a private event where the Mayor and the winner of the Mayor's Christmas Card Competition switched on the lights - this was filmed and shared on the Council's Facebook Page. Some of the elements of the event moved to Small Business Saturday which will be held on 6 December.	Event Support Funding has been launched. Plans to deliver the core events programme are progressing well.
Corporate initiatives and projects							
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	CRC, P&P (maintenance only)	DTC, ATC, CRO, OM	In Progress		
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.	CRC, P&P (maintenance issues only)	ATC, CRO	On Hold		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.
Review Christmas Lighting contract	The Christmas Lighting contract was awarded for three years to include a display in 2023, 2024 and 2025.	Links to Event Review. Review and renew contract autumn 2025 Implement Christmas 2026	CRC	EM	In progress		Christmas Lights Working Group made recommendations to the Community Resources Committee which were approved and will now go into a tender brief. The tender should be advertised from early March with a view to appoint a new contractor for the three year scheme from April 2026.

Littlehampton Town Council

Non-Confidential

Community Resources Committee

Date: 16 April 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 Community Resources Committee (CRC) budget for 2025 to 2026. 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 current year's budget for 2025 to 2026; the actual net spends for 2025 to 2026 and the balance remaining 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:

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. Note the report.

3. Budget Monitor 2025 to 2026

- 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 £24,348. £4,966 of this budget was set to come from Earmarked Reserves (EMR). An underspend of £402 has been projected at the year end. Therefore, only £4,564 will be spent from EMR.

3.3 Community

3.3.1 Expenditure is in line with expectations.

3.3.2 £11,197 income has been received year to date. This is primarily due to £5,325 donation from The East Preston Royal British Legion and £4,372.83 grant from The Ministry of Defence for Armed Forces Day.

3.3.3 Armed Forces Day, as forecast, is overspent by £5,694.57 but will be offset by the funding received as mentioned earlier.

3.3.4 Town Centre Events is overspent by £187.59 and will be met by underspends within this cost centre.

3.3.5 The £1,000 for National Events will be earmarked at year end.

3.3.6 The remaining budget within Christmas Illuminations will be earmarked at year end to cover the electric costs that are yet to be invoiced.

3.3.7 Screen on the green is expected to be on budget with some invoices yet to be received.

3.4 Southfield's Jubilee Centre

3.4.1 Expenditure is in line with expectations.

3.4.2 There has been £65 spend year to date from the protective clothing line, the remaining £119 will be earmarked at year end to cover new starter purchase costs.

3.4.3 £455 from equipment maintenance will be earmarked at year end and incorporated into the newly formed furniture and equipment earmarked reserve.

3.4.4 The £604 overspend on contract cleaning will be met by overall underspends within this cost centre.

3.4.5 £41,760 against the budgeted £28,000 for room rental income has been received so far this year.

3.5 Parks and Open Spaces

3.5.1 Expenditure is in line with expectations.

3.5.2 There has been £1,829 of the £6,000 Tree maintenance budget spent year to date. The remaining £4,170 will be earmarked at year end.

3.5.3 The £2,000 Town Planters budget will be earmarked at year end for future spends.

3.5.4 The Rosemead Maintenance costs are for the previously reported boundary works completed last year.

3.6 Museum

- 3.6.1 Expenditure is in line with expectations.
- 3.6.2 £434 in Collections Management will be earmarked at year end.
- 3.6.3 £845 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 to veteran's charities (the book was produced locally as part of a community project to commemorate the 100th anniversary of the end of World War One). The remaining income will be earmarked at year end for reprint costs.

Museum Income

	Budget	Income
Sales	£1,000	£329
Donations	£425	£35
Exhibition Commission/Sales	£50	£0
Centenary Book Income	£0	£21
Loan Box Income	£50	£460
Grants Received	-	
	£1,525	£845

3.7 Allotments

- 3.7.1 Expenditure is in line with expectations.
- 3.7.2 The overspend for water will be met from overall underspends within this cost centre and is due to increased standing charges which is being investigated.
- 3.7.2 Allotments Rents income is below expectations with £22,287 of the £24,168 budget received to date.

3.8 K2 & Youth Services

- 3.8.1 Expenditure is underspent overall in line with expectations.
- 3.8.2 £49,877 has been spent from earmarked reserves on furniture, fittings and equipment. £12,647 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.

Cost Centre	Budget Code	Budget description
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

Financial Budget Comparison for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
INCOME				

Financial Budget Comparison

for Grants and Partnerships Initiatives

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance	
EXPENDITURE					
Grants and Partnerships Initiatives					
6202	Citizens Advice Bureau	£1,000.00	£0.00	£1,000.00	£0.00
6205	Arun Community Transport	£2,000.00	£500.00	£2,500.00	£0.00
6210	General Grants	£24,750.00	£0.00	£24,348.00	£402.00
6211	Merit Awards	£140.00	£0.00	£290.02	-£150.02
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£0.00	£1,500.00
6310	Freedom Freedom Out and About	£3,000.00	£0.00	£3,000.00	£0.00
6408	Wick Initiatives	£0.00	£2,500.00	£2,500.00	£0.00
6410	Littlehampton Sportsfield	£6,000.00	£0.00	£6,000.00	£0.00
6413	Sports Funding	£2,000.00	£431.75	£3,355.75	-£924.00
6706	Arun Youth Projects	£55,000.00	£0.00	£55,000.00	£0.00
8000	Recharge in Central Support Services	£3,083.00	£0.00	£0.00	£3,083.00
7102104	Salaries	£8,645.00	£0.00	£6,173.74	£2,471.26
Total Grants and Partnerships Initiatives	£107,118.00	£3,431.75	£104,167.51	£6,382.24	
Total Grants and Partnerships Ini	£0.00	£0.00	£0.00	£0.00	
Total Grants and Partnerships Ini	£107,118.00	£3,431.75	£104,167.51	£6,382.24	
Total Net Balance	-£107,118.00		-£104,167.51		

Financial Budget Comparison

for Community

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
INCOME					
Community					
4003	Screen on the Green	£0.00	£0.00	£50.00	£50.00
4203	Easter Out & About	£0.00	£0.00	£25.00	£25.00
4204	Town Show	£0.00	£0.00	£18.75	£18.75
4207	Armed Forces Day	£0.00	£0.00	£11,197.83	£11,197.83
4219	Christmas Light Switch On	£0.00	£0.00	£247.50	£247.50
4901	SFA for Visit Littlehampton	£3,000.00	£0.00	£0.00	-£3,000.00
4903	Charges for Services / Xmas Trees	£100.00	£0.00	£0.00	-£100.00
Total Community		£3,100.00	£0.00	£11,539.08	£8,439.08

Financial Budget Comparison

for Community

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Community					
6206	Armed Forces Day	£14,500.00	£0.00	£20,194.57	£-5,694.57
6224	Remembrance Sunday	£2,000.00	£0.00	£1,619.00	£381.00
6225	Screen on the Green	£14,500.00	£0.00	£7,599.19	£6,900.81
6226	Town Show	£24,000.00	£0.00	£22,093.70	£1,906.30
6227	Event Support	£0.00	£0.00	£0.00	£0.00
6228	Beacon Lighting	£1,500.00	£0.00	£300.00	£1,200.00
6229	National Events	£1,000.00	£0.00	£0.00	£1,000.00
6305	Community Events	£61,770.00	£52.40	£3,240.46	£58,581.94
6390	Christmas Illuminations	£21,477.00	£0.00	£20,427.89	£1,049.11
6399	Xmas Trees	£1,224.00	£0.00	£440.00	£784.00
6402	CRC Initiatives	£5,000.00	£9,574.98	£14,574.99	£-0.01
6406	Visit Littlehampton - Website	£3,750.00	£0.00	£4,280.00	£-530.00
6411	Town Tourism	£2,000.00	£0.00	£2,024.00	£-24.00
6426	Town Centre Events	£23,000.00	£0.00	£23,187.59	£-187.59
7204	Postage	£30.00	£0.00	£0.00	£30.00
8000	Recharge in Central Support Services	£31,533.00	£0.00	£0.00	£31,533.00
8003	Recharge in A Team	£37,140.00	£0.00	£0.00	£37,140.00
8004	Recharge in Central Support Services	£31,533.00	£0.00	£0.00	£31,533.00
7102302	Salaries	£84,635.00	£0.00	£36,539.99	£48,095.01

Financial Budget Comparison

for Community

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
Total Community	£360,592.00	£9,627.38	£156,521.38	£213,698.00
Total Community Income	£3,100.00	£0.00	£11,539.08	£8,439.08
Total Community Expenditure	£360,592.00	£9,627.38	£156,521.38	£213,698.00
Total Net Balance	-£357,492.00		-£144,982.30	

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
INCOME					
Southfields Jubilee Centre					
4112	Equipment Hire SJC	£50.00	£0.00	£21,803.22	£21,753.22
4242	Rental Income	£28,000.00	£0.00	£41,760.61	£13,760.61
4902	Recharge - Changing Room Utilites	£825.00	£0.00	£2,203.80	£1,378.80
Total Southfields Jubilee Centre		£28,875.00	£0.00	£65,767.63	£36,892.63

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Southfields Jubilee Centre					
7114	Protective Clothing	£185.00	£0.00	£65.89	£119.11
7204	Postage	£15.00	£0.00	£0.00	£15.00
7205	Telephone	£80.00	£0.00	£197.84	-£117.84
7207	Printing	£40.00	£0.00	£0.00	£40.00
7211	Furniture & Equipment	£950.00	£1,397.37	£1,865.34	£482.03
7214	Equipment Maintenance	£455.00	£0.00	£0.00	£455.00
7216	Internet	£357.00	£0.00	£680.19	-£323.19
7291	Licences	£0.00	£0.00	£0.00	£0.00
7298	IT	£318.00	£0.00	£224.99	£93.01
7301	Rates	£6,063.00	£0.00	£3,592.80	£2,470.20
7302	Water	£1,241.00	£0.00	£1,533.02	-£292.02
7303	Gas	£8,160.00	£0.00	£3,444.08	£4,715.92
7304	Electricity	£5,777.00	£0.00	£2,410.60	£3,366.40
7306	Cleaning	£630.00	£0.00	£881.88	-£251.88
7307	Building Maintenance	£3,500.00	£1,250.00	£4,836.63	-£86.63
7308	Security	£3,090.00	£0.00	£1,906.94	£1,183.06
7311	Contract Cleaning	£1,303.00	£0.00	£1,907.73	-£604.73
7312	Health & Safety	£200.00	£0.00	£336.46	-£136.46
7499	Other Overheads	£100.00	£0.00	£136.00	-£36.00
8000	Recharge in Central Support Services	£9,866.00	£0.00	£0.00	£9,866.00

Financial Budget Comparison

for Southfields Jubilee Centre

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
8003 Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
7102303 Salaries	£24,520.00	£0.00	£17,188.27	£7,331.73
Total Southfields Jubilee Centre	£79,230.00	£2,647.37	£41,208.66	£40,668.71
Total Southfields Jubilee Centre	£28,875.00	£0.00	£65,767.63	£36,892.63
Total Southfields Jubilee Centre	£79,230.00	£2,647.37	£41,208.66	£40,668.71
Total Net Balance	-£50,355.00		£24,558.97	

Financial Budget Comparison

for Parks & Open Spaces

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
INCOME				
Parks & Open Spaces				
4001 Sponsorship	£500.00	£0.00	£300.00	-£200.00
Total Parks & Open Spaces	£500.00	£0.00	£300.00	-£200.00

Financial Budget Comparison

for Parks & Open Spaces

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Parks & Open Spaces					
6365	Tree Maintenance	£6,000.00	£0.00	£1,829.18	£4,170.82
6400	Planters, Gateways, Roundabouts, Manor House	£24,664.00	£0.00	£22,609.07	£2,054.93
6401	Town planters	£2,000.00	£0.00	£0.00	£2,000.00
6641	Rosemead Maintenance	£0.00	£2,123.00	£20,899.13	-£18,776.13
7309	Grounds Maintenance	£3,519.00	£0.00	£3,703.95	-£184.95
8000	Recharge in Central Support Services	£3,621.00	£0.00	£0.00	£3,621.00
8003	Recharge in A team	£37,140.00	£0.00	£0.00	£37,140.00
7102304	Salaries	£9,975.00	£0.00	£7,350.53	£2,624.47
Total Parks & Open Spaces		£86,919.00	£2,123.00	£56,391.86	£32,650.14
Total Parks	Open Spaces Inco	£500.00	£0.00	£300.00	-£200.00
Total Parks	Open Spaces Expe	£86,919.00	£2,123.00	£56,391.86	£32,650.14
Total Net Balance		-£86,419.00		-£56,091.86	

Financial Budget Comparison

for Museum

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
INCOME					
Museum					
4540	Museum Sales	£1,000.00	£0.00	£329.41	-£670.59
4542	Donations	£425.00	£0.00	£35.00	-£390.00
4544	Exhibition Commissions	£50.00	£0.00	£0.00	-£50.00
4546	Loan Box Income	£50.00	£0.00	£460.00	£410.00
4600	Centenary Book Income	£0.00	£0.00	£20.50	£20.50
Total Museum		£1,525.00	£0.00	£844.91	-£680.09

Financial Budget Comparison

for Museum

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Museum					
6300	Museum Stock	£500.00	£0.00	£246.66	£253.34
6301	Collection Management	£1,100.00	£277.50	£943.14	£434.36
6302	Exhibitions	£1,300.00	£500.00	£1,838.34	-£38.34
6304	Education and Outreach	£150.00	£0.00	£70.79	£79.21
6314	Museum Events	£1,000.00	£453.00	£1,376.22	£76.78
7110	Volunteers	£125.00	£170.00	£326.66	-£31.66
7204	Postage	£50.00	£0.00	£0.00	£50.00
7206	Advertising	£2,300.00	£0.00	£1,362.20	£937.80
7207	Printing	£400.00	£0.00	£0.00	£400.00
7213	Subscriptions	£630.00	£0.00	£675.75	-£45.75
7298	IT	£927.00	£0.00	£866.79	£60.21
7307	Building Maintenance	£2,000.00	£0.00	£1,486.39	£513.61
7408	Hospitality	£75.00	£0.00	£0.00	£75.00
8000	Recharge in Central Support Services	£34,393.00	£0.00	£0.00	£34,393.00
8002	Recharge in MH	£72,968.00	£0.00	£0.00	£72,968.00
8003	Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
7102308	Salaries	£97,155.00	£0.00	£93,147.17	£4,007.83
Total Museum		£227,453.00	£1,400.50	£102,340.11	£126,513.39

Financial Budget Comparison for Museum

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
Total Museum Income	£1,525.00	£0.00	£844.91	-£680.09
Total Museum Expenditure	£227,453.00	£1,400.50	£102,340.11	£126,513.39
Total Net Balance	-£225,928.00		-£101,495.20	

Financial Budget Comparison for Allotments

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
INCOME				
Allotments				
4310 Allotment Rents	£24,168.00	£0.00	£22,287.79	-£1,880.21
Total Allotments	£24,168.00	£0.00	£22,287.79	-£1,880.21

Financial Budget Comparison

for Allotments

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Allotments					
537	Key deposit refund	£0.00	£0.00	£20.00	-£20.00
539	Plot deposit refund	£0.00	£0.00	£0.00	£0.00
4310	Rent-refund	£0.00	£0.00	£35.75	-£35.75
6666	Allotment Infrastructure Reserve	£10,000.00	£3,889.80	£13,861.90	£27.90
6667	Allotment Security	£1,100.00	£0.00	£599.95	£500.05
7106	Project/Admin Support	£50.00	£0.00	£0.00	£50.00
7204	Postage	£50.00	£0.00	£0.00	£50.00
7302	Water	£6,000.00	£0.00	£9,098.03	-£3,098.03
7309	Grounds Maintenance	£13,850.00	£5,969.67	£17,655.38	£2,164.29
8000	Recharge in Central Support Services	£8,126.00	£0.00	£0.00	£8,126.00
8003	Recharge in A Team	£61,900.00	£0.00	£0.00	£61,900.00
7102309	Salaries	£24,955.00	£0.00	£17,456.85	£7,498.15
Total Allotments		£126,031.00	£9,859.47	£58,727.86	£77,162.61
Total Allotments Income		£24,168.00	£0.00	£22,287.79	-£1,880.21
Total Allotments Expenditure		£126,031.00	£9,859.47	£58,727.86	£77,162.61
Total Net Balance		-£101,863.00		-£36,440.07	

Financial Budget Comparison for K2

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
INCOME					
K2					
4241	K2 Hire Income	£16,500.00	£0.00	£1,544.36	-£14,955.64
4307	Building maintenance-Income	£0.00	£70,000.00	£70,000.00	£0.00
Total K2		£16,500.00	£70,000.00	£71,544.36	-£14,955.64

Financial Budget Comparison

for K2

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
K2					
6216	New Keystone Centre	£0.00	£25,190.50	£25,190.50	£0.00
6429	Capital Costs	£0.00	£38,323.59	£38,323.59	£0.00
7114	Protective Clothing	£200.00	£0.00	£0.00	£200.00
7205	Telephone	£75.00	£0.00	£55.00	£20.00
7216	Internet	£0.00	£0.00	£766.15	-£766.15
7298	IT	£730.00	£0.00	£0.00	£730.00
7301	Rates	£6,063.00	£0.00	£3,493.00	£2,570.00
7302	Water	£1,275.00	£0.00	£543.16	£731.84
7304	Electricity	£5,720.00	£0.00	£5,201.14	£518.86
7306	Cleaning	£630.00	£0.00	£264.89	£365.11
7307	Building Maintenance & Furniture and equipment	£1,000.00	£0.00	£762.08	£237.92
7308	Security	£3,090.00	£2,393.87	£4,197.33	£1,286.54
7311	Contract Cleaning	£1,890.00	£0.00	£2,120.32	-£230.32
7312	Health and Safety	£100.00	£0.00	£0.00	£100.00
8000	Recharge in Central Support Services	£587.00	£0.00	£0.00	£587.00
8003	Recharge in A Team	£12,380.00	£0.00	£0.00	£12,380.00
7102310	Salaries	£17,140.00	£0.00	£9,095.30	£8,044.70
Total K2		£50,880.00	£65,907.96	£90,012.46	£26,775.50

Financial Budget Comparison for K2

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.

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

	2025/26	Reserve	Actual Net	Balance
Total K2 Income	£16,500.00	£70,000.00	£71,544.36	-£14,955.64
Total K2 Expenditure	£50,880.00	£65,907.96	£90,012.46	£26,775.50
Total Net Balance	-£34,380.00		-£18,468.10	