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Town Clerk – Laura Chrysostomou

29 May 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 4 June 2026

Time: 6.30 pm

Committee:

Councillor Tandy – Chair

Councillor Lee – Vice Chair

Councillor Blanchard-Cooper

Councillor Daws

Councillor O'Neill

Councillor Tilbrook

Councillor 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 April 16 2026, circulated herewith, pages 4 to 10. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

6. Chair's Report and Urgent Items

7. Public Forum

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

8. Officer's Report

8.1 Working Group Membership

Members are asked to confirm the membership of the Working Groups that currently report to this committee of which there are two:

Allotment Working Group – The current membership is Councillors O'Neill (Chair), Wiltshire (Vice Chair) Tilbrook, and Worne.

Christmas Lights Working Group – the current membership is Councillors Blanchard-Cooper (Chair), Butcher, Daws, and Lee.

8.2 Community Resources Update

Attached, pages 11 to 47.

8.3 Museum Periodic Report

Attached, pages 48 to 51.

8.4 Events Periodic Report

Attached, pages 52 to 56.

8.5 Quarterly Business Plan Progress Report

Report attached, pages 57 to 62.

9. Finance

9.1 Committee Budget Monitor

Report attached, pages 63 to 86.

10. Exempt Business

It is **Recommended** that:

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



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Town Clerk – Laura Chrysostomou

Minutes of the Ordinary Meeting of the Community Resources Committee held in The New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on Thursday 16 April 2026 at 6.30pm.

Present:

Councillor Tandy – Chair
Councillor Blanchard-Cooper
Councillor O'Neill
Councillor Tilbrook
Councillor Wiltshire
Councillor Butcher
Councillor May

In attendance:

Sofia Chittenden – Head of Community Engagement and Development
Felix Gillett – Community Engagement Manager

2025 to 2026

49. Evacuation Procedures

The evacuation procedures were noted.

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

The procedures were noted.

51. Apologies

There were apologies from Councillors Daws and Lee, Councillors Butcher and May attended as their substitutes.

52. 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 Councillors Butcher and May declared a personal interest across the agenda as members of Arun District Council.

53. Minutes

The Minutes of the meeting held on 19 February 2026, previously circulated, were confirmed as a true record and signed by the Chair.

54. Chair's Report and Urgent Items

The Chair thanked the events teams for their hard work resulting in well attended and successful easter High Street events. He also commended the recent Food and Drinks Festival provided by an external company in collaboration with the council.

55. Public Forum

55.1.1. There was one member of the public present, and one written representation received. The questions received and a response from officers addressing them were tabled for members to note and are appended to these minutes.

55.1.2. From the gallery, a representative from Littlehampton Community Growers thanked the committee and those involved in the planning of the Food and Drinks Festival and Easter High Street events. Sharing that they were enjoyable, gratitude was expressed for the group's inclusion in the Town Council's event.

56. Officer's Reports

56.1. Museum Periodic Report

The committee had before them a report, previously circulated, which contained updates on recent activities and engagements with the museum, including proposals for the acquisition of a small number of items and commencement of recruitment for the Transforming Littlehampton Museum Project Officer following the awarding of National Lottery Heritage Funding. Members were pleased to note that progress towards the project had already started.

It was resolved that:

1. The recommended acquisitions of items as set out in Appendix 1 of the report be approved.
2. The engagement figures set out in Appendix 2 and contents of the report be otherwise noted.

56.2. Community Resources Update

The Community Engagement Manager presented a report, previously circulated, which contained positive outcomes from Grant Aid 2025 funding recipients. Members were pleased to note the updates from the local organisations and expressed a desire to promote this feedback on the council's website and social media. Thereby creating more awareness of their services supporting the community and the funding available to support similar groups, applications for which had increased each year.

It was resolved that:

1. The Grant Aid feedback as set out in Appendix A of the report and Sports Forum notes from the meeting held on 2 February 2026 as set out in Appendix B of the report be noted
2. The contents of the report be otherwise noted.

56.3. Service Funding Agreements

56.3.1. The committee received a report, previously circulated, which provided an overview of feedback from the concluded Town Council's 2023 to 2026 Service Funding Agreements (SFAs). It also confirmed details of the current 2026 to 2029 SFAs. As previously mentioned, members encouraged the promotion of this feedback and therefore the work of those community services and the opportunities for support available from the council.

56.3.2. The Chair raised awareness of communication between himself and Littlehampton Sportsfield, a recently renewed SFA recipient. This correspondence was circulated to members of the committee only, under separate cover, due to the private and business sensitive nature of its contents. Members noted this alongside the report's contents.

56.3.3. Current SFAs were approved on 4 December 2025. Members noted that the Littlehampton District Lions Club's SFA was for fuel and that these prices had increased dramatically since the application was made. Officers had contacted the Lions Club on this matter, and they confirmed they would continue the service and cover any increased costs. Members agreed the awarded amount should reflect the current costs and therefore requested this decision be reviewed to reflect the change in circumstances since the SFA was confirmed in December 2025. Officers would investigate options to present to the Community Resources Committee on Thursday 4 June.

It was resolved that:

The report be noted.

56.4. Events Periodic Report

56.4.1. Members had before them a report, previously circulated, which provided updates on progress being made to upcoming events. The report confirmed the dates for the Armed Forces, Families and Veterans Day, the Sandcastle Competition, and Screen on the Green. With these events naturally expanded thanks to the seafront regeneration, officers were mindfully including the concessions and appeal of the splash pad when planning these coastal events.

56.4.2. The committee were happy to note the first Event Support Funding request from the Business Forum was used to support the delivery of an Arts and Crafts Festival. It was also reported that the event services contracts had been awarded following a tender process.

It was resolved that:

The report be noted.

56.5. Quarterly Business Plan Progress Report

56.5.1. The committee considered a previously circulated report, which provided updates on the progress made towards achieving the business plan goals reviewed and agreed by Council in October as they related to the committee's work. Members were informed a date for the first Floral Contract Task and Finish Group was being arranged by officers with members outside of the meeting. The Head of Community Engagement and Development advised that the Business Plan's priorities and officer allocation would be reviewed ahead of Full Council on 14 May 2026.

It was resolved that:

The updates and the contents of the report be noted.

57. Finance

57.1. Committee Budget Monitor

57.1.1. Members had before them a report, previously circulated, which highlighted any significant variances from budget in income and expenditure relating to the Community Resources Committee for 2025 to 2026. The committee agreed to support the recommended transfers of earmarked reserves, to be made by the Responsible Financial Officer (RFO), once all current year expenditure was known. Clarity was sought regarding the display and accuracy of recharges within the new format of reporting, as seen set out in the report as Appendix 2. These queries would be raised with the RFO and answers would be circulated to members of the committee following the meeting.

It was resolved that:

1. Authority be delegated to the Responsible Financial Officer to transfer earmarked reserves once the current years expenditure is known.
2. The contents of the report be otherwise noted.

58. Exempt Business

It was resolved 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.

The meeting adjourned at 7.16pm.

The meeting reconvened at 7.17pm.

59. Officer's Report – Exempt

59.1. Christmas Lights Tender Report

59.1.1. A report which included appended confidential notes from the Christmas Lights Working Group meeting held on 2 April 2026, was circulated to members of the committee only. It detailed the conclusion of the tender process for a new Christmas illuminations provider, which had resulted in only one submission. As part of the tender process officers had met with potential applicants to discuss the requirements on location in the High Street. Feedback received from these interested parties as to why they didn't apply was due to budget constraints or supplier issues.

59.1.2. The working group's recommendation was to accept the submission as the supplier satisfactorily met the brief within budget. The company would be able to connect thematically with neighbouring displays and expand the area of town centre lights, for example to East Street and Arundel Road. They also proposed to improve the favoured 3D shapes, by having two in the High Street and could provide a range of different options. Members considered the potential for the public to vote and decide on which would be displayed on the High Street. Their options for artificial trees were required to be more robust to withstand high winds, and the applicant had options to

accommodate this. They were also a trusted supplier of displays to other parishes.

59.1.3. Members, having discussed benefits for local businesses, feedback from the community and the Christmas Lights Working Group's recommendation, agreed that the tender be awarded to the recommended company. They looked forward to seeing the new display at the end of the year.

It was resolved that:

1. The notes of the confidential Christmas Lights Working Group meeting held on 2 April 2026 as set out in Appendix 1 be noted.
2. The 2026 to 2028 Christmas illuminations contract be awarded as recommended by the Christmas Lights Working Group.

The meeting was closed at 7.38pm.

Chair

Written Representation:

Good evening,

I have been asked as Chair of LALGA to put the following question to the CRC Committee for a decision/solution to be implemented.

I have attached a picture that was posted onto our (LALGA) Facebook page on Monday afternoon, a group of boys one who can be seen very clearly using the trees as a way to climb over the wooden fence, he also was very abusive to a plot holder.

I know that it is a continuous problem that we face on a regular basis, and also that we do not have a huge budget and every penny is scrupulously gone over and carefully discussed what can be used where and when.

My question is: Is there anything that can be done to deter the youths from being able to climb the tree to gain access to the allotment?

The plot holder I believe has reported to the Police and reported to Dennis and Felix

Kind regards

Chair L.A.L.G.A

Officer Response:

Good afternoon Sarah,

Having recently arranged for the fence to be erected to prevent further antisocial behaviour, I am disappointed to read that it is still ongoing and also concerned for our plot holders.

On the back of your email, I have emailed a contact at Arun District Council, who is responsible for trees, and asked if he can assist us by cutting back the trees on the other side of the fence so that they cannot be used to climb over our fence. I will keep you abreast of progress.

Kind regards,

Facilities & Contracts Manager

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 June 2026

Report by: Town Clerk

Subject: Community Resources Update

1. Summary

- 1.1. 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 details Grant Aid proposals for 2026, Grant Aid feedback for 2025, a proposed amendment to Littlehampton District Lions Club's Service Funding Agreement, a proposal to extend Arun Youth Service's Service Level Agreement and notes from the most recent Sports Forum meeting.

2. Recommendations

The Committee is recommended to:

1. Approve the proposed Tiers 1, 2 and 3 Grant Aid awards plus an additional sum for 33 of the applications totalling £23,637. See Appendices A and B.
2. Review and agree additional funding to the Littlehampton District Lions Club's Service Funding Agreement outlined in paragraph 4.
3. To review and agree how the unallocated Grant Aid funding should be used, paragraph 3.6 and 4 refers.
4. Review and approve an extension to the Service Level Agreement with Arun Youth Projects for youth service provision outlined in paragraph 5.
5. Receive the Sports Forum notes from the meeting held on 27 April 2026 attached as Appendix C.
6. Otherwise note the contents of the report.

3. Grant Aid Scheme 2026

- 3.1. This is the third year of the tiered Grant Aid scheme. 53 groups registered in 2026 compared to 49 in 2025. Of the 50 groups that met the criteria, 43 made

an application. This was lower than in 2026 when 47 applications were received.

- 3.2. Applications closed on 27 April 2026. Seven of these were new groups to the process who had not received Town Council funding in the past or for whom previous Grant Aid funding had not been identified. 33 out of the 43 applicants requested more than the amount allocated to their tier.
- 3.3. The Grant Aid Budget is £25,000. A summary of the proposed awards for the Committee's consideration is set out in Appendix A, and the detailed requests are explained in the table in Appendix B.
- 3.4. All the groups that registered and met the Grant Aid criteria were put forward to the Grant Panel for review, in accordance with the Town Council's Grant Aid Policy, which can be found online at www.littlehampton-tc.gov.uk/media/3406/download?inline
- 3.5. Some applicants did not request the full amount available within their tier and some of those that registered did not make an application. Consequently, £4,300 of the total £25,000 budget available was unallocated.
- 3.6. The Grant Panel met on 21 May 2026 to review allocation of the budget and consider how to allocate the remaining amount. The Panel recommended the following:
 - To increase the amount for applications if the need for additional funding for their project or service had been indicated, up to an additional £100 each, maximum. This applies to 33 applications for a total of amount of £2,937. This will leave £1,363 unspent.
 - To hold back £160 or £480 to support the recommendation regarding the Littlehampton District Lions Club's Service Funding Agreement, which is Tier 4, in paragraph 4 below.
 - The remaining budget (£1,203 or £883) to be used for any of the applications, should their costs exceed their original estimate.
 - Any remaining funding could be earmarked and used towards the Grant Funding budget in 2027, either reducing the Precept required or increasing the Council's grant budgets.

4. Littlehampton District Lions Club – Service Funding Agreement

- 4.1 Since the Lion Club's Service Funding Agreement (SFA) was approved in December 2025, fuel costs have dramatically increased due to global influences. The SFA solely covers diesel costs for transporting surplus food from Itchenor near Chichester to various recipients in Littlehampton including

Turning Tides, Littlehampton Community Fridge, Creative Heart and White Meadows Primary Academy. Approximately 1,000 residents benefit from this initiative.

- 4.2. Whilst Officers had previously contacted the Lions Club on this matter, and they confirmed they would continue the service and cover any increased expenditure, Members agreed at the Community Resources Committee meeting on Thursday 16 April 2026 that the awarded amount should reflect the current costs and therefore requested this decision be reviewed to reflect the change in circumstances since the SFA was confirmed in December 2025, to ensure the service could continue without additional and unplanned costs to the Lions Club.
- 4.3. The current SFA is £500 for three years, 1 April 2026 to 30 March 2029.
- 4.4. The average cost of diesel in December 2025 was 145.3p per litre. The average cost of diesel today is 189.81p per litre. This is an increase of 30.63%, therefore an increase by this percentage for the current SFA would be an additional £153.15 for a total of £653.15.
- 4.5. The Grant Panel met to discuss the SFA and recommended the following proposals for Members to consider and agree a way forward for the Littlehampton District Lions Club's SFA:
 - No change, but review as part of their annual review for 2027 to 2028
 - Increase the amount to £653.15 for 2026 to 2027, utilising £160 held back from the Grant Aid budget, then review as part of their annual review for 2027 to 2028
 - Increase amount to £653.15 for the length of the agreement, 2026 to 2029. This could be funded in its entirety from the Grant Aid budget in 2026 by earmarking a total of £480 or utilising £160 from the Grant Aid budget in 2026 and then increasing the SFA budget from 2027 onwards.

5. Arun Youth Projects

- 5.1. The Town Council is committed to a policy to provide a wide range of youth provision that offers young people enriching opportunities and develops positive relationships between young people and the wider community. Primarily this is delivered through a service level agreement with an external provider of youth services.
- 5.2. The three-year service level agreement was awarded in 2023 following a competitive tender process (details of which were reported and can be seen on the [agenda of the Community Resources committee held on 8 June 2023](#), pages 14 to 18). It is due to expire at the end of September 2026. Officers met with the provider to discuss the renewal of the contract. As part of the discussion, it was raised by the provider that offering a contract for a longer

period, such as five years, would enable any provider to make long-term plans for delivery service.

- 5.3. It was noted that a four-year contract would align beneficially with the council's four-year term. Additionally, if the contract was renewed in the second year of a council's term this would give an opportunity for newly elected councillors to see the service in operation before making any assessments and decisions.
- 5.4. The youth service contract has never received many applicants when put out to tender. For example, only one application was received in 2023, two in 2020 and one in 2017. Consistency in the delivery of this service is also an important consideration as it involves trust and ongoing engagement with young people. Arun Youth Projects have delivered the service since the Town Council contracted service provision to them in 2017.
- 5.5. It was also noted that the contract does not make provision for inflation over the course of the three years.
- 5.6. Members are asked to consider the following recommendations, noting the timeframes detailed in the table below.
 - To extend the youth service contract by two and a half years and align it with the Town Council's financial year, till 30 March 2029.
 - A review and tender process to take place from spring 2028.
 - To award the contract for four years in length to align with the council's four-year term, starting 1 April 2029.
 - To ensure any extension incorporates increased costs over its term from the beginning of each financial year, which would be agreed in line with inflation when the Council sets its annual budget.

The timeline for review is as follows:

September 2026 – Current contract ends.
May 2027 – New Council's term starts.
April 2028 – Review process begins.
September 2028 – Tender process opens.
December 2028 – Tender decision agreed
April 2029 – New four-year contract begins.

6. Sports Forum

6.1. The Sports Forum met on Monday 27 April 2026 to review the Sports Awards presentation and receive updates from each of the clubs in attendance. The notes of the meeting are in Appendix C.

7. Financial Implications

7.1. The Grant Aid budget is £25,000 for 2026 to 2027. £23,637 has been allocated to this use, and £160 or £480 held back for an amendment to Littlehampton District Lions Club's Service Funding Agreement. This leaves £1,203 or £883 unspent in the Grant Aid budget to be used for any of the applications, should their costs exceed their original estimate.

7.2. The Service Level Agreement for youth service provision is a three-year contract from 2023 to 2026. The budget was increased from £55,000 to £60,000 per annum for 2026 to 2027 to ensure increased costs were being met. As part of the budget setting process in 2025 a 5% increase was applied for the following two years (2027 to 2028 and 2028 to 2029).

Laura Chrysostomou

Town Clerk

Name	Tier	Amount Requested	Additional Amount	Total Cost	Proposed Amount	Project / Activity
1 1st Wick Guides	1	£200	£730	£930	£300	Equipment - Outdoor Cooking for Summer Camp
2 4Sight Vision Support	3	£730	£286	£1,016	£830	Support - Newsletters for Clients
3 4th Littlehampton Scouts	3	£730	£53	£783	£783	Equipment - Outdoor Camping
4 5th Littlehampton Sea Scouts	2	£350	£468	£818	£450	Equipment - Pioneering Poles
5 Able Kicks	1	£200	£220	£420	£300	Equipment - Portable Goals
6 Age UK West Sussex, Brighton & Hove	2	£350	£170	£520	£450	Sessions - Chill and Connect
7 Armed Forces Family UK Peer Support	2	£350	£48	£398	£398	Resources - Banner and Leaflets
8 Arun Counselling Centre	3	£729	£0	£729	£729	Resources - Furniture and Sensory Items
9 Arun Dolphins	3	£730	£2,270	£3,000	£830	Hire Costs - Weekly Sessions
10 Arun Pickleball Club	3	£730	£900	£1,600	£830	Hire Costs - Open Days
11 Arun Youth Aqua Centre	2	£350	£304	£654	£450	Equipment - Safety Boat Cover
12 Blueprint Youth	2	£300	£0	£600	£300	Equipment - Voice-Assisted Device
13 Brent Lodge Wildlife Hospital	1	£50	£0	£50	£50	Outreach - School Visits x3
14 Carers Support West Sussex	2	£350	£77	£427	£427	Workshops - Creative Writing for Carers
15 Creative Heart	3	£730	£1,770	£2,500	£830	Infrastructure - Rear Garden Fencing
16 Dairy Art Drop In Group	2	£350	£100	£450	£450	Workshops - Art Demonstrations
17 Family Support Work	3	£730	£965	£1,692	£830	Support - Trips and Outings for Families
18 Friends of Mewsbrook Park	2	£350	£1,464	£1,814	£450	Equipment - Children's Art Trail
19 Grandads Front Room	2	£350	£2	£352	£352	Support - Home Essentials Packs
20 Howard Lawn Tennis	2	£330	£0	£330	£330	Sessions - Tennis Course for Adults
21 Life Charity	2	£350	£1,266	£1,616	£450	Support - Life Skills Training and Welcome Packs
22 Lifecentre	3	£730	£446	£1,176	£830	Support - Therapy for Child Survivor
23 Littlehampton Badminton and Squash Club	3	£730	£1,270	£2,000	£830	Infrastructure - Art Mural
24 Littlehampton Baptist Church	2	£350	£360	£710	£450	Equipment - Gazebo / Listening Space
25 Littlehampton Bonfire Society	3	£730	£470	£1,200	£830	Road Safety for Parade Route
26 Littlehampton Community Growers	2	£350	£93	£443	£443	Equipment and Insurance
27 Littlehampton District Men's Sheds West	3	£725	£0	£725	£725	Equipment - Power Tools
28 Littlehampton Family Endearment (LIFE)	3	£730	£1,170	£440	£830	Hire Costs - Annual Events
29 Littlehampton Fort Restoration Project	3	£705	£0	£705	£705	Equipment, Insurance and Website
30 Littlehampton Heritage Railway Association	3	£730	£350	£1,080	£830	Equipment - Fire Alarm and Security
31 Littlehampton Rugby Club	3	£730	£11,007	£11,737	£830	Infrastructure - Installation of Flood Lights
32 Littlehampton Wave Life Saving Club	2	£344	£0	£344	£344	Equipment and Resources - Manuals, AED Pads, Jackets
33 Little Lights	1	£200	£300	£500	£300	Equipment and Resources
34 LPOS Musical Productions	2	£350	£0	£350	£350	Support - Inclusion / Hardship Fund
35 Maltravers Bowling Club	1	£200	£177	£377	£300	Equipment - Arm Extensions
36 MenWalkTalk	3	£728	£0	£728	£728	Hire Costs - Storage
37 Norfolk Bowls Club	2	£350	£1,450	£1,800	£450	Infrastructure - Heating Installation in Changing Rooms
38 Sussex Steel	3	£730	£270	£1,000	£830	Equipment - Gazebo
39 Sussex Tornados Cheerleaders	1	£200	£350	£550	£300	Equipment - Safety Mats for Training
40 The Juno Project	3	£730	£238	£968	£830	Sessions - Craft and Chat Summer Sessions
41 Tots on Tuesday	3	£469	£0	£469	£469	Resources - Sensory Toys, Stories and Singing Materials
42 West Sussex Mind	2	£350	£9	£359	£359	Sessions - Refreshments for Support Groups
43 Worthing Table Tennis Club	1	£200	£55	£255	£255	Sessions - Table Tennis Course for Children
Name	Tier	Amount Requested	Additional Amount	Total Cost	Proposed Amount	Project / Activity
		£20,700		£48,615	£23,637	

Indicates application that has been allocated additional funds

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Amounts allocated to each tier and number of applicants per tier are as follows:

Tier	Amount	Number of Applicants
1	£200	7
2	£350	17
3	£730	19

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
1st Wick Guides	This Girlguiding group gives girls 10 to 14 years old a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. They develop the skills and confidence that they need to reach their potential and become the young women that they want to be.	1	£200	<p>Outdoor Cooking for Summer Camp</p> <p>Each year this group go camping with their guides, exploring 52 acres of woods, whilst participating in activities that encourage their growth: personally, socially and in skills for the future. They need to replace vital camping equipment, particularly for outdoor cooking.</p> <p>The total cost for cookware items is £180. This consists of portable camping kitchen unit for £68, camp burner and gas £40, kettle and pan set for £57 and heat resistant gloves £15.</p> <p>They are also fundraising for a fire resistance tent at £750.</p>	100% of the group are Littlehampton residents. This is 21 young people.	£300
4Sight Vision Support	This charity supports blind and visually impaired individuals in West Sussex, helping them live independently and fully through personalised services in	3	£730	<p>Newsletters for Client Support</p> <p>The organisation produces newsletters six times a year in accessible formats such as audio, large print, and email. The annual cost is £7.20 per person.</p>	4Sight supports 141 Littlehampton residents for £11,985 per annum alongside the costs of newsletters.	£830

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	education, employment, financial aid, and community involvement.			Funding of £1,016 will cover their clients in Littlehampton, ensuring continued access to updates and information for the coming year.		
4th Littlehampton Scouts	A local scout group supporting and encouraging young children up to young adults in a variety of life learning skills through fun activities like fire lighting, camping, team games, building, arts and crafts, hikes and learning about nature; to aid child development and social skills.	3	£730	<p>Outdoor Camping Equipment</p> <p>This funding will purchase several cookware items for camping, thereby enabling the group to gain new skills, enjoy new experiences, socialise and explore different camp sites.</p> <p>Total cost is £783. This covers camping cookware sets x8 £320, cooking pots £120, various utensils £79, portable camping stoves x3 £176 and gas canisters £88.</p>	95% of the troop are Littlehampton residents. This is 119 children and young people.	£783
5th Littlehampton Sea Scouts	This is a local scout group and similar to the group above they support and encourage young children up to young adults in a variety of life learning skills through fun activities like fire lighting, camping, team games, building, arts and crafts, hikes and learning about nature; to aid child development and social skills.	2	£350	<p>New Equipment</p> <p>This funding is to purchase new pioneering poles to replace worn and broken ones. This activity enables young people to build structures and rafts, practice knots and have fun!</p> <p>The total cost for 28 pioneering poles is £818.</p>	80% of the troop are Littlehampton residents. This is 46 children and young people.	£450

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
<p>Able Kicks SEND Football Coaching</p>	<p>This group supports children and young people from aged 5 years old, with special educational needs and disabilities (SEND), with tailored coaching in a safe environment, with an inclusive pathway into sport.</p> <p>Their sessions, in an informal and inclusive setting are focused on the well-being of SEND children; encouraging them to engage socially in a fun and healthy activity, whilst also learning the fundamentals of playing football.</p>	1	£200	<p>New Equipment</p> <p>The funding will be used to purchase portable goals, which is essential equipment to deliver community football sessions in Littlehampton.</p> <p>The total is £420. This comprise portable goals x2 £240, portable goals x2 £130, supportive weights £50.</p>	<p>34% of their regular attendees are Littlehampton residents. This is 22 young people.</p> <p>Able Kicks was the recipient of a Sports Award and commendation in 2026.</p>	£300
<p>Age UK West Sussex, Brighton and Hove</p>	<p>A well-established charity providing activities, advice and support for older people with an integrated approach covering health, community, wellbeing and care.</p>	2	£350	<p>Chill and Connect Workshops</p> <p>Age UK provide wellbeing workshops focused on meditation and mindfulness. Following successful sessions in Littlehampton, and positive feedback, they are looking to continue by providing four more workshops of four sessions each at Fit M Fun in Littlehampton High Street for 48 residents.</p>	<p>This is a targeted and beneficial scheme for local residents.</p> <p>They regularly work with 35 clients in Littlehampton.</p>	£450

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				The total cost for four workshops is £520. Each session is costed at £130 for venue hire, trained facilitators and refreshments.		
Armed Forces Family UK Peer Support	<p>This is a small group for inclusion and activities that promote wellbeing for veterans, workers in emergency services and their families.</p> <p>This group is keen to work with the Town Council through Progress Point, once it is established.</p>	2	£350	<p>Banners and Leaflets</p> <p>This funding will be used for a banner and tabletop banners to help people locate this group when set up in a café or community space. Leaflets and business cards will also aid promoting this group to those who would benefit from it.</p> <p>Total cost is £398. This is consists of banner £198, desktop banners x 5 £132, business cards £33, leaflets £35.</p>	100% of this group's regular attendees (10 people) are Littlehampton residents.	£398
Arun Counselling Centre	<p>This organisation provides professional counselling for any adult regardless of their financial situation. They are accredited by the British Association for Counselling and Psychotherapy (BACP) and committed to the BACP Ethical Framework for the Counselling Professions. They believe everyone deserves counselling</p>	3	£729	<p>Resources for Therapy Room</p> <p>The British Psychological Society recommends that clinical spaces be as close to 'living spaces' as possible, to reduce anxiety and also communicate to the client that they have value. Therefore, this group, based at Dove Lodge in Littlehampton, wants to offer clients the best experience during their sessions with the purchase of new armchairs and a sofa to create a welcoming and warm ambience, ensuring clients are comfortable and at ease throughout their counselling journey.</p>	68% of their clients (84 people) are Littlehampton residents.	£729

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	irrespective of their financial status.			<p>Sensory toys and equipment are proven to provide an easy and accessible way to help neurodivergent people and young people self-regulate or concentrate by providing auditory, visual and tactile input.</p> <p>Total cost is £729. This comprises chairs x3 £450, sofa £200, lamp office £40, sensory items £39.</p>		
Arun Dolphins	A weekly swimming club for disabled people of all ages for therapy and enjoyment through exclusive use of both pools at The Wave, in a secure and supervised session.	3	£730	<p>Pool Hire</p> <p>This is a request for a contribution to covering annual hire costs at the Littlehampton Wave, which are £10,700 (£249 per weekly session).</p> <p>After weekly fees and memberships this leaves the club with a deficit of £3,000.</p>	<p>This is a healthy and socially beneficial activity with an average of 30 attending each week.</p> <p>50% of their members (28 people) are Littlehampton residents.</p>	£830
Arun Pickleball Club	This is an expanding sport, as an accessible cross between tennis and table tennis. Based at the Littlehampton Academy they run three sessions a week for all ages and abilities, for recreation and competition, including members from the deaf community.	3	£730	<p>Hire Costs for Open Days</p> <p>The club would like to host five festivals at The Littlehampton Academy across the year for people who aren't part of clubs, but would like to take part in pickleball in a friendly and supportive environment.</p> <p>The funding would be used for venue hire at £320 each time. For five festivals the total cost is £1,600.</p>	75% of their members (49 people) are Littlehampton residents.	£830

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
<p>Arun Youth Aqua Club</p>	<p>This club provides resources, training and education for young people participating in water sports with an emphasis on safety, alongside helping them to develop their physical and mental capabilities as individuals and as members of society.</p> <p>The club provides all the equipment to enable young people to sail on the sea in Littlehampton. Sailing is an active sport and benefits the health of the participants.</p>	2	£350	<p>Safety Boat Cover</p> <p>This is a request for funding to contribute towards the cost of a replacement cover for their largest safety boat.</p> <p>The overall cost is £654.</p>	50% of their members (29 people) are Littlehampton residents.	£450
<p>Blueprint Youth</p>	<p>Blueprint Youth is a not-for-profit youth organisation working with 18 to 25-year-olds on the coastal strip of Sussex; Brighton to Bognor Regis. They offer free one-to-one youth coaching to anyone of this age who needs some support, guidance, advice and motivation to make changes in their</p>	2	£300	<p>New Equipment</p> <p>This request follows on from the 2025 funding for 'Step Outside'; a health and well-being project for young people aged 18 to 25 who are disabled or living with mental health challenges from areas of disadvantage in Littlehampton, and have limited or no access to support that helps them emotionally and physically.</p> <p>The project's core goal is to help young people develop a habit of movement, using walking as a baseline to build</p>	This project will benefit 50 young people living in Littlehampton.	£300

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	lives and reach their goals.			<p>confidence, increase self-esteem, and improve mental health.</p> <p>Young people are supported to keep track of their progress, reflect on the activities and makes plans for what they want to change. An increasing number struggle with communication and some are unable to read or write.</p> <p>This funding will be used for a specific touch screen speech generating device that will aid communication for these young people, and will allow the group to offer a truly inclusive service. The cost is £600 – half the funding has been raised by the young people themselves.</p>		
Brent Lodge Wildlife Hospital	This charity and wildlife hospital cares for sick, injured or orphaned wild birds and mammals received direct from the public, the RSPCA and local vets. Their animal care staff and volunteers undertake the important work with care, compassion and commitment with the aim of responsibly releasing patients back into the wild once they are fit and healthy. Based in Sidlesham they answer	1	£50	<p>Travel Costs for School Visits</p> <p>As part of their wider work, this charity visits schools and local groups to raise awareness of caring for the environment, wildlife and nature. Through assemblies and educational sessions they encourage residents to take a shared responsibility for protecting natural habitats and species.</p> <p>This funding will cover travel costs to visit three local schools.</p>	<p>This initiative will benefit students in three Littlehampton schools. They have previously visited The Littlehampton Academy.</p> <p>They have 120 donors from Littlehampton supporting their work, and take around 25 wildlife patients from Littlehampton each year.</p>	£50

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>thousands of phone calls annually from the public to give advice on wildlife welfare. They are members of the British Wildlife Rehabilitation Council.</p>					
<p>Carers Support West Sussex</p>	<p>Carers Support is dedicated to offering unpaid carers information, guidance, and emotional and practical support. They serve as a gateway for carers to access emotional, specialist, peer support, and learning opportunities. Working closely with local partners they meet carers where they are on their journey in caring for their loved ones; offering appropriate questions and empowering them while fostering a sense of community among their peers.</p>	<p>2</p>	<p>£350</p>	<p>Creative Writing Workshops</p> <p>This project is a wellbeing and creative writing event for unpaid family and friend carers living in the Littlehampton area. The focus of the event is to support carers' emotional wellbeing and provide opportunities for connection with others who share similar experiences.</p> <p>The event will consist of two facilitated creative writing sessions delivered on the same day, with a shared lunch in between. The workshops will focus on encouraging imagination, through writing, to explore and express each carer's 'personal story', using ideas from their lived experience.</p> <p>The total cost is £427. This is room hire at Creative Heart £83, lunch and refreshments £244 from Creative Heart, professional facilitator from Brighton Metropolitan College £100.</p>	<p>This project will benefit 20 of the carers that they support in Littlehampton.</p> <p>The total number of local carers who receive some form for support for their service is 2,861.</p>	<p>£427</p>

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
Creative Heart	This creative hub and arts café provides a positive and inclusive environment in the centre of town that is an active and welcoming community, hosting groups and clubs for the benefit of all.	3	£730	<p>New Fencing for Garden</p> <p>The outdoor space and garde at Creative Heart is used for many activities such as outdoor dining, social events and art and craft activities. The area is separated from the car park and access to the fire escape from the roof by a mixture of old pallets and building site metal fencing. This funding would contribute to erecting a secure and attractive fence to increase the safety and enhance the environment for the many visitors to the hub.</p> <p>The fence will be installed in two stages. The first stage will cost £2,500. The remainder of this amount has been secured from other funding providers.</p>	As a community hub and café based in Littlehampton Town Centre this project will benefit all their customers and users of the centre.	£830
Dairy Art Drop-In Group	An established group for local adults to encourage art in a sociable and inclusive setting; to learn new skills with an exchange of knowledge and ideas between members as well as demonstrations by visiting artists.	2	£350	<p>Art Demonstrations</p> <p>This funding will cover external professional art demonstrations for the group. Two-hour sessions range in price from £50 to £190 from different practitioners.</p>	<p>40% of their members (six people) are Littlehampton residents.</p> <p>The Town Council was instrumental in establishing this group which has continued to provide a forum for anyone to develop social skills through learning about art.</p>	£450
Family Support Work	This charity provides emotional and practical support for families with children presenting complex problems	3	£730	<p>Local Support – Outings for Children and Young People</p> <p>This funding will contribute towards the costs of providing support for children</p>	This is a targeted scheme for local families, which will benefit 80 Littlehampton residents.	£830

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>related to family breakdown, isolation, poverty, housing instability, parental mental ill-health, domestic abuse and substance abuse.</p> <p>Support is through weekly drop-in sessions, food parcels, fuel grants, out-reach support and play work activities for children and young people.</p>			<p>and young people in the form of outings and play work.</p> <p>With the continuing cost-of-living crisis impacting families significantly and the tightening of household budgets, the families this group work with are not able to provide sports and activities for their children that many would take for granted.</p> <p>This has an impact on their mental health and development. This funding will help these children to enjoy simply 'being children', especially during the school holidays, through participation in swimming, soft play, visiting the beach, bowling, Out of Bounds and Aldingbourne Trust.</p> <p>The aims of Grant Aid resonate strongly with Family Support Work to help local people through creating stronger, cohesive and healthier communities.</p> <p>The allocated annual cost for this initiative is £1,692.</p>	<p>10% of their clients live in Littlehampton (669 individuals).</p>	
<p>Friends of Mewsbrook Park</p>	<p>This is a voluntary group working with Arun District Council to help maintain and improve the facilities at Mewsbrook Park.</p>	<p>2</p>	<p>£350</p>	<p>Children's Art Trail</p> <p>Friends of Mewsbrook Park will be leading a project in conjunction with Arun Parks to deliver an art trail of eight nature themed brass rubbing posts around Mewsbrook park and Ruby Gardens. Paper and crayons will be available from the railway and cafe.</p>	<p>Whilst the membership of the groups is made up of 60 Littlehampton residents, their work in promoting and improving the park is for the benefit of all those who use it.</p>	<p>£450</p>

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				<p>This trail will be available all year round, providing a free activity to local families and visitors to the town, and will encourage enjoyment of the park and its nature as well as education on the local wildlife within the park.</p> <p>The funding will contribute towards the nature rubbing posts at £200 each, which can include the Town Council's logo on the accompanying text.</p>		
<p>Grandads Front Room</p>	<p>Grandads Front Room is a second hand goods retailer and a private limited Community Interest Company whose fundraising activities are for the benefit of the whole community; providing support and essentials for the most vulnerable in our society.</p>	<p>2</p>	<p>£350</p>	<p>Home Essentials Support Packs</p> <p>These packs will be distributed to vulnerable individuals and families in Littlehampton who are struggling due to homelessness, domestic abuse, financial hardship or other difficult circumstances, as they set up in new homes and look to rebuild their lives.</p> <p>Each pack is created with the recipient's need in mind, but will consist of various items such as a kettle, toaster, slow cooker, bedding (duvet, pillow, sheets), hygiene essentials (towels, toiletries) and kitchen basics (cutlery, mugs, plates).</p> <p>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</p>	<p>This is a targeted initiative which will benefit up to ten Littlehampton residents.</p>	<p>£352</p>

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				<p>supports those in need; helping them rebuild their lives with independence and dignity.</p> <p>The funding will cover five to ten Essential Support Packs, as each pack costs approx. £50.</p>		
Howard Lawn Tennis	<p>The tennis club promotes and provides recreational and competitive tennis locally for players of all ages and abilities, including social events and taster sessions. Its teams compete in the Sussex doubles league.</p>	2	£330	<p>Tennis Course for Adults</p> <p>Free tennis lessons for 20 participants over three days, to promote the sport and encourage participation for all the associated health and social benefits.</p> <p>Total cost is £330 which covers the coaching team, mini balls and refreshments.</p>	<p>This is a local club providing a clearly defined activity. Participants will be Littlehampton residents.</p> <p>95% of their members (53 people) are Littlehampton residents.</p>	£330
Life Charity	<p>Life Charity is a national pregnancy support charity with a Life House in Littlehampton. This is shared accommodation for women who are pregnant or have a child under 5 years old, who would otherwise be at risk of homelessness. The property has a support worker who works with the clients to achieve positive outcomes through a trauma-informed approach.</p>	2	£350	<p>Welcome Packs and Life Skills Resources</p> <p>This funding will contribute towards two areas of provision.</p> <p>Each client receives a Welcome Pack of basic but essential items when they move into the property, e.g. shower gel, sanitary towels, toilet roll, handwash, bin bags, bedding etc.</p> <p>The Life Skills resources help in providing sessions for those clients who need support in learning about healthy eating and cooking on a budget, as well as baby classes and play sessions. These run alongside the client's support</p>	<p>This is a targeted and beneficial scheme for vulnerable adults.</p> <p>100% of their clients reside in Littlehampton. The two local Life Houses support 16 women at time.</p>	£450

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				<p>plan in preparing them for independent living.</p> <p>For one supported house the annual cost for Welcome Packs is £256, and for Life Skills Resources £553.</p>		
Lifecentre	<p>This West Sussex-based charity aims to help survivors of all ages and genders to recover from the trauma that is rape and sexual abuse. They empower survivors to rebuild their lives via free, specialist trauma-informed therapy, play therapy (for those 10 and under) and art therapy (for those 16 and under).</p>	3	£730	<p>Play Therapy Sessions</p> <p>This funding will contribute towards the cost of play therapy sessions for a child survivor in Littlehampton.</p> <p>This will be two initial assessments, 18 sessions and a parent review session.</p> <p>Play therapy provides a comfortable, safe space where children can safely explore their traumatic pasts and begin to transition into healthy, happy individuals.</p> <p>Trained therapists use playtime to observe and gain insights into a child's behaviours: the therapist can help the child explore emotions and deal with unresolved trauma. Through play, children can learn new coping mechanisms and how to redirect negative behaviours.</p> <p>The total cost is £1,176 for therapist and external supervision; it does not include staffing or salaries.</p>	<p>This is a targeted and beneficial course for one Littlehampton resident.</p> <p>104 of their clients are Littlehampton residents.</p>	£830

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
Littlehampton Badminton and Squash Club	<p>Based in the centre of Littlehampton the club offers a range of sporting opportunities, coaching and competitions, as well as social activities. The main sports are badminton, squash, table tennis and pickleball. The club also runs social events throughout the year ranging from live music to quiz nights and shuffleboard evenings.</p>	3	£730	<p>Art Mural</p> <p>The location of this club is nestled behind Littlehampton High Street, which means they can sometimes go unnoticed. To increase their prominence in the town, attract visitors and encourage participation, this funding will contribute towards a five metre high mural on the side of their building to attract visitors and increase participation.</p> <p>The total cost is £2,000, the remainder of which is being provided by Section 106 from Arun District Council.</p>	<p>33% of their members (118 people) are Littlehampton residents.</p> <p>Littlehampton Badminton and Squash Club was the recipient of a commendation in the 2026 Sports Awards.</p>	£830
Littlehampton Baptist Church	<p>This is an established and active local church working in the community to make a positive difference in people's lives through the Town Centre Chaplaincy initiative, parent and toddler sessions, after school clubs, providing facilities for local clubs and groups such as the Littlehampton and District Foodbank, in addition to their weekly Sunday services.</p>	2	£350	<p>Gazebo for Events</p> <p>This funding will contribute towards the cost of a gazebo which will be utilised at Littlehampton events as a 'Listening Space' for people to relax, chat and take time out if they're feeling overwhelmed.</p> <p>This will support individuals and families to reduce stress and isolation, improve mental health and provide opportunities to signpost to other groups and services as appropriate. There will be comfortable seating and signage with the offer to sit and be still, and have a chat where they know they will be heard and not judged.</p>	<p>They work with 60 to 100 families through their various activities, 98% of which are Littlehampton residents.</p> <p>90% of their church members are Littlehampton residents. This is 54 people.</p>	£450

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				The total cost is £710.		
Littlehampton Bonfire Society	The Bonfire Society organises the annual bonfire event which comprises a torchlight parade, fireworks, funfair and bonfire. As a Sussex tradition it's an extremely popular event with locals and brings people from far afield to join the celebrations and visit the town. The society has been in operation for over 70 years facilitating, supporting and providing community events that celebrate Littlehampton, encourage civic pride, increase community cohesion, attract visitors and support local businesses.	3	£730	<p>Parade Route Safety</p> <p>This group is requesting funding a specific aspect of their traditional annual bonfire event.</p> <p>A popular part of the evening consists of a torchlight parade through Littlehampton, involving local groups, clubs and individuals dressed in costumes either walking or on decorated floats. To ensure safety each road is notified in advance to be clear of parked vehicles. Any vehicles that remain are towed away before the parade starts, to a nearby available parking space at a safe distance from the route.</p> <p>This funding will contribute towards the cost of £936 for safely moving vehicles by Westbourne Motors. This will help with the overall cost of this popular event which stands at £34,000.</p>	<p>This is an event that is enjoyed by over 25,000 people every year.</p> <p>The membership of the society has 95 Littlehampton residents.</p>	£830
Littlehampton Community Growers	This is a small voluntary group of local people with aims to increase community food growing opportunities, share skills and improve our	2	£350	<p>Equipment and Insurance</p> <p>This funding will allow them to purchase some items for their community plot to enhance the offer for those attending, a</p>	<p>90% of this group (nine people) are Littlehampton residents.</p> <p>The community orchard initiative is open for anyone to join, either as an established group that would benefit from the activity or as individuals who</p>	£443

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>environment. In their first year they planted a community orchard, began developing two community allotment plots, and took on maintenance of a mature community orchard, Maltravers Orchard, in Littlehampton.</p> <p>They work closely with Arun and Chichester Food Partnership and organise regular sessions at Worthing Road Allotments to enhance the environment, provide new habitats for wildlife and grow food and healthy living.</p>			<p>shed for storage and also cover their annual insurance costs.</p> <p>The total cost is £443. This consists of a shed £129, sturdy picnic table and bench £147 and Public Liability Insurance £167.</p>	<p>want to be part of this exciting development.</p>	
<p>Littlehampton District Men's Sheds West</p>	<p>This group was established to promote the health and wellbeing of men in the Littlehampton area by providing a meeting place for social interaction, working on practical projects and supporting the</p>	<p>3</p>	<p>£725</p>	<p>New Equipment</p> <p>Several of the group power tools need replacing and with increased membership they need enough to ensure everyone can participate.</p> <p>The total cost is £725. This is comprised of combi drill x2 £160, batteries x4 £132, charger x2 £31, orbital sander £80 and router kit £322.</p>	<p>80% of their members (24 people) are Littlehampton residents. But, as a group, they provide a lot of invaluable practical help and support for residents, local service providers and community activities.</p>	<p>£725</p>

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	community with their skills and experience.					
Littlehampton Family Endearment (LIFE)	This group supports local residents who have emigrated from Kerala in India, to promote social cohesion and provide opportunities for literacy. They host cultural and social activities, and participate in fund-raising events to share their culture with the wider community in Littlehampton.	3	£730	<p>Hire Costs for Annual Events</p> <p>This funding will contribute towards venue hire costs for hosting six events throughout the year. These include their anniversary event, sports day, Onam celebration, Christmas and New Year, Easter and Vishnu Celebration.</p> <p>Their cultural programs provide valuable opportunities for members and families to learn, grow and connect; promoting cultural awareness and creating a vibrant, supportive and inclusive community for everyone involved.</p> <p>Total costs are £610.</p>	Their membership of 315 is made up of local families. 87% are Littlehampton residents (275 individuals).	£830
Littlehampton Fort Restoration Project	This initiative is about restoring the historic Littlehampton Fort to its original state. First by systematically clearing damaging vegetation to then assess what works would then need to take place. Local residents and businesses are offered the opportunity to be involved in the restoration project which gives people the chance	3	£705	<p>Equipment, Insurance and Website</p> <p>This funding will cover various aspects for restoring and conserving the Littlehampton Fort by the project's volunteer workforce. The tools will enable them to continue the careful and essential work of clearing the Parade Ground, an important and long hidden that has been left untouched since the fort's closure many decades ago.</p> <p>Insurance costs are unavoidable as a vital component to ensure the health and safety of their volunteers are</p>	<p>60% of their members (32 people) are Littlehampton residents.</p> <p>This activity will also include volunteers from community groups and businesses.</p>	£705

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	to exercise, get out in the fresh air and also a sense of that they have assisted in saving a valuable structure of historical importance.			<p>safeguarded and encourage others to participate. Additionally, the website plays a crucial role in supporting documentation, enrolment and promoting their events and achievements to the wider community.</p> <p>The total cost is £705. The consists of various tools and equipment £238, wheelbarrow £53, rubble bags and sacks £159, annual insurance £158 and website hosting £97.</p>		
Littlehampton Heritage Railway Association	This is the oldest 12 and a quarter-inch railway in the country, providing a much-loved tourist attraction for Littlehampton. The service is run by volunteers for all ages and abilities, as the train has two carriages adapted for wheelchairs.	3	£730	<p>Fire Alarm and Security</p> <p>The existing fire alarm system only gives a local alarm with no notification to key holders. This funding will contribute towards a more advanced system which will alert key holders immediately, rather than the external siren simply alerting nearby residents. This will increase the security of the site by enabling emergency services and key holders to respond sooner. Installation and supply by a local provider are costed at £804.</p> <p>A new CCTV camera is also needed to cover the rear of the property. The additional wiring, camera and installation will cost £276.</p>	<p>95% of their members (114 people) are Littlehampton residents. Last year the railway attracted 1,150 passengers.</p> <p>Securing the railway site in this way will invariably benefit the wider community, tourists and visitors to Mewsbrook Park.</p>	£830
Littlehampton Rugby Club	The club has been running for over forty years and is based at	3	£730	<p>Installation of Flood Lights</p> <p>This funding will contribute toward the installation of two flood at their playing</p>	92% of their members (148 individuals) are Littlehampton residents.	£830

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>Kingley Gate. They have a senior team and recently expanded to include Juniors and Minis, to widen their appeal and bring all the health, social and sporting benefits of rugby to all ages.</p>			<p>ground on Kingley Gate. Planning permissions have been granted as the lights are designed to have a minimal impact on the natural environment and surrounding houses. The club has been using portable floodlights for the last six years, which are cumbersome and no longer fit for purpose as the club has grown in popularity with the addition of minis and women’s teams – meaning they are playing more matches in the evenings. These lights will minimise the pressure on volunteers whilst allowing the club to continue expanding its offer to the local community.</p> <p>The total cost for supply and installation is £11,737. They will raise the remaining amount through sponsorships, fundraising and local firms volunteering their time and expertise.</p>	<p>The Rugby Club was the recipient of four Sports Awards and one commendation in 2026.</p>	

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Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
Littlehampton Wave Life Saving Club	<p>The Club provides personal survival skills, lifesaving, water safety and life support tuition to an examination standard, to participate in competitive lifesaving for the local community, all on a voluntary basis. It is a Registered Lifesaving Club affiliated to the Royal Lifesaving Society UK, and trains at the Littlehampton Wave Leisure Centre, whilst also providing qualified lifeguards for the centre and the beach.</p>	2	£344	<p>Resources and Equipment</p> <p>This funding is to purchase 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. This has been particularly highlighted recently with changes in best practice for resuscitation and defibrillator use.</p> <p>Total cost is £344. This covers new Training Manuals x 5 £60, new Defibrillator Manuals, x15 £105, AED pads £45 and £38, Floatation Jackets x2 £72 and water safety leaflets £24.</p>	<p>60% of their members (12 young people) are Littlehampton residents.</p> <p>Littlehampton Wave Life Saving Club was the recipient of three Sports Awards and one commendation in 2026.</p>	£344
Little Lights	<p>This newly formed group is free for parents, carers, babies and toddlers in response to an identified need for a safe, welcoming and structured space to meet and socialise on a Monday morning. Set up by Trinity Church at the United Church on the High Street, this is a place for children to play and explore and parents and carers to connect and build friendships. Its</p>	1	£200	<p>Equipment and Resources</p> <p>This funding will be used to purchase age-appropriate toys, play equipment, safety equipment, and resources to enable the group to run safely and effectively.</p> <p>Total cost is £500. This consists of safety fencing £130, play mats and soft flooring £85, ball pool £27, costumes and storage £68, wooden play kitchen £40, highchairs x3 £45, musical instruments £55 and refreshments for ten sessions £50.</p>	<p>100% of their group are Littlehampton families, this is 25 individuals.</p>	£300

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	intention is to reduce social isolation, support early childhood development and strengthen community.					
LPOS Musical Productions	Established in 1955 this theatre company stages two main shows a year, offering members the opportunity to improve their mental and physical health through the benefits of singing and movement as well as creating a community group to reduce social isolation by offering a warm, welcoming place where all are welcome.	2	£350	<p>Membership Fees</p> <p>This group has a 'hardship policy' to support any members struggling to cover their membership fees but still want to participate in the society's activities. Decisions about its spending are made by their committee within certain qualifying criteria.</p> <p>The aim is that no one misses out on enjoying the benefits and opportunities of the operatic society, through a lack of personal funds.</p> <p>To aid this, two years ago, they also reduced their membership fees from £84 to £30.</p> <p>Any amount that remains at the end of the funding year will go towards their hire costs for rehearsal space.</p>	85% of their members (43 people) are Littlehampton residents.	£350
Maltravers Bowling Club	Founded in 1937, Maltravers Bowling Club provides a welcoming space for everyone to play in a variety of games with men, ladies and mixed teams. Not only does this sport	1	£200	<p>New Equipment</p> <p>This funding will contribute towards the cost of two arm bowling extensions. These are essential items for bowlers to continue playing when, through age or injury, bending becomes an issue. As bowls must be bowled and not thrown,</p>	85% of their members (48 people) are Littlehampton residents. Maltravers Bowling Club was the recipient of a Sports Award in 2026.	£300

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>promote healthy exercise but it's also a sociable and inclusive environment for making new friends.</p>			<p>the extension ensures players can still play correctly, whatever their age or physical circumstances.</p> <p>The cost of each arm bowling extension is £180 plus delivery, totalling £377.</p>		
<p>MenWalkTalk</p>	<p>This charity promotes positive change for men's mental health by facilitating walking groups where men can talk openly about their mental health or anything they wish where they won't be judged, in a supportive and compassionate space. This then flows into positive outcomes for their families, relatives and children.</p>	<p>3</p>	<p>£728</p>	<p>Hire Costs for Storage</p> <p>The charity would like to trial the use of a storage unit for its community events equipment and materials. The unit would be sited in Littlehampton with the trial running for a year. This type of storage will allow greater ease of use for their volunteers and increase their presence at local events, thereby raising more awareness of their service for local men, and helping to create a stronger, more resilient community for Littlehampton.</p> <p>The current cost is £14 a week, which is £728 for a year.</p>	<p>5% of their members (30 people) are Littlehampton residents.</p> <p>MenWalkTalk was the recipient of Merit Award in 2026.</p>	<p>£728</p>
<p>Norfolk Bowling Club</p>	<p>Founded in 1953, Norfolk Bowling Club is situated on the seafront in Norfolk Gardens, playing mainly friendly matches throughout the year with teams of ladies, men and mixed leagues and cups. The club notes that playing bowls particularly benefits a lot of single</p>	<p>2</p>	<p>£350</p>	<p>Installation of Heating in Changing Rooms</p> <p>During the autumn and winter months the club's changing rooms become very cold, which can have a detrimental effect on their members who are generally older individuals. Installing heating will allow the club to continue offering an activity to everyone and encourage increased attendance</p>	<p>65% of their members (58 people) are Littlehampton residents.</p>	<p>£450</p>

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	people who have lost partners, as it brings them out of isolation whilst providing physical exercise and mental stimulation within a welcoming social environment.			through the colder months for indoor games. This funding will contribute towards the cost of installing heating in the changing rooms at their club house on Norfolk Gardens. The three heaters will cost £600 each. The club are looking to cover the remaining costs.		
Sussex Steel	A steel band for all ages and abilities, to promote and participate in the art of steelpan music for performance, recreation and education. As well as the pleasure it brings to listeners, playing steelpans has many benefits for the participants too, including learning new skills, building confidence, improving dexterity and being part of a team.	3	£730	Gazebo for Events This funding will contribute towards the cost of an additional gazebo for public performances as their current gazebo only provides protection for half their players. Steelpans will rust if they get wet, and if they get too they go out of tune. The sound is also improved if players are under cover. They have many public performances planned over the summer months and would like the additional gazebo for these events. The cost of a new heavy duty gazebo is £1,000, which will include the Town Council's logo.	This is a popular local performance group. 80% of their members (112 people) are Littlehampton residents. The benefits of this project will include the wider community.	£830
Sussex Tornados Cheerleaders	This club provides cheerleading for children and young people from five years old upwards. Whilst many of their members perform and compete in international competitions this club is	1	£200	Safety Mats To support and enable members to continue to train safely and confidently, this funding will be used for purchasing two new safety mats. The total price is £550, as each mat costs £275.	70% of their members are Littlehampton residents. This is 98 children and young people.	£300

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	for all abilities, to learn, build confidence and feel valued. Alongside the physical and mental health benefits of cheerleading, the club is keen that participants also develop through teamwork, mutual support and community awareness to become mature and well-rounded individuals.					
The Juno Project	This organisation supports girls and young women of school age who have experienced significant challenges in their lives including drugs, alcohol, domestic violence, poverty, health issues, learning difficulties, homelessness, school exclusion, abuse or anger management in developing their capacity and capabilities to enable them to participate in society as mature and responsible individuals	3	£730	<p>Craft and Chat Summer Sessions</p> <p>This funding will provide a two-day Craft and Chat programme in Littlehampton for vulnerable 1 to13 year olds over the summer holiday period. The group will run for four hours, over two days, led by experienced facilitators. Craft making will be embedded into safe and reflective sessions that cover wellbeing based themes such as self-esteem, friendships, communication, managing anxiety, confidence and coping with change.</p> <p>They teach techniques for emotional regulation, helping girls to make the most of educational opportunities and to acquire the tools, strategies, and knowledge necessary to overcome</p>	10% of the clients (25 young people) they work with are Littlehampton residents.	£830

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
				<p>challenges and create positive changes at key times of transition, such as from primary to secondary school.</p> <p>Total cost is £968. This covers facilitators £592, travel £36, refreshments £60, resources £120 and room hire £160.</p>		
Tots on Tuesday	<p>This group provides a weekly welcoming, safe and nurturing space for parents, carers and children under 5 years to play and socialise, with quality toys and resources for children to enjoy and explore, particularly items that they may not have at home due to limited space or finance.</p> <p>The group is run by All Saints Wick to enhance the lives of the local community, tackle isolation and if appropriate, signposting to further services. Early Help attends once a month to offer information, advice and guidance.</p>	3	£469	<p>New Resources</p> <p>This funding will be primarily used to support a Story and Singing Time at the end of each session, to encourage communication and interaction between parents and children, particularly for those whom English is not a first language or may have additional needs. The funding will also be used for sensory resources to spark curiosity, imagination and communication.</p> <p>Total cost is £469. This covers various Story Sacks £237, books and puppets £78, sensory items £46, song and rhymes baby board books £39, math rhyme books £46 and play parachute £23.</p>	<p>This group based in Wick works with 60 separate families through the year.</p> <p>98% of those attending are Littlehampton residents (54 individuals).</p>	£469
West Sussex Mind	West Sussex Mind is an independent local charity. They support	2	£350	Refreshments for Support Groups	26% of their clients are Littlehampton residents (2,020 people).	£359

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	people with their mental health, provide specialist training and campaign to improve services and promote understandings.			<p>West Sussex Mind runs various weekly groups to support local people struggling with mental health and social isolation. Access to these safe spaces and their activities is free, which is important for those struggling to make ends meet, with many run by Peer Support Volunteers and Social Activities Co-coordinators. Regular attendance can be a lifeline for some of the service users; building confidence and wellbeing, and for some it is the only time they speak to other people in the week. Some of the groups in Littlehampton are general Get Togethers, Table Tennis Group, Stronger Together Men's Group and a Sisterhood Group for women.</p> <p>This funding will be used to provide refreshments for the year, so people can relax over a hot drink and biscuit, to refresh their bodies as well as their minds. Improved mental health can help people to become more involved in their community with other indirect beneficiaries too, such as family, friends, schools, colleges and workplaces.</p>	This funding will benefit 35 people a week at regular support sessions.	
Worthing Table Tennis Club	Worthing Table Tennis Club is a vibrant and welcoming club dedicated to promoting the sport of table tennis	1	£200	<p>Table Tennis Course for Children</p> <p>This funding is for two introductory table tennis sessions during half term for young people who either attend school</p>	10% of the club's membership are Littlehampton residents. This is 40 people.	£255

Appendix B - Grant Aid Applications and Proposals 2026 to 2027

Organisation	Description	Tier	Amount Requested	Purpose of Grant	Additional Information	Proposed Award
	<p>in the local community. With a strong focus on coaching, competition, and camaraderie, the club provides opportunities for players of all ages and abilities to enjoy and excel in table tennis.</p> <p>They run weekly sessions at K2 Youth and Community Centre and The Littlehampton Academy.</p>			<p>or are resident in Littlehampton. One session will be for Primary and the other for Secondary aged children.</p> <p>The total cost is £255. This comprises hall hire at K2 Youth and Community Centre £95, coaching £100, balls £20, social media promotion £40.</p>		
	Total Grants: 43		£20,700		Total allocation:	£23,637

Notes of the **Littlehampton Sports Forum** held in the **New Millennium Chamber, Littlehampton Town Council** on **Monday 27 April 2026** at **6pm**.

Present:

The following groups were represented at the meeting:

Littlehampton Wave Life Saving Club
Maltravers Bowling Club (two members)
Littlehampton Rugby Club
Sussex Tornados Cheerleaders
David O Jones Sports
Littlehampton Cricket Club
Littlehampton Town Football Club
Littlehampton Badminton and Squash Club

In attendance:

Councillor Freddie Tandy – Chair of the Sports Forum
Felix Gillett – Community Engagement Manager

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 and Littlehampton Sportsfield.

3. Notes of Previous Meeting

The notes of the previous meeting from 2 February 2026 were agreed as a true record.

3.1. Matters Arising

The Chair reported that he is in contact with Arun District Council to confirm Littlehampton Rugby Club's floodlight installation and lease for use of the grounds at Kingley Gate.

4. Sports Awards

The Sports Awards were presented at the Annual Town Meeting on Thursday 24 April at the K2 Youth and Community Centre. Five commendations, nine awards and one Lifetime Achievement Award out of 10 categories were presented to various local sports clubs and individuals. It was a well-attended event and offered a great opportunity to celebrate and promote the achievements of sport in Littlehampton. It was particularly noteworthy as it was the first time Maltravers Bowling Club received an award for their men's team's outstanding season. Everyone was thanked who made nominations.

5. Members' Updates

5.1. Littlehampton Wave Life Saving Club

This is a quiet time of the year as students take their exams and mock exams. They have recently attracted five new members, and four life saving exams have been completed. Four members of the club were recognised with commendations and awards at Sports Awards presentation at the recent Annual Town Meeting. Their Annual General Meeting took place in February.

The club received funding for kits from Tesco's Blue Token scheme, but their needs have changed since making this application, so they are negotiating to use it on other requirements. A Red Nose Training Night Challenge raised £857 for Comic Relief, MCF Charity, Littlehampton Foodbank and the club. They had a stall at the Town Council's Culture and Community Day during the Easter holidays, which was successful in raising their profile.

They continue to offer their Save a Child's Life and Save a Baby's Life courses at the Littlehampton Wave. The annual Newfoundland Dog Rescue Team will be visiting at 10am on Sunday 26 July to demonstrate their rescues on the seafront.

The Community Engagement Manager was presented with a Friends of the Society certificate from the Royal Life Saving Society, for his ongoing support of the club.

5.2. Maltravers Bowling Club

The indoor season started in September, and it proved a good winter for participation. But greens have now reopened, which signals the start of the outdoor season. The club is hosting an Open Day on Saturday 2 May. Membership has increased with four new members. They have had a good start to the summer, and with the recent promotion of the men' team to Division 1, they are looking to stay up.

5.3. Littlehampton Rugby Club

It has been a good year for the club, with the men's team finishing second in the league and winning the cup final on Saturday. The ladies team finished third in the league after their first season participating. Teams will now take a break as the season is done, and some of the Colts will be moving up into the men's team. More coaches are needed for the younger teams. The season starts again in September.

To remain competitive with other clubs, who have more to offer regarding facilities, they have kept their membership costs affordable. They raise additional funds through various fund-raising events throughout the year.

The club's Annual General Meeting will be on Wednesday 20 May. Their current president, Mark 'Moose' Quinney will be stepping down. He received a Lifetime Achievement Award at the Annual Town Meeting for his dedication and service to the club over thirty years.

The installation of flood lights and lease for confirmation of use of the grounds at Kingley Gate have not yet been resolved.

5.4. Sussex Tornados Cheerleaders

With the end of the season drawing near, the club has seen 145 members competing as 13 teams, aged 4 to 20 years old. Three members recently competed in the USA with Team England U18s, achieving a bronze position. Two members will be competing in the All Star World Competition in the USA, and others are fundraising for entry costs to compete in Portugal. Their end of year awards will be presented on Saturday 4 July.

They are seeing an average of 70 children and young people for each training session, but the representative also reported some concerns and uncertainty with the lease for their rented property.

5.5. David O Jones Sports

Recent interest in darts has slowed down now the season has closed. But the shop anticipates tennis and cricket sales picking up at this time of the year. Trophy season also begins with many clubs coming to hosting their end of year presentation events. Footfall is low but the shop is ticking over. The representative also offered his services to distribute any promotional posters for members to shops in the town centre.

5.6. Littlehampton Cricket Club

The club is in week three of the cricket season. They have played in seven friendlies across all teams. There is an Over 70s game coming up, which is the second of these and is proving popular. Training grass is now taking place on Tuesdays and Thursdays. Colts started again two weeks ago with good attendance, and an increase in U10s team, though there has been a drop off in over 14 year olds' participation.

A player from Brisbane has joined the club to assist with coaching. Two qualified ladies coaches will be supporting the All Stars programme for five to eight year olds from Friday 15 May – this is funded by the Town Council's Grant Aid scheme.

5.7. Littlehampton Town Football Club

As the season comes to a close the team find themselves in danger of relegation. But it's possible they may get a reprieve as another club has gone out of business, which would keep Littlehampton in its current division. Average crowd attendance for matches is 303, which is up on last year's average figure of 257 last year. This places them fourth in the league for attendance, and it continues to grow, despite some challenges with facilities.

The club is supporting White Meadows Primary Academy with players participating in their upcoming skipping fundraiser event. The top fund raisers amongst the students will have the opportunity to be mascots at future matches. This is part of encouraging the club's players to be more present in

the community. Pre-season begins in June, with the season starting at the end of July.

- 5.8. Littlehampton Badminton and Squash Club
The club participated in the Town Council's Culture and Community Day during the Easter holidays, promoting pickleball and picking up new members; particularly families and older players. But more players are still needed next season, for badminton and squash, if the club is going to compete. Their recent shuffleboard event was popular, showing increased attendance.

6. Any Other Business

- 6.1. Members were reminded about opportunities for the Town Council to promote their events and clubs through Facebook and posters for noticeboards. They could either tag the Town Council in posts or send the Officer digital or hard copy posters.
- 6.2. Littlehampton Badminton and Squash Club is still planning to host a Sports Fair for local clubs to attend and promote their activities, particularly to families, children and young people. The representative asked for anyone interested to fill in a questionnaire, as he had not received many responses. This would help to decide when to hold the event.

ACTION: Officer to resend the questionnaire to members.

- 6.3. The Town Council has launched a new website called Love Littlehampton. This is specifically for people to find out about local groups, clubs and activities. All the clubs are welcome to sign up to have a presence on the website.

ACTION: Officer to send information to members.

- 6.4. The Town Show and Family Fun Day on Saturday 12 September is now open for stallholder applications. All clubs are welcome to get involved.

ACTION: Officer to send information to members.

- 6.5. The Chair mentioned that Arun District Council has various locations across Littlehampton for local groups to put up banners to promote their events and activities. Members are welcome to make a request for this.

ACTION: Chair to provide information to Officer to send to members.

7. Dates of Next Meetings

Monday 6 July 2026, 6pm

Monday 28 September 2026, 6pm

The meeting closed at 6.40pm.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 June 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. Otherwise note the contents of the report.

3. Events

3.1. Armed Forces, Families and Veterans Day, 17 June

The Museum will be at this event, with a World War One theme and a craft activity for families.

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 these targets for April (338 records created or amended and 531 entries transcribed) and is on track to meet them in May.
- 4.2. The current total number of records on our collections database (MODES) is 44,016 out of an estimated total of 50,000. The Museum is on track to eliminate the backlog within the next two to three years.

5. 'Transforming Littlehampton Museum' project

- 5.1. A Project Officer and an evaluation consultant have been appointed, both starting work in June.

- 5.2. Three new volunteers have been appointed so far to assist with this project, and many of the existing volunteers will also contribute. It is anticipated that at least two more volunteers will be recruited, making a total of 23.
- 5.3. 64 cassette tapes and 6 mini discs containing existing oral history recordings have been sent off to be professionally converted into digital format, ready to be shared in the Museum and on the website, where possible.
- 5.4. The Project Officer and two volunteers have been booked onto training with The Oral History Society in July and August to learn more about planning and conducting oral history projects.

6. Exhibitions

6.1. Victorian Littlehampton, 23 May to 2 November 2026

Displayed in the Hearne and Butterworth galleries this exhibition brings to life the people who lived in the town during the Victorian era through personal stories, contemporary accounts, and objects from the museum's collections. Featuring one of Queen Victoria's nightdresses, donated by a local family whose grandmother was part of the Queen's household, and with hands-on activities for families, the exhibition opened in time for the school half term.

6.2. 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 Hearne Gallery. A group of homeschooled students and pupils from The Littlehampton Academy and River Beach Primary School have completed workshops at the Museum and selected the items from the collections that their exhibition will focus on.

7. Financial Implications

- 7.1. The cost of putting on the Victorians exhibition was £703.44, met from the existing Museum Exhibitions budget.

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>Three stone marbles (Victorian) dug up by donor in garden of 103 Beaconsfield Road Littlehampton</p>		<p>Accept: These will be particularly excellent for display purposes and will feature in the Victorian’s exhibition</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>
<p>Harvey The Harvester Bunny - a soft toy, given to donor as a staff reward when she worked at The Harvester restaurant on the sea front in Littlehampton between 2008 to 2020.</p>		<p>Accept: This fits well with the Transforming Littlehampton Museum’s contemporary collecting initiative. The donor has given the Museum extra contextual information about her working life at the Harvester, which will be recorded on the item’s MODES record. She would also be willing to give an oral history interview as part of Transforming Littlehampton Museum project</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>
<p>11 Bonfire Society badges / fridge magnets; 2 Bonfire Society keyrings and one Bonfire Society coaster</p>		<p>Accept: Although the Museum has some other similar Bonfire souvenir items these are not duplicated and will complement the existing collection.</p>	<p>4.4.1 The Museum will continue to collect social history items which relate to the history of Littlehampton and the surrounding area. These will include items associated with local businesses, domestic life and all other aspects of local history.</p>

Table 1

Appendix 1: Potential Acquisitions

<p>The Littlehampton Board of Health Report 1852</p> <p>A copy of Mr Bateman's report of Littlehampton Drainage, 1878.</p> <p>A southern Water Authority document about the opening of the Littlehampton sewage works, June 1977</p>		<p>Accept: we have a copy of the 1852 Health Report already, but this one is in better condition (including the map), we don't have the other two documents. The two Victorian documents will be displayed in the Victorians Exhibition</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>3 display boards showing aerial views of Horticultural Research International - to be scanned (the digital copies accessioned) and then the boards to be disposed of (donor has agreed to this on entry form)</p>		<p>Accept: accession as digital images. The display boards are too large to store. The donor worked for the firm for many years – he would be a good candidate for an associated oral history to add context to these images.</p>	<p>4.5.1 The Museum will continue to collect photographs and other visual media which relate to the history of Littlehampton and the surrounding area.</p> <p>4.5.2 The Museum will acquire digital born media as part of its collections. It will ensure suitable backup precautions are taken to ensure the longevity of all digital media.</p>

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 June 2026

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

- 1.1. The report sets out an update on Armed Forces, Families and Veterans Day, Screen on the Green, Sandcastle Competition, the proposed adoption of the Access Card for event visitors, and an outline of the requirements for hosting the national Armed Forces Day.

2. Recommendations

The Committee is recommended to:

1. Agree that the Access Card as an accepted system is implemented for event visitors as outlined in paragraph 7.
2. Receive the notes of the Event Forum held on 30 April 2026 – Appendix 1.
3. Otherwise note the contents of the report.

3. Armed Forces, Families and Veterans Day

- 3.1. The charity fair stallholders, attractions, entertainment and arena displays have now been confirmed. Confirmation has also been received that a Battle of Britain Memorial Flight flypast has been granted at approximately 16:00, with the aircraft type to be confirmed one week prior to the event. The bid for a military band was unsuccessful, and the 30 Commando Royal Marines (holders of the Freedom of the Town) are unable to attend the event due to increased operational requirements.
- 3.2. Officers are currently in discussion with More Radio regarding opportunities to advertise the event this year. In addition, officers are preparing a coordinated promotional campaign to support attendance and public awareness, including social media activity, the distribution of 5,000 flyers to local schools and High Street businesses, as well as roadside banners and posters.
- 3.3. Parade arrangements are continuing to progress. Officers are currently awaiting sign-off of the parade orders by the Parade Marshal so that they

can be formally distributed. Standard bearers have been contacted, and rehearsal dates for the cadet massed band have been scheduled

4. Screen on the Green

- 4.1. The film for Screen on the Green on Saturday 15 August 2026 has been confirmed as Grease. A total of 640 votes came were received through Facebook across a selection of five films, with 211 votes for Grease. This was announced across Town Council media channels
- 4.2. The film screening time has been confirmed as 20:20. Catering will be provided from 18:00 until 23:00. To support the extended event format, officers will also source suitable entertainment acts for the earlier part of the evening to help build excitement, enhance the atmosphere and encourage attendees to arrive earlier.

5. Sandcastle Competition

- 5.1. Officers are exploring opportunities to extend the event by making use of the green area to the front of Stage by the Sea. This area is classed as Banjo Road and therefore sits outside the East Green covenants. Local water safety groups have been approached regarding attendance, and officers are also considering suitable entertainment to support movement between the main event location and the new splash pad area.

6. Armed Forces Day National bid

- 6.1. Officers attended this year's Ministry of Defence (MOD) bidding conference for the 2027 national event to gather information, understand the bidding requirements in full, and assess the feasibility of submitting a bid for Littlehampton to host the National Armed Forces Day event in 2028.
- 6.2. Any future proposal would need to demonstrate how a 2028 event in Littlehampton could celebrate local pride in the Armed Forces, thank both the community and service personnel, and strengthen connections among active personnel, veterans and cadets, while building on existing relationships.
- 6.3. Bidders should reflect the evolving look and feel of the national event following the Strategic Defence Review. They must identify the local authorities involved and outline engagement with veteran, cadet, and service support groups. The 2028 event must be open, attractive, and inclusive.
- 6.4. Funding details are required, including whether costs will come from event budgets, cross authority contributions, or sponsorship. The 2026 host (Rushmoor) is spending approximately £500,000, although costs will vary based on event size and infrastructure needs.
- 6.5. The MOD will commit to supplying military assets, equipment, and personnel, including elements such as a military village, boats, aerial displays, and a flypast depending on location. VIP attendance is expected, and £50,000 funding is available. The Town Council would need to identify circa £450,000 to host the national event.

7. Access Card (Nimbus Disability)

- 7.1. At recent events, members of the public asked Officers if the Nimbus Disability Access Card was accepted across attractions. This has now been explored further. To support the inclusivity of Council delivered events, consideration is being given to recognising the Nimbus Disability “Access Card” as a form of evidence confirming an individual’s access requirements. This may include, for example, difficulties with standing or queueing, or the need for an essential companion. Recognition of the card would enable reasonable adjustments to be applied in a consistent, timely and discreet manner.
- 7.2. The use of the Access Card would be targeted primarily at events and activities where queueing or extended waiting periods are anticipated.
- 7.3. Implementation would be supported through appropriate event briefings, and contractor arrangements alongside clear and visible signage. This signage would emphasise that Access Card is a reasonable adjustment in line with the Equality Act 2010, rather than preferential treatment.
- 7.4. It should be noted that there is no requirement for the Council to formally register or “sign up” to recognise the Access Card. Any implications arising from its use would be operational, including the provision of staff guidance, accessibility information, and appropriate communications materials. Members are therefore asked to agree that the Access Card is implemented as an accepted system for event visitors.

8. Event Forum

- 8.1. A successful Event Forum was held on 30 April, bringing together representatives from a range of local groups, organisations, charities and businesses. The session provided an opportunity to share updates, discuss upcoming events, and identify areas for collaboration and support across the community. Several actions were identified to progress these discussions and are detailed in Appendix 1.

9. Financial Implications

- 9.1. A budget of £15,540 was allocated for the Armed Forces, Families and Veterans Day event from the 2026 to 2027 Event Budget. Additional income includes £5,000 from the MOD, £5,685 from the Royal British Legion East Preston and Kingston Branch and £1,500 sponsorship from Harbour Park. Expenditure is expected to be within budget.
- 9.2. A budget of £682 was allocated to the Sandcastle Competition from the 2026 to 2027 Event Budget. Expenditure is expected to be within budget.
- 9.3. 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.

Laura Chrysostomou
Town Clerk

Event Forum Actions

30 April 2026

Event Updates

- Updates were provided on the Easter High Street events.
- Upcoming events include:
 - Armed Forces, Families and Veterans Day – Saturday 27 June 2026
 - Sandcastle Competition – Thursday 6 August 2026
 - Screen on the Green – Saturday 15 August 2026
 - Summer High Street Events – Four Wednesdays in August (5, 12, 19 and 26)

Event Support Fund

- The Event Support Fund is open to all applicants.
- Events taking place in Littlehampton will be considered if they meet the funding criteria.
- A total budget of £2,000 is available on a rolling basis.
- Feedback from Littlehampton Business Forum after their recent Arts and Crafts Festival held during the Easter school holidays.
 - The event was overall successful, with some elements proving more engaging than others.
 - Plans are already underway to repeat the festival next year, alongside Halloween activities for the October half-term.
 - Following this, the Forum has developed an Events Toolkit to support other local businesses in delivering events.

Engagement and Promotion

- It was noted that individuals aged 20 to 30 are not being effectively reached through current event promotion methods.
- Traditional promotion approaches used by the Town Council and other organisers are not always engaging this demographic.
- Suggested approaches include:
 - Running a video content creation competition to encourage promotion by this age group
 - Increasing use of platforms such as Instagram, TikTok, and YouTube
 - Showcasing event locations before events and creating content during and after events

- Engagement with this audience is likely to require incentives, such as financial reward or networking opportunities, as voluntary participation may be limited.

Littlehampton District Lions

- The Lions confirmed their continued support for Town Council events.
- Although a previous charity fair was unsuccessful, they would consider running it again with the availability of Event Support Funding and operational support.

Littlehampton Bonfire Society

- Highlighted the need for additional members to support delivery of the event.
- Suggestions to improve fundraising included:
 - Increasing the number of collection points along the promenade, Sea Road, and towards Rustington
 - Increasing card payment machines due to reduced cash usage
 - Making QR codes linked to donation platforms more visible

Littlehampton Business Forum – Upcoming Festivals

- The Forum shared details of planned events:
 - Book Festival run by the Arcade Bookshop
 - Mind, Body and Soul Festival
 - Light Trail. This is open to all and would like more engagement from business and shops along the High Street.

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 June 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 2026 to 2027 as they relate to the work of this committee. These were agreed by council at the annual meeting on 14 May 2026.

Key objectives:

- Implement objectives from the Allotment Strategy Action Plan delivering improvements to infrastructure
- Town of Culture – if successful in progressing to stage two, develop a full bid for submission winter 2026.
- Develop new websites: Visit Littlehampton to align with and amplify district and county tourism ambitions and Love Littlehampton to operate as the comprehensive and reliable online resource for residents seeking information about local facilities, businesses and groups.
- Develop a robust volunteer policy and set of procedures.
- Initiate the research phase of a new Community Liaison Strategy
- Deliver a range of funding for community benefit.
- Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system
- Working with the Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.
- Deliver the Events Strategy and Action Plan including encouraging and facilitating a range of events and activities led by community groups and working with external organisations to develop and / or support them to bring events and activities to the town.
- Christmas lights: Implement revised three-year scheme.
- Complete production of events portal allowing online stall booking.

- Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'
- Establish a clear identity for the museum within Manor House.
- Rosemead Park: Prioritise further work to secure boundaries and an additional assessment of playground and pathways including sensory path.
- To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community.

3.5. Work completed during the first quarter of 2026 to 2027:

- Town of Culture: stage 1 bid written, agreed and submitted.
- Nine Service Funding Agreements awarded.
- Easter holiday events successfully delivered.
- Littlehampton Business Forum supported with their Arts and Crafts events.
- Successful Event Forum meeting held, organisations discussing collaboration opportunities including new events for 2027.
- New online booking system for venue hire initiated and being refined. Risk assessments and compliance undertaken across the venues.
- Initial floral contract Task and Finish Group meeting held.
- Christmas Lights contractor successfully appointed.
- "Transforming Littlehampton's Museum" Project Officer recruited.
- See also separate reports to the June Community Resource Committee meeting.

4. Financial Implications

- 4.1. The budget set in January 2026 sought flexibility within the 2026 to 2027 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 2026 to 2027, and some may need to be further defined and/or reviewed.

Laura Chrysostomou,

Town Clerk.

Business Plan Action Plan - In Progress
Appendix 1

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Committee	Officer	Finance	Supporting information
1.1	Allotments	Allotment Strategy & Action Plan	1. North fence and gate Worthing Road site	Following Allotment Working Group consideration, CRC agreed the priority work to be undertaken in 2026	In discussions with Wick FC for them to replace most of north fence (TBC) and LTC complete one section with gate.	CRC	FCM	£8,000	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.2	Allotments	Allotment Strategy & Action Plan	2. West Fence section Worthing Road site	Completed		CRC	FCM	£1,650	Allotment maintenance budget 2026 to 2027
1.3	Allotments	Allotment Strategy & Action Plan	3. South fence section Mill Lane site		Dependent on outcome of discussions with Wick FC	CRC	FCM	£1,200	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.4	Allotments	Allotment Strategy & Action Plan	4. South west fence section Fort Road site		Dependent on outcome of discussions with Wick FC	CRC	FCM	£800	Allotment Infrastructure Reserve £300 2026 to 2027 budget £10,000
1.5	Allotments	Allotment Strategy & Action Plan	5. Review and assess community project initiatives on allotments			CRC	FCM		
1.6	Allotments	Allotment Strategy & Action Plan	6. Bring budget under control through agreed principles of reducing the level of subsidy and increasing rental income.			CRC	HFSD		
2	Arts Development	Town of Culture	If successful in progressing to stage two for the Town of Culture develop full bid for submission winter 2026		Awaiting outcome	CRC	HCED		An expression of interest was submitted for the UK Town of Culture 2028. An outcome is expected in Spring 2026 - the shortlisted towns receive an award of £60,000 to be spent on developing the full bid which would be due in winter 2026. Links to UKSPF Research outcomes.
3.1	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	1. Deliver a website dedicated to tourism that aligns with district and county wide ambitions	New website live	New websites are now live and officers are continuously updating content	CRC	HCED	A service funding agreement has been signed with ADC for the funding of £3,000 for the site content, management and maintenance. £700 hosting fees from LTC budget	Links to UKSPF Research outcomes.
3.2	Communications	Visit Littlehampton and Love Littlehampton Website Revamp	2. Deliver Love Littlehampton and establish it as a reliable source of information for residents about local facilities, businesses and groups	New website live	New Project Officer: Town Centre Strategy will be visiting town centre businesses to encourage listings	CRC	HCED		Work with the Littlehampton Business Forum and the Community Engagement Manager to increase content. Links to UKSPF Research outcomes. Links to the Town Centre Strategy and the Events Strategy.
5	Community Development	Develop a robust volunteer policy and set of procedures	Review existing policy and source external relevant input to ensure it meets required standards to enable the growth of the council's volunteer bank		This piece of work will begin in Q2	CRC	CEM		Develop framework to support expansion of volunteering opportunities - explore other volunteer frameworks when opportunity arises
6	Community Development	Develop a Community Liaison Strategy	Initiate the research phase of the development		This piece of work will begin in Q2	CRC	CEM		Links to UKSPF Research outcomes.
7.1	Community Development: Grants	Deliver a range of funding for community benefit	1. Commence, monitor and report on new service funding agreements		Nine Service Funding Agreements awarded	CRC	CEM	Service budget reviewed and agreed annually as part of budget & precept setting process. £31,000 per year	New Policy and Procedure agreed for the Town Council's suite of community funding in 2025 to 2026.
7.2	Community Development: Grants	Deliver a range of funding for community benefit	2. Award, monitor and report twice a year on Grant Aid		Grant Aid 2026 is subject of a report to the June Community Resources Committee	CRC	CEM	£25,000 per year	
7.3	Community Development: Grants	Deliver a range of funding for community benefit	3. Award, monitor and report twice a year on Sports Funding		A report will be given to Committee in Q2	CRC	CEM	£4,000 per year	The Sports Funding replaced the Sports Excellence Grants in 2025.
7.4	Community Development: Grants	Deliver a range of funding for community benefit	4. Award, monitor and report on Event Support Funding as required		Ongoing One grant successfully awarded	CRC	EM	£2,000 per year	New Event Support Funding Policy in place

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Committee	Officer	Finance	Supporting information
9.1	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	1. Finalise Community Centre Action Plans with specific actions for promotion, maintenance, operations including occupancy rates and implementation of online booking system		New online booking system initiated and now being refined. Compliance and risk assessments undertaken. Weekly promotion on Facebook.	CRC	OM		To take forward the Committee policy steer for the action plans for each of the Council's venues for hire: Manor House, Southfields, K2 and Hampton Park.
9.2	Community Facilities: Venues	Provide cost effective, accessible and environmentally friendly facilities, that provide safe vibrant places for people to come together	2. Balance the need to provide valuable community resources with the need to generate income to reduce the gap between income and expenditure.			CRC	HFSD		
10	Environmental Protection	Enhance biodiversity and environmental sustainability, via revised contracts for LTC owned or managed outside spaces	Working with Task and Finish Group to overhaul tender specification and award floral contract centring environmental sustainability and increased biodiversity.	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.	Initial Floral Task and Finish Group meeting held. Ideas put forward for further investigation.	CRC	FCM	£26,035	
11.1	Events	To deliver the Events Strategy and Action Plan	1. Deliver the town council's core programme of events		Summer programme of events on track and subject of a report to the June Community Resources Committee	CRC	EM	Overall budget is £86,837.50	New Events Strategy agreed in 2024. Links to the Town Centre Strategy.
11.2	Events	To deliver the Events Strategy and Action Plan	2. The Town Council will run or support a series of cohesive events that aim to bring people together by celebrating diversity and recognising the heritage of the town		Successfully delivered events on the High Street during the Easter holidays, with one event focusing on community	CRC	EM		Links to UKSPF Research outcomes.
11.3	Events	To deliver the Events Strategy and Action Plan	3. Encourage and facilitate a range of activities and events that help create a vibrant town, increase footfall and deter antisocial behaviour		Supported the Littlehampton Business Forum with their Arts and Crafts events by providing event management guidance and a grant from the Event Support Funding	CRC	EM		
11.4	Events	To deliver the Events Strategy and Action Plan	4. Work with external organisations to develop and/or support them to bring events and activities to the Town		Supporting the Littlehampton Business Forum with their event plans Hosted a successful Event Forum meeting where organisations began discussing collaboration opportunities including new events for 2027	CRC	EM		
13	High Street Regeneration	Deliver a high quality Christmas Lights scheme	Implement revised three year scheme		Contractor successfully appointed and new 3D items being explored	CRC	TCSP0	The budget is £25,000 per annum	
14.5	High Street Regeneration	Open Progress Point the High Street Hub	5. Open and deliver Progress Point			CRC	OM		
18.2	Information Management	Digitisation	2. Complete production of events portal allowing online stall booking		This should be achieved in Q2	CRC	EM		

#	Category	Goals	Objectives 2026 to 2027	Status narrative April 26	Quarter 1 Updates	Committee	Officer	Finance	Supporting information
19	Museum	Document the museum's collections to reach Spectrum's standards	Create or amend 300 inventory records on MODES and transcribe 200 entries into excel spreadsheets per month		This target has been met or exceeded each month during this quarter	CRC	MC		The Collection Documentation Project is an ongoing piece of work.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	1. Employ a Project Officer to work with volunteers to create a Dispersals Group to evaluate items for appropriate dispersal		The Project Officer has been appointed and will start work on 1 June 2026	CRC	MC	The National Lottery Heritage Fund grant is £127,913 with £7,320 from Museum earmarked reserves as match funding for this project.	The National Lottery Heritage Fund Project is Phase Three of the Project Time Machine.
20.1	Museum	Initiate the National Lottery Heritage Fund 'Transforming Littlehampton's Museum: Building Solid Foundations for the next 100 Years'	2. Contract an Options Appraisal Consultant to evaluate and cost possible housing and funding for the Museum and form a Forward Plan		The Invitation to Tender Document has been drafted, but not yet published. This will happen in June 2026. Delayed slightly due to staff capacity.	CRC	MC		
21.1	Museum	Establish a clear identity for the Museum within the Manor House	1. Create a plan to best align the current shared reception area with the museum's identity to improve visitor experience		This work will begin in Q2	CRC	MC		As the Town Council moves its public access point to the High Street Hub reorient so Manor House is synonymous with the museum.
21.2	Museum	Establish a clear identity for the Museum within the Manor House	2. Establish a robust volunteer policy and procedure that includes the operation of the reception area		The Museum team has started planning for this - and talked to existing volunteers to see if they would like to assist.	CRC	MC		
22.1	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	1. Prioritise further works to secure boundaries		Awaiting confirmation from contractor as to when further works to secure the logs will take place.	CRC	FCM		
22.2	Parks and Open Spaces: Maintenance	Rosemead Park - Security and safety improvements	2. Additional assessment of playground and pathways including sensory path. Contract any essential work required.			CRC	FCM	1. £125,849 S106 received 2022, to be used by 2031 - play equipment & pathways only - full review in 2026 - spend only on essential works until then. 2. £193, 794 S106 with ADC and will require a business case and deed of agreement to be paid over to LTC.	
26	Youth Services	To provide a youth service that offers young people enriching opportunities and develops positive relationships between young people and the wider community	Current contract ends September 2026		This is subject of a report to the June Community Resources Committee	CRC	GEM	£60,000	

Littlehampton Town Council

Non-Confidential

Committee: Community Resources

Date: 04 June 2026

Report by: Town Clerk

Subject: Committee Budget Monitor

1. Summary

- 1.1. The report includes a summary of the year-end accounts for 2025 to 2026 and highlights any significant variances from budget in income and expenditure for the first quarter of 2026 to 2027. The figures reported on are those relating to the Community Resources Committee budget. The areas of budget responsibility and cost codes that sit within this committee have been outlined in a table in Appendix A.
- 1.2. Appendix B shows movements during the previous financial year (2025 to 2026) in earmarked reserves that fall within the budget responsibility of this committee.
- 1.3. Appendix C is a detailed income and expenditure report for Council functions showing (from left to right) the budget for 2025 to 2026; the actual net spends for 2025 to 2026 and the balance remaining against budget.
- 1.4. Variances that have been subject to individual periodic reports are not reported on.

2. Recommendations

The Committee is recommended to note the contents of the report.

3. Year End Budget Monitor 2025 to 2026

- 3.1. The figures included in Appendix C are year-end figures.

3.2. Grants and Partnership Initiatives

- 3.2.1. Expenditure was in line with expectations and budget.

3.3. Community

- 3.3.1. Expenditure was in line with expectations.

- 3.3.2. The £5,951 Armed Forces event overspend was offset by grants received, resulting in an underspend of circa £5,000 which will be earmarked for future contingency.
- 3.3.3. There are still some outstanding payments for Screen on the Green so this underspend of circa £6,000 will be held to meet those payments.
- 3.3.4. The £530 Visit Littlehampton website overspend was met by underspends within this cost centre.
- 3.3.5. The £1,827 Town centre Events overspend was met by underspends within this cost centre.
- 3.3.6. There was £1,000 earmarked at year end for National Events as agreed by this Committee.

3.4. Southfield’s Jubilee Community Centre

- 3.4.1. Expenditure was in line with expectations, and any overspends were met by savings within the cost centre.
- 3.4.2. There was £1,500 earmarked at year end from the Electricity underspends as agreed during the budget setting process to offset the 2026 to 2027 budget.
- 3.4.3. Rental income for Southfields Jubilee Community Centre achieved £42,081 against a budget of £28,000.

3.5. Parks and Open Spaces

- 3.5.1. Expenditure was in line with expectations and budget.
- 3.5.2. There was £3,256 earmarked at year end from Tree Maintenance budget underspends for future liabilities.
- 3.5.3. The Rosemead Park border security costs of £18,776 will be met from the general fund.
- 3.5.4. £2,000 has been earmarked for replacement of planters.

3.6. Museum

- 3.6.1. Expenditure was in line with expectations.
- 3.6.2. A breakdown of the Museum income is show in the table below:

Museum Income	Budget	Income
Sales	£1,000	£784
Donations	£425	£742
Exhibition Commission/Sales	£50	£0
Centenary Book Income	£0	£36
Loan Box Income	£50	£265

Grants Received (National Lottery/ACE)	£0	£64,571.50
	£1,525	£66,398.50

3.7. Allotments

- 3.7.1. Allotments Water was overspent by £2,752 due to three high months of usage at Worthing Road allotments.
- 3.7.2. Allotment Rents achieved £24,619 against a budget of £24,168.

3.8. K2

- 3.8.1. Expenditure was in line with expectations.
- 3.8.2. There was a £230 overspend within Contract Cleaning due to increased costs across all sites. This will be met by overall underspends within the cost centre.
- 3.8.3. Rental Income achieved a total of £1,619 against a budget of £16,500. Whilst the income budget was not achieved, this was offset by reduced site expenditure of £5,413.

Laura Chrysostomou

Town Clerk

Appendix A

The table below shows areas of budget responsibility and cost codes that sit within this committee.

Cost Centre	Budget Code	Budget description
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
311 North Littlehampton Community Centre		Capital Project as part of Hampton Park development and Section 106 monies

Appendix B

CRC Earmarked Reserves 2025 to 2026						
	Opening Balance 01/04/25 £	Expenditure to date £	Additions to date £	Committed	Balance to date £	Notes
Allotments	3,627.09				3,627.09	future liabilities
Allotments Infrastructure Reserve	10,000.00	9,859.47			140.53	To deliver the Allotment Strategy £5,000 to support 26/27 budget. Up to £15,000 towards Museum Project Officer extensions. £20,000 repurposed for Event Contingency as per the Event Strategy
CRC initiatives	57,215.21	33,992.97		20,000.00	3,222.24	
Community Event Support Fund	13,248.94	115.00		6,000.00	7,133.94	£6K committed to support budget in 26/27, 27/28 and 28/29
Christmas Lights	7,237.43				7,237.43	
Event Armed Forces Day			5,000.00		5,000.00	future liabilities
Event Contingency	0.00		20,000.00		20,000.00	£20,000 as contingency for the three year event budget as per the Event Strategy
Event equipment	1,161.50	52.40			1,109.10	for contingencies
General Grants	10,580.59	3,912.00	1,160.00	7,225.00	603.59	£2,725 for 2026/27 budget. £2,250 for 2027/28 budget. £2,250 for 2028/29 budget. To complete project
Heritage Lottery Grant	3,449.30				3,449.30	
Keystone Centre	92,525.84	71,841.32			20,684.52	future liabilities
National Events	1,000.00		1,000.00		2,000.00	future liabilities
North Littlehampton Centre	75,353.50				75,353.50	future liabilities
Parks & open spaces	1,096.59				1,096.59	future liabilities
Rosemead	5,141.31	3,004.00			2,137.31	future liabilities
Rosemead S106 play equipment & paths	125,849.86				125,849.86	Section 106 funding for paths and equipment future liabilities
Southfields Furniture & Equipment	1,264.31	1,397.37	900.00		766.94	
Sports Forum and Grants	1,515.74	1,515.74			0.00	
Stage by the Sea	3,017.80				3,017.80	
Tourism	7,659.05			4,000.00	3,659.05	£2,000 for 2026/27 budget and £2,000 for 2027/28 budget
Town Planters			2,000.00		2,000.00	future replacement
Tree Maintenance	7,714.29		3,256.00		10,970.29	future liabilities
Tree Planting	8,000.00			8,000.00	0.00	£4,000 to support Tree Maintenance budget 26/27 and £2,000 to support tree maintenance budget in 27/28 £2,000 potentially for new planters as part of floral contract
Visit Littlehampton	3,941.51			3,941.51	0.00	for contingencies
Wick Village Traders Gateway	500.00	500.00			0.00	Return to General Fund
Wick Information Centre SFA	2,500.00	2,500.00			0.00	Repurposed to Wick Initiatives EMR
Wick Initiatives	7,460.40	2,500.00	5,057.00		10,017.40	future liabilities
Wick Week	2,557.00	2,557.00			0.00	Repurposed to Wick Initiatives EMR
Museum Collection Management	10,545.01	8,140.62	2,593.68		4,998.07	£2,327 spent on match funding Project Time Machine post future liabilities
Museum Storage	470.76	470.76			0.00	Repurpose to Museum Collection Management
Museum Exhibitions	574.00	574.00			0.00	£500 spent on Body Shop Sculpture £74 repurposed to Museum Collection Management
Museum Events						£355 spent on Body Shop Sculpture £98 spent on local print £1,264.02 repurposed to Museum Collection Management
Education and Outreach	1,717.02	1,717.02			0.00	
Museum Archaeological deposits	500.00	500.00			0.00	Repurpose to Museum Collection Management Repurpose to Museum Collection Management
Museum Volunteers	284.90	284.90			0.00	
Museum donations	380.00	170.00			210.00	To support expanding volunteering
B&H Grant for CPD	4,993.38	4,993.38			0.00	Spent on match funding Project Time Machine post
Places of Science Grant	1,317.44	1,317.44			0.00	Spent on extending Project Time Machine post
Museum WIDMB Reprint	546.97	546.97			0.00	Spent on extending Project Time Machine post
Totals	353.00		18		371.00	To reprint copies of the book
Totals	475,299.74	152,462.36	40,984.68	49,166.51	314,655.55	

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					
6200	Home Start Arun	£0.00	£0.00	£0.00	£0.00
6202	Citizens Advice Bureau	£1,000.00	£0.00	£1,000.00	£0.00
6203	VAAC	£0.00	£0.00	£0.00	£0.00
6205	Arun Community Transport	£2,000.00	£500.00	£2,500.00	£0.00
6207	Fair Divide - Community Fridge	£0.00	£0.00	£0.00	£0.00
6209	Shop Mobility	£0.00	£0.00	£0.00	£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
6212	Littlehampton District Lions Club	£0.00	£0.00	£0.00	£0.00
6213	Mayors Discretionary Fund	£1,500.00	£0.00	£0.00	£1,500.00
6214	Littlehampton & District Food Bank	£0.00	£0.00	£0.00	£0.00
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
6412	Sports Forum Awards	£0.00	£0.00	£0.00	£0.00
6413	Sports Grant 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	£3,122.80	-£39.80
7102104	Salaries	£8,645.00	£0.00	£7,975.30	£669.70

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
Total Grants and Partnerships Initiatives	£107,118.00	£3,431.75	£109,091.87	£1,457.88
Total Grants and Partnerships Ini	£0.00	£0.00	£0.00	£0.00
Total Grants and Partnerships Ini	£107,118.00	£3,431.75	£109,091.87	£1,457.88
Total Net Balance	-£107,118.00		-£109,091.87	

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	£610.00	£610.00
4203	Easter High Street	£0.00	£0.00	£85.00	£85.00
4204	Town Show	£0.00	£0.00	£368.75	£368.75
4205	Summer High Street	£0.00	£0.00	£100.00	£100.00
4207	Armed Forces, Families & Veterans Day	£0.00	£0.00	£11,197.83	£11,197.83
4219	Christmas Light Switch On	£0.00	£0.00	£187.50	£187.50
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	£12,549.08	£9,449.08

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	£20,451.85	£-5,951.85
6224	Remembrance Sunday	£2,000.00	£0.00	£1,901.60	£98.40
6225	Screen on the Green	£14,500.00	£0.00	£7,599.19	£6,900.81
6226	Town Show	£24,000.00	£0.00	£22,393.70	£1,606.30
6227	Event Support	£0.00	£115.00	£115.00	£0.00
6228	Beacon Lighting	£1,500.00	£0.00	£300.00	£1,200.00
6229	National Events	£1,000.00	£0.00	£1,000.00	£0.00
6305	Community Events	£2,319.05	£52.40	£2,319.05	£52.40
6390	Christmas Illuminations	£21,477.00	£0.00	£20,367.89	£1,109.11
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	£2,026.92	£-26.92
6426	Town Centre Events	£23,000.00	£0.00	£24,827.77	£-1,827.77
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
7102302	Salaries	£84,635.00	£0.00	£50,345.62	£34,289.38
Total Community		£269,608.05	£9,742.38	£172,943.58	£106,406.85

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 Income	£3,100.00	£0.00	£12,549.08	£9,449.08
Total Community Expenditure	£269,608.05	£9,742.38	£172,943.58	£106,406.85
Total Net Balance	-£266,508.05		-£160,394.50	

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	£31.66	-£18.34
4242	Rental Income	£28,000.00	£0.00	£42,081.95	£14,081.95
4902	Recharge - Changing Room Utilites	£825.00	£0.00	£5,233.88	£4,408.88
Total Southfields Jubilee Centre		£28,875.00	£0.00	£47,347.49	£18,472.49

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	£207.84	-£127.84
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	£4,132.37	£1,644.63
7306	Cleaning	£630.00	£0.00	£1,136.17	-£506.17
7307	Building Maintenance	£3,500.00	£1,387.00	£5,063.63	-£176.63
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	£23,100.83	£1,419.17
Total Southfields Jubilee Centre	£79,230.00	£2,784.37	£49,334.28	£32,680.09
Total Southfields Jubilee Centre	£28,875.00	£0.00	£47,347.49	£18,472.49
Total Southfields Jubilee Centre	£79,230.00	£2,784.37	£49,334.28	£32,680.09
Total Net Balance	-£50,355.00		-£1,986.79	

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	£0.00	-£500.00
Total Parks & Open Spaces	£500.00	£0.00	£0.00	-£500.00

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	£6,000.00	£0.00
6400	Planters, Gateways, Roundabouts, Manor House	£24,664.00	£0.00	£24,664.44	-£0.44
6401	Town planters	£2,000.00	£0.00	£2,000.00	£0.00
6641	Rosemead Maintenance	£0.00	£3,004.00	£21,780.13	-£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	£9,594.11	£380.89
Total Parks & Open Spaces		£86,919.00	£3,004.00	£67,742.63	£22,180.37
Total Parks Open Spaces Inco		£500.00	£0.00	£0.00	-£500.00
Total Parks Open Spaces Expe		£86,919.00	£3,004.00	£67,742.63	£22,180.37
Total Net Balance		-£86,419.00		-£67,742.63	

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	-£108.39	-£1,108.39
4541	Transforming LTC-Museum	£0.00	£64,571.50	£64,571.50	£0.00
4542	Donations	£425.00	£0.00	£742.50	£317.50
4543	Salaries-Grant	£0.00	£4,924.00	£4,924.00	£0.00
4544	Exhibition Commissions	£50.00	£0.00	£0.00	-£50.00
4546	Loan Box Income	£50.00	£0.00	£265.00	£215.00
4600	Centenary Book Income	£0.00	£0.00	£36.00	£36.00
Total Museum		£1,525.00	£69,495.50	£70,430.61	-£589.89

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	£1,578.33	-£200.83
6302	Exhibitions	£1,300.00	£500.00	£1,879.65	-£79.65
6304	Education and Outreach	£150.00	£0.00	£70.79	£79.21
6314	Museum Events	£1,000.00	£453.00	£1,539.93	-£86.93
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	£1,696.71	£603.29
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	£2,360.00	-£360.00
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	£14,745.84	£122,672.81	-£10,771.97
Total Museum		£227,453.00	£16,146.34	£133,914.08	£109,685.26

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	£69,495.50	£70,430.61	-£589.89
Total Museum Expenditure	£227,453.00	£16,146.34	£133,914.08	£109,685.26
Total Net Balance	-£225,928.00		-£63,483.47	

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	£24,619.04	£451.04
Total Allotments	£24,168.00	£0.00	£24,619.04	£451.04

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	£0.00
539	Plot deposit refund	£0.00	£0.00	£0.00
4310	Rent-refund	£0.00	£0.00	£0.00
6666	Allotment Infrastructure Reserve	£10,000.00	£9,859.47	£19,705.55
6667	Allotment Security	£1,100.00	£0.00	£628.70
7106	Project/Admin Support	£50.00	£0.00	£50.00
7204	Postage	£50.00	£0.00	£64.80
7302	Water	£6,000.00	£0.00	£8,752.38
7309	Grounds Maintenance	£13,850.00	£0.00	£12,478.99
8000	Recharge in Central Support Services	£8,126.00	£0.00	£0.00
8003	Recharge in A Team	£61,900.00	£0.00	£0.00
7102309	Salaries	£24,955.00	£0.00	£23,106.79
Total Allotments		£126,031.00	£9,859.47	£64,737.21
Total Allotments Income		£24,168.00	£0.00	£24,619.04
Total Allotments Expenditure		£126,031.00	£9,859.47	£64,737.21
Total Net Balance		-£101,863.00	-£40,118.17	

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	£1,619.66	-£14,880.34
4307	Building maintenance-Income	£0.00	£70,000.00	£70,000.00	£0.00
Total K2		£16,500.00	£70,000.00	£71,619.66	-£14,880.34

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	£28,838.43	£28,838.43	£0.00
6429	Capital Costs	£0.00	£38,323.59	£38,823.59	-£500.00
7114	Protective Clothing	£200.00	£0.00	£0.00	£200.00
7205	Telephone	£75.00	£0.00	£65.00	£10.00
7216	Do not use-Internet	£0.00	£0.00	£0.00	£0.00
7298	IT	£730.00	£0.00	£766.15	-£36.15
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	£278.72	£351.28
7307	Building Maintenance & Furniture and equipment	£1,000.00	£0.00	£832.08	£167.92
7308	Security	£3,090.00	£2,393.87	£4,587.33	£896.54
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	£12,296.72	£4,843.28
Total K2		£50,880.00	£69,555.89	£97,845.64	£22,590.25

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	£71,619.66	-£14,880.34
Total K2 Expenditure	£50,880.00	£69,555.89	£97,845.64	£22,590.25
Total Net Balance	-£34,380.00		-£26,225.98	