

3<sup>rd</sup> June 2016

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 9 JUNE 2016** at **6.30pm**

**Committee:** Cllrs Blanchard-Cooper (Chair),  
Ayres, Chester, Purchase, Squires,  
Tandy, Dr Walsh KStJ and Warren  
QVRM

**PETER HERBERT**  
Town Clerk

## **AGENDA**

**2016/2017**

**1. EVACUATION PROCEDURES**

**2. FILMING OF COUNCIL MEETINGS, SOCIAL MEDIA AND USE OF 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(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

**3. APOLOGIES**

**4. DECLARATIONS OF INTEREST**

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

You should declare your interest by stating:

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



You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

**5. MINUTES**

To confirm the Minutes of the meeting held on 14 April 2016, circulated herewith.

**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. LITTLEHAMPTON SPORTS FORUM**

To receive the notes of the meeting held on 18<sup>th</sup> April 2016, circulated herewith.

**9. ALLOTMENTS WORKING GROUP**

**9.1** To receive the Minutes of the meeting held on 26<sup>th</sup> May 2016, circulated herewith.

**9.2** **To appoint the Working Group for 2016/2017** - The Town Council is represented by up to four Councillors on this Working Group and there are five LALGA representatives. Councillors Buckland, Chester and Blanchard-Cooper have indicated that they would like to remain on the Working Group. The Committee is therefore asked to make an appointment to fill the remaining vacancies. It is also necessary to appoint a Chair and Vice Chair.

**10. OFFICER'S REPORT**

**10.1** **Museum Periodic Report** – attached

**10.2** **Museum Annual Report** – attached

**10.3** **Events and Tourism Periodic Report** – attached

**10.4** **Grant Aid Applications 2016** – Report attached

**10.5** **Young Mayor Scheme** – Report attached

**10.6** **Advertising Boards** – Report attached

**10.7** **Rosemead Trees** – oral update from the Town Clerk

**10.8** **Keystone Centre** – oral update from the Town Clerk

**11. TOWN COUNCIL PRIORITIES** – report attached.

**12. MASTERPLAN – NORTH LITTLEHAMPTON**

**13. 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.**

**Notes of the Littlehampton Sports Forum  
held in the Fleming Room, Littlehampton Town Council  
on Monday 18<sup>th</sup> April 2016 at 6pm.**

**Present:**

Cllr Malcolm Belchamber M.B.E **(MB)**  
Derek Fish – Littlehampton Badminton and Squash Club **(DF)**  
Tyndall Jones – David O Jones **(TJ)**  
Keith Hunter – Littlehampton Swimming Club **(KH)**  
Tracy Hotston – Arunners **(TH)**  
Stewart Lister – Howard LTC & Littlehampton Community Tennis Club **(SL)**  
Barbara Walters – Littlehampton Croquet Club **(BW)**

**Officer:**

Becky Holloway – Events & Publicity Manager **(BH)**

**1. Introductions**

None

**2. Apologies for absence**

James Roberts - Littlehampton Football Club, Hugh Milner – Littlehampton Sportsfield, Bryan Newman – Littlehampton Rugby Club and Roger Elliman – Arun Youth Aqua Centre.

**3. Notes of the previous meeting**

The notes of the previous meeting were agreed as a true record.

**3a. Matters Arising**

None

**4. Sports Awards/Grant Aid/SPACE Grants**

BH informed the forum that the Sports Awards would be open for nominations from 1<sup>st</sup> June, the deadline for applications would be the 26<sup>th</sup> August. Feedback was sought on the SPACE Grants as few of the member organisations applied. Forum members felt that their needed more information on the grants. For those clubs who did not have youth sections running sessions for young people would mean gaining the appropriate background checks and insurance.

**5. Members Updates**

David O Jones

The shop had a new manager and sales were picking up after a quiet period.



#### Littlehampton Badminton and Squash Club

The club had a new administrator who had been proactive in gaining publicity for their open day. The Squash team had won 1 out of 16 games in the new league, this was mainly due to injuries. In Badminton the teams had done well with 3 runners up spots and 2 overall wins. The Mixed team won in the Bognor league as did the the Men's Combi first team who had been in first place for the last 6 seasons. Runners up positions went to the Men's 1<sup>st</sup> team in Men's Division 1, Men's 2<sup>nd</sup> team in Mens Division 2 and the Mixed Combi team in Mixed Combi division 1. At the end of the season the Mixed Combi team were equal with the 1<sup>st</sup> and 3<sup>rd</sup> teams and only missed out by the percentage of individual games they had won. The ladies' combi team finished a creditable 3<sup>rd</sup> in their first season and the Men's Combi 2<sup>nd</sup> team finished in 5<sup>th</sup> place.

Their social event for the Mayor's Charity was cancelled due to lack of interest, though the club were due to hold a shuffleboard event that had proved popular in the past. The planning application for directional signage that would be visible from Clifton Road had been approved.

#### Littlehampton Croquet Club – update via e-mail

The Season began in April. There was a lot of water on the Sportsfield, which hampered play. The club was in need of new members.

#### Arunners

The club had 145 members for 2016. 13 members ran the Brighton Marathon and 2 of those achieved personal bests. The annual beach run would take place on June 8<sup>th</sup> on the seafront. Their head coach had gained a level 2 qualification and completed their 100<sup>th</sup> marathon. The adults were 10 points below the top of the league and the juniors were once again top of the league.

#### Littlehampton Swimming Club

30 members had achieved qualifying times at the Sussex County Championships. 6 members achieved gold and 5 gained regional times. Their open gala was oversubscribed with 300 swimmers. The timing board had been fixed, though the club had to buy new timing pads, a couple had been replaced by Inspire Leisure. The club was full to capacity, though had lost their top swimmers to better pools. The club was working towards the Sussex league in May.

#### Arun Youth Aqua Centre (Via E-mail)

The Centre was busy getting ready for the new season. A Power Boat Course was held in March for Brighton Sailing Club with support from Littlehampton Yacht Club and the Harbour Board. There was push to attract new members with a number of visits to local Primary Schools planned, enhanced publicity campaign and use of Facebook and web site. The club were planning to participate with the RYA's Push the Boat Out week, an all day event was planned for 22<sup>nd</sup> May when the Centre would be open for any youngster (9-18). There would be no canoeing so rather than have the equipment deteriorate the club had donated the better kayaks to the Littlehampton Sea Scouts who The club were trialling a Saturday Sailing Club for younger potential sailors 6-11 years utilising the Centre's Oppie dinghies on Mewsbrook Park Lake. They were working with



the concessionaire of the Boating lake and ADC to ensure there would be no conflict of interest.

#### **6. A.O.B**

The forum discussed the benefits of a 50m pool to the town, public and local organisations. The current pool was not fit for purpose and members were concerned that the new pool would not be big enough to meet local demand. The town's top swimmers were leaving the area for better pools and there was not enough capacity for clubs, swimming lessons and public sessions meaning local people would lose out. A 50m pool would bring revenue to the town and boost the local economy whilst benefiting local residents and clubs.

#### **KH to e-mail details of pool to MB**

**Littlehampton Town Council would like to help promote any club events, recruitment drives and success stories via their Facebook page. Clubs with their own facebook pages should share their news on the Town Council's page [www.facebook.com/littlehamptontc](http://www.facebook.com/littlehamptontc) or alternatively e-mail items to Becky at [rholloway@littlehampton-tc.gov.uk](mailto:rholloway@littlehampton-tc.gov.uk)**

#### **7. Date of the next meetings**

Monday 8<sup>th</sup> August 2016

Monday 7<sup>th</sup> November 2016

All meetings will be held at 6pm in the Fleming Room, on the ground floor of the Manor House, Church Street.





**NOTES of the MEETING of the ALLOTMENT WORKING GROUP held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 26<sup>th</sup> MAY 2016 at 6.30pm**

**COMMITTEE:** Cllrs Buckland (Chair),  
\*Blanchard-Cooper and  
Chester

**CO-OPTED MEMBERS:** Messrs Feist, Humphrey,  
Farquhar, Weights and  
Withers.

**2016/2017**

**1. THE LATE MR BOB BRETT**

The Working Group observed a minute's silence in remembrance of the late Mr Brett, former Chairman and President of LALGA who had recently died.

**2. EVACUATION PROCEDURES**

The evacuation procedures were noted.

**3. MOBILE PHONES**

Members were reminded that the use of mobile phones (other than on silent) was prohibited at Town Council and Committee meetings.

**4. APOLOGIES**

There were none.

**5. DECLARATIONS OF INTEREST**

There were none.

**6. NOTES OF THE LAST MEETING**

- 6.1 Mr Weights clarified the position concerning a number of issues that had been raised at the January meeting relating to the Howard Road site. These were discussed in more detail later in the meeting.
- 6.2 Regarding the rotavation of allotments, the Town Clerk reported that Councillor Warren had confirmed that he was no longer pursuing this matter.
- 6.3 The Notes of the meeting held on 21<sup>st</sup> January 2016, previously circulated, were otherwise confirmed.

**7. REPORT OF THE CLERK AND REPORTS OF ALLOTMENT SITES**

The following points were noted:

**7.1 Worthing Road**

- There had been an issue at the site involving a swarm of bees. It was noted that the allotment holder had been contacted and the matter resolved that day.



- The unauthorised dumping of green waste on the verges and gates was reported. The need to keep the area between plots and boundaries clear to allow verges to be properly maintained was emphasised. There was a general discussion about composting and it was noted that this had been tried but was problematic as it was difficult to control input. Observing that the County Council was proposing to reduce the availability of its Household Waste Recycling Services (HWRS) across the county and restrict access for trailers to larger sites, concerns were expressed that this would lead to an increase in the unauthorised dumping of rubbish in the area.
- There had been a delay with the proposed highways works and it was noted that an ecological survey was due to be carried out at the site shortly.
- It was reported that a dog had caught a rat at the site. To ensure that vermin could be dealt with promptly, plot holders were encouraged to report citings as soon as possible to the Town Council.

**ACTION:**

1. Noting that the A Team was short staffed at present, the LALGA reps agreed to get the message out to plot holders on these issues.
2. Plot holders were encouraged to participate in the County Council's public consultation on changes to the provision of HWRS.
3. LALGA to remind their members that anyone caught dumping rubbish or green waste on or around a site would be likely to lose their plot.

## **7.2 Mill Lane**

- LALGA thanked the A Team for mending the holes in the heras fencing.
- It was noted that action to cut back the trees on the boundary with the caravan site was being pursued.
- Outer plot holders at the site had been reminded of the need to keep the area between plots and boundaries clear to allow verges to be properly maintained.
- Noting that the completion of the access road to the HWRS from the new development would release more land for plots, the Town Council continued to press for this to happen.

**ACTION:**

1. LALGA to put a note in their newsletter regarding the need to retain a gap between the outer plots and boundaries for maintenance purposes.
2. Town Council to continue to press the Caravan Site regarding the overgrown trees.

## **7.3 Fort Road**

There was nothing to report.



#### **7.4 Trinidad**

Following a recent incidence of unauthorised access, plot holders were encouraged to report these matters promptly to the Town Council and the Police if necessary.

*\*Councillor Blanchard-Cooper joined the meeting.*

#### **7.5 Howard Road**

- It was noted that the drums that had been deposited at the site earlier in the year contained vegetable fat as well as chemical waste.
- Household waste emanating from Gloucester Road continued to be dumped on the verges on the site.
- The gates at the site were reported to have become difficult to operate and were therefore in need of attention.
- The Notice Boards fixed between plots 1 & 4 had broken again.
- Foxes continued to be a problem at the site, specifically around plots 5-12. There was damage to crops, deep holes and it was apparent that eggs were being left for foxes to feed on.
- When trimming the vegetation on the grass verge, the strimmer can't get close enough to the fencing to cut the vegetation at this point. The Town Council was asked to consider alternatives to allow close cutting of the vegetation.
- LALGA thanked the A Team for mending the leaking pipe on the site.
- LALGA thanked the Assistant Town Clerk for her assistance in resolving the recent occupancy issue at the site.
- A vehicle that had been dumped at the site for some time had now been removed but oil residue remained on the ground where it had been left. Sand was needed to take up the residual oil.
- Having visited the site on 25<sup>th</sup> May, it was reported that the pest control team would be returning to carry out more smoke tests. It was noted that the bait boxes had been cleared, confirming the presence of rats at the site and the veracity of this action was questioned. This was discussed further later in the meeting.
- It was noted that the issues with parked / abandoned cars close to the site were being taken forward with the County Council.

#### **ACTION:**

1. **A Team to attend to the gates and notices and other points above at the site.**
2. **Monitoring of the dumping of domestic waste at the site to continue and reported to the Town Council.**

### **8. GENERAL ISSUES**

#### **8.1 Worthing Road Foxes**

- 8.1.1 The Working Group had before a copy of comments and suggestions (previously circulated) that had been received regarding rubbish and foxes at this site. In particular, discomfort had been expressed about the use of baited cages to catch foxes and the views of the Working Group were sought on how to manage foxes. Noting the information that been reported throughout the meeting on the impact of foxes at the allotment sites, and the nature of the urban fox population, LALGA stated that this was the best way to keep the



number of foxes in check. It was also observed that rigorous enforcement of the Tenancy Agreement in respect of feeding feral animals would help.

- 8.1.2 The ensuing discussion highlighted the need for the Town Council to review its policy in terms managing the situation, however further information was required to enable Members to make a decision on future policy. Acknowledging the sensitivities of this issue, it was therefore **RESOLVED** that:

- 1) LALGA raise the matter of foxes on the allotments at their next meeting and revert to the Town Council in writing with their views.**
- 2) Officers research control methods and the regulations and that a report be prepared for consideration by the Working Group and subsequently the Community Resources Committee in the Autumn.**

## **8.2 General Issues**

- An invitation was issued to Members to attend the LALGA party on 30<sup>th</sup> July 2016.
- It was noted that the inspection regime had been temporarily suspended and the appointment of a new A Team Coordinator was imminent. In the meantime, LALGA were asked to report issues directly to the Town Council so that they could be recorded and action taken.

## **9. 2016/17 MEETING SCHEDULE**

- 9.1 It was noted that the membership of the Working Group would be reviewed by the Community Resources Committee at its meeting on 9<sup>th</sup> June 2016.
- 9.2 The following dates have been scheduled for future meetings:
- Thursday 25<sup>th</sup> August 2016
  - Thursday 19<sup>th</sup> January 2017
  - Thursday 25<sup>th</sup> May 2017
  - Thursday 24<sup>th</sup> August 2017

The meeting closed at 7.31pm.

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**CHAIR**

# **Littlehampton Town Council**

## **Non-confidential**

**Committee:**           **Community Resources**

**Date:**               **9<sup>th</sup> June 2016**

**Report by:**       **Town Clerk**

**Subject:**           **Museum Periodic Report**

### **1.     Summary**

1.1    The report contains:

- i.     Update about the Museum's acquisition of a Climping Stater coin.
- ii.    Information on the recent Museum events and exhibitions.
- iii.   Information on the Museum website and social media statistics.
- iv.    Update on the backlog documentation project.
- v.     Update on the new display case.
- vi.    The Museum Visitor & Outreach figures.

### **2.     Recommendations**

2.1    The Committee is RECOMMENDED to:

- 1) Note the report.

### **3.     Background**

#### **3.1    Acquisition of Climping type Stater coin**

3.1.1 The Museum's purchase of the Climping Stater coin continues to be delayed. Following a dispute raised by the landowner the coin is to be re-valued by committee. This is likely to result in a lower cost to the museum. The Curator has informed both the V&A Purchase Grant Fund and the Headley Archaeological Trust of these developments. Both funders have confirmed that they will allocate funding on a pro-rata basis proportionate to the new value of the coin.

#### **3.2    Exhibitions and Events**

3.2.1 Littlehampton Museum's 13<sup>th</sup> Annual Schools' Art exhibition opened on Saturday 14<sup>th</sup> May.

3.2.2 In the Community Gallery the Museum team have curated an in-house exhibition, The High Street Story, focusing on the history of Littlehampton High Street. The exhibition features archive photographs and a selection



of objects from our social history collections to take visitors on a nostalgic trip down memory lane.

- 3.2.3 The previous exhibitions, Celebrating Sussex and East Preston Art Group, were popular with visitors and generated £1441.00 in sales, of which the Museum takes £144.10 in commission
- 3.2.4 Littlehampton Museum organised a High Street Hunt event to run over half term, inviting local traders in the High Street to participate by promoting the hunt and exhibition through posters in their shops and giving out stickers to participants. The Hunt invites children to guess the present day shop on the High Street by solving clues and looking at historic photographs from the Museum's archives.
- 3.2.5 Children bringing completed Hunt booklets to the museum reception received a badge, as a reward for completing the activity and to promote the Museum.

### 3.3 Information on the Museum website and social media pages.

(I will update all totals for May on Tuesday before submitting report)

- 3.3.1 The majority of the visitors to the website from 1<sup>st</sup> April 2016 – 31<sup>st</sup> May 2016 have been from the UK, with an average age range of 25-34, with the next highest scoring age range being 18-24. 79.4% of visits were new visits, with 20.6% being return visitors.

The following statistics are for [www.littlehamptonmuseum.co.uk](http://www.littlehamptonmuseum.co.uk) from the period 1<sup>st</sup> April – 31<sup>st</sup> May

	April	May
<b>Page views</b>	3549	3618
<b>Users</b>	839	1140
<b>Avg. session duration</b>	1:50 minutes	1:15 minutes

- 3.3.2 The Museum's Facebook page is still growing steadily in strength, with total page 'likes' currently (31<sup>st</sup> May) at 686 with a 4.5 star (out of 5) rating by 22 visitors on average. The Museum's Twitter page has so far attracted 376 'followers', with the Museum connecting with 286 local organisations on the site to promote the service.
- 3.3.3 In April the Curator introduced a behind the scenes blog section to the Museum website. Six posts have been published so far including a regular 'Object of the Month' feature to highlight significant or overlooked objects in the museum collections. Over the coming months the museum team will continue to build the blog and contribute posts highlighting the work that goes on behind the scenes in the Museum. It is hoped that this will help to keep the website fresh and interesting, and allow the Museum team to tell more in depth stories about the objects in the collection.



- 3.3.4 A new online exhibition is being featured on Littlehampton Museum's website. Memories in Montage and Miniature, featuring the drawings and collections of local artist Paul Darton.

### 3.4 Backlog Documentation Project Update

- 3.4.1 The Collections Documentation Officer successfully coordinated the return of 14 loaned items to the owner. This has created much needed storage space in the Fine Art Store.
- 3.4.2 Building maintenance work in the Fine Art Store in May necessitated the removal of collections items to temporary storage in the Fleming Room. While time-consuming, these moves will allow the Museum team to improve the use of storage space when the items are returned to the store in mid-June.
- 3.4.3 The total number of object records on MODES is now 5427, this is an increase of over 1200 records since the Collections Documentation Officer started in post in January.

### 3.5 New Display Case and Reception work

- 3.5.1 Due to the demands of moving the Museum's collections from the Fine Art store as detailed above, the delivery of the Museum's new display case has been delayed from its original date of the end of May until Monday 13<sup>th</sup> June.
- 3.5.2 To accommodate the installation of the new case and to allow for reception painting work to take place, the Museum will be closed to the public from Friday 10<sup>th</sup> June to Monday 13<sup>th</sup> June inclusive.
- 3.5.3 Museum staff will take the opportunity of the closed days to complete gallery maintenance tasks such as cleaning and dusting all of the display cases, in addition to overseeing the installation of the new case.
- 3.5.4 The Curator has planned the first display for the case which will include the Anglo Saxon Bowl Mount on permanent display, with an interpretation panel to give context to the object and its significance. In addition, the case will feature a changing display of items from the Museum's collections which relate to different aspects of the Bowl Mount.
- 3.5.5 The first display will be themed around depictions of animals. The Bowl Mount has a zoomorphic terminal from which it would have been suspended – the use of animal imagery in Celtic and Anglo Saxon art was highlighted in British Museum Curator Julia Farley's talk and has been chosen for the first display as a fun and an accessible way to link the Bowl Mount to other areas of the Museum's collections. Tyndall Jones has kindly offered to lend the Museum another zoomorphic Anglo Saxon item to complement the display.



### 3.6 Visitor and Outreach Figures.

- 3.6.1 From May 1<sup>st</sup> the Curator has introduced a new tally system which records the number of adults and children (under 16) visiting the Museum. By collecting this information about our visitors we can begin to better target our marketing and activities to ensure we are providing an appropriate service for the community.
- 3.6.2 Please see below for the latest figures showing visitors to the Museum (footfall, plus visitors to events) and outreach (pupils using the CoastEd service and people attending educational talks). These figures are displayed comparably with the previous year's totals.

	<u>Visitors</u>			<u>Outreach</u>	
	Apr	May Adults	May Children	April	May
<b>2016</b>	<b>737</b>	<b>402</b>	<b>74</b>	<b>293</b>	<b>121</b>
<b>2015</b>	392	790	n/a	66	348

## 4. **Financial Implications**

- 4.1 The Museum events will be covered by the Museum Events budget which is set at £1,200 for 2016/17.
- 4.2 All Museum exhibitions will be covered by the exhibitions budget, which is set at £1,300 for 2016/17.
- 4.3 The cost to the Museum of the acquisition of the Climping Stater will be confirmed following a meeting of the Treasure Valuation Committee on 15<sup>th</sup> June 2016.

Peter Herbert  
**Town Clerk**

# **Littlehampton Town Council**

## **Non-confidential**

**Committee:** Community Resources

**Date:** 09 June 2016

**Report by:** Town Clerk

**Subject:** Museum Annual Report 2015-16

### **1. Summary**

1.1 The report contains:

- i. The Museum Visitor & Outreach figures.
- ii. Information on Museum events and exhibitions.
- iii. Information on the Museum website and social media statistics.
- iv. An update on the Museum team.
- v. Information on Museum collections
- vi. Update on the forward plan
- vii. Update on the Museum's Arts Council England Accreditation

### **2. Recommendations**

2.1 The Committee is RECOMMENDED to:

- 1) Note the report.

### **3. Background**

3.1 Visitor and Outreach Figures.

- 3.1.1 Please see below for the latest figures showing visitors to the Museum (footfall, plus visitors to events) and outreach (pupils using the CoastEd service and visitors attending educational talks). These figures are displayed comparable to the previous year's totals.

3.1.2

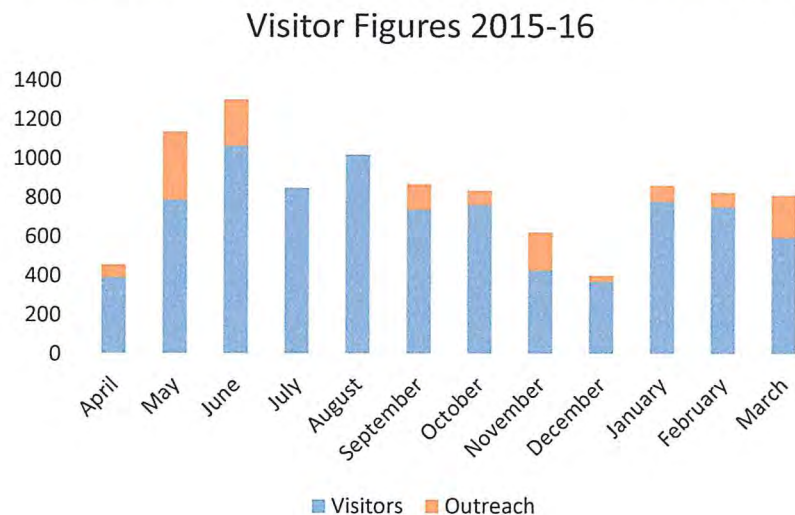
Year	Visitors	Outreach	Total
<b>2015/16</b>	<b>8565</b>	<b>1452</b>	<b>10017</b>
2014/15	6767	2190	8957

While it is pleasing to note the increase in onsite visitors during 2015/16, there is a noticeable drop in outreach figures. This is due in part to a drop-off in school visits following the initial success of the CoastEd partnership. Loss of continued Arts Council funding, and staff changes at both Worthing and Littlehampton, has resulted in a decrease in school visits taking up the Coast Ed offer. Partners at both museums are now working to improve this. Another factor in the decrease in Outreach figures is that the Maternity Cover Curator is a non-driver, which is a barrier to booking

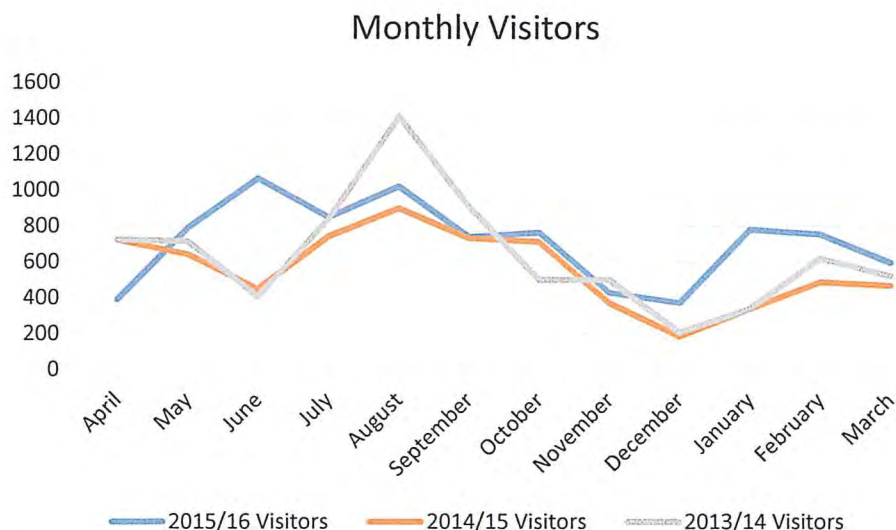


off-site public talks. These talks are still offered where practical, but are not currently being actively promoted for this reason.

3.1.3 This graph shows the breakdown of visitor and outreach figures by month.



3.1.4 This graph shows onsite visitors compared with previous years. Apart from a spike in August 2013 (which relates to the town-wide activities surrounding the railway anniversary contributing to high visitor figures), visitors for 2015/16 have been higher than in previous years. This is in line with national statistics showing an increase in visits to museums and heritage attractions.



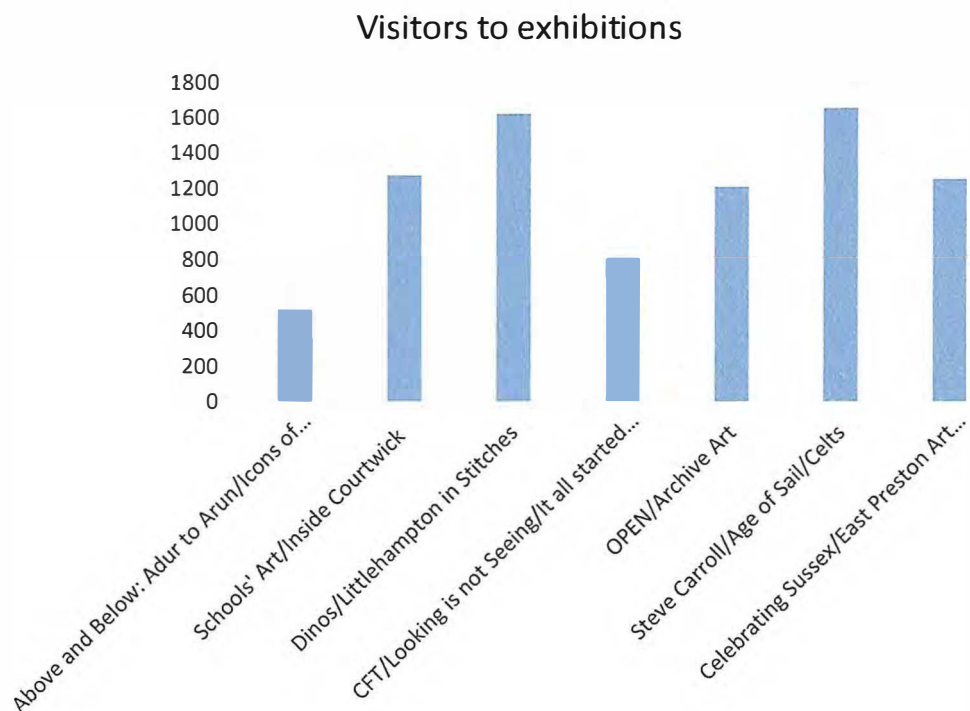
## Exhibitions and Events

3.2.1 16 temporary exhibitions were presented in the Museum during the period from April 2015 to March 2016:

April 2015	<ul style="list-style-type: none"> <li>• Karolyn Mnich, Above and Below: Adur to Arun</li> <li>• Andrew Harris, Icons of Flight</li> </ul>
May – June 2015	<ul style="list-style-type: none"> <li>• Schools' Art – The English Garden</li> </ul>

	<ul style="list-style-type: none"> <li>• Inside Courtwick (archaeology exhibition)</li> </ul>
July – August 2015	<ul style="list-style-type: none"> <li>• Dinos of the Deep</li> <li>• Arcade Knitters, Littlehampton in Stitches</li> </ul>
September – October 2015	<ul style="list-style-type: none"> <li>• Chichester Festival Theatre, Pass it On</li> <li>• Norman Atkinson, Looking Is Not Seeing</li> <li>• Littlehampton &amp; District Camera Club, It All Started in Arundel</li> </ul>
November – December 2015	<ul style="list-style-type: none"> <li>• Littlehampton OPEN</li> <li>• Archive Art</li> </ul>
January – February 2016	<ul style="list-style-type: none"> <li>• Steve Carroll, From Sussex with Love</li> <li>• The Age of Sail</li> <li>• British Museum and National Museums Scotland Celtic Mirrors</li> </ul>
March 2016	<ul style="list-style-type: none"> <li>• Helen Woolgar and Clare Tyler, Celebrating Sussex</li> <li>• East Preston Art Group</li> </ul>

3.2.2 Graph comparing the visitors for each block of exhibitions. Visitor figures have been adjusted to exclude large numbers of participants in activities unrelated to the exhibitions (for example Armed Forces Day).





The most popular exhibition block was 'Steve Carroll/Age of Sail/Reflections on Celts'. This is likely to be due to the high profile loans from the British Museum and National Museums Scotland, and related press coverage. It should also be noted that Steve Carroll's work was extremely popular with visitors and sold very well. The next most popular block was Dinos/Littlehampton in Stitches, followed by Schools' Art/Inside Courtwick. These exhibitions were expected to be popular as they coincided with the school summer holidays and tourist season.

### 3.2.3 List of events with participants

Dates	Event	Participants (available places)
30/03/15-10/04/15	Scavenger Hunts!	Not recorded (hunts picked up from museum reception). We will be recording the number of hunts/trails given out in future.
18/04/2015	Meet the Artist Karolyn Mnich	6 (10)
04/04/2015	Easter Craft	45 (drop in)
26/05/2015	Roman Life: Life as a Roman	9 (40)
28/05/2015	Roman Life: Life as a Roman	11 (40)
27/05/2015	Roman Life: Mosaic Making	10 (40)
29/05/2015	Roman Life: Mosaic Making	23 (40)
04/08/2015	Fossil Hunts	30 (30)
05/08/2015	Fossil Hunts	29 (30)
25/08/2015	Fossil Hunts	31 (30)
27/08/2015	Fossil Hunts	30 (30)
29/07/2015	Dinosaur Workshops	40 (40)
26/08/2015	Dinosaur Workshops	40 (40)
01/08/2015	Meet the Artist: Arcade Knitters, knitting	5 (10)
15/08/2015	Meet the Artist: Arcade Knitters, crochet	8 (10)
12/09/2015	Littlehampton Town Show & Family Fun Day	119
19/09/2015	Family History: Ask the Experts	41
26/09/2015	Meet the Artist: CFT	Cancelled
27/10/2015	Fantastic Fireworks	6 (16)
28/10/2015	Fantastic Fireworks	16 (16)
29/10/2015	Fantastic Fireworks	16 (16)
30/10/2015	Fantastic Fireworks	15 (16)
12/12/2015	Christmas Capers	22 (drop in)
16/01/2016	Meet the Artist: Arcade Knitters, knitting	7 (10)
30/01/2016	Meet the Artist: Arcade Knitters, crochet	10 (10)



19/01/2016	British Museum Curating the Celts talk	69 (initially 50, increased number of spaces due to demand)
16/02/2016	Anglo Saxon Week	15 (16)
17/02/2016	Anglo Saxon Week	14 (16)
18/02/2016	Anglo Saxon Week	13 (16)
19/02/2016	Anglo Saxon Week	14 (16)
19/03/2016	Meet the Artist: Helen Woolgar	6 (10)
26/03/2016	Easter Craft	40 (drop in)

3.2.4 Many of the children's events programmed by the Museum this year were extremely popular, either operating at capacity or oversubscribed. Notably the Fossil Hunts and Dinosaur workshops were all fully booked, indicating the continued popularity of these topics with young visitors. The Anglo-Saxon and Fireworks half-term activities were reasonably popular but did not book out. The exception was the Roman workshops which were less popular. It is suggested that this was due to fine weather over the half-term and a lack of press coverage.

3.2.5 In terms of events aimed at adults, the talk by British Museum Curator Dr Julia Farley was extremely popular and well received. It is likely that association with the British Museum name and the chance to hear an expert guest lecturer were factors in the popularity of the event. It would be a good idea for the Museum to explore getting other guest speakers in the future to attract a wider adult audience. The Arcade Knitters events were not fully booked out, but feedback was extremely positive and many participants returned for subsequent events. In evaluation of subsequent events, respondents were keen to participate in more adult craft classes/groups at the Museum.

### 3.3 Information on the Museum website and social media pages.

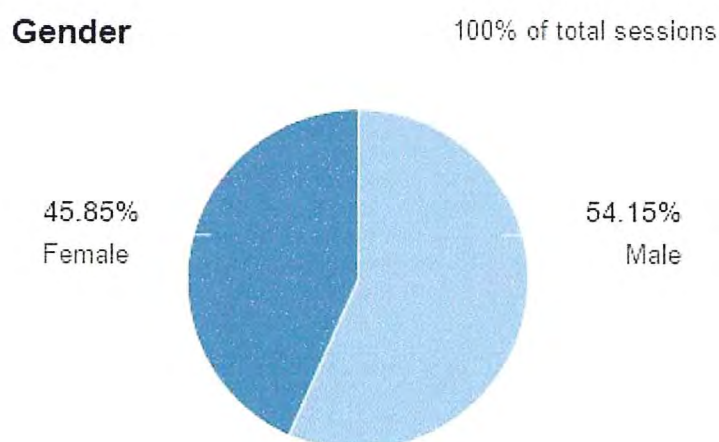
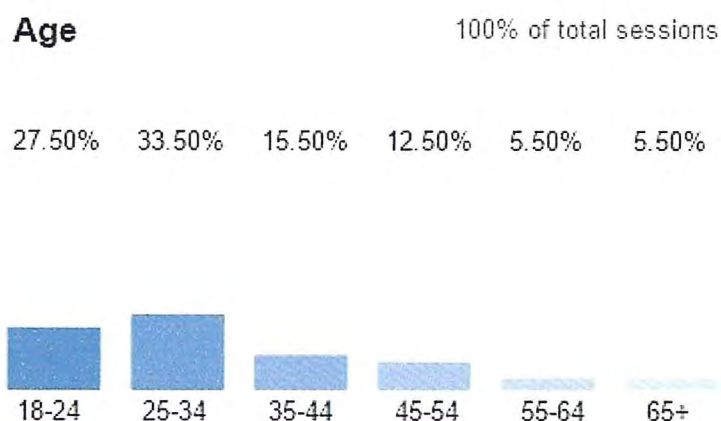
3.3.1 The majority of the visitors to the website from 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016 have been from the UK, with an average age range of 25-34, with the next highest scoring age range being 18-24. 66% of visits were new visits, with 34% being return visitors.

The following statistics are for [www.littlehamptonmuseum.co.uk](http://www.littlehamptonmuseum.co.uk) from the period 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016

<b>Page views</b>	39,592
<b>Users</b>	10,274
<b>Avg. session duration</b>	1:33 minutes

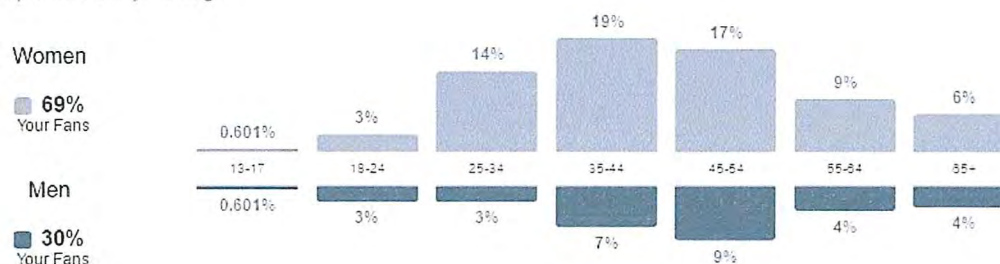


The demographics of visitors to the Museum's website over the past 12 months are shown below:



3.3.3 During the period 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016 the Museum's Facebook page received 192 'likes'. Each post by the Museum reached an average of 128 people, compared with an average of 50 people for the previous period. The demographics of the people who like the Museum on Facebook are shown below:

The people who like your Page



- 3.3.4 The Museum's Twitter page gained 196 new followers during in 2015/16, with the Museum's followers being 54% female and 46% male. At the end of March the Museum participated in #MuseumWeek, a series of themed twitter hashtags shared by museums around the world. During March the account achieved 18,900 'impressions' (the number of users who saw our tweets) compared with 3,000 the previous month. The Museum will continue to explore and participate in relevant twitter events to further increase our following.
- 3.3.5 The Museum team have introduced a 'Behind the Scenes Blog' on the Museum's website to share stories and news about the collections and the projects the team are working on. It is hoped that this will increase engagement with the website and the Museum's social media, giving people virtual access to the collections as well as encouraging new visitors on site.
- 3.3.6 The above demographic statistics should be taken into account when devising content for the Museum's website and social media. For example, the Facebook page is most popular with women aged between 35-44, many of whom like posts related to our family events, which often do well on Facebook. This is therefore a good place to market family activities at the Museum. Twitter posts which have been most popular relate to special interest subjects, and this is therefore a more suitable place to promote in depth content about our collections.

#### 3.4 Museum Team

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- 3.4.1 Juliet Thomas, Museum Curator, departed for maternity leave on 20<sup>th</sup> November 2015, with a planned return date of January 2017. Kathleen Lawther took over as maternity cover Curator on 24<sup>th</sup> November 2015, and is contracted until 24<sup>th</sup> December 2016.
- 3.4.2 Lucy Ashby, Archives & Exhibitions Officer, returned from maternity leave on 5 January 2016 working Tuesdays, Wednesdays and Thursdays. Jonathan Parrett continues to cover the remainder of the role working Friday and Saturday each week from Saturday 2<sup>nd</sup> January 2015.
- 3.4.3 Following discussions between the Curator and the Town Clerk, it was agreed that the museum service would benefit from extra staff time dedicated to cataloguing the museum's collections and adding existing records to the museum's collections database. Following agreement by the chair, Jonathan Parrett will work an additional 2 days a week throughout 2016 as Collections Documentation Officer.
- 3.4.4 Following a successful funded internship at the Museum through the University of Chichester, Alice Millard joined the team as Museum Saturday Assistant in July 2015. Littlehampton Museum has been successful in securing another funded internship in 2016. This will begin in June, and the Intern will be assisting with collections documentation work.



### 3.5 Collections

3.5.1 Highlights from the Museum's new acquisitions this year include a rare Escutcheon (Anglo Saxon hanging bowl mount) found and donated by Tyndall Jones. This 6<sup>th</sup> Century hanging bowl mount was acquired by Littlehampton Museum in May 2015 through the Portable Antiquities Scheme and soon attracted the attention of curators from the British Museum, who had helped to identify the find. The escutcheon was loaned to the British Museum to feature in the blockbuster exhibition Celts: art and identity from September 2015 to January 2016. The object has now returned to Littlehampton Museum and will go on display in a new showcase in the archaeology gallery in June 2016.



3.5.2 This year has seen the start of a project to tackle the Museum's Documentation backlog. In order to improve the information the Museum holds about our collections and to make them easier to access, the museum team are embarking on a project to better document all of our collections using the MODES database.

3.5.3 Between January and March 2016 the collections documentation project has seen 550 objects being completely catalogued and added to the MODES database. Through-out this process items from the collections have been re-discovered which were not well-researched or documented previously. These include:

- A souvenir embroidery from Egypt dating from 1917. This would have been bought in Egypt for a soldier stationed there during the First World War to be sent home to his family.
- A selection of colour prints showing details from the monuments of Ancient Egypt, from engravings by the Italian Carlo Lasinio, dating from around 1830-1840. These engravings were produced during trips to explore the newly uncovered tombs, and found a market with Victorian Britons who had a thirst for Egyptology. A local person may have bought the prints while travelling abroad and brought them back to Littlehampton.
- A series of original sketches of African animals drawn by the explorer and colonial administrator Sir Henry Hamilton Johnston while in the Congo. In later life he lived at Poling in West Sussex.

These examples show that there are some fascinating objects in the Museum's collections, some with obvious local connections as well as broad subject matter which links Littlehampton's history to the wider world. Some of these objects will

be displayed in coming months in a new display case in the archaeology gallery, along with the Anglo-Saxon Escutcheon.



### 3.6 Forward Plan

The following section gives an update on the Museum's Forward Plan 2015-2018, with recommendations for priorities going forward. A key change is the need to act on the recommendations of the Accreditation Outcome, and these are addressed in detail in the next section of the report.

	Key Aim	Objectives	Resource Plan	Update and Recommendations
1.	To research and develop the current education provision, and put in place a new strategy in line with regional practice.	To complete Phase 1 of the Education Consortium Project. To submit a funding application to Arts Council England for Phase 2 of the Project.	Completion of Phase 1: October 2013. Museum Curator has committed 10 days' staff time as contribution in kind. Funding submission: Project Manager recruited for Phase 1, will submit Phase 2 funding application in consultation with the Museum Curator by October 2013.	<ul style="list-style-type: none"> <li>• The Coast Ed partnership with Worthing Museum &amp; Art Gallery was set up in 2014, with an initial 2 years of ACE funding which was subsequently reduced to 1 year. School visits in the first year of the programme were extremely high.</li> <li>• Loss of continued funding, and staff changes at both Worthing and Littlehampton, has resulted in a decrease in school visits taking up the Coast Ed offer.</li> <li>• The Curator is working with the new team at Worthing to improve the Coast Ed offer and marketing in order to meet the potential of the partnership.</li> <li>• Coast Ed now encompasses Worthing Museum &amp; Art Gallery, Worthing Theatres and Littlehampton Museum, with Worthing Museum being the lead partner. It is suggested that Littlehampton Museum consider</li> </ul>

				contributing more staff time in order to effect the necessary improvements.
2.	To achieve and retain Accreditation Phase Two.	Complete submission by 28th July 2013.	Museum Staff Team to complete all necessary preparation, and Museum Curator to complete the online submission. Preparation: 4 calendar months Online Submission: 2-3 days.	Full Accreditation was achieved in May 2014. The next accreditation return will be due in mid-2017. There are various recommendations from the Accreditation Outcome Letter which need to be addressed in order to maintain accreditation. These are detailed in the next section of the report.
3.	To re-house the geology, and rare moth and butterfly collection in new storage containers.	Research costs and potential locations for collection. Apply for funding/allow for expenditure in line with Museum budget planning cycle. Purchase new storage for the collection	Research phase: December 2013 – External funding will need to be applied for to achieve this. February 2014 Budget phase: LTC budget cycle preparations Sept/Oct 2014 or acquire external funding. Acquisition: Spring 2015	This aim has not yet been achieved. Lack of storage space continues to be an issue. Work related to the Documentation Backlog Project will contribute to rationalising storage and creating space. However, it should be noted that these collections are stable and are not an urgent priority for re-housing.
4.	To return the long term loan of the Williams Camera Collection, or agree a suitable new home for it with the donating family. This will free up storage facilities in the Manor	To locate family Williams family members and request the return of the long term loan. To transfer the collection back to the Williams family or other suitable repository.	Research phase: Spring 2014. Transfer of archive: Dependant on outcome of objective 1.	This work is ongoing. The following tasks need to be completed: <ul style="list-style-type: none"> <li>• Inventory of camera collection</li> <li>• Complete list and valuation of Williams camera collection</li> <li>• Locate and contact family members offering return</li> <li>• If unsuccessful, offer collection to other accredited museums.</li> </ul>



	House basement.			
5.	To obtain new storage containers for the map collection, currently not appropriately stored.	To ascertain the location for the new map storage cabinet. To research potential funding streams for new storage. To acquire new storage.	There is currently no space for the required additional storage. Further storage may become available due to LTC acquiring land neighbouring Manor House, which in the future may hold a new facility with storage provision. This should be ascertained by the budget planning cycle in Sept/Oct 2015/16.	This aim has not yet been achieved. Lack of storage space continues to be an issue. Work related to the Documentation Backlog Project will contribute to rationalising storage and creating space.
6.	To complete transferring the 'Building History' project information onto disk and digital database for public access and staff use.	To continue to digitise the 'Building History' Project archive. To provide a printed copy of the archive for the use of Museum Staff and Museum visitors.	Digitisation: Ongoing. Should be completed by the end of 2014. Work is currently being completed by a part time Volunteer who works at the Museum on a 1 day a week basis. Printed copy: Once the digitisation is completed, a printed copy can be made available, c. Spring 2015. This can be achieved within the Museum's Collection Management budget, which is currently set at £500 for 2013/4.	The project information has been digitised and is available for museum staff and volunteers to access. Public researchers can access the information through our enquiry service.

7	To continue with the rearchiving of the document collection into themed subject indexes, and adding them to the MODES database.	Continue with the current arrangement for archiving the document collection.	This is a long term project, which the Archives & Exhibitions Officer and the Archivist Volunteer work on together. Archivist Volunteer: 3 hours per week. Archives & Exhibitions Officer: As able, currently approx. 1 day in 20.	This work is ongoing. There are now 1606 fully catalogued document records on MODES.
8	To explore the possibility of a stand alone website for the museum.	To explore financial options, to make contact with website development businesses, to report to the CRC findings.	Research phase: Oct 2013 – March 2014. Report to CRC in June 2014. Potential impact on the budget cycle 2015/16.	The Littlehampton Museum website is now up and running. Suggested further goals would be to increase engagement with the website through the use of tools such as Google Analytics and increasing new content such as online exhibitions and blog posts.

### 3.7 Accreditation

Littlehampton Museum is a fully Accredited Museum under the Arts Council England's Accreditation Scheme. From the Arts Council website:

'We want all museums to be sustainable, focused and trusted organisations, which offer their visitors a great experience. The Accreditation Scheme sets out nationally-agreed standards, which inspire the confidence of the public and funding and governing bodies. It enables museums to assess their current performance, as well as supporting them to plan and develop their services.'

Having achieved full accreditation in 2014, the Museum will need to re-submit in mid-2017 in order to maintain this status. The following table breaks down the recommendations for improvement identified for the Museum, and the actions taken or planned to achieve these improvements.



Areas for improvement identified in Accreditation Outcome Letter	Actions
<b>1.4 Forward planning:</b> at next planned review consider integrating analysis of operating environment with main plan and incorporate additional detail of planned audience development activities; evidence at next return.	Suggest updating the current Forward Plan document (written in 2013) to include the updates above, analysis of operating environment, and audience development strategy, and incorporating areas for improvement related to Accreditation explicitly into the Forward Plan.
<b>1.10 Environmental sustainability:</b> consider developing additional policy statement detailing museum's approach and actions in support of main council policy; evidence at next return.	This policy is to be developed.
<b>2.5 Documentation backlog:</b> confirm progress toward completion of stage two (inventory), stage three (discrepancy check) and stage four (accession register and security copy, marking/labelling, location/movement control and indexing) by 31/12/2018.	Collections Documentation Officer appointed to work on documentation backlog 2 days a week throughout 2016.
<b>2.6 Care and conservation plan:</b> provide progress update on planned storage improvements; evidence at next return.	Lack of storage space continues to be an issue. Work related to the Documentation Backlog Project will contribute to rationalising storage and creating space.
<b>2.8 Security arrangements:</b> develop action plan based on recommendations of 2013 expert security review; evidence at next return.	Locks were upgraded in response to the security review.
<b>3.1.1 Good quality services and development:</b> introduce visitor survey for events and provide examples of how this has been used to inform planning and programming; evidence at next return.	Event visitor survey has been introduced as of March 2016. The results of these surveys will inform the planning for the 2017 Exhibition and Events programme. The Curator is writing an Audience Development strategy to further address these recommendations.

<b>3.1.3 Good-quality services and development:</b> provide evidence of consultation with museum's non-users and demonstrate how this links to planned marketing activities and improvements as identified in forward plan; evidence at next return.	The Curator is writing an Audience Development strategy to further address these recommendations.
<b>3.1.5 Good-quality services and development:</b> provide copy of museum's access policy; evidence at next return.	This policy is to be developed.
<b>3.1.5 Good-quality services and development:</b> provide evidence of an up to date assessment of access needs such as access audit at next return.	Access audit to be completed before next Accreditation return.
<b>3.2.3 User-focused experience:</b> as part of planned museum website review consider clearer location information and incorporate access arrangements for users with specific needs; evidence at next return.	As part of the Audience Development Strategy the Curator is working on improved museum signage, orientation and access information for visitors. This will include making this information available on the website.

Peter Herbert  
Town Clerk



# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources

**Date:** 9th June 2016

**Report by:** Town Clerk

**Subject:** Events

### **1. Summary**

1.1 The report sets out recent matters of relevance to the Community Resources Committee:

- (1) Outcome of the Beacon lighting for the Queen's Birthday.
- (2) An update on the Town show and Family Fun Day.
- (3) The way forward for developing the events offer in the Littlehampton.
- (4) The receipt of funding from the MOD for Armed Forces Day.

### **2. Recommendations**

The Committee is RECOMMENDED to:

- (1) Note the outcome of the Beacon Lighting to celebrate the Queen's 90<sup>th</sup> Birthday (paragraphs 3.1 to 3.1.4 refer).
- (2) Note the plans for the Town Show and Family Fun Day. (paragraphs 3.2 to 3.2.3 refer)
- (3) Note the way forward in terms of developing the events offer in the Town.
- (4) Note the update on Armed Forces Day funding.
- (5) Note the financial implications as set out in paragraph 4.

### **3. Background**

#### **3.1 Beacon Lighting for the Queen's Birthday**

3.1.1 On 21<sup>st</sup> April the new seafront beacon was lit to celebrate the Queen's 90<sup>th</sup> Birthday. This was held in conjunction with celebrations at Buckingham palace and across the country.

3.1.2 Refreshments were provided by the 4<sup>th</sup> Littlehampton Scouts with all the money raised going back into the organisation. Biggs the Bakers in Wick made a 90<sup>th</sup> birthday cake that was handed out to visitors and entertainment was provided by the Silhouette Show and the Sea Cadets Band.

3.1.3 100 commemorative coins were purchased and given to the Scouts, Cadets and some of the children in the audience to mark the occasion. It is estimated that 500 people came out to watch the entertainment and see the beacon lighting.



- 3.1.4 Feedback from the event was positive from both those taking part and those watching.

### 3.2 Town Show and Family fun Day

- 3.2.1 The Town Show and Family Fun Day is the second largest event organised by the Town Council and is now in its 14<sup>th</sup> year. It will be held on Saturday 10<sup>th</sup> September 2016. The event combines a traditional Horticultural and Craft Show organised by the Town Show Committee with a family fun day including arena acts, a community marquee that provides stalls for over 50 local organisations, Bingo marquee, a food court and activities for children.
- 3.2.2 As decided by the committee a showcase of local performers would provide the central entertainment for the Town Show and Family Fun Day. A number of local performers were invited to register their interest in performing at the event. Responses came back from The Edwin James Festival Choir, The Sussex West Girl Guide Choir, Inspirations Choir and professional performers Alexis Twine and the Silhouette Show. Interest has also been registered by the Littlehampton Musical Comedy Society. These acts will form a programme of musical entertainment with timings to be confirmed.
- 3.2.3 The Pet Show and the Garden Competition awards prize giving will also be incorporated into the day. Other attractions include the Sea Scouts' Crate challenge activity, bouncy castles, food court, LOCA stalls and craft tent.

### 3.3. Extra Event

- 3.3.1 A workshop was held after the April meeting of the committee, it was acknowledged that there was an increasing number of events in the town organised by members of the community. One of the suggestions arising from the workshop was that the Council could offer support for these local groups.
- 3.3.2 It is proposed that the Council invite local event organisers to an open forum where the CRC Chair, other members and the Events and Publicity team can gain feedback on how the Town Council can support these groups with their events. Support could take a variety forms from funding to advice on making applications and meeting Event Health and Safety guidelines.
- 3.3.3 Once a comprehensive overview of the events in Littlehampton has been put together then the Town Council can assess the need for an extra event and the type of event that the town is lacking.

### 3.4 Armed Forces Day

- 3.4.1 Plans are in the final stages for Armed Forces Day. The event will take place on Saturday 25<sup>th</sup> June, 10.30am until 5pm on the Seafront Greens.
- 3.4.2 In March officers applied for a grant from the MOD. At the end of May officers were notified that LTC had been awarded a grant of £1,650 towards the event. This grant may not be used for hospitality or entertainment but should provide a vital boost to funding for infrastructure and publicity.



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

- 4.1 In October 2015 a budget of £300 was allocated to the beacon lighting, this was based on the VE day lighting in 2015. It was decided after the budget had been set that more entertainment and a celebratory atmosphere was needed, the estimated cost of the beacon lighting stands at 706.50, without staffing. This could be met from the 'Extra Event' budget, if other underspends do not arise.
- 4.2 A budget of £17,000 was allocated to the Town Show and Family Fun Day, the event is expected to meet this budget.
- 4.3 The budget for Armed Forces Day was set at £9,000. This combined with the £3,000 contribution from Harbour Park and £1,650 grant from the MOD makes the overall event budget £13,650.

Peter Herbert

**Town Clerk**

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources  
**Date:** 9<sup>th</sup> June 2016  
**Report of:** The Town Clerk  
**Subject:** Grant Aid Applications 2016

### **1. Summary**

- 1.1 This report sets out applications for Grant Aid 2016/17 received from groups and organisations; please see as attached Appendix B. The Grant Aid Policy Criteria is attached as Appendix C for reference.
- 1.2 Members will read about the success stories that have resulted from the 2015/16 Grant Aid programme; please see attached Appendix A.

### **2. Recommendations**

The Committee is recommended to:

- (1) Consider all Grant applications received (Appendix B refers) and agree awards for 2016.
- (2) Note the successful projects undertaken last year due to the Town Council Grants scheme (Appendix A).

### **3. Background**

- 3.1 The Annual Grant budget for 2016/17 is £16,000. A single applicant cannot be awarded more than 20% (£3,200) of the total budget under the Town Council's Policy Criteria.
  - 3.1.1 Information regarding the Grant Aid programme was circulated widely amongst the voluntary sector, on the Town Council's website and an article appeared in the Littlehampton Gazette.
  - 3.1.2 23 applications have been received representing a wide spectrum of organisations that aim to support the Littlehampton community.
- 3.2 Last year's grant successes:
  - 3.2.1 Forty four grants were awarded for 2015/16 totalling £15,000.
  - 3.2.2 Full details of the outcome of these grants are attached as Appendix A.

### **4. Financial Implications**

- 4.1 The total grants applied for this year is £15,193. The annual budget is currently £16,000.
- 4.2 Recommendations for funding currently total £10,025.

Peter Herbert  
Town Clerk



## POLICY CRITERIA GRANT AID APPLICATIONS

The following criteria are applicable when considering grant applications:

### Littlehampton applications

1. Grant applications will only be considered from residents, clubs, societies and organisations that are Littlehampton based OR who operate a service in Littlehampton that brings significant benefit to the Town.
2. Clubs, societies or organisations must demonstrate the level of benefit that their service will bring to Littlehampton and its residents.

### One application per year rule

3. Only one grant application will be considered for any resident, club, society or organisation in any one year. Organisations in receipt of a Service Funding Agreement from the Council will not be considered for additional grants.

### Supporting documentation we require:

4. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts.
5. On completion of your project, invoices and receipts may be requested as evidence of all expenditure of the grant for the intended use for which it was awarded.
6. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished as a result of the award.

### Intended use of grant:

7. The applicant must declare the intended use of the grant and clearly define the wider community benefits derived from the funding.
8. There shall be no change to the intended use of the grant without express written authority of the Town Council.
9. Failure to achieve the specified purpose of the grant within 12 months or undertaking an unauthorised variation, shall require the recipient to return all of the grant funding to the Town Council.

### General criteria

10. The recipient shall acknowledge the Littlehampton Town Council as funders on all correspondence and publicity material or display the Town Council's logo on any item purchased in recognition of the grant funding from the Town Council.
11. No grant will be considered for private, commercial or closed clubs, societies or organisations.
12. All other sources of funding must be declared at the time of the application.
13. No grant shall exceed 20% of the total grants budget allocated annually by the Town Council.
14. Grants will not be awarded retrospectively. All grants must be spent within 12 months of being awarded.
15. Where funding is given for an event the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident with side event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.
16. Littlehampton Town Council reserves the right to purchase items requested within the application for grant aid on behalf of any club, society or organisation.
17. The Town Council make grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Town Council will take into account the objectives of an association and the wider community benefit for Littlehampton arising from the grant when assessing its priorities.
18. Grants will normally only be made to non-profit making organisation supported by unpaid volunteers.
19. Grants will not be made towards salaries or payment of staff.



Appendix A  
Grant Aid Applications 2015 – Feedback Report

14	Littlehampton Cricket Club	Refurbishment of Cricket Nets.	To Refurbish Local Cricket Nets	£500	The net cages are used extensively by junior cricket members and their coaches. Over time holes begin to form in the netting and is eventually unusable as it poses a threat to players and coaches. The netting and matting is being replaced at the start of the season at a cost of £2000 and the grant awarded enables the project to go ahead.
15	5 <sup>th</sup> Littlehampton Sea Scouts	Purchase of harnesses, helmets and belay device		£360	The group now have a more extensive range of equipment in different sizes which means that the Beavers, Cubs and Scouts can now all use the aids. The extra equipment has brought greater safety to all that use the aids. The equipment has been used for the crate challenge, and abseiling.
16	Littlehampton Foodbank	New Laptop		£575	Both the Foodbank Coordinator and Stock Manager now have their own laptops which has enabled a much more efficient process.
17	Littlehampton Local History Society	Financial help towards the cost of guest speakers		£500	In June 2015 the group had an excellent talk by Dr Janet Pennington. In October Kevin Gordon spoke on the history of the Palace of Westminster.
18	Littlehampton Town Ward & District Neighbourhood Watch	Purchase of a good quality gazebo and associated equipment, which can be used at promotional events and activities within the Town.	Two 3m x 3m gazebos, tie down kit and storage bags, leg weights and delivery	£500	The balance of money enables the group to attend local events and work with the Council, Police and National NHW to promote their info/leaflets to the wider public.
19	The New Highfield Residents Group	Afterschool club art supplies/training for volunteers.	Youth training, coffee mornings/social events, volunteer training and art supplies.	£200	The group have been able to supply art equipment for activities at the after school club (ages 5-10) for an extended period which has been very beneficial.



Appendix A  
Grant Aid Applications 2015 – Feedback Report

		Trainers West Sussex			and it is hoped that the knowledge and experience of the Aspie trainers will help the trainees to make their places of work more autism friendly. This in turn will hopefully enable autistic adults living locally to access more services.
10	Just Able Friends	Community transport and social outings		£60	Half of the grant awarded was used for the first outing of the year (Haskins, Worthing) which members thoroughly enjoyed. The other half is to be used for a later event. Membership is slowly increasing and there was a lot of interest from the local community, particular after the release of the group's first newsletter.
11	Life Centre	To provide 19 specialist face-to-face counselling sessions to survivors of rape and sexual abuse in the Littlehampton area.		£500	The counselling provided in sessions has helped local people to deal with the devastating repercussions of rape and sexual abuse. As a result of the counselling, clients have become better able to lead happier, healthier and safer lives and to reclaim their futures. 98% of clients completing feedback in 2015 felt they had benefitted from Lifecentre counselling. In the year to 31 <sup>st</sup> March 2016 the group received 25 new referrals for counselling from residents of Littlehampton, including 7 under the age of 18.
12	Littlehampton Blind Club	Transport		£350	The group were able to provide 6 outings for their members & volunteer. The grant helped in making outings and door to door pickups.
13	Littlehampton Civic Society	Attaining a larger room for the AGM/Public Meeting for the local Amenity Charity so more people can attend.	AGM Room Hire	£215 approx	The grant has enabled local society to hold its Annual General Meeting in a larger venue than usual. The quality of the New Millennium Chamber & the excellent assistance provided enables the smooth running of the evening. A better venue left them feeling confident that guest speakers had the best facilities available to them and enabled more people to attend the meeting.

Appendix A  
Grant Aid Applications 2015 – Feedback Report

6	Enable Me	10 <sup>th</sup> Birthday Celebration event at Woodlands Avenue, Rustington			The group were able to reach a wider audience than usual and have an opportunity to publicly thank local businesses. Great sense of achievement amongst disabled volunteers for the high profile they now enjoy due to their efforts. Volunteers were able to take part in the planning and delivery of the event and launch the new Enable Me CD single which involved working in partnership with other organisations/musicians/disabled members at club. Over 100 people attended the 10 <sup>th</sup> Birthday event, Peter Hull MBE (3 time Paralympic Gold Medallist) was the main speaker and the group's new Patron was introduced and spoke to everyone associated with the group.
7	Home Start Arun	The development of a new website which enables service users to access info and support whilst also serving as a recruitment tool for volunteers.	Development of info website	£250	The group were able to use the funds to buy IT support to keep the website up to date with events and to link forms for referrers/diary sheets for volunteers. Access to the forms has benefitted referrers, volunteers and the group's administrator; giving immediate access, the ability to complete forms electronically and prevented confidential info getting lost in post form. Having support in areas staff are not trained in has meant fundraising events have been uploaded in plenty of time to raise interest.
8	Howard LTC	Purchase of nets and other equipment		£350	The grant enabled the group to purchase two nets and other equipment including a winding net mechanism. This enabled the group to continue using the courts throughout the season which included both county league and team tennis.
9	Impact Initiatives	An autism awareness raising training session delivered by Aspie		£250	The funding enabled the group to deliver a training session at Dove Lodge for 11 people from organisations based in Littlehampton. The feedback from the training was overwhelmingly positive, leading to follow-up sessions for some organisations,



Appendix A  
Grant Aid Applications 2015 – Feedback Report

	<b>Application/ Organisation</b>	<b>Project</b>	<b>Purpose of Grant</b>	<b>Grant Given</b>	<b>Feedback from Organisation</b>
<b>1</b>	Age UK West Sussex	Creative Writer's Book		£300	An anthology has been written thanks to a small group of writers at the Tamarisk Centre. The group itself is important as it serves a way of getting creative. New members have found it has helped them to learn new skills and help to bring them in some cases out of isolation.
<b>2</b>	Arun Community Church	Launch pad breakfast club and purchase of a new fridge		£500	The breakfast club feed sup to 40 children each morning. The purchase of the new fridge has more than doubled the group's chilled capacity. This in turn provides a better service to the children and their families and provides a more varied and healthy diet in the mornings.
<b>3</b>	Arun Short Mat Bowls	The purchase of an electric mat roller		£350	The money received was combined with an ADC grant and self-funding to purchase a new mat roller. The machine has helped to reduce the time taken to roll the mats manually and protects members against injuries.
<b>4</b>	Dairy Art Drop In Group	Demonstrations/workshops, exhibitions, visits and to encourage art in Littlehampton		£150	The group provides an opportunity for people of all abilities to be part of a friendly group. The grant enables the group to hire demonstrators, exhibit the group's work and make visits to draw, paint or view art. New members have joined the group after seeing publicity at exhibits or hearing via word of mouth.
<b>5</b>	Edwin James Festival Choir	New publicity banner		£255	The lamppost banner helped to increase the attendance at the Good Friday concert with a large proportion of the public being made aware of the concert through this means of advertising. Another banner has been purchased to advertise the group's Spring Fayre. A further two banners will be purchased within the next few months for forthcoming concerts.

Appendix B  
Grant aid Applications 2016

	<b>Application/ Organisation</b>	<b>Aims of Organisation</b>	<b>Project</b>	<b>Purpose of Grant</b>	<b>Amount Requested</b>	<b>Additional Information Provided</b>	<b>Officer Recommendation</b>
<b>1</b>	Arun Youth Aqua Centre	To help educate young people through water based activities & develop their physical and mental capabilities as individuals and as members of society.	Purchase five launching trolleys to create a safe environment for RYA dinghy Instructors to teach novice sailors the elements of sailing	Contribution towards five new launching trolleys. (Overall cost: £1,600?)	£600	<ul style="list-style-type: none"> <li>• 65% of 48 members live in Littlehampton</li> <li>• £146 per annum for sailing membership or £330 for a family</li> <li>• Received grants in 2010, 2012, 2013, 2014 and 2015</li> <li>• The centre operates adjacent to a recognised 'difficult' area of Littlehampton</li> <li>• Offers a free membership to a deserving family</li> </ul>	£600
<b>2</b>	Arun Dolphins Swimming Club	To provide a safe and happy environment for anyone with a disability to enjoy the benefits that swimming can bring.	To finance the training of helpers which will benefit all members	To pay for training provided by Freedom Leisure. (Overall cost: £1,000?)	£500	<ul style="list-style-type: none"> <li>• £500 previously claimed in 2012</li> <li>• 75% of members live in Littlehampton</li> <li>• 4 people will be delivering the project by helping out in the pool</li> <li>• All trainees reside in Littlehampton</li> </ul>	£500
<b>3</b>	Arun Short Mat Bowls	To provide social, fun and healthy activities for all members and to provide companionship.	Top up emergency funds (low due to increased costs and due to purchase of electric roller) in case of accidents to mats or other equipment.	For emergency purchases or repairs to existing mats/equipment.	£1000	<ul style="list-style-type: none"> <li>• Previously received funding in 2014 &amp; 2015</li> <li>• 95% of members live in Littlehampton</li> </ul>	None (application needed to be more specific).
<b>4</b>	Coastal West Sussex Mind	To provide help and support to people with mental health needs and their families and to	To provide six outings/activities in the current financial year. Two each for	To pay for refreshments and tickets/entries during activities/outings	£938	<ul style="list-style-type: none"> <li>• Supported 1275 people last year approximately 20% of these lived in Littlehampton</li> </ul>	Minimum £520 but will match fundraising up to £750.



Appendix B  
Grant aid Applications 2016

		tackle stigma and discrimination. Aim to empower people with mental health needs to be as independent as possible so they can benefit from activities in their community.	older people, those of a working age and young people as well as three in house workshops.			<ul style="list-style-type: none"> <li>Project is set to help approximately 255 people with 90% of beneficiaries living in Littlehampton</li> <li>Regularly attend LTC events</li> <li>Previously received a grant of £500 in 2014</li> </ul>	
5	Curious Hub New Highfields Residents Group	To bring together the residents of Wick through a series of clubs and courses to tackle problems such as unemployment and mental health that are apparent in Wick.	To offer support to the community through a new parent and baby group in Chilgrove House that is clean, safe and fit for purpose.	Contracted decorator £1000 approx Cleaning equipment £200 approx Safe seating/shade area in garden £200 Recruitment/First Aid courses £100	£1400 approx	<ul style="list-style-type: none"> <li>4/5 people assisting with the project to ensure all goes adequately</li> <li>New group after previous tenants resigned (previous tenants have received funding from LTC)</li> <li>100% of beneficiaries live in Wick/Littlehampton</li> <li>Planning a recruitment/open day scheduled for Saturday 30<sup>th</sup> July</li> </ul>	This is an embryonic group using an ADC building. Up to £500 towards the redecoration particularly materials.
6	Dairy Art Drop In Group	To run a friendly inclusive group that helps to develop art interests.	To hire demonstrators to exhibit work and make visits to draw, paint or view art that inspire members to practice art.	2-3 demonstrations depending on artist's fees.	£150	<ul style="list-style-type: none"> <li>100% of members reside in Littlehampton</li> <li>Members will be giving mini workshops</li> <li>Regularly share information of other activities</li> </ul>	£150
7	The Edwin James Festival Choir	To promote the art form 'Music is Life' to residents of Littlehampton and	To update the website with a members page and increased access as well as	Redesign of website £390 Flyer design, printing and delivery £300	£990	<ul style="list-style-type: none"> <li>Attendance at concerts/events is high (regularly perform at LTC events)</li> </ul>	£600 (contribution towards fliers and banner).

Appendix B  
Grant aid Applications 2016

		surrounding towns/villages.	designing and printing publicity flyers to be distributed to all new builds in Littlehampton (especially the North). New banner to be displayed at latest concerts/events.	New banner £300		<ul style="list-style-type: none"> <li>Have raised over £100k for local good causes in the past 15 years</li> <li>80 members with 60% living in Littlehampton</li> </ul>	
8	Howard LTC	To develop and promote tennis and make the game available and accessible to all.	To install chain-link fencing/gate to make the club secure and self-contained for the benefits of the club and its members.	Purchase of gate £450 Concreting for gate £50	£500	<ul style="list-style-type: none"> <li>Hosting SPACE week and also inviting a local school to use the facilities in conjunction with the free tennis lessons provided there each week</li> </ul>	£500
9	Jamie's Wish Trust	To grant wishes and help young people aged 0-25 in the UK financially.	Jamie's wish annual fun day for families held in July in Linden Park. 10 <sup>th</sup> anniversary, day includes competitions, shows, raffles and rides.	Euro fencing and road pins. 50 metres & 20 pins x2 @ £52.30 each	£105	<ul style="list-style-type: none"> <li>Fun Day for families in its 10<sup>th</sup> year (raise roughly £3,500 annually)</li> <li>100 members/people supported</li> </ul>	£100
10	Littlehampton Baptist Church	To enhance the Christian Faith according to the principles of the Baptist denomination and to be involved with the community, particularly through work with children and older people.	To hire Pyramid Productions (a Theatre Company) to perform a pantomime for families and children. The event will be held at Littlehampton Church on 26 <sup>th</sup> November and will	Publicity material and the hire of Pyramid Productions who provide the actors, costumes and props.	£400	<ul style="list-style-type: none"> <li>98% of members reside in Littlehampton</li> <li>Aim to allow families more time to spend together</li> </ul>	£200



Appendix B  
Grant aid Applications 2016

			be organised and staffed by Church leadership and volunteers.				
<b>11</b>	Littlehampton Blind Club	To bring together blind and part sighted people to give them a social afternoon or guided outing.	To pay for transport for 2016/2017 outings. Many club members do not go out other than to attend days at the club.	Transportation for outings with door to door pickups.	£750	<ul style="list-style-type: none"> <li>• They are a club run for 4sight which has to be 100% self-funding</li> <li>• Received £750 as a grant in 2015</li> </ul>	£750
<b>12</b>	Littlehampton Civic Society	To stimulate interest in the appearance of Littlehampton, ensure preservation of architectural/historic features, encourage participation in local planning, promote interest in conservation policies, protect and improve amenities (promotion of equality of access e.g. the disabled)	Hold a meeting in April/May in the New Millennium Chamber giving an update on the activities during the year and ongoing issues with a speaker, raffle and refreshments.	Rent for hire of Town Council Chamber for AGM plus projector and screen.	£215	<ul style="list-style-type: none"> <li>• 300 supporters/members of which 98% live in Littlehampton</li> <li>• Have previously received grants</li> </ul>	£215
<b>13</b>	Littlehampton Cricket Club	To create playing opportunities for local residents. To encourage the development of cricket skills and to promote the benefits of team sport/social interaction with different age groups.	To purchase proper cricket equipment to enable coaches to develop the skills of members as well as providing a safe environment to practice in.	Crazy catch net 75m x 75m £99.99 Crazy catch wild child net 93m x 93m-2@ £121.99 Pop up stop net 2@ £44.99 Cone and pole set 2@ £37.99	£400	<ul style="list-style-type: none"> <li>• Previously received funding in 2013, 2014 &amp; 2015</li> <li>• 160 members- of which 70% live in Littlehampton</li> </ul>	£400

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14	Littlehampton District Men's Shed	To bring older men together to prevent isolation and to use their skills and knowledge for the good of the community.	To rent a workshop space in Rope Walk that needs to be renovated so existing commissions can be started.	Rent, renovation, basic equipment (tools, benches etc), insurance and materials for projects	£2000	<ul style="list-style-type: none"> <li>Have already received a grant of £4500 from WSCC and £5000 from Trusts. Have also applied for a further £200 from Rustington Parish</li> <li>Part of a nationwide project to tackle social isolation and the wellbeing of older men</li> </ul>	£500 for materials + £500 towards equipment
15	Littlehampton Flood Action Group	To raise awareness of flood risks and promote self-help on resilience. To give access to help, advice and info to all households in the local area and to work with local groups on reducing or mitigating flood risks. To take any concerns to the West Sussex Strategic Flood Risk Management Board via the membership of the WSFAG Forum.	To keep the website updated enabling them to offer the latest information on all aspects of flood risk, prevention, mitigation and recovery. In the near future the aim is to promote links with the West Downs Neighbourhood Watch Task Force and with WSCC Safety and resilience training.	To pay for 12 months inputs to the site by the site designer £250 Anticipated costs of upgrading the site to comply with changing technologies £100	£350	<ul style="list-style-type: none"> <li>Aim to be a part of the County's Emergency Resilience Plan</li> <li>Received grant in 2015</li> <li>8 core members of the group supporting local residents</li> </ul>	£350, but payment only released on submission of receipts/invoices.
16	Littlehampton Foodbank	To alleviate poverty in Littlehampton and surrounding areas by providing emergency food supplies to individuals in need and/or charities working to prevent poverty.	To enable the volunteers and employees to operate the foodbank on Tuesdays and Fridays efficiently.	New trolley £260 Scales for storage unit £140 First Aid refresher course for volunteers £300	£700	<ul style="list-style-type: none"> <li>1,081 people supported between 14/01/2-015 – 31/12/2015 (86% in Littlehampton)</li> <li>Became a separate CIO in April 2015</li> <li>Previously received grants of £710 in 14/15 and £575 in 15/16</li> </ul>	£700



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17	The Littlehampton Tea & Chat Club	To combat isolation, provide a safe, friendly and accessible facility, to give clients the opportunity to learn new skills, gain confidence, socialise and make friends and to offer support and signpost members to other providers when necessary.	A change of venue for the day (Garden Room and Museum-Rustington). A lot of members are in wheelchairs therefore day trips are no longer practical or safe.	Transport of clients to and from venue £60 Hire of venue £80 Funding towards lunch £55	£195	<ul style="list-style-type: none"> <li>Previously received a grant in 2014</li> <li>55% Littlehampton residents</li> </ul>	£100
18	Ropewalk Residents Group	To improve the local area and give visitors who visit West Beach information regarding the history of the area.	To introduce information murals for visitors to the area.	Information murals	£1000	<ul style="list-style-type: none"> <li>Previously received a grant in 2014</li> </ul>	Needs more information. Reserve funding at this stage.
19	St Barnabas Hospices Sussex	To support end of life care for adults in their home, community and at the Worthing based hospice.	The Hospice Outreach Project makes visits to locations throughout West Sussex in its purpose built bus. This provides patients, carers and members of the public with more information about end of life care. The HOP visits sites that to maximise outreach and make it easy for people to access the service.	To assist with the running costs of the HOP (currently £33,020 per year)	£500	<ul style="list-style-type: none"> <li>Currently caring for 109 people from Littlehampton</li> <li>Last year 89 people from Littlehampton visited HOP at Tesco, Littlehampton and an additional 49 people visited at their destination in the Town Centre</li> <li>Currently running a number of disease specific events including COPD, Dementia and Breathlessness as well as providing info on end of life</li> <li>Received £350 in 2015</li> </ul>	£500

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20	St John Ambulance	To train as many people as possible in First Aid. 800,000 people are taught lifesaving skills every year, of which 95,300 are children in schools.	Student First Aid courses in schools- 4 back to back one hour taster sessions in 4 schools (total of 480 KS2/3 students) Holiday activity club student First Aid courses- 2 x two hour sessions for a group of up to 30 KS2/3 students.	Student First Aid courses in schools £162 per school = £648 (inc. VAT) Holiday activity First Aid courses £162 (inc. VAT) PR for local community £190 (inc. VAT)	£1000	<ul style="list-style-type: none"> <li>480 students will benefit</li> <li>Similar projects funded in 2014 &amp; 2015</li> </ul>	£648 (i.e. 4 X £162) if schools in Littlehampton (to check) AND Holiday Club = £648 + £162 £810
21	Sussex Steel	To provide steel pan tuition and workshops for students and adults as well as perform for the general public.	To purchase a gazebo to enable the band to perform outside more often, mitigate performance cancellations due to bad weather conditions and improve the sound of the music.	Rhino 3m x 6m gazebo from Rock Awnings with Sussex Steel name and logo	£450	<ul style="list-style-type: none"> <li>Received a SPACE grant in 2016</li> <li>Do a lot of work with local schools including free instrument loan</li> <li>Attend LTC events and use facilities including the Stage by the Sea</li> </ul>	£450
22	Sussex Tornados	To build leadership, teamwork, citizenship & community integration whilst teaching Championship level cheerleading.	Purchase two new crash mats for the teaching of gymnastics safely.	3 x crash/safety mats @ £325.00 each.	£800	<ul style="list-style-type: none"> <li>Regularly represent the Town at national/ international level</li> <li>Support LTC at a number of events (Town Show)</li> <li>133 club members- 86% of which live in Littlehampton</li> <li>£175 acquired through fundraising</li> <li>Coaches are volunteers</li> </ul>	£600 towards 2 new crash mats.



Appendix B  
Grant aid Applications 2016

23	1 <sup>st</sup> Wick Brownies	To help girls and young women develop emotionally, mentally, physically and spiritually, so that they can make a positive contribution to their community and the wider world.	An outdoor activity day with sleepover in tents (27 <sup>th</sup> -28 <sup>th</sup> August) in Blackland Farm Activity Centre which gives members the opportunity to try a range of outdoor and adventurous activities, cook outdoors and camp.	Transport costs—mini bus hire and fuel.	£250	<ul style="list-style-type: none"> <li>• 97% of members live in Littlehampton</li> <li>• £282.30 confirmed through Gift Aid/unit funds</li> <li>• Received a grant on two previous occasions</li> </ul>	£250
	<b>Applications received:</b>				<b>Total applied for:</b>	<b>Total Grant Aid available:</b>	<b>Total Awards Recommended:</b>
	23				£15,193	£16,000	£10,025

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources Committee

**Date:** 9<sup>th</sup> June 2016

**Report by:** The Town Clerk

**Subject:** Young Mayor Scheme

### **1. Summary**

- 1.1 This report provide some preliminary information about developing a Young Mayor scheme for consideration by this Committee.

### **2. Recommendation**

- 2.1 The Committee is RECOMMENDED to:
- note the report
  - consider whether they would like the topic progressed further.

### **3. Information**

- 3.1 A Young Mayor is a young person (usually 11 – 18) who is elected by other young people to represent them. They can either be directly elected by their peers or internally elected from a youth council or cabinet. The democratic mandate of Young Mayors should provide them with the credibility to represent young people and to take action on issues that matter to young people in their area.
- 3.2 The British Youth Council (BYC), who support and advise Young Mayor schemes suggests that to do this effectively, Young Mayors should be politically neutral and represent young people's opinions, not political parties. The BYC has produced a Guide for Councils which is attached to this report as an appendix
- 3.3 In Littlehampton there are definite advantages of having an active young peoples' group, for example to assist in consultation of projects/issues like the Keystone or development of future youth services/facilities. However, most schemes seem to succeed where there is a Youth Council in existence such as there is in Arun i.e. at District/Borough level.
- 3.4 If the Town Council developed the scheme independently of the Arun Youth Council the financial implications would depend on whether a youth mayor was appointed to just carry out civic duties; whether that would include a small budget and the costs of a separate election process.
- 3.5 For most young people in Littlehampton it is more likely that they would engage with a scheme that was Littlehampton specific. A voting system would not be difficult to set up and could for example, in liaison with local schools and once nominations had been received, be done as a straw poll on the LTC website.



**4. Next Steps**

- 4.1 If Members would like to progress this initiative further it would seem practical to defer this to the autumn as there would be difficulties contacting/engaging with young people over the summer period

**5. Financial Implications**

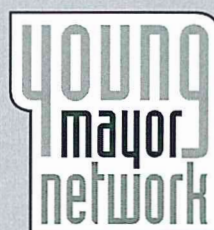
- 5.1 None at this stage.

Peter Herbert  
**Town Clerk**

# Setting up an elected Young Mayor scheme



A guide for Council  
Officers supporting  
Young Mayor schemes





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Published as part of the British Youth Council's Youth Voice programme working with the Department for Education (DfE) to provide a support service for youth participation. The Youth Voice programme aims to support young people's voice and involvement in decision making at a local and national level.

# 1 Introduction

Over the past decade, there has been a vast increase in the number of youth councils, cabinets, parliaments and forums funded and sponsored by Local Authorities or the voluntary sector. Increasingly local councils have been interested in developing elected Young Mayor schemes, a relatively new model of youth representation. This is due, in part, to the rise of adult Mayor schemes. A Young Mayor scheme can be an alternative to, or compliment other youth participation projects within a Local Authority.

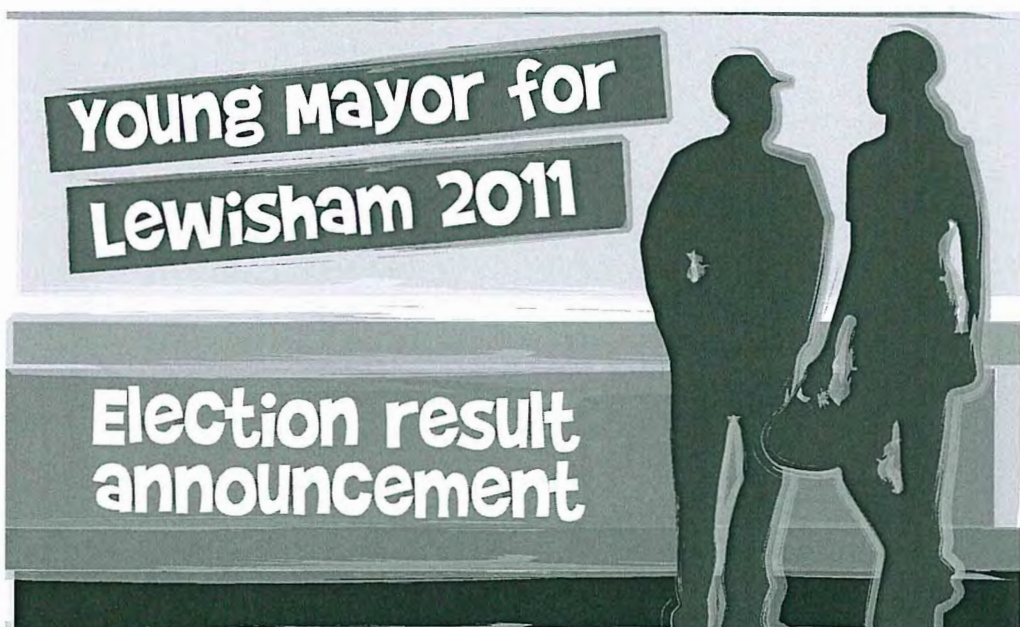
The challenges to actively involving young people in local democracy and decision making (from youth projects and school councils to local youth councils) are vast and varied. This guide will address these and outline the steps to setting up a scheme that will ensure youth participation and its recognition of young people's contributions to their community.

There are also opportunities for Young Mayors who are not directly elected. They may have been selected or chosen to support young people in their community in a honorary or civic role; for example by presenting awards at ceremonies, opening community fêtes or attending events on behalf of their community. There are equivalent Adult Mayors who do a similar role.

The role of the Young Mayor is to represent young people in their area. To do this effectively, they should be politically neutral and represent young people's opinions, not political parties. This will help strengthen their role and ensure they are accountable to the young people they represent.

This guide has been written to support both schemes and make recommendations based on previous learning from Local Authorities from across the UK. The right scheme for your area might be one, or the other, or a mixture of both.

*Young Mayor of Lewisham sends out an invitation to key stakeholders inviting them to the election announcement*





# 2

## Getting started

### What is an elected Young Mayor scheme?

A Young Mayor is a young person, usually 11-18, who is elected by other young people to represent them. There are Young Mayors in place across the country and hundreds of thousands of young people have taken part in elections to put them into office. Turnout in these elections is often higher than the equivalent turnouts in adult elections. This in itself is a big selling point for Local Authorities to run Young Mayor schemes.

***In 2010, 49.9% of young people voted in the Young Mayor election and 25.6% of adults voted in the Adult Mayoral election.***  
(London Borough of Tower Hamlets)

The scheme seeks to empower young people to steer local priorities using a democratic framework. The Young Mayor scheme offers local government the opportunity to prepare young people for active citizenship, enabling them to understand and contribute to their local communities.



***A Young Mayor is defined as 'a young person who is directly elected by other young people to represent them.'*** (Young Mayor Network, 2010:4)

A Young Mayor scheme can operate in many different ways. In Lewisham and Newham, the Young Mayor makes decisions with the support of a group of Young Advisors or Youth Councillors who are runners up in the election or who run for a separate election for that particular post. Their role is to represent the concerns of the borough's young people outside the scheme and enable the Young Mayor to make informed decisions. In Tower Hamlets, when being

## Case Study

The main difference that exists between the schemes relates to the home of the Young Mayor within each borough's structure. For instance, in Lambeth the Young Mayor sits within Lambeth Council's Legal and Democratic Services Department, and while Newham and Lewisham's are based within the Mayor's office, in Tower Hamlets the

Young Mayor scheme sits in the Integrated Youth Support Service. Although the Young Mayor is not a constitutional figure and has limited authority, the placement of the scheme has the potential to influence how they operate and how participants and external people view the scheme.

elected, the Young Mayor runs on three campaigns; these are then chosen as three areas of work that the Young Mayor undertakes in their year of office. They also have a Youth Council, and although they work closely together, they have different agendas and projects.

## Adult Elected Mayors?

The Local Government Act 2000 (followed up later by the Local Government and Public Involvement in Health Act 2007) aimed to give local people a chance to have a real say in how they are governed. Councils were required to develop a separation of powers – separate executive and scrutiny functions. A group of no more than ten Councillors were required to form a cabinet and be responsible for executive functions, with the remaining councillors being responsible for scrutinising the performance of the cabinet. Councils were required to consult local stakeholders and propose one of the following types of arrangements for future council governance:

- Directly elected Mayor and a cabinet appointed by the Mayor
- Council Leader appointed by the cabinet with a cabinet appointed either by the council or the Leader

## What are the benefits for Young Mayors?

- **Power and influence** - a high-profile elected representative raises the profile of issues that matter to young people, and influences local opinion-formers. Additional control or influence over a budget, for example funding community projects, translates that influence into action.
- **Getting their voices heard** - Young Mayor schemes ensure that young people are more informed and involved in local decision-making. They can see that they are being listened to and that their concerns are being acted on.
- **Understanding and development** - young people gain new skills and develop valuable experiences. Representation promotes the understanding of local democracy and political processes.
- **New skills** – confidence, communication, etiquette, presentation, meeting and campaigning skills are all skills Young Mayors have previously stated that they have taken away from the scheme.
- **Positive representation** - Young Mayors represent young people in the media; countering negative stereotypes and promoting positive images.



***We have the Young Mayor to prove the media wrong. To prove that there are young people doing good things for their community.*** (Young Mayor Lewisham)



## What are the benefits for local communities?

- **Informing policy makers** - a Young Mayor helps elected members, local officers and their wider partners understand the issues that affect young people, as well as their needs and opinions, leading to better informed decisions.
- **Developing civic identity** - voting at a young age can become a lifelong habit that leads to greater participation in the democratic process and wider civic society. More people will be interested in local youth elections, standing for and voting in elections.
- **Increasing legitimacy** - Young Mayors provide a voice for a section of the population that often goes unheard. Representation of young people lends credence and focus to the work they undertake with adult politicians.
- **Improving services** - youth representation acts as a catalyst to strengthen local accountability and improve services for young people; making them responsive, user driven and cutting costs long-term.
- **Fulfilling statutory duties** - local authorities have a duty to inform, consult and involve people in the running of local services, as well as a duty to promote democracy - particularly to young people.



*If you start to lead by example, you can develop that with the Young Mayor. And when you think of giving the Young Mayor a budget ... you can then start to change and influence your community to realise that young people have been making the best in their own community and then rather than representing young people, young people begin to represent themselves. (Young Mayor Lewisham)*

## From participation to representation

Traditional youth involvement in decision making has taken the form of youth participation. Representation for young people goes further. Youth representation allows adult politicians to reasonably delegate authority to democratically-elected young people, giving them real influence and power to make decisions.

The democratic mandate of Young Mayors provides the credibility to represent young people. This mandate enables them to take local action on the issues that matter to young people in their area.



*I think it shows that we are encouraging young people to be part of the community and the decision-making process, and that's vital for them because this is a large community of young people. If they don't feel that they've got a stake*

*in the community they live in, that's when I think it could be problematic. I think if they see the adults of this world who are running things and don't want to engage with them, they could easily become disenchanted with the system. So I think it's a very good way of bringing them into all of those things that go on.* (Young Mayor Tower Hamlets)

## **What does a Young Mayor scheme need to be effective?**

- Full support and “buy in” of the adult council and elected Mayor or Council leader
- Commitment to let the Young Mayor have some budgetary responsibility
- A clear idea what the Young Mayor can and can't do and therefore establishing boundaries for what impact they can have on decision-making processes
- A formalised structure in which to operate
- A nominated adult champion to help lead and support the Young Mayor scheme
- A formalised Local Authority wide democratic election process
- A mechanism to measure the success of the Young Mayor's involvement
- Projects to help raise the profile and influence of the Young Mayor
- Access to meeting rooms, premises and equipment
- Briefings before meetings
- A youth participation structure to feed in to and lead
- A clear relationship to a broader youth participation structure such as a youth council or parliament



*The Youth Mayor meets regularly with leaders of the cabinet and members to inform strategy and decision making.* (Lambeth Young Mayor)

## **Why do they need a budget?**

A Young Mayor could act purely as an advisory or consultative advisor. However, experience shows us that Young Mayors who have a control over a specific budget are more successful than those who do not. Providing the Young Mayor with a budget: empowers young people; teaches them a fiscal sense of responsibility and allows them to spend money on things they want, rather than things that Council Officers think they want.





A Lewisham Young Mayor advisor sitting on their throne





*It's not tokenism, it's actually real. We actually get a voice and I'm confident. And what Lewisham does for young people, I think it's really great.* (Young Mayor Lewisham)

## Doesn't having a Young Mayor scheme limit the opportunity to a small number of candidates and only one representative?

Yes. If the scheme operates without other youth participation structures feeding into it, then the opportunity is limited. However, if the scheme is embedded within a local youth council structure it can involve thousands of young people across the Local Authority. The Young Mayor is the focal point but Young Mayor schemes work because they involve the local community. For example:

1. **Local Authority elections:** in existing Young Mayor schemes, there are often more Young Mayor votes than Adult Councillors receive in their equivalent elections!
2. **Consultation:** Young Mayors lead Local Authority youth consultation and speak to young people about matters of concern.
3. **Events:** Young Mayors often lead on local campaigns and events, seeking support from local community and voluntary groups.
4. **Feeding into other youth participation structures:** by supporting the Young Mayor to link with other youth participation structures, groups and forums across the Local Authority, you allow them to influence and inform decision making at a higher level.
5. **Awards:** the Young Mayor can present key awards to young people and open new services to support them.



*A Young Mayor should be a representative, an ambassador for young people, you know just to represent and like, be more like a spokesperson kind of thing, but I would say not too much of leadership, not too much of power holding. I would say that they've got a responsibility to represent and to listen and to be that kind of envoy.* (Young Mayor Lambeth)

## Are elections necessary?

Yes - if you want the Young Mayor to be a representative of their community. No - if you would like the Young Mayor to have mainly a civic and honorary role.

Young Mayor elections can provide Local Authorities with a lot more than just a democratic process. They help increase the positive perception of young people, support young people to understand what and who they are voting for as well as lend credence to the role itself. Young Mayors can also be elected through an



internal election from within their Youth Council or Parliament. They are then held accountable to that youth participation structure.

If you are looking to set up a civic or honorary Young Mayor, you may want to think about a selection or nomination process. You could ask candidates to self-nominate and hold interviews like you would for staff, or you could hold a selection day within existing youth participation programmes e.g. the Youth Council.



***It is election by their peers which means accountability. It is also about influence with decision makers – it's so much more than a mere activity for young people. It's got meaning. (Worthing Borough Council)***

### **Why so formal?**

Adult-elected Mayors have structure and systems in place to support them. It is only logical that a Young Mayor scheme should have the same. This supports Young Mayor authority and lends credibility to the work that they do. It also helps adults in the Local Authority understand what the Young Mayor is supposed to do and how they are meant to work.

It is necessary to establish within the structure some form of protocol so that the Young Mayor can easily and effectively feed into the general workings of the council as a whole. This may take the form of a written constitution or Terms of Reference.

At the same time, some informal workings with regard to communication and style of meetings could be more appropriate and will keep young people interested, informed and engaged.

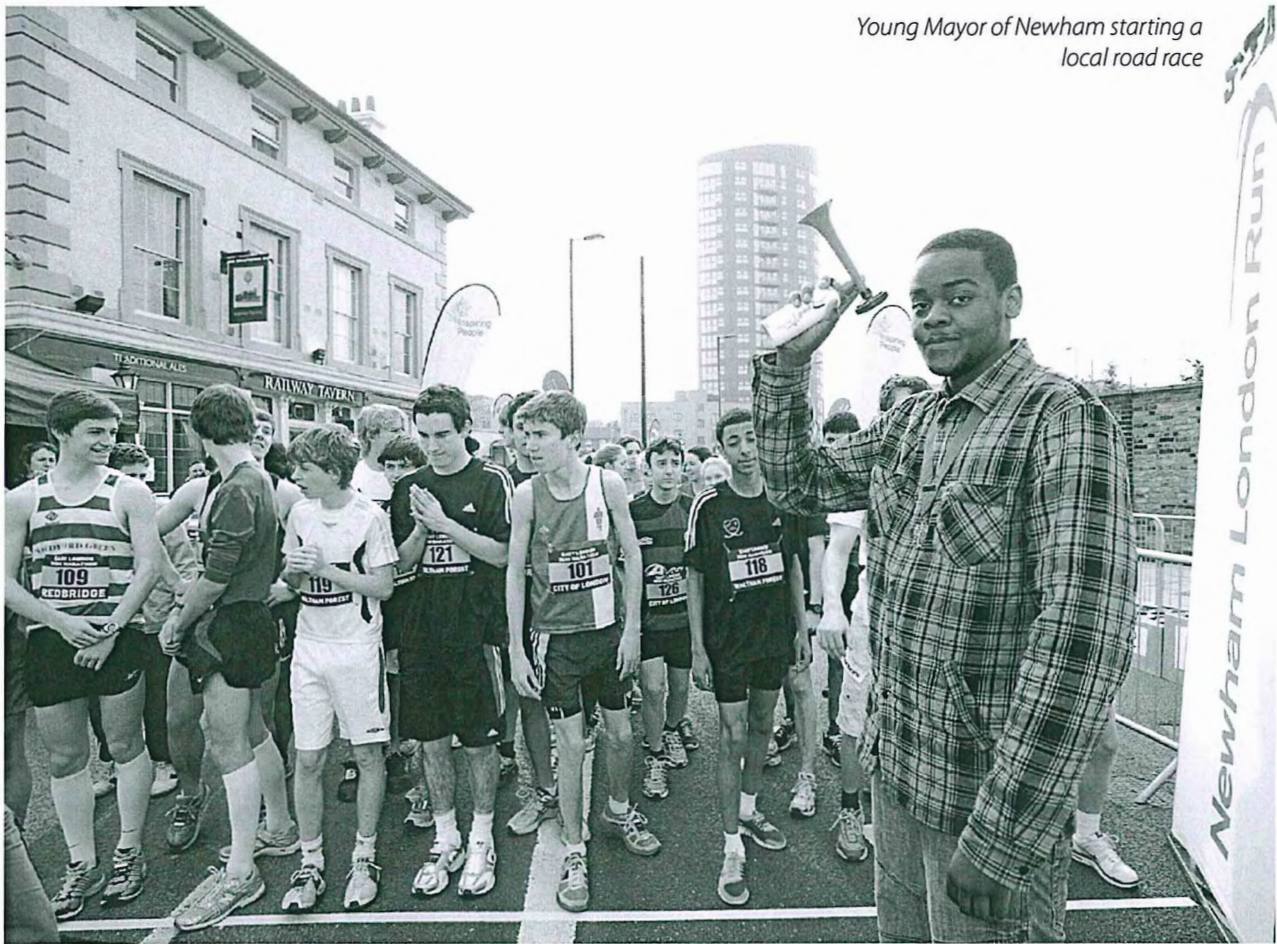
Having a formal structure will show young people that it is necessary to put forward reasoned arguments and help them prepare and suggest policy changes. A formalised cabinet structure with an agenda ensures that meetings reach positive and constructive conclusions.



***The presence of young people in the town hall on the basis that they are here to have their meetings and do what they need to do on an equal footing with everybody else who uses the town hall seems to me to not only send a proper message that these people count just as much as everybody else: it actually seems to me to impact on everybody else who uses the building... it sort of normalises their relationship with young people. (London Borough of Tower Hamlets)***



*Young Mayor of Newham starting a local road race*



## Case Study

### Real change?

- The Newham Young Mayor has responsibility for a budget of £25,000.
- The Newham Young Mayor and Youth Council's campaigns have raised the profile of environmental sustainability in the borough, particularly around recycling, energy use and local parks.
- The Newham Young Mayor and Youth Council have led the campaign to ensure that all the Olympic and Paralympic venues are available free of charge to local young people after the Games. They also helped design the aquatics centre.



# 3

## Top tips for setting up a Young Mayor scheme

The suggestions below are a few pointers to consider if you have been tasked with setting up a Young Mayor scheme. It is by no means an exhaustive list, nor does it offer a fixed model on how Young Mayor's should operate – there are too many variables to make that possible.

### Quick audit

This is the time to ask yourself about what youth participation and representation structures exist in your locality already. If you have an active Youth Council or a group of Young Advisors or Youth Inspectors, now is the time to talk to them and involve them in the process.

### Form a steering group

Form a small enthusiastic steering group of young people from existing youth participation programmes and any other young person that is interested in taking part, as well as council officers and elected members to work with while the initial ground work is being done. Handing a "pre-made" Young Mayor scheme over to young people will not work. Key stakeholders need to be involved from day one, have ownership and feel empowered to take the Young Mayor scheme forward.

The following is an idea of services that are involved in Young Mayor steering groups already:

- Democratic Services
- Electoral Services
- Communications and media
- Children's Services
- Schools
- Integrated Youth Support Services
- Adult consultation and engagement

### Defining the role of the Young Mayor

Working with the steering group and Young Mayor is important to begin to define what exactly the Young Mayor should do and outline his or her responsibilities and boundaries. Establishing some clear objectives would be a good starting point. Think about how the Young Mayor scheme would link in with the adult structures and vice versa. How will the scheme compliment existing (*continued on page 14*)



# Case Study

## An interview with the Youth Mayor for Mansfield 2011

After receiving a total of 1,552 votes, 17-year-old Daniel Winfield became Youth Mayor for the Mansfield district in October 2011. We talk to the new found politician about his plans for the next year in his new role.

### **Are you enjoying your new title of Youth Mayor?**

Yes, I am enjoying the title of Youth Mayor; there is a lot of work involved in my new job but I love it. It's full of new people and challenges. I work with the Deputy Youth Mayor and Mansfield District Council and at the moment we are doing tremendously well.

### **What made you want to be Youth Mayor?**

The thing that interested me in becoming Youth Mayor was the fact that it gives the youth of Mansfield a voice and a person who they can talk to if they have any problems they feel are important. Moreover I feel it gives the youth of Mansfield a way to get involved in our local community.

### **When putting yourself forward for Youth Mayor were you confident you would achieve the position or were you worried about your competition?**

I had confidence in my manifesto more than anything, it was the things I wanted to change desperately in Mansfield for our community and that is what kept me focused and confident. Everyone who ran for youth mayor deserved it as much as each other and we were all confident in what we were doing as we all knew it was to make things better for the youth in Mansfield.

### **As Youth Mayor what exactly are your duties?**

My duties as Youth Mayor differ depending on what people are doing and what project I feel I should get involved in. For example I am now a part of the Youth Assembly which is a group of young people that discuss problems in Mansfield. I am also having lots of meetings to achieve the various parts of my manifesto and it is now beginning to fall into place.

### **What plans do you have for the schools in the Mansfield area?**

As for schools I see we need a new way for them to communicate with each other and help each other. Both me, Dawn and Mansfield District council are working with the Mansfield Learning Partnership to do this, and ensure that schools communicate with each other and help each other. In addition to this, as part of my manifesto, I hope to introduce better sex education to schools in hope to make the youth of Mansfield more aware about sex.

### **Where do you see our education sector by the end of this year? Any drastic changes do think you would have made?**

As it is now the government agenda for all schools to become more independent I see a lot more schools becoming Academies. Some see this as a positive and some as a negative, as for me I can see both sides of the argument. However it is up to each individual school to act in the best interest for their students and if they feel this is done by becoming an Academy then I assume it is fully justified.



youth participation programmes and how will they communicate to each other to prevent duplication of work and support a clear youth participation message for your locality?

As the Young Mayor scheme progresses and matures, additional responsibilities and objectives could be assumed. It is also important at this point to decide whether the Young Mayor will have a budget. If so, how much and how this will be administered? Are they seen as a volunteer or a politician? What system does the Adult Mayor or Leader of the Council have? Do you want the Young Mayor scheme to mirror the adult scheme?

## **Formalising the role of the Young Mayor**

Now it's time to think about if you are having an election or not. If you are, you will need to think about the total number of young people to be involved, what kind of Young Mayor structure would be most welcoming and what age range to include. At this stage, a draft constitution and Young Mayor role description could be written. It's important to remember that a constitution should be a living and flexible document and the Young Mayor should have the ability to support informed changes to it.

## **Elections – how?**

Ask yourself which Young Mayor role you are going for – is it a representative model or a civic role? This will tell you whether or not elections are needed to support the process. Think about how the adult Mayor or Leader operates, and which adult role links the best with the youth version you are setting up.

If elections are the way forward for your scheme, the British Youth Council has written a guide to help you. You can find this in the resources section of our website: [www.byc.org.uk/resource-centre](http://www.byc.org.uk/resource-centre)

## **Young Mayor inauguration ceremony**

At the start (and end) of a Young Mayor role, you may want to think about holding an inauguration or election announcement ceremony. Some Young Mayor schemes use this to feature the work of the outgoing Young Mayor and announce the election results of the incoming Young Mayor. This is a good event to drum up local press interest and raise awareness of the scheme for both adults and young people in your area.

## **Working with the Adult Mayor or Leader of the Council**

For a successful Young Mayor scheme to work, it is essential that they work with the adult equivalent. This could be in the form of meeting regularly, holding joint community surgeries together or presenting to Council together on topics of mutual interest.

Adult Mayors are busy people, so it is essential that (*continued on page 16*)



# Case Study

## Voter participation –Young Mayor elections in Lewisham

### What they did

Since 2004, the Young Mayor elections have been promoted and held in every secondary school and college in Lewisham. All young people who live or attend a school in the borough aged 11 – 18 can vote. The school registers are used as they closely resemble an electoral roll for young people. Provision is also made for postal voting for young people educated outside the borough or not in school for any other reason, and ballot papers are sent to all home-educated young people.

Candidates must either live or attend school or college in Lewisham borough and be aged 14-17 years. Candidates are encouraged to set up a 'Campaign team' of their peers to support them and they have just over 3 weeks to campaign. This has included young people taking assemblies in different schools, campaigning with leaflets on the street and using social networking to spread their message to their peers.

Youth workers engage with young people through youth events, school assemblies, class talks and community events to promote awareness of the election and to encourage young people to stand as candidates and to vote.

On polling day, the Council's electoral services team run the election in exactly the same way they do for the adult elections. Ballot boxes, voting booths and electoral staff are stationed at each secondary school and college in the borough for the duration of the school day.

The count is held the following day, again with the support of electoral staff, and young

people assist in this process. The culmination of the process is the results ceremony where the new Young Mayor, Deputy Young Mayor and Young Advisors are announced. Elections now take place during Local Democracy Week each year and voter registration, for 16-18 year olds, is promoted at the same time.

### Outcomes

The partnership approach between Electoral Services and the participation workers at the office of the Young Mayor has been critical to the success of this approach. There are some limitations to this scheme, as there are some young people in the Borough who are not registered for educational placements and therefore are not included on the youth electoral register. Workers are continuing to seek solutions to this.

Young People experience an 'adult voting' process in a supported way as there are youth workers and teachers available to explain the process and ensure young people exercise their right to vote with the hope that they will then continue to vote as adults, with a better understanding of the process.



meetings are short and to the point. The Young Mayor may need some help to prepare for these meetings and to create a message that they partner with the Adult Mayor or Leader of the Council on. In logistical terms, Adult Mayors and or Leaders of the Council have had many years of preparation to learn about politics, with both a big and small “p”. Young Mayors have to learn the ropes in a very short space of time.

The Young Mayor may also want to report directly to the Children and Young People’s Board – or equivalent structures in their community. This will help support them with a greater understanding of the work within the area and keep them fully briefed of potential areas of work.

### **Adult support**

Unfortunately, Young Mayor schemes don’t run themselves. A good adult support officer is needed, and depending on the size and work remit of your scheme, you may need two!

One thing that some Local Authorities find challenging is when the voice of the Young Mayor is used as a voice for all other young people in the borough. It is essential that when they meet with adult councillors they are able to put facts and statistics behind their voices. This can be done by speaking to other young people on a regular basis; meeting with groups like the children in care council, school councils, young offenders forums and young disability forums as well as utilising social media.

You may want to consider working with the communications team in your locality. They are there to help spread the positive image of young people in local, regional and national press. Make sure you talk to them regularly about the work of the Young Mayor to ensure maximum coverage of their work and help raise the profile of the scheme in the community.

### **Now get to work!**

The Young Mayor, with appropriate support, now needs to take the lead and get to work! You might want to think about training opportunities, meeting with other established Young Mayor schemes and running activities or events with young people in your area.

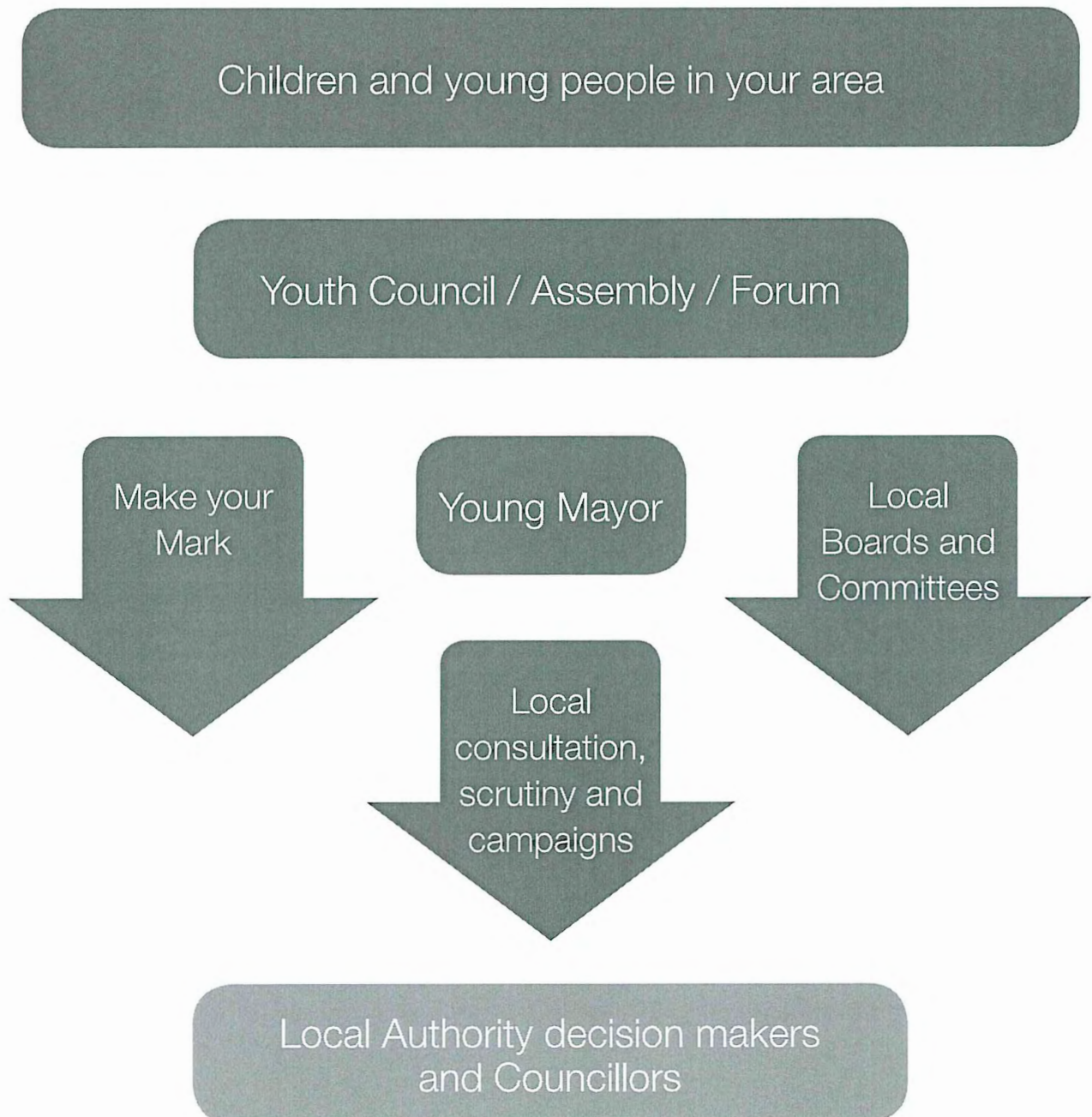
### **To conclude**

When establishing and working with a Young Mayor scheme, it’s essential that young people take the lead, feel empowered, make informed decisions and can see the difference they are making to their community.

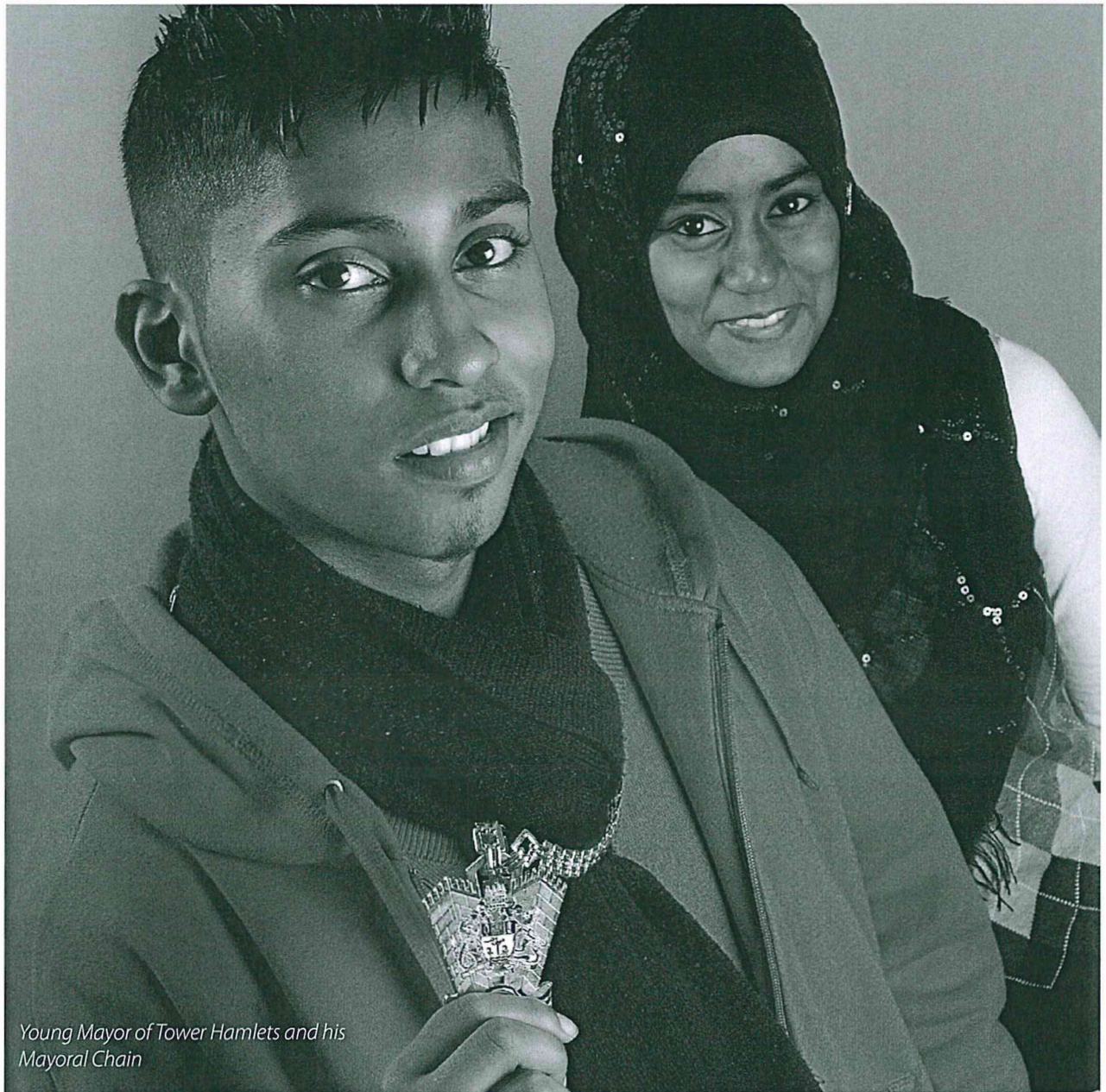
This could take the form of any or all of the following:

- Accreditation (Youth Voice Award or AQA unit awards)
- Young Mayor’s inauguration event
- Written thank you from the Adult Mayor or Leader of the Council
- Young Mayor scrapbook – scrapbook of photos and newspaper cuttings during their term of office

# Young Mayor







*Young Mayor of Tower Hamlets and his  
Mayoral Chain*

# 4

## Acknowledgements

Thank you to the following Local Authorities for their case study and image submissions: Lambeth, Lewisham, Mansfield, Newham and Tower Hamlets.

# 5

## About BYC and how we can help

### What we do:

The British Youth Council (BYC) is a charity run by young people for young people. We empower young people across the UK to have their say and ensure their voices are heard.

We inspire and empower young people aged 25 and under to have a positive impact through campaigning, engaging with local, national and international democracy, and as volunteers, decision-makers and leaders.

Our membership encompasses over 130 youth organisations large and small around the UK. We reach out to over 600 local youth councils and our networks reach into local communities and around the world.

Our training workshops develop young people's skills so that they can have a say and be heard, while our consultation services tap into the views and opinions of young people across the UK.

### Online:

Our free online resource centre ([www.byc.org.uk/resource-centre](http://www.byc.org.uk/resource-centre)) is packed with information and briefings to help with the running of your local youth council. We have tips on how to run meetings effectively, different roles that young people can take at meetings and how to campaign effectively and make a difference. There are also resources covering fundraising, campaigning and managing the media.

### In person:

We run a range of events throughout the year to support local youth councils, from delivering training courses right the way through to our Annual Conventions which bring youth councillors from different areas together. To find out what is going on and where, check out our online events listings.

We also provide in-house training for local youth councils. Have a look at the training pages of our website ([www.byc.org.uk/training-and-services](http://www.byc.org.uk/training-and-services)) for the latest training offerings. And if none of these do what you need, we do offer bespoke sessions tailored to your needs.

### On the phone:

Whether you're establishing a local youth council or looking to develop an existing group, we offer support and advice to people looking to set up a local youth council. Give us a call on 0845 458 1489 or email: [lyc@byc.org.uk](mailto:lyc@byc.org.uk).



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To find out more, please contact BYC:

E: [mail@byc.org.uk](mailto:mail@byc.org.uk)

W: [www.byc.org.uk](http://www.byc.org.uk)

Facebook: **British Youth Council**

Twitter: **bycLIVE**

# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources

**Date:** 9<sup>th</sup> June 2016

**Report of:** The Town Clerk

**Subject:** Advertising Boards

### **1. Summary**

The Committee is asked to consider the following proposition in relation to the availability of notice boards. It has been suggested that the Town Council install two new notice boards to the far left and far right of the bench on the edge of the Church Street garden or possibly in the flower bed to be used to publicise Theatre/ Cinema programmes and Town events.

### **2. Recommendations**

The Committee is recommended to:

Consider this proposal and if supportive of the idea, that it be referred to the Policy and Finance Committee and Property and Personnel Committee, if it involves Town Council property, for further investigation.

### **3. Background**

- 3.1 It has been suggested that the Town Council replaces the notice board that was lost when the ADC offices on the Church Street site were demolished with a new notice board that can hold five A3 posters in clip frames for Theatre/ Cinema usage and that an additional new notice board with same specification is also introduced to promote Town events (e.g. British, Armed Forces Day).
- 3.2 If supported, the new boards could be positioned to the far left and far right of the bench on the edge of the Church Street garden or possibly in the flower bed to keep a nice look and feel to this new area.
- 3.3 This would support local activities by promoting a wide range of local events including the theatre and cinema and address the loss of the original notice board.

### **4. Financial Implications**

- 4.1 Not known at this stage.

Peter Herbert  
Town Clerk



# **LITTLEHAMPTON TOWN COUNCIL**

## **Non-Confidential**

**Committee:** Community Resources Committee

**Date:** 9<sup>th</sup> June 2016

**Report by:** The Town Clerk

**Subject:** Update on Town Council Priorities

### **1. Summary**

- 1.1 This report updates on the progress of Town Council priorities as referred to this Committee.

### **2. Recommendation**

The Committee is RECOMMENDED to note the report.

### **3. Background**

- 3.1 The priorities referred to this Committee were:
- The Helm/Oyster Pond (also reporting to Property & Personnel)
  - Grant Funding
  - Rosemead Play Equipment
  - Christmas Lighting
  - Littlehampton Ferry
  - Events Promotion
  - River/Sea Enhancements Promotions

### **4. Progress to date**

- 4.1 The Helm/Oyster Pond  
Following consultation with the District Council on the development of this priority it is understood that this is not their immediate priority. Therefore this will need to be revisited in 9 – 12 months' time as other sites are assessed.
- 4.2 Grant Funding  
Nothing further to report. Review of SFAs to be brought to the September meeting of this Committee
- 4.3 Rosemead Play equipment  
It is anticipated that costed options will be brought to the September meeting.
- 4.4 Christmas Lighting  
The 2016 extension has been agreed. Further review in 2017.

4.5 Littlehampton Ferry

The situation will be reviewed /reported to this Committee as required but no further action is necessary at the current time

4.6 Expansion of events/promotion

It has been agreed that any funding earmarked for expansion of events should be used to support community organisations deliver an events programme that can be supported by the Town Council. It is proposed that the community should be consulted before deciding how this might be managed so this part of the priority will now be managed by this Committee. A meeting will be arranged with community organisations in the near future with feedback to CRC in September. Members will be asked to attend the meeting and share their ideas.

4.7 With regard to promotion of the town a number of aspects are currently being investigated including:

- Development of a wifi town (P & F)
- Branding (P & F)
- Targeted advertising campaigns (P & F/CRC)
- Long term advertising (P & F)
- Social media (P & F/CRC)
- Website management (P & F) Visit Littlehampton (CRC)
- Public Art (CRC/P & P)

Inevitably there are crossovers between Committees and reports will be directed to the relevant Committee as necessary. The outcome of these investigations will be summarised for the next meeting in September in time to assess any financial implications for 2017/18

4.5 River/Sea Enhancements/Promotions

This links to additional events/promotion

**5. Financial Implications**

- 5.1 An additional £15,000 has been agreed for the Events/Promotion budget for 2016/17. This figure has also been reserved for subsequent financial years but might be subject to change following the outcome of the review.

Peter Herbert  
**Town Clerk**