Littlehampton Town Council

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Town Clerk – Peter Herbert

6th June 2017

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 12 JUNE 2017** at **6.30PM**

Committee: Cllrs Dr Walsh KStJ (Chair), Buckland, Chester, Gammon, Northeast, Purchese and Squires

PETER HERBERT
Town Clerk

AGENDA

2017/2018

1. **EVACUATION PROCEDURES**

2. **FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES**
During this meeting the public are allowed to film the Town Council and Committee meetings 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 Members and 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 13th March 2017, 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. OFFICER'S REPORTS

8.1 Communications and Marketing - Report attached.

8.2 Past Mayor Badges – Report attached.

8.3 Arun District Council Play Area Strategy –This consultation is also being considered by the Town Council's Community Resources Committee at its meeting on 8th June 2017. The comments from that Committee will inform the Town Council's response, a draft of which will be presented at the meeting for approval by this Committee.

9. FINANCE REPORTS

9.1 Committee Finance Report – attached.

10. MASTERPLAN – NORTH LITTLEHAMPTON

10.1 Deed of Variation – Report attached

11. EXEMPT BUSINESS

It is **RECOMMENDED** that:

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

The following items are confidential for Members of the Council only in accordance with Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person (including the authority holding that information) and to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority and employees of, or office holders under, the authority.

12. OFFICER'S EXEMPT REPORTS

12.1 Public Conveniences – *report circulated to Members of the Council only.*

12.1 Littlehampton Town Centre Management – *report circulated to Members of the Council only.*

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Town Clerk – Peter Herbert

MINUTES of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 13 MARCH 2017** at **6.30PM**

Present: Cllrs Dr Walsh KStJ (Chair), Blanchard-Cooper, Chester, Gammon and Squires
Cllr Tandy attended as a substitute for Cllr Northeast
Cllr Ayres was in attendance

2016/2017

41. EVACUATION PROCEDURES
The evacuation procedures were noted.

42. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES
The procedures were noted.

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

44. APOLOGIES
Apologies were received from Cllrs Northeast and Purchese.

45. DECLARATIONS OF INTEREST
Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. Cllrs Dr Walsh KStJ and Gammon declared personal interests as District Councillors with regards to Item 8 on the Agenda, namely Littlehampton Seafront Consultation.

46. MINUTES
The Minutes of the meeting held on 19th December 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

47. PUBLIC FORUM
47.1 Mr Terry Ellis raised three points. With regards to the District Council's decision on public conveniences in the Town and the discussions that this Committee were to have later, Mr Ellis stated that he believed that Councils had a moral duty to provide these services including during the out-of-season period. This was noted by Members for when the matter was discussed later.

47.2 He then referred to a meeting that he had attended earlier in the day where the issues of cycles, scooters and skateboards on the public open spaces and paths had been raised. He believed that this was a problem that was worsening. Mr Phil Graham of Arun District Council who was attending the meeting for a later item on the Agenda took note of these points and would refer them back to colleagues.

47.3 Mr Ellis also referred to the Town Council's proposals to introduce new gateway signage and hoped that the Littlehampton Regeneration Sub Committee would be able to support this and possibly contribute. His comment was noted.

48. LITTLEHAMPTON SEAFRONT CONSULTATION

48.1 The Committee received a presentation from Arun District Council's Economic Regeneration Officer explaining ongoing consultation with regards to conceptual proposals for regenerating the seafront, greens and promenades. The Town Clerk explained that the comments of Members would be brought together and compiled into a draft response for approval by Council later in the month.

48.2 Mr Graham explained that the District Council had last year undertaken a large public consultation on the Public Realm in the Town. This has enabled Arun to qualify for large external funding and an application for £4.85 million has been submitted. A response to this was awaited. A second piece of work had been undertaken using Coastal Revival Fund monies. Stakeholder workshops were held last year and the results had been brought together into to inform the wider consultation currently being undertaken. He also explained that Harbour Park and other areas on the seafront that have other landowners had not been included within this piece of work as there had been insufficient funding for this.

48.3 Mr Graham went on to summarise the key themes of the consultation. These included the vision and overarching principles, particularly the retention of the green spaces on the seafront; the need for the area to be a place for people with reduced vehicle impact and a well-connected place, linking to the River and Town Centre.

48.4 Other key elements of this concept included comfort and sanctuary including safe and comfortable shelters and a stunning night time environment. A defined identity and the maximising of the use and functionality of the area were also key to the overall concept. Other elements included the potential provision of seating at the Stage By The Sea, linked to new concessions and an improved social hub, which could mean moving the existing concessions near to Harbour Park slightly away from the seafront. Interspersing the car parking areas with distinctive planting to remove their impact on the green space was also identified in the vision. Coastal gardens and facilities for beach sports were part of the concept. Mr Graham added that space had been retained for the annual bonfire.

48.5 From the ensuing discussion, the following points were identified for inclusion in the draft response to the consultation that would be agreed by Council later in the month:

- Concerns were raised about the likely raising of expectations as a result of this consultation. This was particularly so because of the recent Public Realm Consultation, which, to date, for understandable reasons, had not progressed.
- The seating around the Stage By The Sea was welcomed although it was possible that the Stage itself might be too small.
- It was clarified that the number of car parking spaces that would be available on the green would not decrease. The pressure for car parking spaces was however noted.
- The need for shelters on the seafront was emphasised.
- Subdued lighting was welcomed.
- There was concern as to where coaches could be located once they had used the proposed drop off/pick up points. This particularly related to peak times and it was noted that the District Council were looking at possible options.
- It was thought it would be important to consult visitors to the Town on their thoughts. This was acknowledged, as to date only residents and stakeholders had been involved.
- The omission of references to Harbour Park and The Windmill was of concern. The Town Clerk explained that he had some discussions with regards to the possible HELM Project and it was hoped that further work would be able to progress, aligned with the concept set out in the consultation.
- It was important that the sheltered gardens were designed in such a way that anti-social behaviour was deterred.
- The idea of a Splash Park had been identified at the stakeholder's consultation and it was thought that this had not been adequately been brought into the proposal.
- The need to secure a location for the Bonfire in the long term was emphasised.
- The constraints of the covenants on the land were discussed and it was hoped that these could be addressed to enable more entertainment to take place on the seafront.
- Issues with regards to pipes and the pumping station needed to be borne in mind.
- Once the Lyminster bypass and roads from North Littlehampton had been completed it was possible that the direction of traffic flow in the Town might need to change. This needed to be borne in mind as this work progressed.
- It was suggested that the possibility of the miniature railway crossing onto the Greens should be considered.

48.6 Members thanked Mr Graham for attending the meeting and providing clarification on a number of points. It was therefore **RESOLVED** that:

The Town Clerk prepare a draft response incorporating the above points, for approval by Council on the 30th March 2017.

49. TOWN PROMOTION (BRANDING) TASK AND FINISH WORKING GROUP

The Committee received the notes of the meeting of the Town Promotion (Branding) Task and Finish Working Group (previously circulated) held on Wednesday 18th January 2017. Members discussed the recommendations within the notes and agreed that the Working Group should consider further whether black signage was appropriate and whether other colours were more in keeping with the Town. They were also asked to consider whether local artists could design the signs. When it came to installing the signage the Town Clerk confirmed that he would see whether this could link in with the proposals that had been put forward by the Wick Village Traders Association for signage in that area. It was **RESOLVED** that:

1. ***The Task and Finish Working Group be reconvened, with the current membership as a Working Group to take forward the branding work.***
2. ***That the silhouette style signage be adopted and that the gateway signage work be taken forward as set out in the table of priorities with an appropriate "strapline" as and when agreed, bearing in mind the comments set out in Minute 49 above.***

50. OFFICER'S REPORT

50.1 Advertising Boards

The Committee considered a report (previously circulated) which set out a costed recommendation from the Community Resources Committee with regards to a new noticeboard in the Church Street Garden. Members discussed the proposals and agreed that only one noticeboard should be installed and that this should be the more rectangular style (1x1.4m). With regard to the noticeboards on the seafront it was suggested that Officers pass the key to these boards to the Windmill so they could keep them updated themselves. Reference was also made to the possible need for a new noticeboard by the Wickbourne stores in Clun Road. The Town Clerk was asked to investigate this further and report back in due course.
It was **RESOLVED** that:

1. ***A 1x1.4m noticeboard be purchased for the Church Street land as set out in the report.***
2. ***That the possibility of a noticeboard being located near to the Wickbourne stores in Clun Road be investigated and a report brought back to Committee in due course.***

3. ***That arrangements be made with The Windmill Theatre for them to have the key for and update the noticeboards in the proximity themselves.***

50.2 Council Photography

The Committee considered a report (previously circulated) seeking approval to continuing to contract Scott Ramsey for the Town Council's photography requirement. It was **RESOLVED** that:

1. ***Scott Ramsey be appointed as the official Town Council photographer for the period of the 1st April 2017 – 31st March 2018 as set out in paragraph 3.2.1 of the report.***
2. ***That the financial implications be noted.***

50.3 Marking the Death of a Senior National Figure

The Committee considered recent guidance (previously circulated) issued by the National Association of Civic Officers on how to mark the death of a Senior National Figure. Members noted that further work needed to be undertaken by Officers and in particular with the District Council and Arundel and Bognor Regis Town Councils to try to agree a joined-up way forward. Members asked the Town Clerk to bring back further proposals, it was thought appropriate to delegate to him, in consultation with the Town Mayor, authority to take appropriate actions should such an occurrence happen. It was thought at this stage that the range of National Figures should in the meantime be constrained to the Monarch; her spouse and the Prime Minster. The importance of having a joined-up approach to this matter was emphasised and it was **RESOLVED** that:

1. ***The Town Clerk investigate with the District Council, Arundel Town Council and Bognor Regis Town Council the possibility of a cohesive approach to this matter.***
2. ***That authority be delegated to the Town Clerk, should such an occurrence arise, in consultation with the Town Mayor, to undertake appropriate action.***

50.4 Annual Report of the Independent Monitoring Board at HMP Ford

The Committee considered the Annual Report (previously circulated) and stated their support of the Board's concerns about the deteriorating condition of the prison accommodation. It was thought that engagement with local developers could address some of these issues and perhaps should be borne in mind when developing the Local Plan. It was **RESOLVED** that:

The above be agreed as a position statement.

50.5 Public Conveniences

The Committee had copies of District Council papers taking forward their proposals for public conveniences for the District (previously circulated). The

Town Clerk reported that Cllr Purchase would have been proposing engagement with the District Council to see whether it was possible to assess options for addressing the winter closing in the forthcoming financial year whilst other options were being considered by the District Council for providing these facilities through the community/local businesses. Members were supportive of this and also sought an update on whether there had been any progress with regards to discussions with the local retailers/community in Wick to make some provision in that area. It was not proposed that the Town Council be financially involved in the later point. It was **RESOLVED** that:

The Town Clerk initiate discussions with colleagues and Arun District Council and report back with options to address the winter closing of public conveniences in the Town.

50.6 Town Council Aims and Objectives

The Committee considered the full set of the Town Council's Aims and Objectives (previously circulated) which had also been considered by relevant standing committees. Members were satisfied with the document, and changes set out within, and subject to the approval of the Chair of the Governance and Audit Committee **RESOLVED** that:

The Council be recommended to approve the revised Aims and Objectives and that should the Chair of the Governance and Audit Committee not support this the matter be referred back to that Committee.

50.7 Town Council Priorities

The Committee considered a report (previously circulated) updating on the progress of the Town Council's priorities as referred to this Committee. It was **RESOLVED** that:

This report be noted.

50.8 Policy Review

The Committee considered three policies; the Community Engagement Policy; Freedom of Information Act Policy and Publication Scheme and Data Protection Policy (previously circulated). Members were satisfied with the proposed minor amendments, although noting that paragraph 5a of the Data Protection Act Policy needed a typographical error amending. It was **RESOLVED** that:

The revised policies be recommended to Council for approval.

51. FINANCE REPORT

51.1 Committee Finance Report 2016/17

The Committee considered a report (previously circulated) highlighting significant variances from budgets and income and expenditure relating to this Committee's budget for 2017/18. In discussing the report, it was noted that the cost of the Manor House Structural Work should be met from the General Reserve rather than the Manor House Maintenance budget as previously agreed by Council. Any underspend on that budget should be placed in Earmarked Reserves for future works on the Manor House. There was an additional Earmarked Reserve that needed to be included in Appendix 2 of the report which was for £13,000, relating to the underspend on the additional event budget. Subject to these arrangements it was **RESOLVED** that:

1. ***The previous approval to fund staff changes from the general reserves with a delegated authority to the Responsible Financial Officer to make final transfers when all current year expenditure was known be noted.***
2. ***That the potential transfers to earmarked reserves, as amended, be noted, delegating authority to the Responsible Financial Officer for final transfers when all current year expenditure was known.***
3. ***That a report otherwise be noted.***

51.2 Annual Investment Strategy 2017/18

The Committee considered a draft Annual Investment Strategy 2017/18 (previous circulated) the Town Clerk reported that there was an inaccuracy in paragraph 4.1 and it should be amended to read "....including the £1,600,000 capital receipt, of which £98,000 had been spent, as previously agreed, as a final payment for the Arun District Council building/land in Church Street". It was **RESOLVED** that:

Subject to the inclusion of the amendment above the Annual Investment Strategy 2017/18, be RECOMMENDED to Council for approval.

51.3 Earmarked Reserves Policy

The draft Earmarked Reserved Policy (previously circulated) was considered by the Committee. No changes were proposed and it was **RESOLVED** that:

The Policy be RECOMMENDED to Council.

52. MASTERPLAN – NORTH LITTLEHAMPTON

There were no new matters to report.

53. EXEMPT BUSINESS

It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to

the confidential nature of the business to be conducted.

53.1 Healthcare Provision in Littlehampton

(Exempt in accordance with paragraph 3 of part 1 of Schedule 12a of the Local Government Act 1972, being information related to the financial or business affairs of any particular person (including the authority holding that information)

The Committee considered a report (previously circulated to Members of the Council only) setting out a summary of the most recent meeting of the Littlehampton Health Service Advisory Group on the 27th January 2017. Arising from the report, the Town Clerk agreed to circulate the initial response that he had received to a letter to the local MP. He would also look to bring the Health Watch West Sussex report, that was currently being developed, to Committee in due course. Subject to these two points it was **RESOLVED** that:

The report be noted.

The meeting closed at 8.26pm

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CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **12th June 2017**

Report by: **The Town Clerk**

Subject: **Communications & Marketing**

1. Summary

1.1 This report updates the Committee on the progress on seafront WiFi, the Town Council's website and gateway signage.

2. Recommendation

2.1 The Committee is RECOMMENDED to:

1) Consider if the idea of installing free public WiFi on the seafront should be investigated further as set out in paragraph 3.1.8.
2) Instruct the Town Clerk to progress the formal survey by WiFi Spark to formulate a tender following the meeting with the key stakeholders as set out in paragraph 3.1.8.
3) Consider the options for the Town Council's website and instruct Officers accordingly as set out in paragraphs 3.2.4 to 3.2.5.
4) Otherwise note the report.

3. Background

3.1 Seafront WiFi

3.1.1 Officers have identified two companies which seem to be at the forefront of public WiFi provision across the UK and met with one to discuss the idea of offering the service on the seafront.

3.1.2 WiFi Spark provided very informative information about their service (see Appendix 1) and carried out a brief site survey. The area proposed would incorporate the east bank from the Look & Sea Centre to the Pier and the seafront from Harbour Park to East Beach Café to include the beach and the Green. The hardware would need to be fitted on lamp columns with the 'parent' hub located indoors.

3.1.3 WiFi Spark can provide a free to use service for the public or a pay to use, the Council decides. The general practice is that the organisation pays for the installation of the system and then runs it as they wish, so for instance, the Council could invite local businesses to advertise on the welcome page. Registration could be achieved via an email or facebook both offering different advantages; if capturing users' emails these could be used to send out targeted messages such as event news, if using facebook as a log in the users would have to 'like' the Council's page thus increasing followers. The amount of free

time given to a user would be prescribed by the Council, the standard is 2 hours which could be used across a period of 24 hours or longer if the Council wished, i.e. a weekend so that a visitor staying overnight in the area could benefit from it. Initial discussions have highlighted the need for the system to be able to handle at least 5,000 concurrent users at any given time, preferably 10,000.

3.1.4 WiFi Spark have a proven track record in providing secure systems to a range of organisations including the NHS and more recently they worked with Falmouth Business Improvement District and the Council to launch public WiFi on the waterfront which will be carried out in two phases. The systems are standalone devices that are fully compliant to legal requirements as well as filtered to stop users from accessing inappropriate web content. WiFi Spark would be able to provide a quote if a formal site survey could be carried out.

3.1.5 The support of Arun District Council and key stakeholders is crucial for the project to work. Officers are in the process of arranging a meeting with key seafront and riverside businesses to discuss the matter further.

3.1.6 Officers are also investigating the possibility of BT providing the service as it has done in some other locations such as Brighton. BT installed a free public WiFi system to the Council in return for access to lamp columns. It appears to have been done in other major cities too.

3.1.7 Members are asked if they wish to investigate the idea further and to instruct the Town Clerk to progress with the formal site survey by WiFi Spark following the meeting with the key stakeholders.

3.2 LTC Website

3.2.1 The Town Council's website is hosted by Arun District Council and was built using software from Verseone Ltd. The Town Council benefitted from a deal that was arranged over 8 years ago whereby Parishes in Arun were allowed to 'piggyback' off a contract to build a new website from ADC. ADC hosts the Parish websites at no cost to them.

3.2.2 ADC upgraded their software in 2015/16 but not the one used by the Parishes. In 2016 ADC contacted the Town Council to say they were looking to move away from Verseone and that they were exploring different options including building a new website for each Parish using their new system but each Parish would have to send their content and updates would be made by ADC, building a new website and then hand it over to us and finally giving Parishes freedom to choose their own system by moving away from ADC. No update has been given on this since the original communication from ADC but some Parishes have already parted from their arrangement and have created their own website.

3.2.3 Currently the Town Council receives support from Process Matters on all IT issues with regards to its existing website. Process Matters is run by Maureen Chaffe, a former ADC IT employee, with extensive knowledge in website management. Process Matters is supporting other Parishes with their website management and exploring ways in which they can benefit from shared platforms similar to what ADC created originally.

3.2.4 The Town Council has two options:

1) Remain with ADC and await their decision which would mean that the Town Council's website would continue to be on a platform that did not cater for its needs.

2) Tender for a new website. Officers are currently carrying out an internal website review to establish what areas need to be improved to formulate a brief. A survey is due to go out to Members as well as a website based poll for the public to complete.

3.2.5 Members are asked to consider the two options and instruct Officers on how to progress it further.

3.3 Gateway Signage

3.3.1 A local resident who designed the logo for his fossil website (www.littlehamptonrocks.co.uk) is currently working with Officers in redesigning the logo to be used on the gateway signs alongside the internationally recognised brown icons and the Twinning details.

3.3.2 There would be three signs replaced as part of phase 1 which are located in Sea Road, A259 (near the Shell garage) and Worthing Road. Officers are discussing the possibility of increasing the size of the sign located on the A259 with West Sussex County Council.

3.3.3 Design options will be presented to a future Task & Finish Working Group meeting who will make a recommendation to this Committee.

4. Financial Implications

4.1 A thorough site survey by WiFi Spark would cost £850, refundable if the Council was to proceed with the system which could cost in the region of £25,000 to install with the monthly subscription cost varying between £300 to £700 depending on the system installed (capacity for 5,000 or 10,000 users). Should the Council decide to go ahead with the project, a tender notice would have to be formed as the expenditure would be over £25,000.

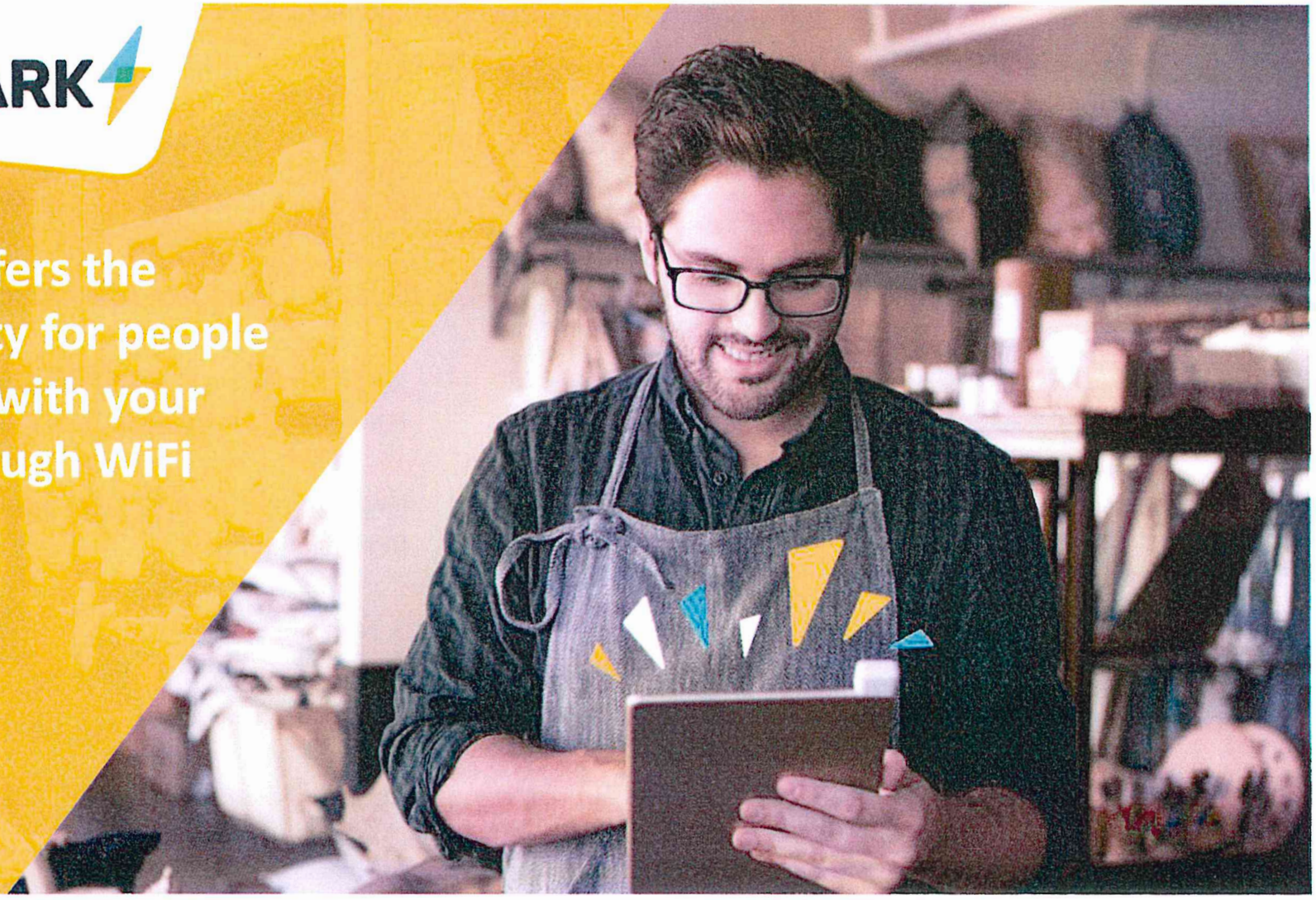
4.2 A sum of £3,000 has been allocated for a possible new website from the Central Administration and Support Services Budget. The costs of building a new website would be met from this budget.

4.3 A sum of £9,720 has been allocated in Town Centre Initiatives earmarked reserves (earmarked from the 2016/17 budget), which would cover the costs of the gateway signage.

Peter Herbert
Town Clerk

WiFiSPARK

SPARK® offers the opportunity for people to engage with your brand through WiFi



APPENDIX 1

About

About WiFi SPARK

- Extensive portfolio of customers and sectors
- Industry recognised software that integrates with market leading wireless hardware
- Fully branded solution with comprehensive user authentication methods
- Scalable and customisable platform
- Return on investment through innovative marketing opportunities
- Internet Watch Foundation (IWF) approved filtering and full legal compliance

Why Choose WiFi SPARK?

Dedicated team of motivated individuals who are passionate about our customers and delivering [illegible]

01 Extensive and impressive credentials with more than 500,000 Access Points (APs) delivering our service across multiple sectors.

02 We own and maintain the software delivering your service. Best of Breed.

03 Strong installation, service and support capability. Rock solid WiFi deployments.

04 Open platform and service offering with track record monetisation skills.

05 Innovative technology including integration with partner apps.

06 Ongoing upgrade plan keeping you ahead of the technology curve.

Sectors

Thousands of sites deployed. Extensive experience

- Hospitality
- Retail
- Government
- Rail
- Marine
- Education
- Stadium
- Airport
- Conference /Events
- Healthcare
- Leisure
- Multi Tenancy

London City Airport
CONWY
WITH PLYMOUTH UNIVERSITY
Sunderland City Council
THE PEEL GROUP
the nec group birmingham
QUEEN ELIZABETH OLYMPIC PARK
UNIVERSITY OF EXETER
ARRIVA
Southwark Council
Ards and North Down Borough Council
ROYAL ALBERT HALL
intu
Lee Valley Regional Park Authority
UNIV
acc
LONDON DESIGNER OUTLET
National Portrait Gallery
Foreign & Commonwealth Office
Belfast International Airport
Chiltern Railways
NHS
cineworld
barclaycard arena Birmingham
MUSEUM OF LONDON
Manchester Central
Dudley Metropolitan Borough Council
FESTIVAL PLACE BASINGSTOKE
East Renfrewshire Council

"Enhance the end user experience and increase your brand awareness by incorporating the SPARK® Platform into the network"

Engage Through WiFi

Engage users through the User Experience Portal

ULTIMATE USER ENGAGEMENT

Prompt users to install your business' App when connecting to the WiFi

COMPLIANT AND FILTERED

Fully compliant to legal requirements as well as filtered IWF compliant Internet access

YOUR VENUE BRANDED

Venue/SSID, specific branded user experience portal will showcase services relevant to the user of the WiFi

LOGIN CHOICES

SPARK®'s offers an extensive list of authentication methods

FULLY MANAGED SERVICE

24/7 UK support and monitoring for your staff and WiFi users by SPARK® engineers

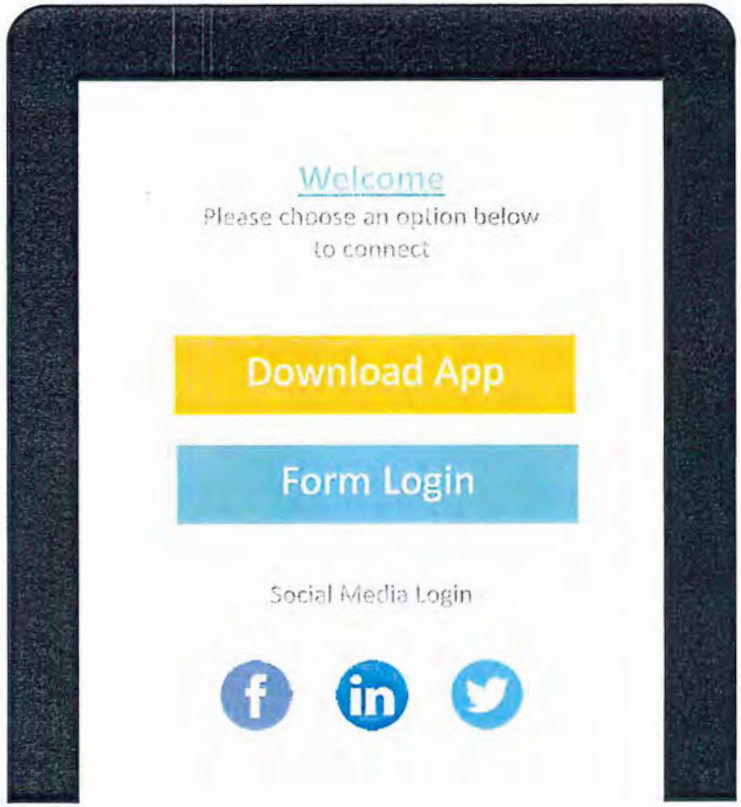
RETURN ON INVESTMENT

Innovative opportunities through data collection, banner adverts, sponsorship and premium WiFi access level

App Integration

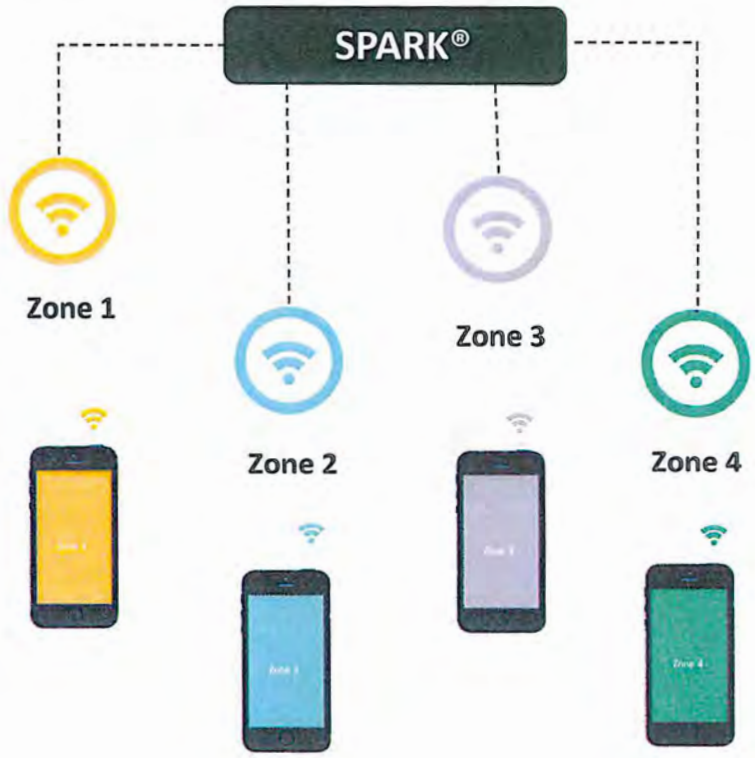
Prompt customers to install app

- Gain customer loyalty
- Prompt or force users to install App
- Automatic network authentication
- Notify Store CRM
- Push notifications
- View Floor Plans
- Live chat
- iBeacon integration
- Competitions/ surveys
- Video delivery
- Department & Brand search
- Social Media Integration
- Pay for parking
- Wayfinding



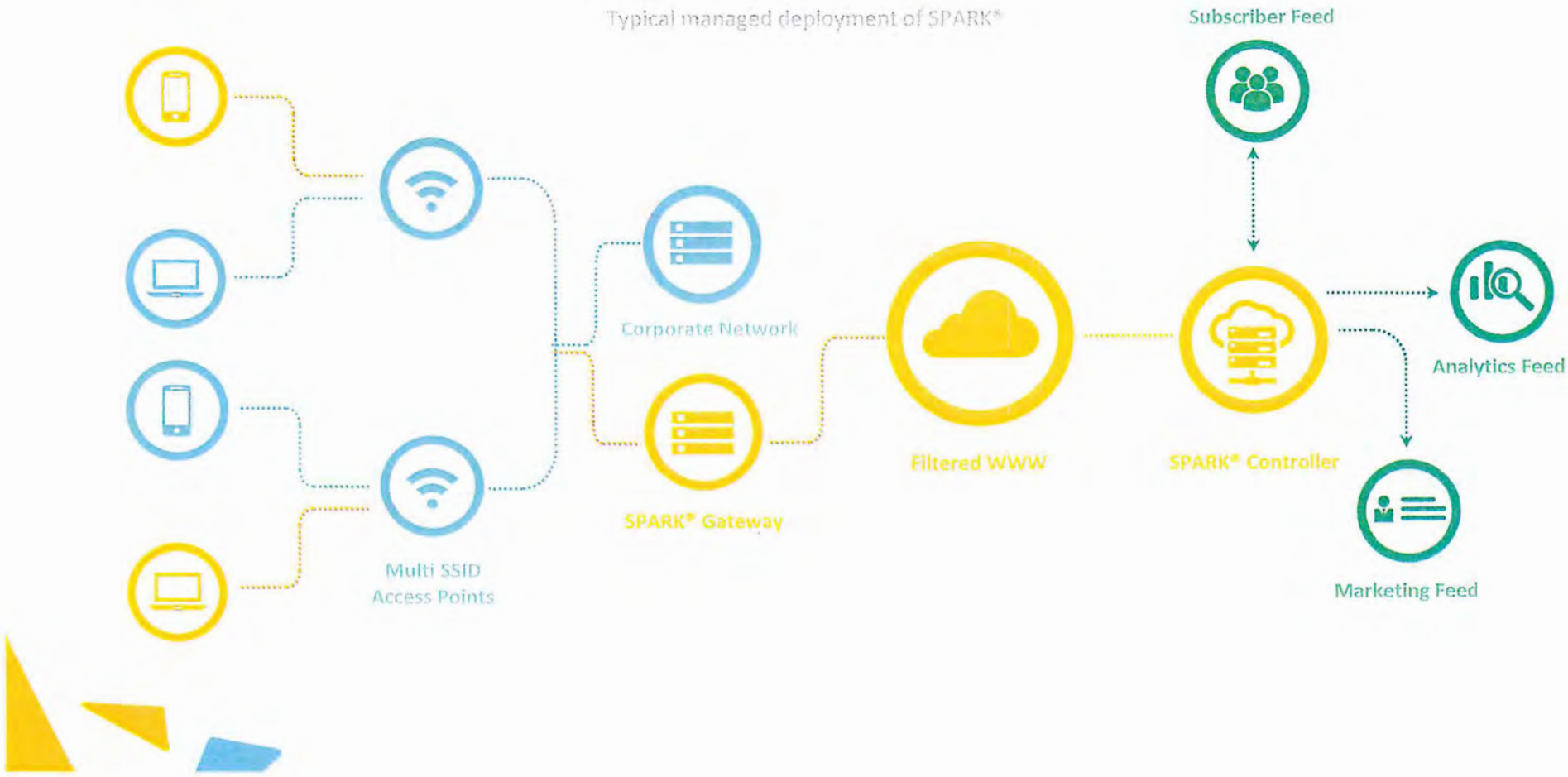
The Solution

- Venue and SSID branded
- Content specific to the venue
- One time registration
- Roaming across venues and brands



Typical Deployment

Typical managed deployment of SPARK®



SPARK® Gateways

A gateway for any capacity or venue

SPARK® USG250	SPARK® USG500	SPARK® USG2000	SPARK® USG5000	SPARK® USGvm
Compact Form Factor	Micro Tower Form Factor	1U Form Factor	1U or 2U Form Factor	Virtual Appliance
250 Concurrent Users	500 Concurrent Users	1000 Concurrent Users	5000 to 50,000 Clustered Concurrent Users	Highly Scalable
4096 Associated Devices	4096 Associated Devices	4096 Associated Devices	65,536 Associated Devices	VMware, XenCenter, Hyper-V
1 x 100Mb WAN Port	Load Balancing Support	Dual 1000Mb/s LAN/WAN Port	Dual 1000Mb/s LAN/WAN Port	
1 x 100Mb LAN Port	Dual 1000Mb/s LAN/WAN Port	Local Content Storage	Local Content Storage	
			RAID 10	

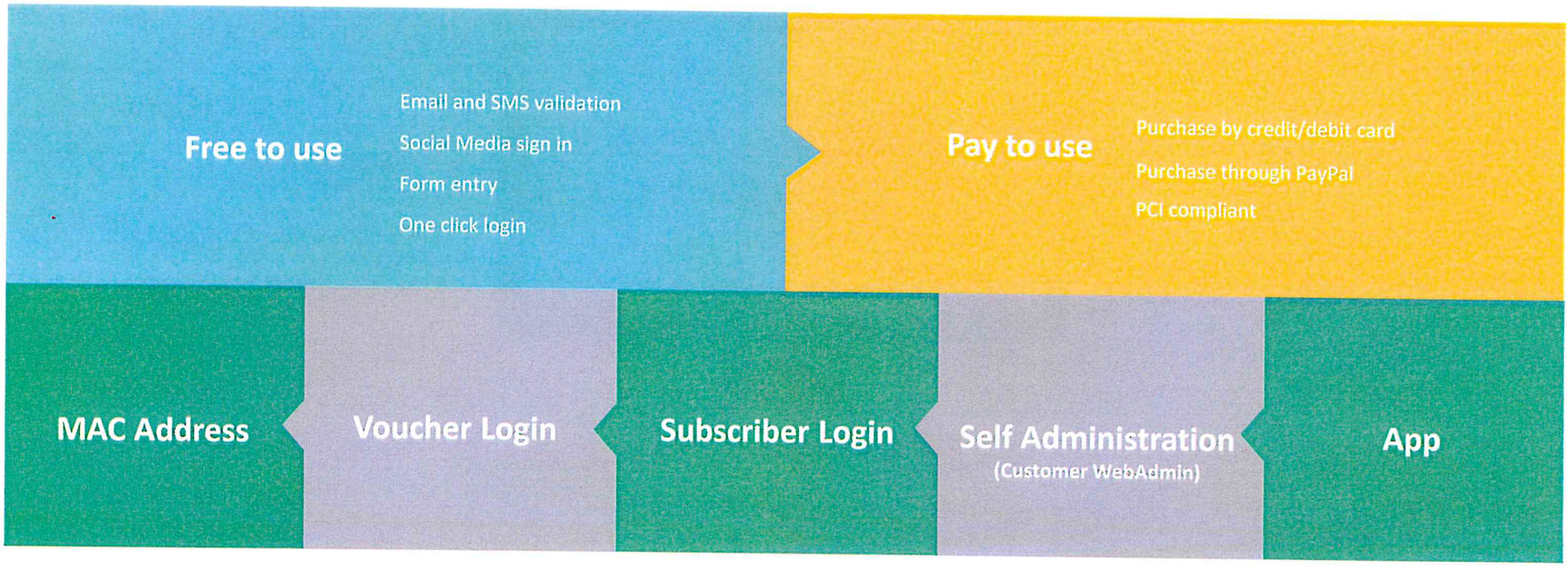
SPARK® Controller

Key Features

- Linux operating system
- HotSpot management
- Tariff and package management
- Service management
- User engagement with innovative facilities
- Bandwidth management
- Content filtering
- Content delivery
- Reports
- Billing

Authentication Methods

SPARK®'s extensive list of authentication options



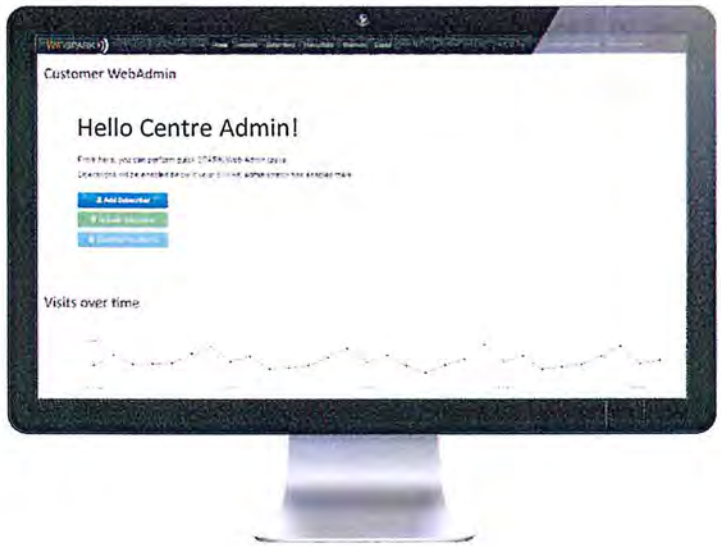
SPARK® WebAdmin

Self management of your WiFi Service

Manage subscribers, vouchers & MAC provisioning

View usage and revenue reports

Check SPARK® Gateway health



Configure and change authentication methods

SPARK® Analytics

Manage session bandwidth

Data Intelligence

WiFi Marketing and analytics

Data Intelligence

WiFi Marketing and analytics

Real-Time Analytics

We recognise that all businesses are unique and they don't have the same information requirements. The SPARK® Advanced and SPARK® Custom Analytics services ensure that you will receive you the data that is important to you

Included as standard are detailed analytics that deliver customer usage statistics and customer insight.

- Registrations by postcode
- Audience age profile
- Top 10 registrations by city
- Country of origin
- User gender
- Marketing preferences
- Browser families & device types
- Portal activity
- Portal logins
- Data transferred

SPARK® Analytics

Industry leading SPARK® Advanced Analytics Platform.

- Household Demographics
  - Social grade
  - Accommodation type
  - Tenure
- Family Demographics
  - Household type
  - General health
  - Family dependants
- Work Demographics
  - Qualifications
  - Industry type
  - Occupation
- Transport Demographics
  - Car ownership
  - Commuting method
  - Distance travelled

SPARK® Advanced Analytics

A custom analytics service that can integrate many different data sources, delivering to your needs.

1. Weather
2. Sale / Marketing events
3. CRM
4. Social Media
5. Sales revenue
6. Website traffic
7. Public transport
8. Parking
9. Surveys

Or any other internal and external commercial or freely available sources

SPARK® Custom Analytics

SPARK Analytics

WiFi Marketing and Analytics

- Visitor registrations by post code
- New & returning users
- Age range & top 10 registrations by city
- Socio-economic, earnings, accommodation & employment
- Repeat vs unique users
- Age groupings
- Visitor origin
- Anonymised demographics
- Weather
- Footfall data
- Social media feeds
- Survey data
- Sales data
- GPS location data
- Parking data
- Event data
- Marketing campaign data

SPARK® API

Providing connectivity into 3rd party platforms

"SPARK®'s restful API provides integration into existing CRM systems. This ensures your data is managed and controlled in one place and delivers key messages to your clients when it matters"

SPARK® Connect

Link SPARK® user data into existing campaign management tools

Salesforce
Cross-channel customer journeys that deliver exceptional brand experiences across email, mobile, social, Web, and more.

Communicator
A strategic campaign service partner, focused on helping ambitious brands

Microsoft Dynamics
Customer relationship management solutions for marketing and social engagement.

Mailchimp
10 million people use MailChimp to design and send 600 million emails every day.

Airship
Specialises in the effective use of data and technology in marketing.

Destination CMS
Help businesses drive customer numbers, loyalty and sales

SPARK® Filtering

Making public WiFi safe for all ages

- DNS or Proxy based filtering*
- Over 80 categories
- Custom blacklist and whitelist
- Active scanning
- Custom block page
- IWF compliant
- Friendly WiFi accredited

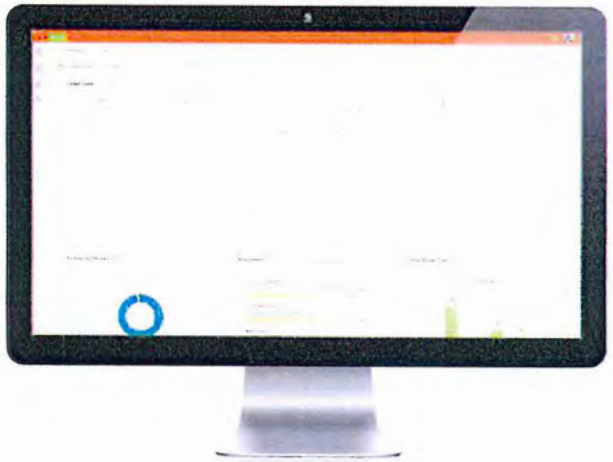
digital Friendly WiFi

INTERNET WATCH FOUNDATION

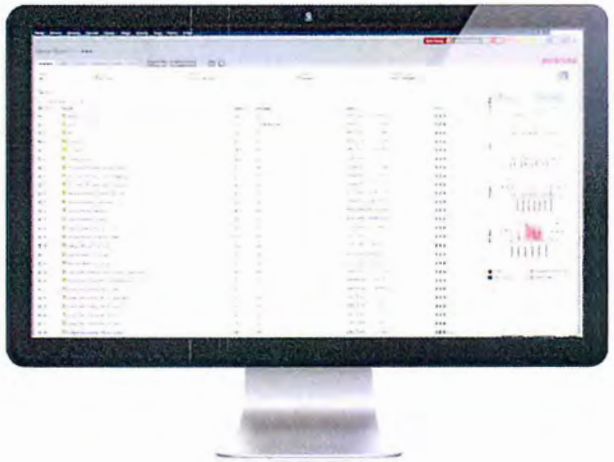
Support & Monitoring

Support provided by the people that developed the platform

24/7 UK helpdesk



Remote monitoring



Return on Investment

The SPARK® Platform offers many opportunities for ROI and added value.

- Entice visitors to the area and encourage them to return
- Generate revenue through targeted advertising
- Personally greet users on returning visits as well as after first registration
- Advertise, expose and promote news or business
- Offer free and premium WiFi access
- Provide data collection and business intelligence
- Granular, enriched, real-time data analytics
- Integrate with your App, CRM and CMS systems through SPARK® Connect
- Push your brand in front of the right audience
- Increase your company's social following
- You will have access to the WiFi SPARK product Roadmap, providing the ability to see new and upcoming feature developments
- Participation in beta testing of new applications and services
- Ability for your company to provide data sets to WiFi SPARK for data enrichment, through the Custom Analytics package
- Constant innovation and improvement
- Technology refresh option
- Dedicated account and project management
- 24/7 UK Telephone helpdesk support

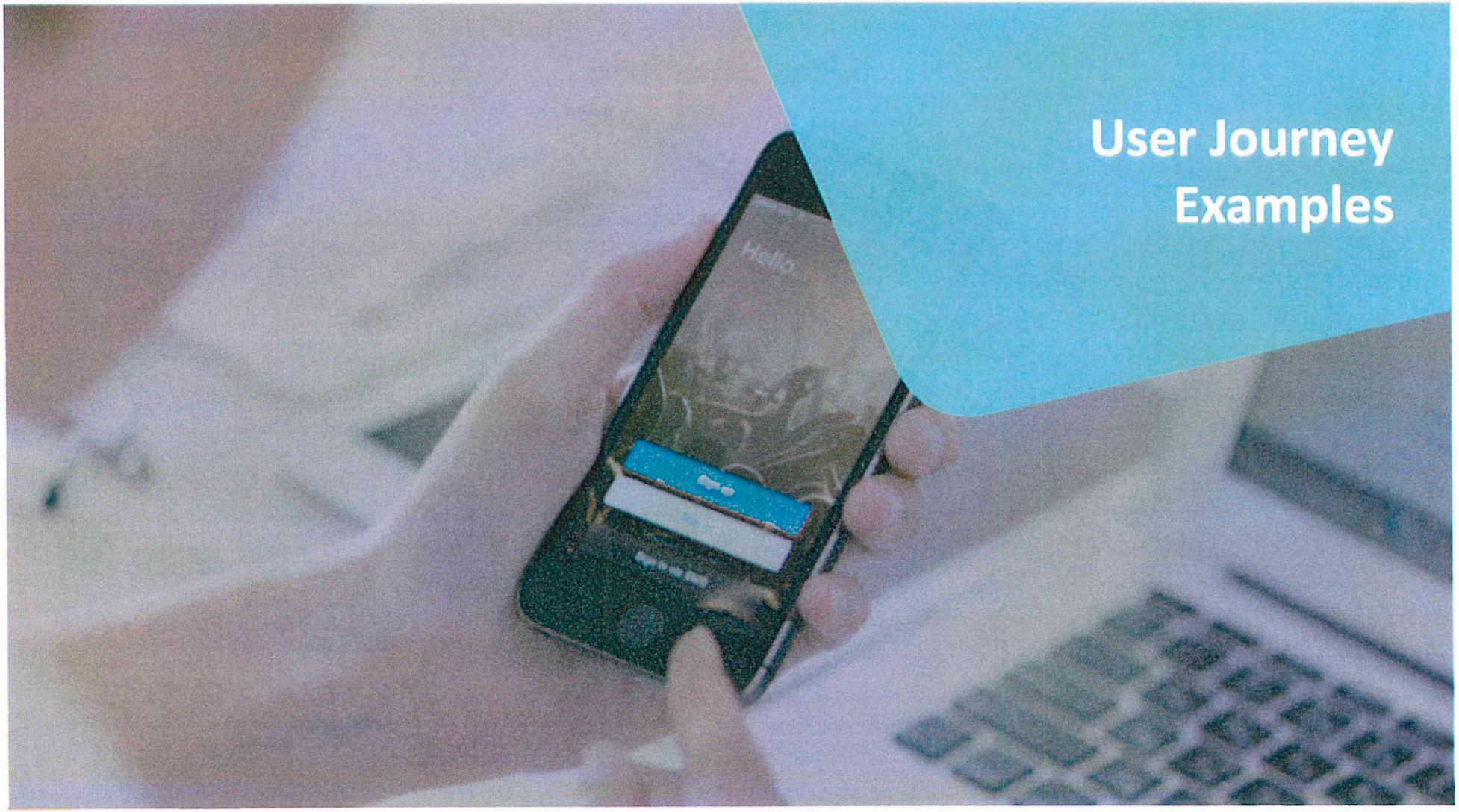
Marketing your WiFi

Extensive marketing materials supplied to the Trust

Leaflets

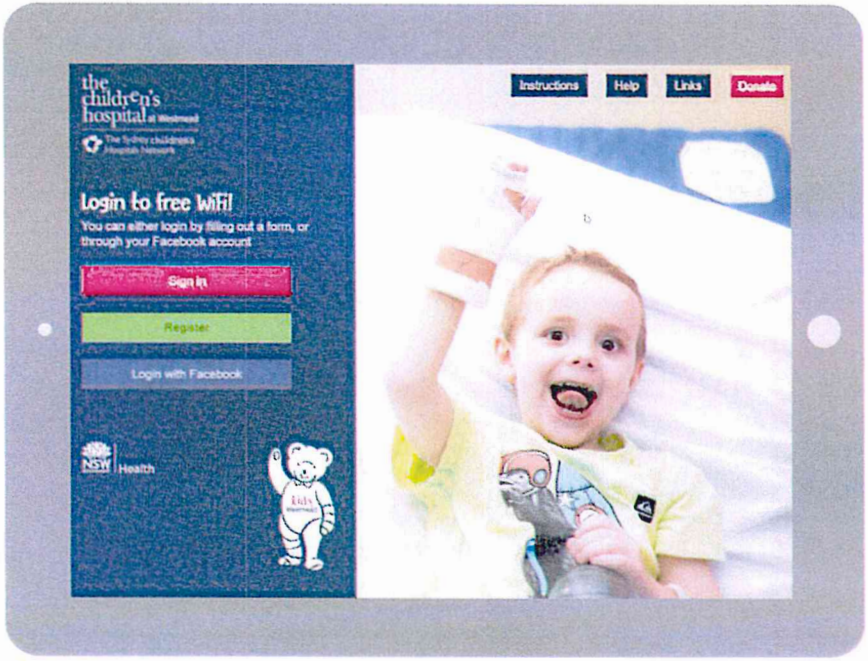
Posters

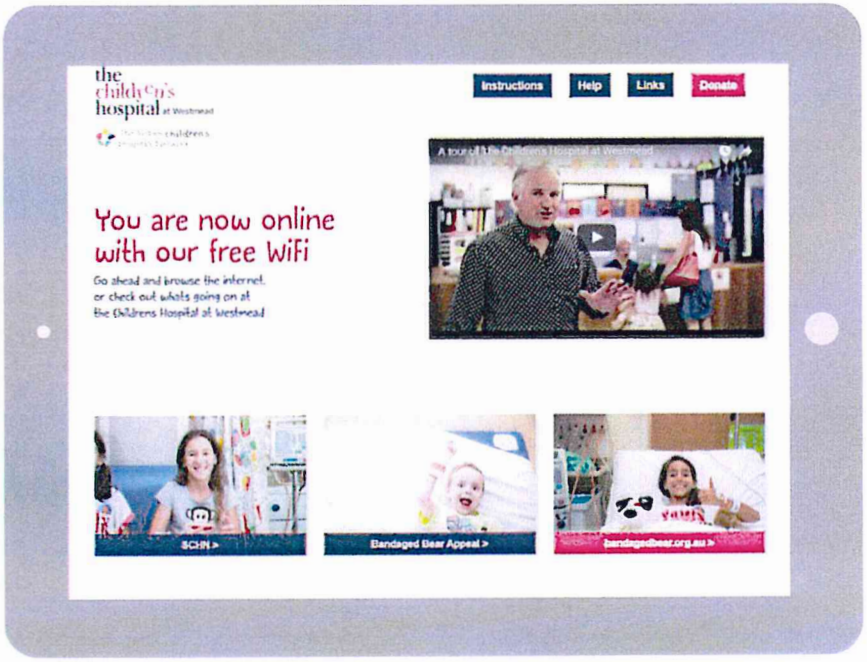
Window Stickers

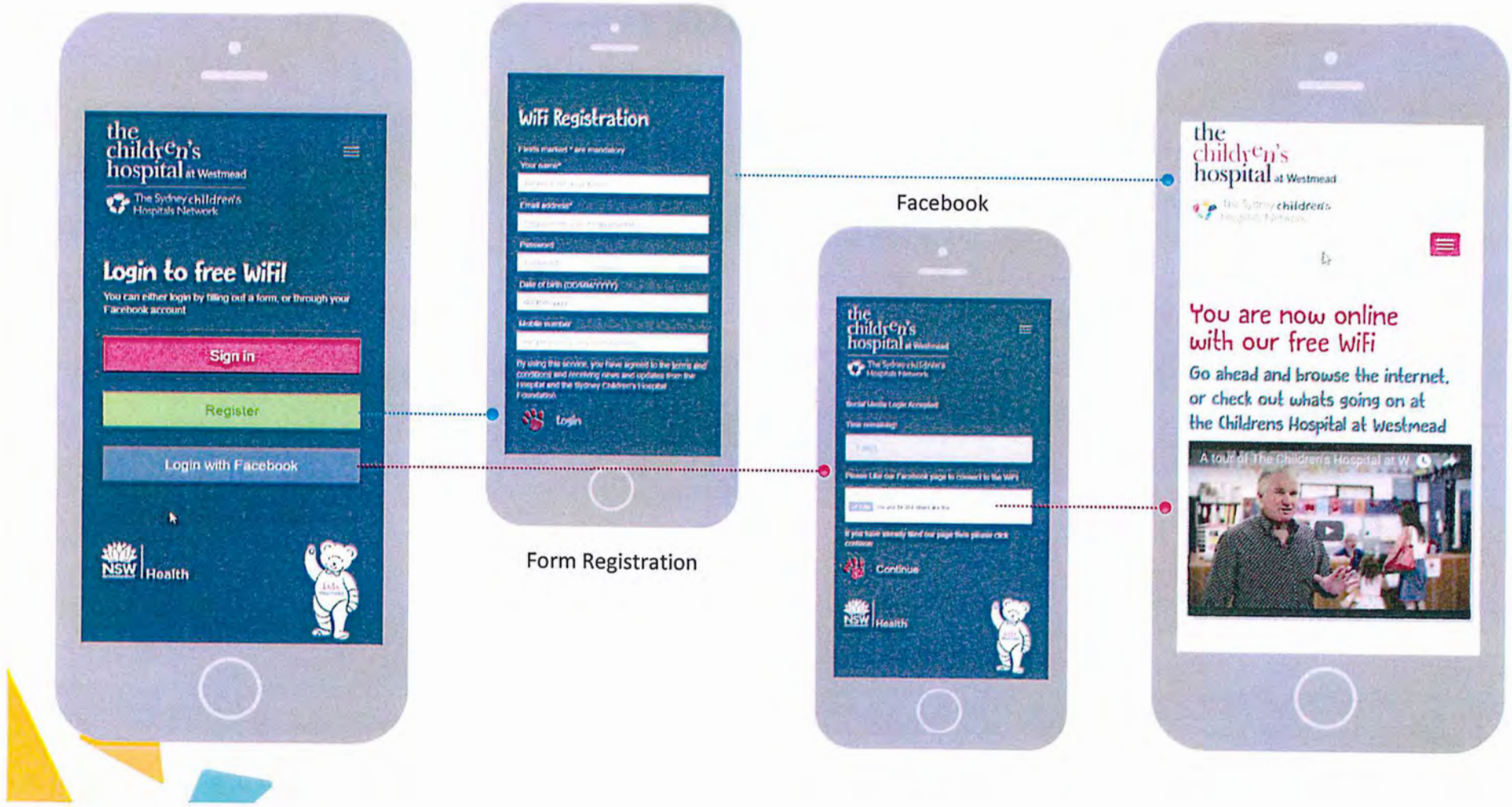

User Journey
Examples

User Journey

Free use and Facebook Authentication






the children's hospital at Westmead
The Sydney Children's Hospitals Network
Login to free WiFi!
You can either login by filling out a form, or through your Facebook account
Sign in
Register
Login with Facebook
NSW Health
WiFi Registration
Login
Form Registration
Facebook
Continue
You are now online with our free WiFi
Go ahead and browse the internet, or check out whats going on at the Childrens Hospital at Westmead

User Journey

Free use registration with welcome email

Initial registration

Welcome email

Return user

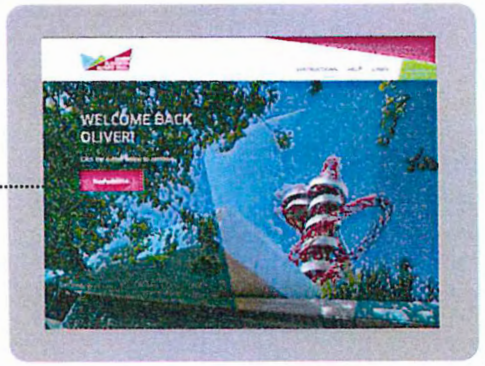
User Journey

Free use registration with welcome back greeting

Initial registration

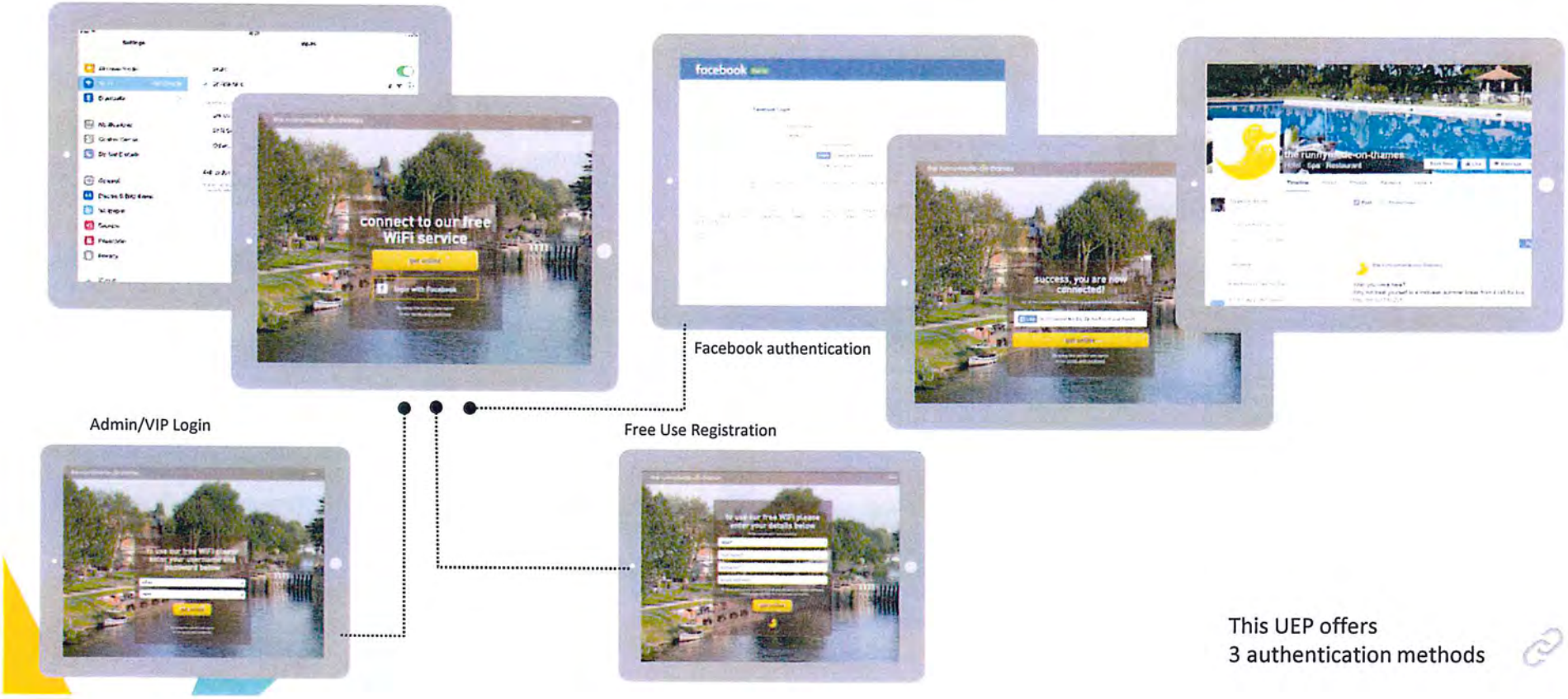
Welcome email

Welcome back greeting



User Journey

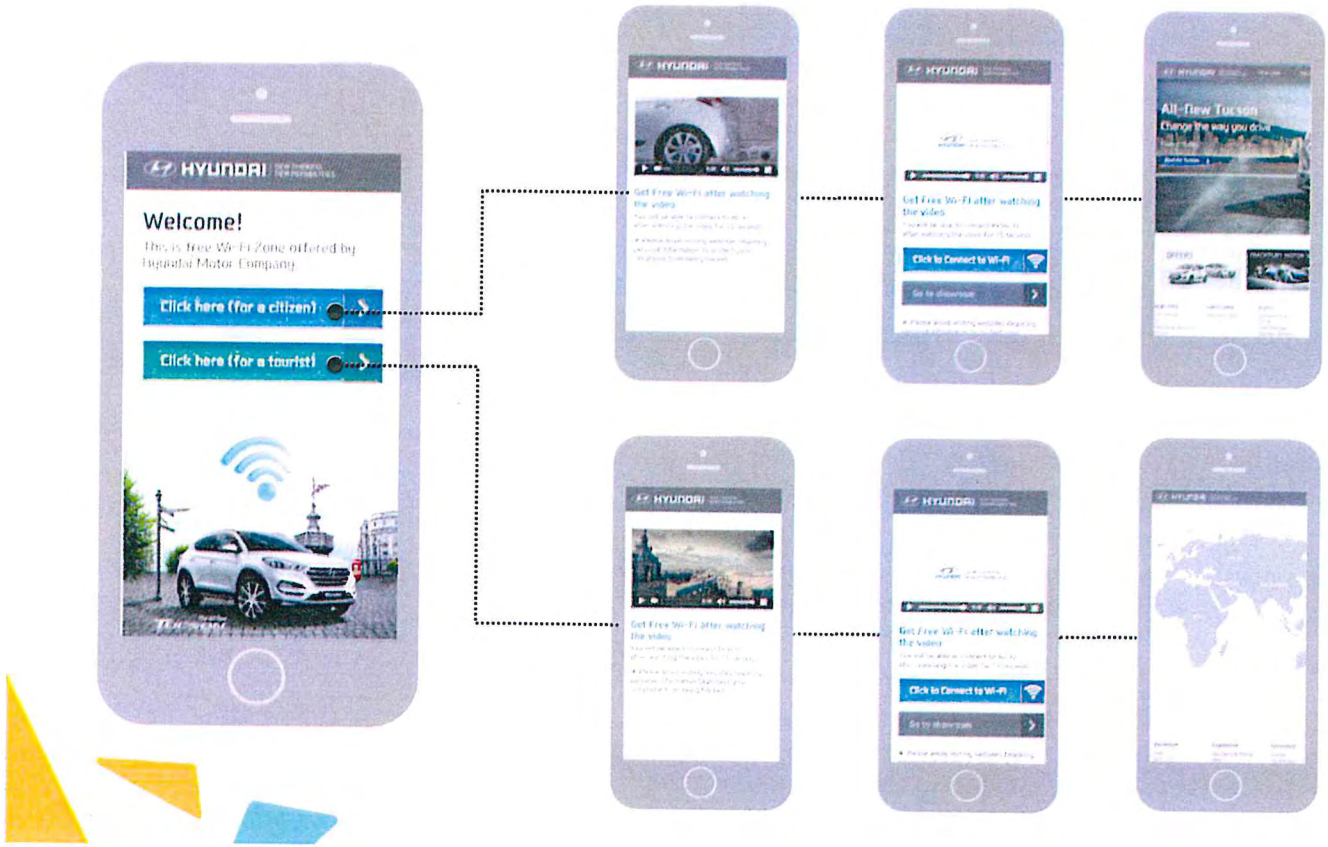
Free use, Facebook and subscriber login



This UEP offers
3 authentication methods

User Journey

Sponsored free use with device and goal tracking



Following the citizen login:

1. User watches video
2. Taken to Hyundai.co.uk
3. Connected

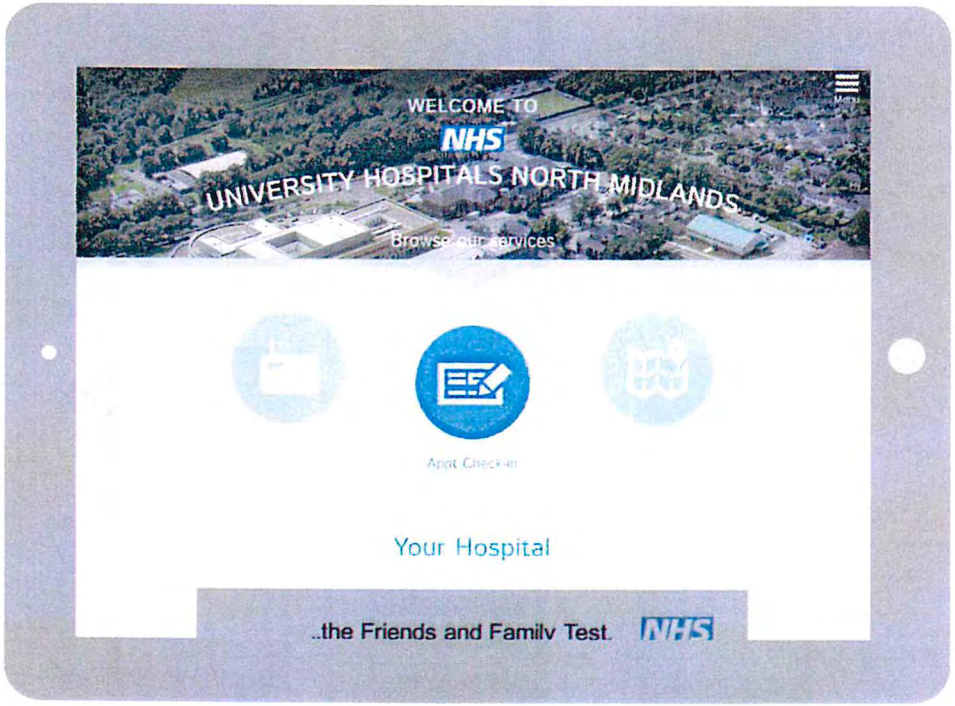
Following the tourist login:

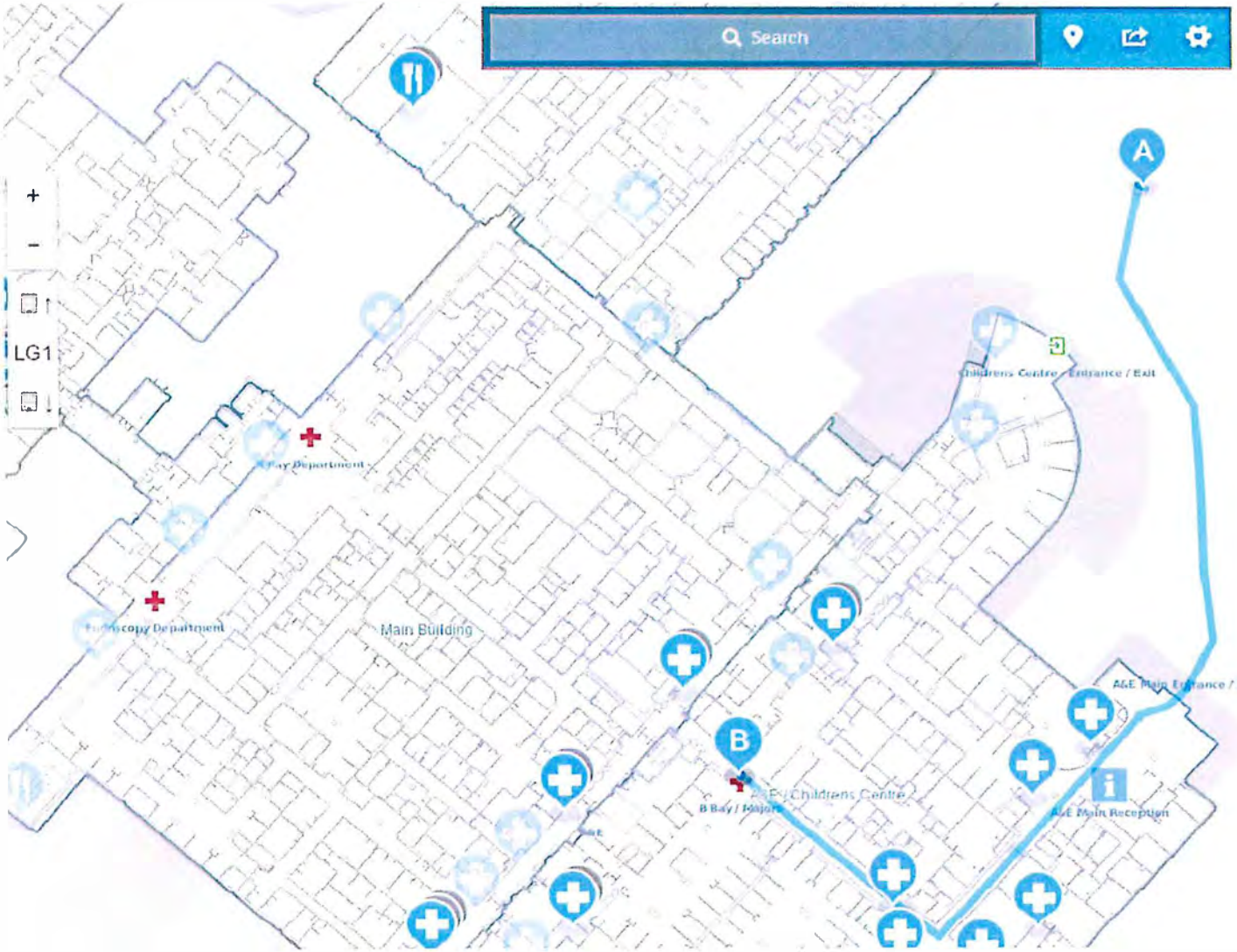
User watches video

1. Taken to Hyundai.com
2. Connected

Patient Engagement Platform

Provide patients with the ultimate User Engagements




Search
LG1
A
B
Main Building
A&E Main Entrance / Exit
A&E Main Reception

User Journey

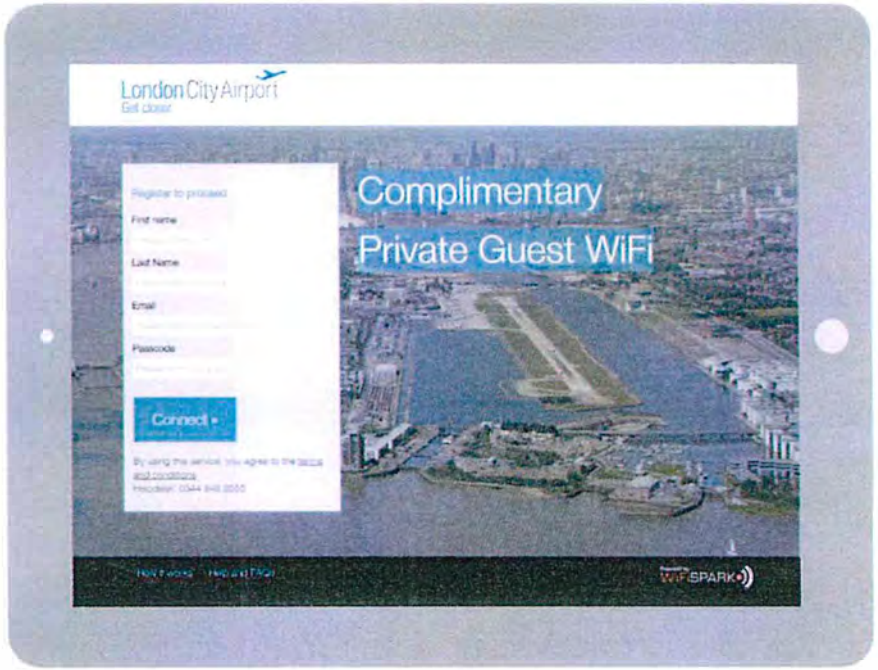
WiFi authentication through customer app integration

For Android and IOS users

1. Choose a sign in method
2. Download the app
3. Get online

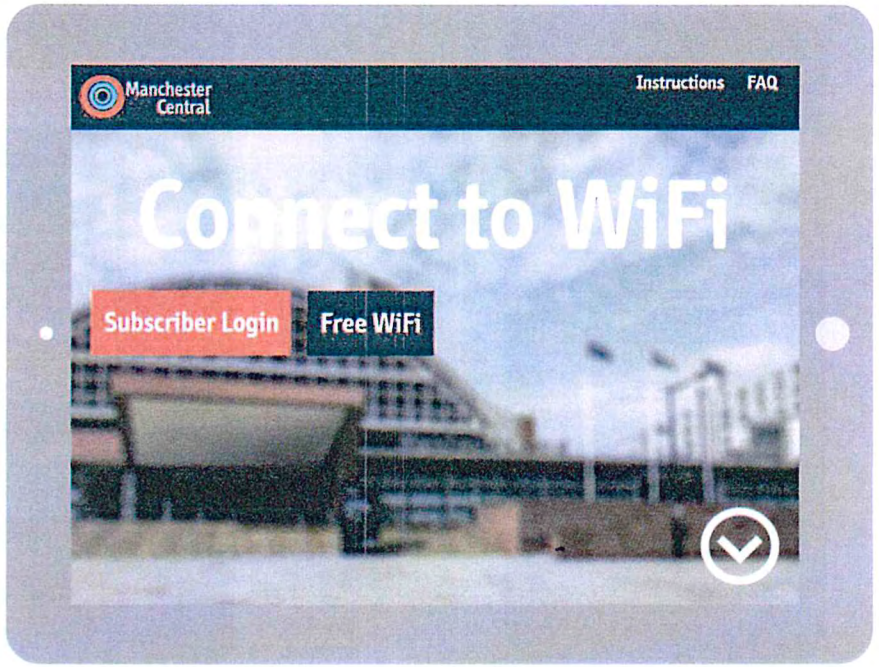
User Experience Portal

London City Airport



User Experience Portal

Manchester Central



WiFiSPARK

Choose WiFi SPARK

- Works with all WiFi hardware vendors
- Experienced in all sectors
- Solid & proven high density platform
- Unique branded experience
- Highly scalable and customisable
- Invaluable marketing opportunities through SPARK® analytics
- Complete solution

0344 848 9555
info@wifispark.com
@wifispark

LITTLEHAMPTON TOWN COUNCIL

Non - Confidential

Committee: **Policy and Finance Committee**

Date: **12th June 2017**

Report of: **Town Clerk**

Subject: **Past Mayor Badges**

1. Summary and Background

1.1 It is customary to present past Mayors with a badge as a memento of their Mayoral Year. Some years ago, an Ex-Mayor commissioned and paid for several Past Mayor Badges. These were made in metal gilt, featuring the Town Council's logo and attached to a ribbon and pin (see diagram appendix A). Over the years, this supply has been depleted and only one badge remains.

1.2 Whilst there are a wide variety of pin and badge makers in the market, many tend to specialise in pins and badges that are not very robust and less formal in nature (see appendix B).

1.3 The number of manufacturers specialising in this particular type of regalia is small and there was not one available locally. Quotations have therefore been sourced from specialist companies based on the current design.

1.4 As the badges would have to be made from scratch, it will be necessary for the manufacturer to produce a die, cut to the design and specification of the Town Council. The estimated costs therefore include a one-off charge to produce the die. Thereafter, the badges are produced at a fixed cost which varies in price depending on the material used for the badge. See the attached estimate (appendix C) and design proposal.

1.5 This report seeks approval for the design and authorisation for Officers to proceed with the acquisition of a further supply of Past Mayor Badges.

2. Recommendations:

The Committee is **RECOMMENDED** to:

1) Approve the design and select the materials for the Past Mayor Badges.
2) Approve the purchase of an initial supply at a maximum cost of £1,000.00 and agree how this should be funded.

3. Financial Implications:

Options to meet the cost of the Badges:

1) There are funds available in the Democratic Representation and Management overhead 2017/18 budget in the sum of £500 and £2,500 earmarked for members training.
2) A supplementary estimate.
3) Postpone the purchase until the next financial year and include a provision for the purchase in the draft 2018/19 budget.

Peter Herbert
Town Clerk

APPENDIX A

APPENDIX B

Pin Badges - *All you need to know*

Vitreous Enamel
Traditional Glass Enamel, fired onto a brass alloy metal the colour being flush with the surface. It's used today more in jewellery products and there's a limitation to the range of colours available.

Imitation Hard Enamel
Pantone matched colours, die-stamped brass metal with enamelling being flush with the surface.

Cold (soft) Enamel
Pantone matched colours, die-stamped brass metal colour in-filled (appears recessed). Cheaper option available in iron.

Printed
Pantone matched colours, printed on to brass metal with optional acrylic (epoxy) cover for durability and sheen.

Process (offset) Printed
Full colour photo-real printing with optional acrylic cover for durability and sheen.

Etched
Pantone matched colours, photo-etched metal, suited to displaying very fine detail.

Plain Metal
Available in either flat metal (see 7b) or with a 2D appearance, raised metal lines depict the detail (see 7a + 7c).

Modelled
Plain metal sculpted finish giving 3D appearance.

Moulded Plastics
Injection mouded in a range of colours, printed with pantone matched colours, optional acrylic covered for durability and aesthetics.

Dear Donna

APPENDIX C

Both designs will be struck from dies and cut to shape using hand tools. Option a will then feature saw pierced inner areas around the central shield with both options then vitreous enamel infilled as per the artwork. They will feature polished fronts and sandblasted reverses, be electro plated and suspended from our MB1 bar and ribbons, featuring a blank top bar that will be engraved and enamelled to read "PAST MAYOR".
Prices are:

ITEM	DESCRIPTION	QUANTITY	UNIT COST
Option A Die	One off charge	1	£325.00
Option B Die	One off charge	1	£425.00
Option A Jewel	Metal gilt	10	£58.38
	HM Silver gilt	10	£100.37
Option B Jewel	Rhodium Plated	10	£49.23
	HM Silver rhodium plated	10	£87.67
Engrave and enamel	For Past Mayor wording	Per character	£0.84
Small Jewel Case	Navy leatherette lined featuring a flat pad insert for jewels to sit on.	10	£24.25

The above prices do not include carriage or VAT.

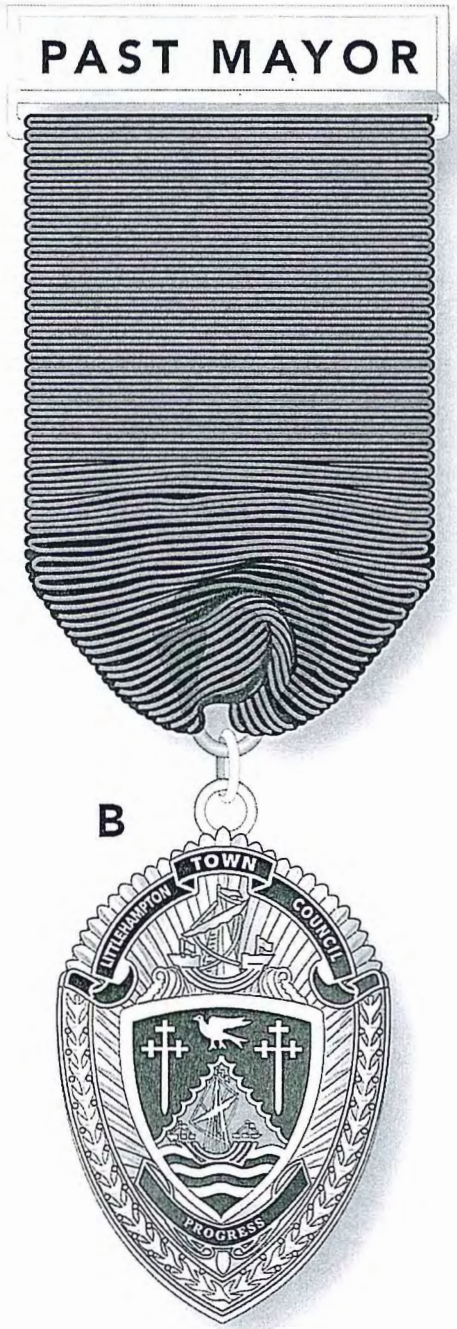
Our current lead-time is approximately 8 - 10 weeks from receipt of official purchase order.

I would like to emphasise that these items will be manufactured on our premises in Birmingham, and not imported.

To proceed with an order we will require written confirmation with our artwork signed, dated and returned.

APPENDIX C

45 x 38



45 x 30

DESIGN BY : DAVE HARPER

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **12th June 2017**

Report by: **The Town Clerk**

Subject: **Persimmon – Deed of Variation**

1. Summary

1.1 This report updates the changes proposed by the developer to the S106 infrastructure triggers and amendments to the Development Framework Document (DFD), which will be submitted as a Deed of Variation to Arun District Council as the Planning Authority.

2. Recommendation

The Committee is RECOMMENDED to endorse the revised triggers and land allocations as set out in section 4 and appendix 1 & 2 of this report and to recommend that they be approved by Full Council at their meeting on the 22nd June.

3. Background

3.1 A Deed of Variation to the S106 for the North Littlehampton development was first proposed by Persimmon early in 2015 when it became clear that some of the land allocations and infrastructure triggers could not be achieved within the existing development framework.

3.2 Due to staff changes within the organisation and a subsequent delay in the land assembly these proposals were not progressed until recently when amended plans and triggers were submitted for consideration by key stakeholders

3.2 A major part of the proposed changes related to the highways works and these have been dealt with separately to the other infrastructure requirements. The Town Council's role with the highways issues is one of consultee and does not require a policy decision to sanction any changes. Highways issues and any proposed variations to the S106 will be dealt with through the Council's Planning & Transportation Committee.

3.3 This report focuses is on the triggers and land allocations noted in the S106 which directly affect and/or where there is a liability for the Town Council. This does not include the investment and laying out of the southern allotments as these conditions are attached to the land transfer

4. Variations

4.1 Various plans/proposals have since been discussed as the development has evolved and land ownerships have been agreed but it is now clear that they are reaching consensus on a final version that will shortly be submitted to the Planning Authority as a Deed of Variation to the existing S106 agreement. The

key issues for the Town Council specified within the Deed of Variation are summarised as follows. A table of the changes and copies of the amended plans can also be found in appendix 1 & 2

Land allocations

1. The site of the youth facility has been moved from its original position, south of the employment land to adjacent to the site allocated for the community centre. This revision can be seen on the Parameter Plan – Land Uses (Appendix 2 of this report or page 8 of the DFD). This is a more appropriate site for the youth facility as it is not only close to the community centre but also to the school site providing an opportunity for shared sport and recreation facilities for young people. Currently the S106 also specifies an amount of £250,000 for the youth facility site which allows for it to be added to the community centre funding to provide an integrated youth/community building. This is currently a more likely option. Before agreement is finalised the Town Council will require written agreement that the land is of an equivalent size and accessibility. If the land for the youth facility does not need to include a building the District Council will be able to utilise a greater area for site equipment for 'older young people'. There is provision for this in the S106 Agreement
2. The provision of a non-residential land parcel suitable for care home or bespoke leisure facility has been re-instated in the Development Framework Document (pages 7 & 8 in the DFD detailed in appendix 1 of this report).

Infrastructure triggers (comparison table appendix 2)

1. For the community centre there are two sets of triggers depending on whether the Town Council or the developer delivers the building. The proposal to increase both of these will not impact to any degree on the Town Council's obligations. Now that it has been ascertained the site is not surrounded by residential development and the build out will not become a controversial issue for residents, it would seem more sensible to delay the build until the occupation levels make it a more viable proposition. Discussions will continue between the Town Council and Persimmon to agree which option to follow, but at this early stage a likely scenario is that the Town Council will provide an architects design and the developers will provide the building contractors. Either way the revised triggers are at an acceptable level
2. The above also applies to provision of the youth facility and equipment scheme.
3. The allotment provision north of the railway is not impacted by the variation

Amended Parameter Plans

The following parameter plans have been amended/added for inclusion in the revised Development Framework Document. With the exception of the repositioning of the youth facility site (Land Uses) none of these require changes to policy for the Town Council

- Illustrative Masterplan
- Red Line Boundary
- Land Uses
- Vertical Alignment
- Vehicular Access

- Play & Fitness Routes
- Pedestrian and Cycle Access
- Character Plan

5. Financial Implications

5.1 No financial implications at the current time

Peter Herbert
Town Clerk

Use and Amount

The distribution of land uses and their amount is shown on the Land Use Parameter Plan.

Images of the original land use parameter plan (adjacent) and the amended version (overleaf) illustrate how the overall principles of the development and spread of land uses has changed very little. However, what has resulted is a more logical development that has a clear differentiation of uses.

The amended scheme ensures that up to 1,260 dwellings can be delivered, along with all commercial, retail and open space requirements as identified in the original outline.

Importantly the land uses shown now conform to the areas cited in the s106 agreement.

There has been a rationalisation of the commercial and retail areas and these areas are now to scale, which previously they were not. The total provision for commercial and retail remains unchanged from the original outline.

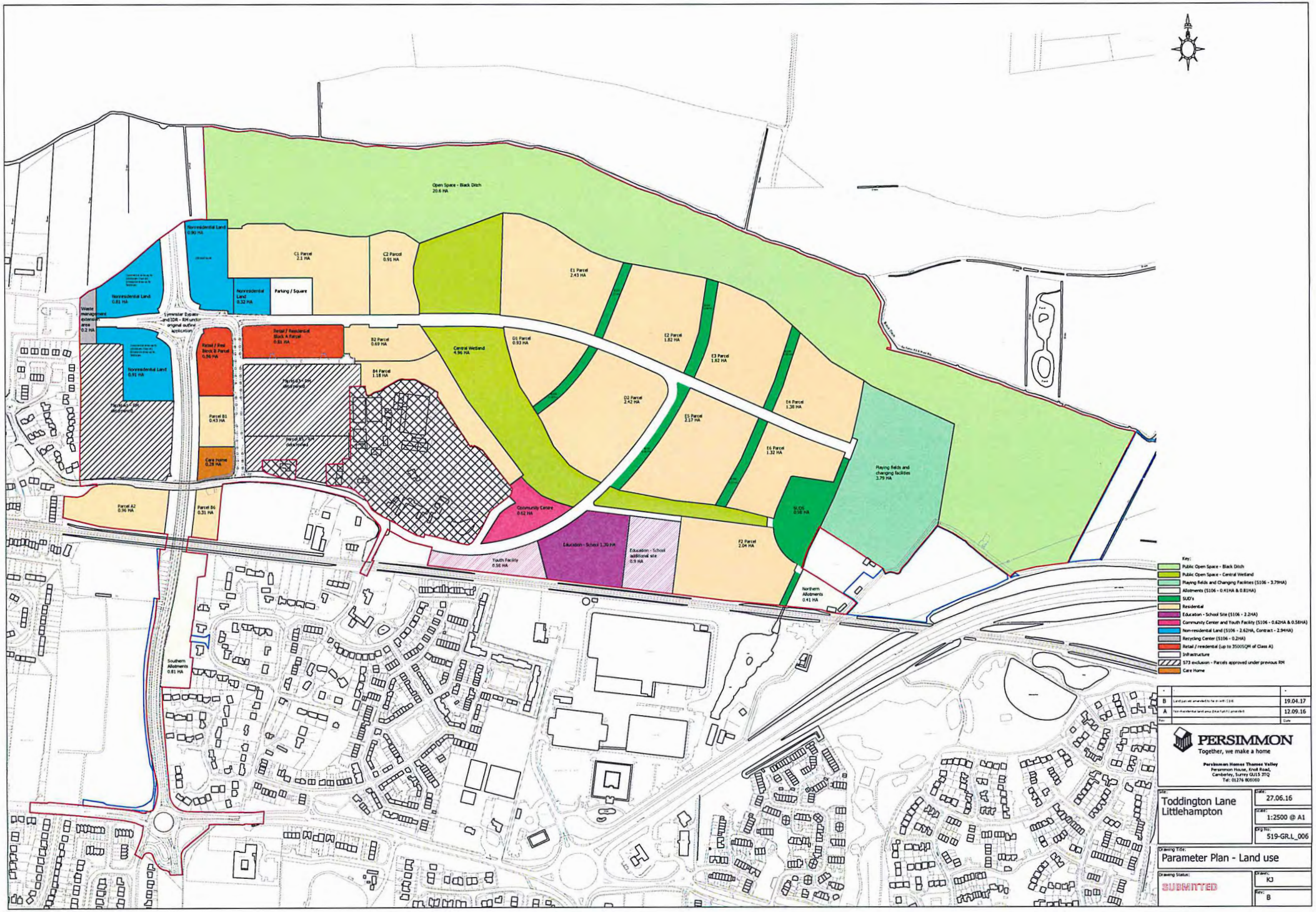
The youth facility has been relocated to a position opposite the community centre and adjacent to the school which will allow a community hub to be created. This change has been provided as a direct result of ongoing discussions with Littlehampton Town Council and Arun District Council. These areas can easily access the central wetland area, LEAPs and the playing field via the pedestrian and cycle ways provided. The proposed bus service envisaged to serve the development will also pass directly in front of this area.

The leisure use has also been removed, again this could be addressed in the non-residential area if a need for it became apparent, otherwise likely future leisure uses appropriate for this Site can be accommodated in the generous sport, community and youth areas.

The provision and location of playing pitches and associated changing facilities remains unchanged.

A 15m offset along the route of the Lyminster Bypass has also been allowed for on the advice of an acoustic consultant. This offset will be utilised for surface water attenuation, access roads and a open / play space where appropriate.

Approved Land Use Parameter Plan


Open Space - Black Ditch
20.6 HA
Non-residential Land
0.90 HA
C1 Parcel
2.1 HA
C2 Parcel
0.91 HA
E1 Parcel
2.43 HA
E2 Parcel
1.82 HA
E3 Parcel
1.82 HA
E4 Parcel
1.38 HA
E5 Parcel
2.17 HA
E6 Parcel
1.32 HA
D1 Parcel
0.93 HA
D2 Parcel
2.42 HA
B2 Parcel
0.69 HA
B4 Parcel
1.18 HA
Central Wetland
4.96 HA
Non-residential Land
0.81 HA
Non-residential Land
0.32 HA
Parking / Square
Waste management extension area
0.2 HA
Lymister Bypass - and IDR - RM under orginal outline application
Retail / Residential Block A Parcel
0.86 HA
Retail / Res Block B Parcel
0.96 HA
Non-residential Land
0.91 HA
Parcel B1
0.63 HA
Care Home
0.28 HA
Parcel A2
0.96 HA
Parcel B6
0.31 HA
Community Centre
0.62 HA
Youth Facility
0.56 HA
Education - School 1.30 HA
Education - School additional site
0.9 HA
F2 Parcel
2.04 HA
SUDS
0.58 HA
Playing fields and changing facilities
3.79 HA
Northern Allotments
0.41 HA
Southern Allotments
0.81 HA
Key:
Public Open Space - Black Ditch
Public Open Space - Central Wetland
Playing fields and Changing Facilities (S106 - 3.79HA)
Allotments (S106 - 0.41HA & 0.81HA)
SUD's
Residential
Education - School Site (S106 - 2.2HA)
Community Center and Youth Facility (S106 - 0.62HA & 0.58HA)
Non-residential Land (S106 - 2.62HA, Contract - 2.9HA)
Recycling Center (S106 - 0.2HA)
Retail / residential (up to 3500SQM of Class A)
Infrastructure
S73 exclusion - Parcels approved under previous RM
Care Home
B
19.04.17
A
12.09.16
PERSIMMON
Together, we make a home
Persimmon Homes Thames Valley
Persimmon House, Knoll Road,
Camberley, Surrey GU15 3TQ
Tel: 01276 805080
Site:
Toddington Lane
Littlehampton
Date:
27.06.16
Scale:
1:2500 @ A1
Dwg No:
519-GR.L_006
Drawing Title:
Parameter Plan - Land use
Drawing Status:
SUBMITTED
Drawn:
KJ
Rev:
B

S106 Proposed Variations – North Littlehampton

Allotments	
Current S106	Proposed changes
(Northern section only – southern allotments adjacent to road and Church land covered by land transfer agreement) Prior to occupation of 1,000 dwellings the owners shall have: Laid out and serviced the allotments and transferred the land to the Town Council	No change
Bus services	
Current S106	Proposed changes
Prior to the occupation of more than 100 dwellings the owner shall: Pay £194,000 to the District Council.	No change
Community Centre and Youth Facility	
Current S106	Proposed changes
Prior to occupation of more than 350 dwellings the owners shall, in consultation with the Town Council: • Submit and obtain the approval of the District Council to the Community Centre Scheme • Offered to dispose of the freehold or long leasehold interest in the Community Centre Land to the Town Council for £1	Changed to 450th Occupation Changed to 500th Occupation
Prior to occupation of 500 dwellings the owners shall: Have disposed of the freehold or long leasehold interest to the Town Council along with a contribution of £1,000,000 *'The owners further covenant that following written notice from the Town Council that the Youth Facility Contribution (of £250,000) is to be spent on facilities to be provided on the Community Centre Land'* then both the Community Centre Contribution and the Youth Facility Contribution should be paid to the District Council, or at the direction of the District Council to the Town Council, on the date of the transfer of the Community Centre Land to the Town Council.	No change
If the Town Council has not taken the transfer of the community centre or the youth facility by the 500th occupation then the owners are to deliver and fit out the community centre	Changed to 700th occupation
Submit/approval of youth facility/equipment scheme on or before 350th occupation	Changed to 450th occupation
Welcome Pack	
Current S106	Proposed changes
On or before commencement of development the contribution of £30,000 to be paid to the District Council, only to apply to the provision by the Town Council of information to enhance the developer Welcome Packs	No change (paid to ADC but not yet transferred)

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: **Policy and Finance**

Date: **12th June 2017**

Report by: **Town Clerk**

Subject: **Finance Report**

1. Summary

1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance (P & F) Committee's budget for 2016/17. Actual figures are shown in Appendix 1.

1.2 Variances that have been the subject of individual periodic reports are not reported on.

1.3 Movements in P&F Earmarked Reserves (EMR) during the year are attached as Appendix 2.

1.4 The budget report figures for 2017/18 are attached as Appendix 3.

2. Recommendations

The Committee is RECOMMENDED to note the report.

3. Budget monitor 2016/17

3.1 The figures included in Appendix 1 are year-end figures.

3.2 Central Admin & Support Services

3.2.1 £283 was spent from the Welcome Pack Grant in Earmarked Reserves for printing and staff costs to generate Welcome Packs this year. (Figures not included in Appendix 1).

3.2.2 The telephone budget was overspent by £410 due to additional support required because of office and staff changes.

3.2.3 The following budgets are significantly under spent:

- £1,679 Printing
- £499 Manor House furniture & equipment
- £406 Manor House Equipment Rental
- £641 Manor House Supplies
- £551 Insurance

3.3 Democratic Representation & Management

3.3.1 There are significant under spends in the following budget

- £1,000 Conference expenses
- £6,000 Election expenses, balance earmarked
- £500 Members Training, balance earmarked

- £1629 Members travel, expenses and allowances

3.4 Town Centre Management

3.4.1 There are under spends in the following budgets

- £348 Noticeboards, balance earmarked
- £531 General Town Maintenance
- £9,720 Town Centre Initiatives, balance earmarked for Gateway Signage

3.5 Corporate Management

3.5.1 Expenditure on the newsletter was underspent by £932.

3.5.2 Legal fees were underspent by £1,557 and this balance was earmarked.

3.5.3 At 31st March 2017 the Council had £2,502,708 in medium term investments and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 31/3/2017						
Bank	**Date placed**	**Period of Investment**	**Amount Invested £**	**Interest rate %**	**Maturity Date**	**Total Investment £**
Lloyds	20/04/2016	1 year	£300,000	1.05%	20/04/2017	
Fixed Interest	06/03/2017	1 year	£1,500,000	0.90%	06/03/2018	
	06/03/2017	9 months	£250,000	0.70%	06/12/2017	
	07/03/2017	1 year	£250,000	0.90%	07/03/2018	
						£2,300,000
CCLA	11/07/2013	N/A	£100,000	variable	instant access	
Public Sector	19/08/2013	N/A	£100,000	variable		
Deposit Fund		total interest rec'd	£2,708			**£202,708**
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	**£500,000**
TOTAL INVESTMENTS						**£3,002,708**

3.5.4 The interest received of £23,241 was significantly below the budget of £35,000 which was set for the year. As previously agreed by this committee the income from the sale of land North Littlehampton was invested in a one year deposit rather than with the Local Authority Property Fund following advice from the fund managers relating to the drop in performance of the fund following Brexit. This means no interest has been received on this investment in 2016/17 but will instead be received in 2017/18.

3.5.5 The Council's bank reconciliations have been checked and signed by the Chair, up to 28th April 2017 and the total balance of both accounts was £1,042,738.40.

4. Budget Monitor 2017/18

4.1 Expenditure to 23/05/2017 from the 2017/18 budget has been included at Appendix 3. Expenditure is in line with expectations. As it is early in the financial year the following paragraphs add clarity.

4.1.1 The main telephone contract (included in Central Admin), £1,196 is paid in advance for the year.

4.1.2 The franking contract (included in Central Admin), £419 is paid in advance for the year.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2016/17

POLICY & FINANCE COMMITTEE MEETING 12th June 2017

SERVICE		Actual I & E as at 31/03/2017 £	Budget 2016/17 £	Variance from Projected Budget £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	23,853	27,200	(3,347)
	Income	129	50	79
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	26,529	26,205	324
	Income			
TOWN CENTRE MANAGEMENT*	Expenditure	39,278	39,810	(532)
	Income	-	-	-
CORPORATE MANAGEMENT	Expenditure	19,293	19,540	(247)
	Income	23,241	35,000	(11,759)
	Total Expenditure	108,953	112,755	(3,802)
	Total Income	23,370	35,050	(11,680)
	Net Expenditure	85,584	77,705	7,879

*ONLY THE PART OF THE BUDGET THAT P & F IS RESPONSIBLE FOR IS SHOWN

FIGURES DO NOT INCLUDE SALARIES OR RECHARGES FROM CENTRAL ADMIN, A TEAM OR MANOR HOUSE

P & F Earmarked Reserves 2016/17

Reserve	Opening Balance 01/04/16 £	Transfer out of EMR £	Expenditure to 31/3/17 £	Additions 31/3/17 £	Closing Balance 31/3/17 £
Arcade enhancements	385.00				385.00
Election Expenses	0.00			7,893.00	7,893.00
Legal Expenses	4,800.00			1,557.00	6,357.00
Mayors Allowance	2,009.89		288.00		1,721.89
Members Training	2,000.00			500.00	2,500.00
Minute Binding	2,204.00				2,204.00
Notice Boards	2,748.00		588.00	348.00	2,508.00
Town Centre Initiatives	22,402.25			9,720.00	32,122.25
Welcome pack	3,439.50		283.46		3,156.04
RALP Assets	2,000.00				2,000.00
Totals	**41,988.64**	**0.00**	**1,159.46**	**20,018.00**	**60,847.18**

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2017/18

POLICY & FINANCE COMMITTEE MEETING 12th June 2017

SERVICE		Actual I & E as at 23/05/17 £	Budget 2017/18 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	2,036	28,410
	Income	40	50
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	985	31,595
	Income		
TOWN CENTRE MANAGEMENT*	Expenditure	-	36,865
	Income	-	-
CORPORATE MANAGEMENT	Expenditure	-	20,240
	Income	3,197	35,000
	Total Expenditure	3,021	117,110
	Total Income	3,237	35,050
	Net Expenditure	(216)	82,060

Only the part of the budget that P&F is responsible for is shown

Figures do not include salaries or overhead recharges from Central Admin, A Team or Manor House.