

13th December 2016

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 19 DECEMBER 2016 at 6.00PM**

Committee: Cllrs Dr Walsh KStJ (Chair),
Blanchard-Cooper, Chester,
Gammon, Northeast, Purchase and
Squires

PETER HERBERT
Town Clerk

AGENDA

2016/2017

- 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 12 September 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. TOWN PROMOTION (BRANDING) TASK AND FINISH GROUP

To receive the Notes of the meeting held on 15th November 2016, circulated herewith.

9. OFFICER'S REPORTS

9.1 Regional Network Solutions – to receive a presentation regarding Wi-Fi options. *Please note that at the time of publication this presentation has yet to be confirmed.*

9.2 CCTV Provision – to consider the attached correspondence from the District Council

9.3 Littlehampton Oil Spill Contingency Plan Consultation – report attached.

9.4 Council and Committee Dates 2017/18 – The Committee is asked to consider the enclosed draft for recommendation for approval by Full Council.

10. TOWN COUNCIL PRIORITIES – report attached.

11. FINANCE

11.1 Committee Finance Report 2016/17 – attached.

11.2 Committee Draft Budgets 2017/18, 2018/19 and 2019/20 – report attached.

11.3 Council Draft Budgets and Precept 2017/18, 2018/19 and 2019/20 – 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.

MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 12 SEPTEMBER 2016 at 6.30PM

Present: Cllrs Dr Walsh KStJ (Chair),
Blanchard-Cooper, Chester,
Gammon and Squires

2016/2017

12. EVACUATION PROCEDURES

The evacuation procedures were noted.

13. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

14. 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.

15. APOLOGIES

Apologies were received from Councillor Purchase.

16. 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. Councillors Dr Walsh KStJ and Gammon declared personal interests as Arun District Councillors on matters on the Agenda relating to that Council. Councillor Dr Walsh KStJ also declared a similar interest as a County Councillor. Councillor Gammon declared a personal interest as Chairman of the District Council's Electoral Review Sub-Committee with regard to the item on the Boundary Review. Councillors Dr Walsh KStJ and Gammon declared personal interests as members of the Joint East Arun Area Committee on the item relating to Changes to County Local Committees.

17. MINUTES

The Minutes of the meeting held on 13 June 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

18. CHAIR'S REPORT AND URGENT ITEMS

There were none.

19. **PUBLIC FORUM**

Mr Terry Ellis asked whether there was to be public consultation on the proposed new bus route. The Town Clerk thought that this would be the case following the decisions of this meeting. Mr Ellis also asked whether the proposed Wifi on the seafront would include potential partners such as Harbour Park. The Town Clerk confirmed that all potential partner organisations would be approached.

20. **OFFICER'S REPORTS**

20.1 **Boundary Review**

The Committee considered a report (previously circulated) setting out the outcome of the Local Government Boundary Commission for England (LGBCE) Review of West Sussex County Council. Members were pleased to see that the proposals put forward by the Town Council appeared to have been accepted and noted the numerical errors which had been apparent in the earlier proposals. It was therefore **RESOLVED** that:

The outcome of the Review be noted.

20.2 **Public Conveniences**

20.2.1 The Committee considered a report (previously circulated) seeking formal responses from Town and Parish Councils concerning the recommendations outlined in the District Council's report to their Environmental & Leisure Working Group on 28th June regarding the future of public toilets in Arun. When considering the report, Members noted that the principal implications for Littlehampton were for the West Beach, Norfolk Gardens and North Street, Wick facilities. An email from the owner of the West Beach and East Beach Cafes was circulated to Members of the Committee. Members discussed the proposals at length and the following points emerged: -

- It was noted that at the Joint Eastern Arun Area Committee, there had been a unanimous decision to write to the District Council's Cabinet stating that they were unhappy with the proposals and consultation.
- It was thought that the statement that Norfolk Gardens current usage was seasonal was not correct. Local knowledge said that it remained heavily used during the winter months.
- It was thought that the toilets at Mewsbrook Park could potentially be incorporated into the new swimming centre.
- Alternative options for the provision of toilets in Wick should be investigated, including linkages with other commercial or voluntary bodies or within the Wick Parade car park.
- It was thought wrong to impose the requirement to provide public conveniences on local businesses such as the West Beach Café.
- It was commented by several Members that there appeared to be little imagination in the proposals. It was thought that surely there were opportunities, through consultation, to work with others to deliver improved public conveniences. This included Mewsbrook, Norfolk Gardens, West Beach and in Wick.
- It was commented that if the District Council were to dispose of the North Street, Wick public conveniences the capital receipt could be used to provide a "superloo" in Wick Parade.

- Any improvements to public conveniences should include better facilities for the disabled.

20.2.2 In conclusion therefore it was agreed that the Town Clerk should respond to the District Council asking that they step back from these proposals and consult further with both the private and voluntary sectors to see whether other alternatives that would lead to both economies and improvements could be progressed. Strong objections were held with regard to any proposal to make Norfolk Gardens seasonal and it was generally thought that more imagination was required. It was therefore **RESOLVED** that:

The Town Clerk respond to the District Council as set out in Minute 20.2 above.

20.3 Review of Merit Award Criteria

The Committee considered a report (previously circulated) setting out the limited response received on proposals to formalise the criteria for the award of Merit Awards. Issues that needed to be agreed included people winning an award more than once and also where people were contributing significantly to the town, but were in paid employment. The broad criteria that had been considered to date were considered and it was agreed that these should be recommended to Council. It was therefore **RESOLVED** that:

Council be RECOMMENDED to agree the following criteria nominating individuals or groups for merit awards: -

Nominations of individuals or groups who, in the opinion of the Council, have made a significant contribution to the town and the townsfolk. This could be through a combination of a number of factors improving the promotion of the town, enhancing its reputation, initiatives to improve quality of life for residents or a sustained contribution to a particular issue which has wide reaching benefits for Littlehampton.

20.4 Arun District Association of Local Councils (ADALC)

The Committee considered a letter from the Chairman of the Arun District Association of Local Councils (previously circulated). The Town Council had previously withdrawn from ADALC and that meeting was seeking to encourage those that had left to re-join. Members could see few advantages at this stage in doing so, but wished to keep a watching brief on how it developed. It was therefore **RESOLVED** that:

The decision to withdraw from ADALC be upheld, but that a watching brief be maintained over its work.

20.5 NALC Larger Councils Conference

The Committee received the details of the forthcoming NALC Larger Councils Conference. No Members wished to attend and it was therefore **RESOLVED** that:

The Town Clerk attend the conference, should a clear need be identified.

20.6 Changes to County Local Committees

The Committee considered a report to the Joint Eastern Arun Area Committee on the proposals to reduce the number of County Local Committees and their frequency. Other implications from the County Council's proposals included a reduction over the next two years in the Community Initiative Fund from £6,000 to £4,000 per member. The Chair reported that the matter had been agreed by the County Council at its Governance and Audit Committee. No further discussion was therefore required with regard to the County's proposals but Members did express concern with regard to a reference that the District Council's Cabinet were to consider, in October, the withdrawal of the £75,000 grants that were currently given through the Area Committee. This was a matter that should be discussed at the forthcoming Liaison meeting.

20.7 Littlehampton Bus Service

The Committee considered a report (previously circulated) setting out a recommendation from the Planning and Transportation Committee on options for the delivery of a bus service, partly funded by Section 106 Agreements, to provide connections to address severance for the Northern part of the town as a result of new developments. The Committee also considered the Exempt paper (previously circulated to Members of the Council only) which set out the detailed potential cost implications of the bus service options. Members discussed whether a five year contract was necessary and achievable and it was noted that there would need to be an opportunity to review this during the contract. Confirmation was still required with regard to the West Sussex County Council subsidy for school buses and some degree of flexibility would need to be achieved on the route as the new developments came into being. It was thought likely that the 700 bus service would, once the new bridge was in place, largely connect up to the North Littlehampton estate, which would allow this service to then disappear. It was therefore **RESOLVED** that:

Of the various options, version A be agreed as the basis for seeking tenders for the provision of a bus service for 2017-2022 and that provision be made in the budget for those years to allow for the appropriate subsidy from the Town Council.

20.8 WIFI Town

The Committee considered a report (previously circulated) updating Members on progress with regard to ideas for the provision of Wifi facilities for visitors to Littlehampton seafront. It was hoped that Regional Network Solutions would

attend the next meeting of the Committee to give a detailed presentation to Members. It was **RESOLVED** that:

The report be noted.

20.9 Changes at Arun Medical Group

The Committee considered correspondence regarding the closure of the Arun Medical Group surgery in East Street (previously circulated). Members were extremely disappointed and frustrated both with regard to this closure and the lack of progress with regard to the new medical facilities at the Enterprise Hub near to Morrison's. However, a meeting of the Littlehampton Health Service Advisory Group was to be held on 23rd September and these concerns would be raised then and, hopefully, progress would have been made. It was therefore **RESOLVED** that:

The current position be noted.

21. FINANCE AND ACCOUNTS

21.1 Committee Finance Report

The Committee considered a report (previously circulated) highlighting significant variances from budget and income and expenditure relating to this Committee's budget for 2016/17. The Committee discussed the report at length and the following points emerged: -

- With regard to the election expenses, the Town Clerk explained that the cost had significantly risen in 2015, when compared with 2011 and 2007. Details of this had been provided by the District Council and the invoice could now be paid. However, this would have implications for the Budget for the next few years as the funds were only available because of the delay in receiving the invoice. A greater sum needed to be put away each year to allow for payment of the 2019 expenses. In noting this, Members were concerned at the rapid escalation in costs and asked the Town Clerk to write to the District Council asking their Governance and Audit Committee to examine this matter. This should be in the context of the local councils across the district having no control over significant expenditure, combined with the rapid escalation in the fees, especially given the savings that should have been achieved as a result of running the elections in parallel to the general elections.
- The Committee also considered the duration of the investment of the Capital Receipt for the sale of allotment land to facilitate the Fitzalan Road extension over the railway line. The sum of £1.6million had been received and the Town Clerk and Responsible Financial Officer both thought it very unlikely that, given other balances, this money would need to be drawn down within the next two years. The Town Clerk sought Members guidance on this, particularly with regard to whether there were any projects that they had in mind. Members discussed this and agreed that a two year investment was appropriate. However, the Town Clerk would look at this again in more detail and, prior to the investment of the sum, would consult the Chair of the Committee.

- The possibility of the three tiers of local government joining together to create a fund to acquire strategic properties in the town, potentially generating a revenue income at the same time, was raised. The Committee asked the Town Clerk to discuss this with appropriate colleagues at the District and County Councils. It was therefore **RESOLVED** that:

Subject, to the points set out above, the report be noted.

22. TOWN COUNCIL PRIORITIES

The Committee considered the latest update on the priorities relating to this Committee (previously circulated) and **RESOLVED** that:

The report be noted.

23. MASTERPLAN – NORTH LITTLEHAMPTON

- 23.1 The Town Clerk reported on the progress of two Deeds of Variation to the S106 Agreement for the North Littlehampton development. He explained that the first Deed of Variation related to the S278 for each of the off-site works to be entered into on separate occasions. Currently, the requirement was for the S278 Agreement to be entered into for all of the works prior to the commencement of the development, even though the delivery of these was staggered across the roll-out of the whole development. The delivery of these works was not being changed from what had previously been agreed, but the technical detail for each of these elements was being amended. This Deed of Variation would deal only with highway related matters, but the County Council, District Council and Town Council would all need to be signatories.
- 23.2 The second Deed of Variation would deal with all other matters for which amendments were being sought, such as location of the LEAPs and the youth facility. Other minor matters also needed to be finalised, but these were potentially of great interest to the Town Council. The Town Clerk confirmed that he would bring any issues on this Deed of Variation to a meeting of Full Council. It was **RESOLVED** that:

- 1. The Town Clerk be given delegated authority to progress the first Deed of Variation (Highways), through to signature, in consultation with the Chair of the Planning and Transportation Committee.**
- 2. Once officers were satisfied with the terms proposed in the second Deed of Variation, these would be recommended to Full Council.**
- 3. The report otherwise be noted.**

24. 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.

25. Appendix to the Report on Littlehampton Bus Services

The appendix to the report (previously circulated to Members of the Council only) was considered as part of the Littlehampton Bus Service item previously set out.

The meeting closed at 7.45pm

CHAIR

NOTES of the MEETING of the TOWN PROMOTION (BRANDING) TASK AND FINISH WORKING GROUP held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on TUESDAY 15th NOVEMBER 2016 at 6pm

PRESENT: Cllrs Dr Walsh KSt.J (Chair),
Blanchard-Cooper, Buckland,
and Northeast.

CO-OPTED MEMBER: Mr Terry Ellis.

2016/2017

16. EVACUATION PROCEDURES

The evacuation procedures were noted.

17. MOBILE PHONES

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

18. APOLOGIES

There were apologies from Councillor Purchase.

19. DECLARATIONS OF INTEREST

Councillors Buckland and Dr Walsh KSt.J declared personal interests across the agenda in County Council matters as West Sussex County Councillors.

20. NOTES

The notes of the meeting held on 25th October 2016 were approved and signed by the Chair.

21. CURRENT POSITION

21.1 The Chair explained that the aim of the meeting was to review the research to date and using the points highlighted for discussion to provide direction for the next phase of work. Gateway signage had been identified as the priority and having exchanged ideas via email, Members were asked to identify how the Town should be portrayed and the audience.

21.2 GATEWAY SIGNAGE

In focussing on addressing issues with the current stock of gateway signage, it was agreed that signage should be memorable, aim to encourage commuters who might otherwise pass through to come into the Town, be a decent size, consistent and of a good quality. The Group proceeded to examine the preferred styles of signage identified at the previous meeting in conjunction with the current muddled selection of gateway signage. Members favoured signage that resembled a silhouette style, was adjustable and could

take additional information. Observing that some of the existing black gateway signs came close to achieving this objective but needed refreshing, Members concluded that much could be achieved if some of the current stock was overhauled. It was agreed that the following be options be investigated and estimates obtained:

- Capability to extend the supporting poles
- Attach additional boards / signs/ flags
- Explore colours other than black (dark blue/ green and borders)

However, it was thought that other signage would need replacing to bring conformity and impact. Members were also supportive of exploring doubled sided signs, work being undertaken to ensure signs were not obscured by surrounding vegetation and the introduction of planting around the base of the signs if required. The largest signs needed to be located on the A259 and on the new Lyminster bypass. Smaller signs were acceptable elsewhere.

21.3 TOWN BRANDING

Members went on to discuss Town Branding. The Town Clerk reported that research had shown that this was a very specialised field and would require the buy-in from a wide range of stakeholders if it was to be successful. It was observed that previous attempts to market the Town had focussed mainly on promoting it as seaside resort and that the tourism offer nearby was becoming more competitive. It was also noted that the Town was amid a long-term regeneration programme. Members considered that when looking at branding, the target audience should include businesses, tourists and residents and should look to encourage a sense of civic pride. It was acknowledged that this was a long-term marketing and communications exercise which would need to be explored further and resourced appropriately. Trying to find a strapline that encapsulated all the views around the table proved complex. The following adjectives / by lines were identified by Members for future consideration:

Vibrant, exciting, colourful, established, progressive (derived from the Town motto "Progress") "Open for fun, sun and seaside", "Discover Us".

It was thought that professional input would be of assistance.

21.4 NEXT STEPS

Members concluded that overhauling the prominent gateway signage would deliver tangible improvements and it was agreed that the following actions be taken forward:

- 1) Carryout a survey of the Town Council's black gateway signage to ascertain what is required in terms of repositioning, maintenance, repairs and / or replacement of the current stock is required and obtain the necessary estimates for this work as set out in point 22.1 above.
- 2) Explore working with branding / image consultants.

However, prior to this the approval of the Policy and Finance Committee to the direction of travel was required and budgetary provision secured. This would need to cover the costs of new signage; professional advice; staff costs; and exploratory Branding work. The Town Clerk explained that this could dovetail with a proposal to support events in the Town and that he would draw this together for consideration in the budget discussions in December.

22. DATE OF NEXT MEETING

It was agreed that the meeting scheduled for Wednesday 7th December 2016 be postponed and a new date set in January 2017 (to be arranged). The Working Group could then finalise its recommendations for progression by Committees and others.

The meeting closed at 7pm.

CHAIR

Mr P Herbert
Littlehampton Town Council
Manor House
Church Street
Littlehampton
West Sussex
BN17 5EW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex, BN17 5LF
Tel: (01903) 737500
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: (01903) 732765
e-mail: roger.wood@arun.gov.uk



28 November 2016

Your Ref:

Our Ref: RW/SDB

Please ask for:

Mr R Wood

Direct Line: (01903) 737671

Dear Mr Herbert

CCTV PROVISION IN THE ARUN DISTRICT -2017/18

I am writing to you with regard to the above and to request confirmation that Littlehampton Town Council are willing to part fund the provision of CCTV cameras in your locality.

The provision of CCTV cameras is considered to make a positive contribution to community safety and continues to assist the Neighbourhood Policing Team in undertaking their role in town centres.

Dialogue is continuing with Sussex Police regarding the replacement of existing cameras with cameras which have a much improved capability and are more reliable along with future contracts for transmission and maintenance services. Whilst the process of agreeing future contact arrangements with Sussex Police has taken longer than I would wish, I am hopeful this will be resolved in early 2017.

In the meantime, the current arrangements remain in place and I would request confirmation of Littlehampton Town Council's agreement to jointly fund the provision of CCTV cameras in Littlehampton at a cost to the Town Council of £2,605 for 2017/18.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Wood'.

Roger Wood
Head of Neighbourhoods

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 19th December 2016

Report by: The Town Clerk

Subject: Consultation on Littlehampton Oil Spill Contingency Plan

1. Background

- 1.1 The Civil Contingencies Act 2004 sets out the framework for emergency planning and response ranging from local to national level. The Act sets out the broad definition of an “emergency” and how contingency plans should be compiled.
- 1.2 An oil spill contingency plan is a detailed technical document that sets out how the Harbour Authority and other organisations will deal with an accidental discharge of oil within the Harbour Limits. The aim is to stop or minimise the discharge and mitigate its effects. The plan guides the Harbour Master and his Deputy through the decisions which will be required in an incident response. A copy of the Introduction to the Plan which contains a summary of the purpose and scope of the plan is attached for information. A copy of the full plan is available on request.
- 1.3 The Littlehampton Oil Spill Contingency Plan has recently been revised and updated by the Harbour Board. The revised document has been distributed to the following designated consultees, the Environment Agency, Arun District Council, West Sussex County Council, Littlehampton Town Council, Natural England and the Marine Management Organisation for comment.
- 1.4 The Plan acknowledges that, should there be an emergency of this type, the Town Council’s involvement would be limited to that of communications support as it has no expertise or equipment in this area.

2. Recommendation

The Committee is RECOMMENDED to note the consultation.

Peter Herbert
Town Clerk

LITTLEHAMPTON HARBOUR

Oil Spill Contingency Plan

Littlehampton Harbour Board,
Harbour Office,
Pier Road,
Littlehampton,
BN17 5LR

01903 721215

Updated December 2016 by:



In collaboration with:



Copy Number:	
Issued to:	
Date of Issue:	December 2016

SECTION 1

INTRODUCTION

	Contents
1.1	Statutory Requirement
1.2	Purpose of the Plan
1.3	Scope of the Plan
1.4	Interfacing Oil Pollution Contingency Plans
1.5	Consultation
1.6	Classification of Oil Spills
1.7	Places of Refuge

1. Introduction

1.1 Statutory Requirement

This Oil Spill Contingency Plan has been developed to conform with the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, SI 1998 No. 1056, which entered into effect on the 15th May 1998. The plan clearly defines the statutory responsibilities placed on the Harbour Authority for responding to oil pollution within the harbour area.

1.2 Purpose of the Plan

The plan is provided to assist the Harbour Authority and other organisations in dealing with an accidental discharge of oil. Its primary purpose is to set in motion the necessary actions to stop or minimise the discharge and to mitigate its effects. Effective planning ensures that the necessary actions are taken in a structured, logical and timely manner.

This plan guides the Harbour Master and his Deputy through the decisions which will be required in an incident response. The tables, figures and checklists provide a visible form of information, thus reducing the chance of oversight or error during the early stages of dealing with an emergency situation.

For the plan to be effective, it must be:

- familiar to those with key response functions in the Harbour;
- regularly exercised; and,
- reviewed and updated on a regular basis.

This plan uses a tiered response to oil pollution incidents. The plan is designed to deal with Tier One and Tier Two incidents and to provide guidance for the response to a Tier Three incident. Where a spillage is associated with a wider emergency, then additional factors involving the safety of personnel will take precedence over the pollution response. The salvage and casualty management of any vessel, which poses a threat of pollution are priority considerations.

During oil spill response activities account must be taken of the following:

- site hazard information;
- adherence to permit procedures;
- spill site pre-entry briefing;
- boat safety;
- COSHH Regulations and material safety data sheets;
- personal protective equipment needs;
- heat stress, cold stress and hypothermia; and
- decontamination.

1.3 Scope of the Plan

The plan details the contingency arrangements for responding to actual or threatened oil pollution incidents within jurisdictional limits of Littlehampton Harbour. The harbour limits are illustrated in Figure 1.1.

The response strategy for the Littlehampton Oil Spill Contingency Plan (OSCP) has been developed taking into account the spill risks and possible sources of spillage associated with the operations taking place within the Harbour Masters statutory jurisdictional area.

The Plan consists of three important elements:

Section 1: Strategy Plan (Sections: 1 & 2)

Describes statutory requirements and the purpose and scope of the plan, including the geographical coverage. It shows the relationship of the plan to the National Contingency Plan for Marine Pollution from Shipping (NCP) and plans of local organisations. Also included are perceived risks, and the Incident Response Organisation and responsibilities of individuals for defined categories of spill.

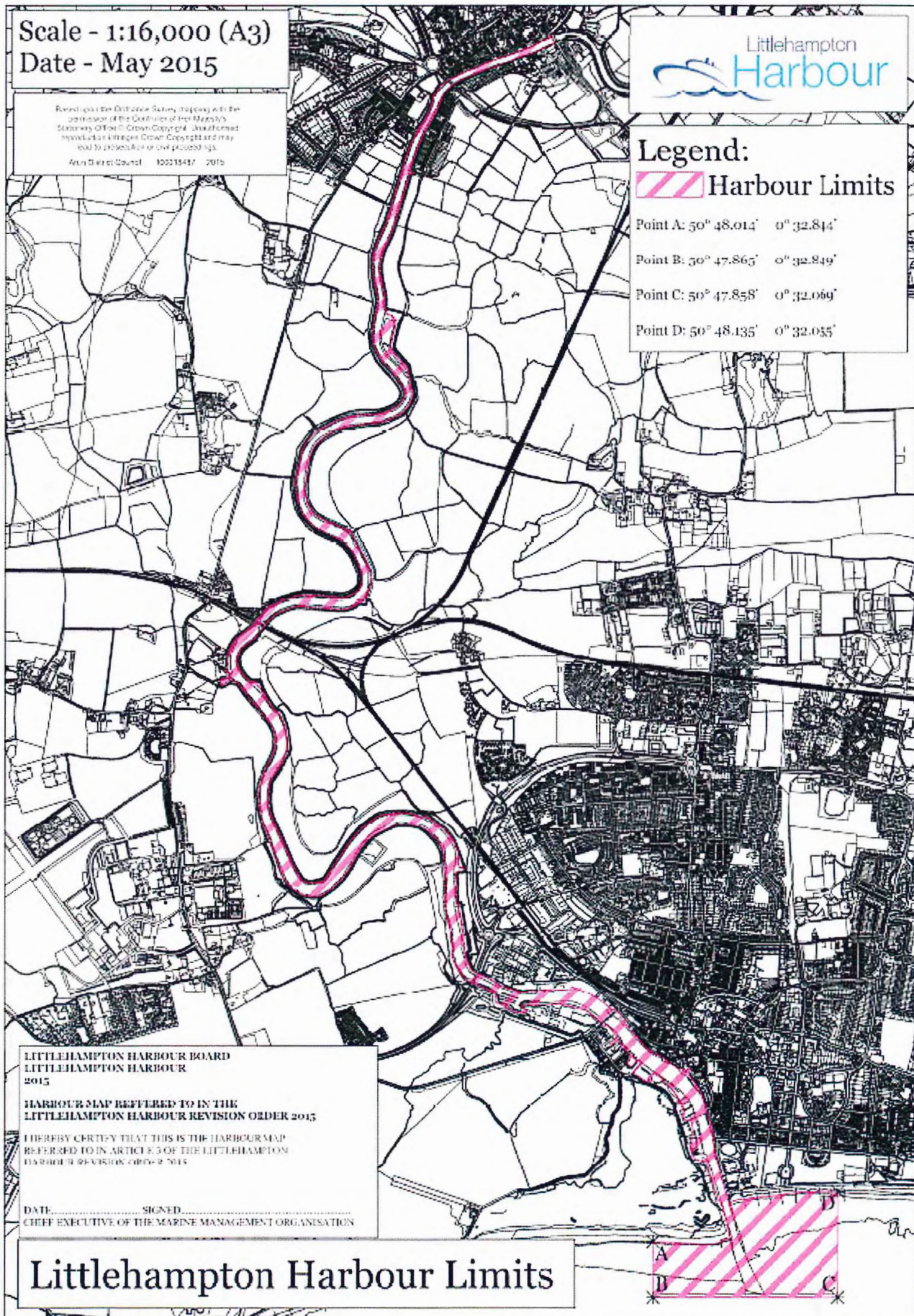
Section 2: Action Plan (Sections 3-8)

Sets out the emergency procedures that will allow rapid mobilisation of resources and an early response to the situation.

Section 3: Data Directory (Section 9-15)

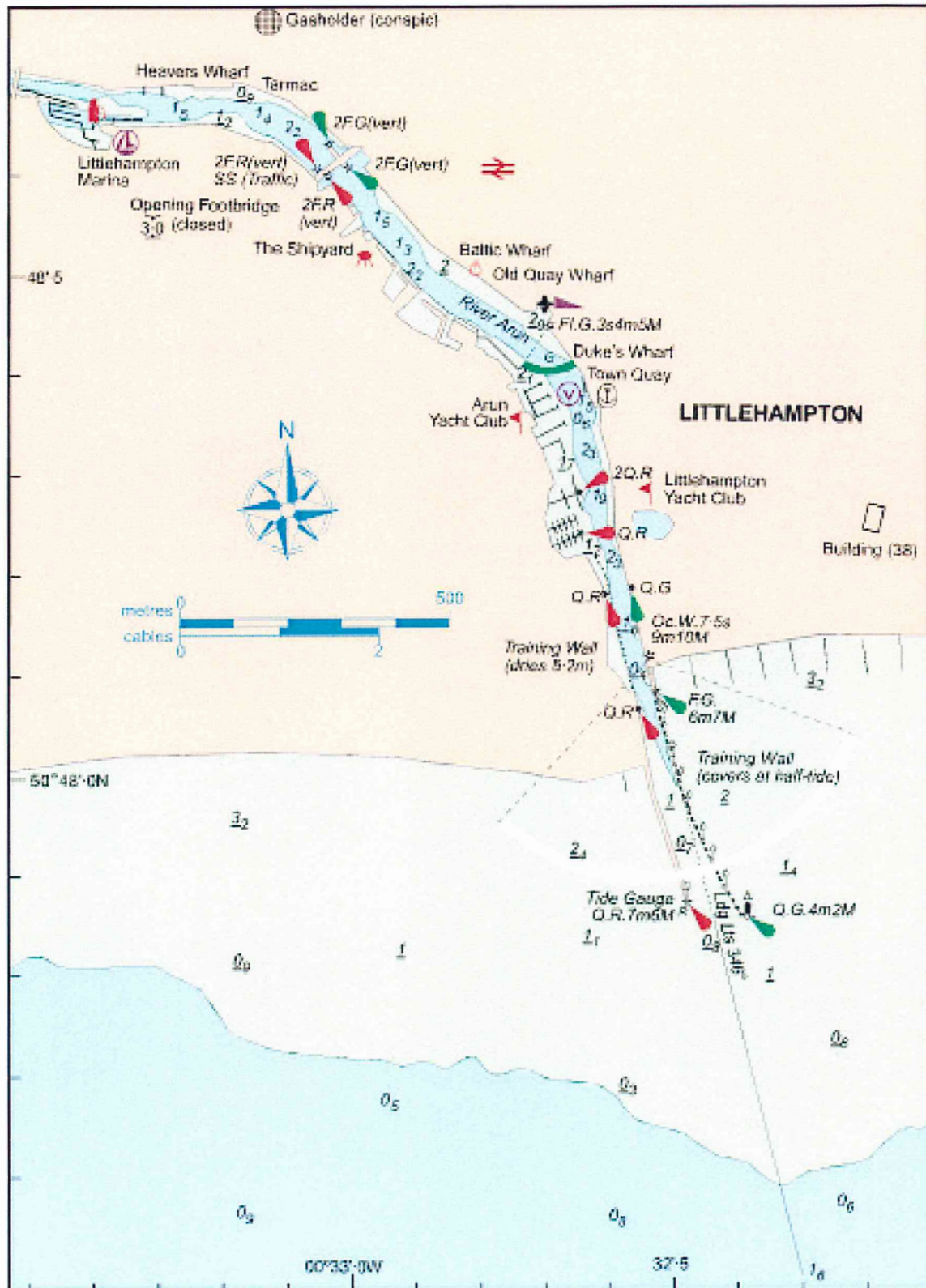
Contains all supplementary information relevant to the performance of the plan such as; Contact Directory, Training and Exercise Policy, Risk Assessment, Sensitivity maps, Roles and Responsibilities of Government and Other Agencies, Resources Directory and Product Information Sheets.

Figure 1.1



The River Arun and the estuary thereof below the line of high water mark of ordinary spring tides on the south side of Arundel Bridge, the seaward boundaries being defined by point A (North 50 degrees 48.014 minutes West 0 degrees 32.844 minutes) point B (North 50 degrees 47.865 minutes West 0 degrees 32.849 minutes) point C (North 50 degrees 47.858 minutes West 0 degrees 32.069 minutes) and point D (North 50 degrees 48.135 minutes West 0 degrees 32.055 minutes).

Figure 1.2: Chart of Littlehampton



1.4 Interfacing Oil Spill Contingency Plans

1.4.1 Port Plan

No.	Owner	Title
1.	Littlehampton Harbour Board	Emergency Plan

1.4.2 Local Authority Plans

In the event of actual or threatened shoreline impact, the appropriate local or County Authority oil pollution plan will be implemented. The level of activation will be dictated by the incident classification.

The interfacing plans are:

No.	Owner	Title
1	West Sussex County Council	Coastal Pollution Plan
2	West Sussex County Council	Major Civil Emergency Plan
3	Arun District Council	Generic Emergency Plan
4	Arun District Council	Coastal Oil & Pollution Plan
5	Littlehampton Town Council	Emergency Plan
6	Environment Agency	Arun Estuary Maritime Pollution plan

1.4.3 Adjacent Areas / Operations Oil Spill Contingency Plans.

Inherited oil spill incidents may mean that a different oil spill contingency plan has been activated. If this is the case, the Littlehampton Harbour OSCP should interface closely with:

The adjacent plans are:

No.	Owner	Title
1.	Chichester Harbour Conservancy	OPRC Compliant Oil Spill Contingency Plan
2.	Shoreham Harbour	OPRC Compliant Oil Spill Contingency Plan

1.4.4 National Contingency Plan

In the event of an oil spill incident, which calls for a regional level response under Tier 2 or a Tier 3 response, the Maritime and Coastguard Agency (MCA) may decide to implement the National Contingency Plan (NCP). In this event, the MCA will take control of at-sea counter pollution measures from either the Harbour Masters Office in Littlehampton or from their own Marine Response Centre (MRC). Any formal hand-over of responsibility to MCA for dealing with an oil pollution incident should be formally documented. If required the Harbour's oil spill response resources and facilities would be made available to MCA.

A Tactical Coordinating Group (TCG) would be established and would exercise overall co-ordination of the shoreline clean up in accordance with the procedures and guidance given in the National Contingency Plan. The appropriate members of the Oil Spill Management Team will re-deploy to the TCG and/or the MCA MRC as required.

The NCP can be accessed via the link below:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/478676/1501120_NC_P.pdf

1.5 Consultation

The following authorities and organisations are considered to be statutory consultees and have been formally consulted with during the preparation of this plan:

- Natural England
- Environment Agency
- Marine Management Organisation
- West Sussex County Council
- Arun District Council
- Littlehampton Town Council

1.6 Classification of Oil Spills

Oil spills will be categorised in accordance with the internationally recognised three Tier, classification system:

TIER 1
Small operational spillage which can be dealt with using the resources immediately available.
TIER 2
Medium sized spillage which requires a substantial commitment of the Plan resources and which may involve regional assistance.
TIER 3
Large spillage which may exceed the full resources of the Plan and which may require national assistance and / or the implementation of the NCP and the formation of a TCG.

Irrespective of the spill classification, Form CG77 POLREP will be completed and submitted to HM Coastguard by the Duty VIS Officer for doubtful, probable and confirmed oil spills.

1.7 Places of Refuge

The UK has an obligation under the Safety of Life at Sea Convention (SOLAS) to provide shelter for maritime casualties which may require use of waters within a port as a place of refuge (PoR). The MCA and SOSREP are responsible for discharging the SOLAS obligation and have requested that harbour authorities make assessments and plans for this eventuality and incorporate them as an adjunct to their OPRC Plans. To assist with an assessment the information listed below follows the headings prompted by the Guidelines for Ports.

- Littlehampton Bar has a charted depth of 0.9 acd.
- Mooring facilities are generally geared to vessels of less than 18m loa.
- The holding ground is generally good largely comprising mud, sand and shingle.
- Tidal streams can be strong reaching a published maximum of 4.5 knots at the harbour entrance.
- For vessels drawing less than 2 metres shelter can be found from the wind, regardless of direction.
- Littlehampton Harbour is an extremely popular venue for small boat sailing and there are 500 vessels over 3m registered in the harbour. It is also very popular with walkers, bird watchers and people enjoying the west beach
- There are 2 marinas, 3 sailing clubs and associated infrastructure of boatyards and engineers required to service the leisure fleet.

With regards to the availability of facilities

- Berths and jetties are designed for leisure vessels less than 18 m loa
- There are no harbour tugs
- Tier 1 stocks as listed in 14.1
- No dry docks, and repair facilities are geared towards small leisure vessels.

Littlehampton Town Council: Committee Meetings 2017

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1			1	2	3	4	5			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12*	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16*	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23*	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30
30	31																										
May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20*	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													
September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5					1	2	3
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

Full Council 6.30pm

Planning & Transportation 6.30pm

Allotments 6.30pm

Property & Personnel 6.30pm

Community Resources 6.30pm

Policy and Finance 6.30pm

Annual Town Meeting 6.00pm

Governance & Audit 6.30pm

Progress Editorial Board Varying Times

Reserved Dates

Note to Members: dates marked * are reserved for meetings only if required.

APPROVED BY FULL COUNCIL 28TH JANUARY 2016

Littlehampton Town Council: Committee Meetings 2018

January							February							March							April						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1
8	9*	10	11*	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15*	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
																					30						
May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19*	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												
September							October							November							December						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

Full Council 6.30pm

Planning & Transportation 6.30pm

Allotments 6.30pm

Property & Personnel 6.30pm

Community Resources 6.30pm

Policy and Finance 6.30pm

Annual Town Meeting 6.00pm

Governance & Audit 6.30pm

Progress Editorial Board Varying Times

Reserved Dates

Note to Members: dates marked * are reserved for meetings only if required.

PROPOSED COMMITTEE CALENDAR 2018

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance
Date: 19th December 2016
Report by: The Town Clerk
Subject: Update - 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:

- Future of disc parking
- Publicity/promotion
- Town centre enhancements
- River/sea enhancements/promotion

4. Progress to date

- 4.1 Disc Parking

Sum included in 201`7/128 draft budget

- 4.2 Publicity/Promotion of the Town

Subject of a separate report

- 4.4 Town centre enhancements

ADC submitted a bid for public realm enhancements to the Coastal Communities Fund. Following assessment of the bid they have been asked to develop a Stage II application. This application was submitted on the 5th December and a decision should be made in the spring of 2017. The Town Council has endorsed the bid and will be active partners in any future development of the town.

5. Financial Implications

- 5.1 No financial implications at the current time

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 19th December 2016

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.

2. Recommendations

The Committee is RECOMMENDED to

- (1) Approve the proposed investment for the Capital receipt (3.5.7-3.5.9).
- (2) Confirm expenditure for the Structural Repairs to Manor House will be met from General Reserves.
- (3) Otherwise the note the report.

3. Budget monitor

- 3.1 Members are reminded that Income and Expenditure is not always received, or paid out, evenly throughout the year. Therefore fluctuations will occur as to the percentage of the budget used even when the Income or Expenditure is expected to be in line with the budget by the end of the financial year.

3.2 Central Admin & Support Services

- 3.2.1 The 2016/17 insurance has been paid for the whole year. The Cost was £10,050 against a budget estimate of £10,500.
- 3.2.2 Income from photocopying is £95 and has exceeded the annual budget of £50.

3.3 Democratic Representation & Management

- 3.3.1 The election expenses that were being queried have now been paid following detailed explanation of the costs from Arun District Council. The total bill was for £24,245.84.

3.4 Town Centre Management

- 3.4.1 The Noticeboard budget has been overspent by £201 due to repairs required to the doors of one noticeboard.
- 3.4.2 None of the £10,000 Town Centre Initiatives budget has been spent. Any underspend will need to be earmarked for the possible contributions to the

street scene in the High Street and at the gateways, which will hopefully be delivered in 2017. This matter will be reported to the Committee in due course.

3.5 Corporate Management

3.5.1 All expenditure is in line with expectations.

3.5.2 At 24th November 2016 the Council had £702,428 in medium term and £500,000 in long term investments. See table below for the breakdown of current deposits.

Medium Term Investments as at 24/11/2016						
Bank	Date placed	Period of Investment	Amount Invested £	Interest rate %	Maturity Date	Total Investment £
Lloyds Fixed Interest	07/03/2016	1 year	£200,000	1.05%	07/03/2016	
	20/04/2016	1 year	£300,000	1.05%	20/04/2016	
						£500,000
CCLA Public Sector Deposit Fund	11/07/2013	N/A	£100,000	variable	instant access	
	19/08/2013	N/A	£100,000	variable		
		total interest rec'd	£2,428			
						£202,428
CCLA Local Authority Property fund	30/04/2015	N/A	£500,000	Variable	instant access	£500,000
TOTAL INVESTMENTS						£1,202,428

3.5.3 A net dividend of £457.55 for the period April – September 2016 has been received from the Public Sector Deposit Fund (PSDF). A total dividend of £2,427.84 has been received since placing the investment on 11th July and 19th August 2013.

3.5.4 A net dividend of £5,567.53 after management expenses, for the 3-month period July –September, has been received from the Local Authority Property Fund (LAPF) from a £500,000 investment.

3.5.5 The total net dividend after management expenses for this financial year (April – September) from the LAPF is £11,419.67.

3.5.6 The mid-market value of the LAPF investment on 30th September 2016 was £478,281.14. A total dividend of £35,043.69 has been received since placing the investment on 30th April 2015 to September 2016.

3.5.7 It had previously been agreed by this committee that the money due in from the sale of land North Littlehampton should be invested in the Local Authority Property Fund. The performance of the LAPF has been discussed with the Fund Managers CCLA. They advised that market value for investments has dropped in 2016, due to property sales slowing down, largely because of Brexit. The Town Council was advised that to ensure a return on investment the

Council would need to invest any lump sum for 5-8 years, looking to use dividends to fund projects rather than withdrawing lump sums.

- 3.5.8 The Council's investment strategy determined that investments may be made with LAPF but only balances that will not be needed for at least two years. It also requires that the Council does not take risks with investments.
- 3.5.9 On this basis it is recommended that the prudent investment for the capital receipt would be a one year fixed interest deposit. At the end of that year the position can be reviewed.
- 3.5.10 The Council's bank reconciliations have been checked and signed by the Chair, up to 31st October 2016.

4. Manor House Structural Repairs

- 4.1 Following a tender process in September/October 2016 a letter of intent to enter into a contract with STRESS (Structural Repairs & Specialist Services Ltd) was issued on 14th November 2016 and has been signed and received by the Town Council.
- 4.2 It is proposed to meet the initial contract cost of £39,213.91 from General Reserves. This has been reflected in the draft budget 2017-20 process.
- 4.3 Although there is a strong possibility there will be additional costs as the project progresses they are unlikely to be more than 25% of the total which places a reserve figure of £50,000 against current estimates. It has previously been indicated this will be met from reserves and this needs to be confirmed.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2016/17

POLICY & FINANCE COMMITTEE MEETING 19th December

SERVICE		Actual I & E as at 24/11/16 £	Budget 2016/17 £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure Income	20,791 95	27,200 50
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure Income	6,269	59,335
TOWN CENTRE MANAGEMENT*	Expenditure Income	29,185 -	39,810 -
CORPORATE MANAGEMENT	Expenditure Income	6,876 15,273	20,140 35,000
Total Expenditure		63,121	146,485
Total Income		15,368	35,050
Net Expenditure		47,753	111,435

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.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 19th December 2016

Report by: The Town Clerk

Subject: Policy & Finance Draft Budgets 2017/18, 2018/19 & 2019/20

1. Summary

- 1.1 This report sets out the draft Policy and Finance Committee budget for 2017/18 and the projected budgets for 2018/19, 2019/20 (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 Due to the changes brought about by the Localisation of Council Tax Support and the loss of the grant to offset these changes the overall Council Budget for 2015/16 was set to produce a 3% increase in Band D Council Tax with a 1% increase over the following 2 years. This has enabled the Council to grow its way out of the loss of £147,000pa. The full Council budget has therefore been prepared to reflect a 1% increase in Band D for the next 3 years.

2. Recommendations

The Committee is **RECOMMENDED** to:

- (1) Comment upon the draft Committee budget for 2017/18 and the projected budgets for 2018/19, 2019/20 and recommend its proposals to Council, as part of the overall Council Budget;
- (2) Subject to budget approval, approve proposals to extend the part time Major Projects Manager Post for a further two years from 1st April 2017
- (3) Subject to budget approval, extend the part time Collection Deposit Officer for a further two years, from 1st April 2017, and approve a Supplementary Estimate for funding the contract gap for the CDO post from 1st January 2017 to 31st March 2017
- (4) Back the creation of a fixed-term part time post to allow greater support for events and events publicity in the Events Team whilst creating capacity for this committee's marketing initiatives

3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2017/18. The proposed Council Precept, Band D figure and General Reserves Balance at the beginning of the year are included for information on the Summary page in Appendix 1. The budgets do not include recharges from Manor House Buildings, Central Support Services or A Team.
- 3.2 To support the Committees understanding of the budgets the EMR that relate to this Committee are included as Appendix 2.
- 3.3 The Summary page shows that overall the proposed Policy & Finance Committee budget has increased by 0.48%.

- 3.4 Budgets have been projected until 2019/20 to inform long term planning. All known future expenditure has been included in these projections.
- 3.5 Emphasis has been put on maintaining budgets where needed, planning for developments and proposed projects and activities as well as taking into consideration the balance of EMR. These are commented upon below and are shown in the itemised budget sheets attached at Appendix 1.
- 3.6 Where EMR exist for specific budgets, budgets have been kept to a minimum with no contingency and should additional funds be required this can be met from EMR. This approach was agreed by the Council when agreeing the budget in 2016/17.
- 3.7 Central Admin & Support Services
- 3.7.1 Insurance Premium Tax (IPT) has increased from 9.5% to 10%. The three-year long term agreement with the current insurers Zurich ends on 30th September 2017. When added to the current insurance costs the budget has been increased from £10,600 to £11,500.
- 3.8 Democratic Representation and Management
- 3.8.1 Salaries have increased largely due to increments and pay rises. The salary budget has also been increased to cover an apportion of the two-year fixed-term part time Communications and Marketing Manager and admin support.
- 3.8.2 The budget for election expenses has been increased from £6,000 per year to £9,000 to reflect the increased costs from ADC. There is currently no EMR for election expenses. There is no provision for a bye-election.
- 3.8.3 An additional £500 has been added to the Mayors Allowance to add to the EMR Mayors Contingency to cover future costs of the Mayoral Chain.
- 3.8.4 An additional budget of £1,000 has been proposed by the Community Resources Committee for a Youth Mayor.
- 3.9 Town Centre Management
- 3.9.1 The Town Centre Initiatives Budget has been reduced by £3,000 in 2017/18 and 2018/19 due to a healthy EMR.
- 3.10 Grants & Partnership Initiatives
- 3.10.1 No significant changes to report.
- 3.11 Corporate Management
- 3.11.1 The newsletter budget has increased by £1,100 to £14,600 for additional copies and delivery to the new homes in Littlehampton.
- 3.11.2 The salaries budget has increased to cover an apportion of the two-year fixed-term part time Communications and Marketing Manager.
- 3.11.3 The Legal and Valuation Fees budget has been reduced to £1,000 due to the balance of EMR.
- 3.11.4 Bank interest has been increased to £50,000 as the new Local Authorities Property fund is providing good returns (> 4%). The increased Interest that will be received from the sale of Land at North Littlehampton had been included in the 2015/16 budget.

Peter Herbert
Town Clerk

P & F Draft Budget

	Budget 16/17 £	Proposed Budget 17/18 £	Projected Budget 18/19 £	Projected Budget 19/20 £	Increase/ Decrease %
Central Administration & Support Services	27,150	28,360	28,520	28,730	4.46%
Democratic Representation & Management	135,690	145,240	147,920	141,515	7.04%
Town Centre Management	44,695	43,315	43,605	38,695	-3.09%
Grants & Partnership Initiatives	1,120	1,120	1,120	1,120	0.00%
Corporate Management	78,045	70,040	72,480	61,585	-10.26%
	286,700	288,075	293,645	271,645	0.48%

	Actual 2016/17 £	Proposed 2017/18 £	Projected 2018/19 £	Projected 2019/20 £
Whole Council Budget				
Funding Required	1,009,920	1,069,422	1,086,118	1,052,656
Other Funding (from) / to balances	53,881	9,048	3,137	47,491
Grant receivable	(49,055)		-	-
DRAFT PRECEPT FOR YEAR	1,014,746	1,078,470	1,089,255	1,100,148
BAND D COUNCIL TAX	114.57	115.72	116.87	118.04
INCREASE IN BAND D COUNCIL TAX	1.00%	1.00%	1.00%	1.00%

Additional Information	01/04/2016	01/11/2016
General Fund 01/04/2016-£40,000 MH	666,975	626,975
Earmarked Reserves 01/04/16	677,486	
Earmarked Reserves 01/11/16		2,176,147
Total useable Reserves	£1,344,461	£2,803,122

P & F Draft Budget 2017/2018-2019/2020

	Actual 16/17 £	Budget 17/18 £	Budget 18/19 £	Budget 19/20 £
<u>Central Administration and Support Services</u>				
Postage	1,000	1,000	1,050	1,100
Telephone	3,000	3,200	3,200	3,200
Printing	3,000	3,000	3,025	3,025
Stationery	3,000	3,100	3,150	3,200
Publications	100	100	100	100
Equipment	2,000	2,000	2,000	2,000
Equipment Maintenance	700	700	725	725
Internet	750	760	770	780
Equipment rental	1,700	1,700	1,700	1,800
Licenses	50	50	50	50
Supplies	1,000	1,000	1,000	1,000
Insurance	10,600	11,500	11,500	11,500
Other Overheads	300	300	300	300
Total Expenditure	27,200	28,410	28,570	28,780
Income from photocopier	(50)	(50)	(50)	(50)
Total Income	(50)	(50)	(50)	(50)
Net Expenditure	27,150	28,360	28,520	28,730

Democratic Representation & Management

Salaries	109,180	114,645	116,965	108,425
Conference Expenses -Staff	1,000	1,000	1,100	1,500
Binding	500	-	200	200
Postage	900	910	920	930
Advertising	800	800	800	800
Stationery	300	325	325	1,000
Subscriptions	4,850	4,900	4,950	5,000
Election Expenses	6,000	9,000	9,000	9,000
Mayors Allowance	3,000	3,500	3,500	3,500
Hospitality	200	200	200	200
Members Conferences & Training	500	500	500	1,500
Members Travel and Subsistence	200	200	200	200
Members Expenses	200	200	200	200
Members Allowances (inc D Mayor)	7,560	7,560	7,560	7,560
Other Overheads	500	500	500	500
Youth Mayor		1,000	1,000	1,000
Total Expenditure	135,690	145,240	147,920	141,515

	Budget 16/17 £	Budget 17/18 £	Budget 18/19 £	Budget 18/19 £
<u>Town Centre Management</u>				
Notice boards	500	500	500	500
Town Maintenance (incl SBTS)	1,000	1,050	1,100	1,100
TC Initiatives	10,000	7,000	7,000	4,000
TC Partnership Initiatives (car parking)	28,250	28,250	28,250	28,250
Salaries	4,885	6,450	6,690	4,780
Electricity	60	65	65	65
	44,695	43,315	43,605	38,695

Grants & Partnership Initiatives

Merit Awards	120	120	120	120
Mayors Discretionary Grants	1,000	1,000	1,000	1,000
	1,120	1,120	1,120	1,120

Corporate Management

Newsletter	13,500	14,600	14,600	14,600
Salaries	92,905	99,800	102,240	91,345
Audit Fees	3,000	3,000	3,000	3,000
Legal & Valuation Fees	2,000	1,000	1,000	1,000
Bank Charges (Credit card)	40	40	40	40
Publicity	1,600	1,600	1,600	1,600
Total Expenditure	113,045	120,040	122,480	111,585
Bank Interest	(35,000)	(50,000)	(50,000)	(50,000)
Total Income	(35,000)	(50,000)	(50,000)	(50,000)
Net Expenditure	78,045	70,040	72,480	61,585

P & F Earmarked Reserves 2016/17				
Reserve	Opening Balance 01/04/16 £	Expenditure to Date £	Balance to Date £	Notes
Arcade enhancements	385.00		385.00	s106
Election Expenses	0.00		0.00	
Legal Expenses	4,800.00		4,800.00	Contingency set aside for possible future liability
Mayors Allowance	2,000.89		2,000.89	Unspent budget to be kept in EMR to support the 16/17 reduced budget
Members Training	2,000.00		2,000.00	Contingency set aside for possible future liability
Minute Binding	2,204.00		2,204.00	To fund binding of past minutes
Notice Boards	2,748.00		2,748.00	Contingency set aside for possible future liability
Town Centre Initiatives	22,402.25		22,402.25	Contingency set aside for possible future liability
Welcome pack	3,439.50		3,439.50	Balance of funding received
Totals	39,979.64	0.00	39,979.64	

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 19th December 2016

Report by: The Town Clerk

Subject: Full Council Draft Budget 2017/18, 2018/19 & 2019/20

1. Summary

- 1.1 This report sets out the proposed Council Budget for 2017/18 and the projected budgets for 2018/19 and 2019/20 (Appendix 1).
- 1.2 The Council's Earmarked Reserves (EMR) are included as Appendix 2.
- 1.3 Due to the changes brought about by the Localisation of Council Tax Support and the loss of the grant to offset these changes the overall Council Budget for 2015/16 was set to produce a 3% increase in Band D Council Tax with a 1% increase over the following 2 years. This has enabled the Council to grow its way out of the loss of £147,000pa. This has had the effect of spreading the deficit without significant impact on services provided. The full Council budget has therefore been prepared to reflect a 1% increase in Band D for the next 3 years.

2. Recommendation

The Committee is **RECOMMENDED** to recommend to Council the Budget for 2017/18 setting a Precept of £1,078,470.

3. Background

- 3.1 The budget that is presented to the Policy and Finance Committee has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council.
- 3.2 The proposed Precept for 2017/18 is £1,078,470. The overall effect of all projected income and expenditure for 2017/18 is a **1% / £1.15 per annum** increase on Band D Council Tax. The proposed Band D Council Tax is £115.72 per annum, compared with £114.57 in 2016/17.
- 3.3 The General Reserve as at 1 April 2016 was £666,975 (£565,673 – 2015). Earmarked Reserves (EMR) at 1st November 2016 were £2,287,738 (£610,021 -2015). A significant part of this increase in EMR is due to the money received from the sale of land north Littlehampton.
- 3.4 All known expenditure has been budgeted for. If expenditure is to be funded from EMRs then it has been deducted from the total expenditure before

calculating the Precept, (Appendix 1). The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs.

3.5 Where EMRs exist for specific budgets, budgets have been kept to a minimum with no contingency and should additional funds be required this can be met from EMRs. This approach was agreed by the Council when agreeing the budget in 2016/17. Emphasis has been put on maintaining budgets where needed, planning for developments and projected building maintenance costs and taking into consideration the balance of EMR. The budget has been set to take £8,476 (£2,000 – 2016/17, £23,510 – 2015/16) from EMR.

3.6 Budgets have been projected until 2019/20 to inform long term planning. All known future expenditure has been included in these projections.

3.8 Growth Areas in the budget (£1,000 or above)

Budget	2016/17	2017/18	Reason
IT	13,000	16,200	£3,000 added for implementing new LTC website hosted by LTC rather than Arun
Election Expenses	6,000	9,000	Increased costs of election expenses based on 2015 elections and no EMR
Youth Mayor	-	1,000	Create a budget for a Youth Mayor
General Grants	16,000	17,000	Additional £1,000 for general grants.
Arts Forum	-	2,000	additional £2,000 for Arts Forum as agreed by CRC
Rates Lineside	7,300	9,900	Increase in draft valuation rates
A Team IT and Internet	250	5,280	Additional £5000 for implementing and running new IT system
Bus Service	£8,000	£31,000	Council Priority to have more trees whereas previously decided just to maintain existing stock.
Newsletter	£13,500	£14,600	Increase in production numbers and delivery due to increase in residents
Community Events (excluding 'New Event')	£41,900	£44,400	Additional £400 to cover costs of Remembrance Sunday; +£1400 as there are two Easters in this financial year; +£1,000 to produce event guide twice a year. Less £300 for Beacon lighting
Town Branding and Marketing	£0	£5,000	£5,000 moved from 'New Events' budget to new Town Branding and Marketing budget
Christmans Illuminations	£20,000	£22,000	As agreed in 2016/17 additional £2,000 to cover costs of illuminations
Southfields Building Maintenance	£1,500	£5,000	Additional £3,500 to build up reserves for maintenance and possible further roof works.
Extension of Collection Deposit Officer (part time)	£9,267	£19,879	Additional £10,612 - £5,000 to be covered from CRC Initiatives EMR and £3,000 to be met from CRC Initiatives budget. The remainder to be met from salaries budget.
Salaries - Corporate Management, Community, Democratic Representation & Town Centre Management	-	17,643	To support communications, marketing and branding and deliver extensive pan-Littlehampton events marketing and additional events
Salaries - Administration and Support across the Council	-	2,420	To address anticipated reception and admin costs that could arise from the review of the Admin re-organisation.
Salaries - Planning	-	3,708	Adjusted apportionment to better reflect duties, the Major Capital Projects Manager working on neighbourhood planning
Total	£136,717	£226,030	

3.9 Income changes

Budget	2016/17	2017/18	Reason
Room Hire- MH	12,000	12,240	Increased room hire charges by 2% and increased charges for weddings
Car Park Income	£2,380	£4,050	Increase in car parking rental and additional two spaces to be offered for rent
Bank Interest	35,000	50,000	Investment of North Littlehampton money
SJC Rental Income	25,000	25,500	Increase of venue hire charges by 2%
Total	£74,380	£91,790	

3.10 Reductions in budget (£1,000 or more)

Budget	2016/17	2017/18	Reason
Town Centre Initiatives	10,000	7,000	Reduced in 2017/18 and 2018/19 because of healthy EMR
Grants	28,000	27,000	Carnival Association have folded (£3,000). Additional funds have been allocated to two other SFAs resulting in an overall reduction of £1000.
Legal Fees	2,000	1,000	EMR has been built up to a good level.
Manor House Maintenance	10,000	9,000	EMR has been built up to a good level.
CRC Initiatives	10,000	7,000	£3000 moved to Museum Salaries to fund part time CDO post.
Community Events - New Event	15,000	10,000	£5,000 moved to new Town Branding and Marketing budget.
Rosemead Play Equipment	12,000	10,000	Reduction as EMR are healthy and there will be S106 money due
Total	£87,000	£71,000	

3.11 Council Tax Base

3.11.1 Band D Council Tax is measured with reference to a Council Tax Base which is calculated every year by Arun District Council. The new calculation of the Band D base is 9,320 compared to 8,857 in 2016/17. This figure is divided into the required Precept to give the Band D Council tax figure.

3.11.2 Against a budgeted 1% rise in Band D Council Tax, the increase in Band D base has given the Council an additional £53,538 of Precept.

3.12 Precept

3.12.1 The grant of £147,165 received in 2014/15 to offset the effect of the Localisation of Council Tax support has been reduced by 1/3 per year to £98,110 in 2015/16, £49,055 in 2016/17 and Nil in 2017/18.

- 3.12.2 With this in mind the Precept was calculated in 2014/15 and 2015/16 to allow the Council to 'grow out' of the shortfall in income as quickly as possible. The Band D was increased by 3% in both years to allow for a potential reduction to a 1% increase in 2016/17 & 2017/18. This has been achieved and it is therefore recommended to set a Precept which will increase the Band Council tax by 1% in 2017/18.
- 3.12.3 The Recommended Precept is £1,078,470 returning funds of £9,048 to the General Reserve. This increase combined with previous and future savings has enabled the Council to grow its way out of the loss of the £147,165pa grant. This is assuming a prudent 1% pa increase in the Band D Base. With this it is possible to maintain service delivery and reserves, increasing them by potential under spends at each year end.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

DRAFT SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2016/17 £	Budget 2017/18 £	Projected Budget 2018/19 £	Projected Budget 2019/20 £
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	169,015	180,965	183,510	177,240
Town Centre Management	63,790	63,850	64,182	65,550
Community Grants & Partnership Initiatives	58,550	60,645	61,660	61,710
Amenity Team (Recharged)	-	-	-	-
Planning Initiatives	15,455	42,935	43,060	39,200
Manor House Room Hire	33,775	33,495	36,253	35,274
Corporate Management	110,830	104,995	107,390	97,690
Manor House (Recharged)	9,790	9,140	8,490	-
Street Lighting	1,150	1,207	1,290	1,315
Community	161,825	177,706	176,333	171,495
Southfields Jubilee Centre	48,850	52,428	52,131	51,992
Parks & Open Spaces	67,725	68,421	69,310	71,995
Project 82	80,560	82,338	83,166	84,090
Museum	151,630	160,925	164,955	155,355
Allotments	38,975	38,848	39,389	39,750
TOTAL NET EXPENDITURE	1,011,920	1,077,898	1,091,118	1,052,656
Funded from EMR				
Tree Planting	(1,500)	(1,500)	-	-
	-	-	-	-
Ferry - Pontoon	-	(1,976)	-	-
CDO Museum	-	(5,000)	(5,000)	-
Funded from General Reserves				
Funding Required	1,009,920	1,069,422	1,086,118	1,052,656
Other Funding (from) / to balances	53,881	9,048	3,137	47,491
Grant receivable	(49,055)	-	-	-
DRAFT PRECEPT FOR YEAR	1,014,746	1,078,470	1,089,255	1,100,148
BAND D COUNCIL TAX	114.57	115.72	116.87	118.04
INCREASE IN BAND D COUNCIL TAX	1.00%	1.00%	1.00%	1.00%
Additional Information				
	£	£		
General Fund 01/04/2016 - £40,000 MH	666,975	626,975		
Earmarked Reserves 01/04/16	677,486			
Earmarked Reserves 01/12/16		2,176,147		
Total useable Reserves	£1,344,461	£2,803,122		

Central Administration and Support Services

	C A & SS Budget 16/17 £	C A & SS Budget 17/18 £	C A & SS Budget 18/19 £	C A & SS Budget 19/20 £
First Aid	325	330	330	330
Salaries	42,465	46,755	48,095	48,030
Training	4,250	4,250	4,250	4,250
Travel and Subsistence	2,500	2,500	2,500	2,500
Recruitment	3,000	3,000	3,000	3,000
Postage	1,000	1,000	1,050	1,100
Telephone	3,000	3,200	3,200	3,200
Printing	3,000	3,000	3,025	3,025
Stationery	3,000	3,100	3,150	3,200
Publications	100	100	100	100
Equipment	2,000	2,000	2,000	2,000
Equipment Maintenance	700	700	725	725
Internet	750	760	770	780
Equipment rental	1,700	1,700	1,700	1,800
Licenses	50	50	50	50
IT	13,000	16,200	13,400	13,400
Supplies	1,000	1,000	1,000	1,000
Insurance	10,600	11,500	11,500	11,500
Health and Safety	1,500	1,500	1,500	1,500
Waste Disposal	1,700	1,725	1,750	1,775
Other Overheads	300	300	300	300
Total Expenditure	95,940	104,670	103,395	103,565
Income from photocopier	(50)	(50)	(50)	(50)
Total Income	(50)	(50)	(50)	(50)
Net Expenditure	95,890	104,620	103,345	103,515
Recharge in MH	30,720	31,105	31,865	32,210
Recharge out C A & S S	(126,610)	(135,725)	(135,210)	(135,725)
Balance	-	-	-	-

Democratic Representation & Management

	DR & M Budget 16/17 £	DR & M Budget 17/18 £	DR & M Budget 18/19 £	DR & M Budget 19/20 £
Salaries	109,180	114,645	116,965	108,425
Conference Expenses -Staff	1,000	1,000	1,100	1,500
Binding	500	-	200	200
Postage	900	910	920	930
Advertising	800	800	800	800
Stationery	300	325	325	1,000
Subscriptions	4,850	4,900	4,950	5,000
Election Expenses	6,000	9,000	9,000	9,000
Mayors Allowance	3,000	3,500	3,500	3,500
Hospitality	200	200	200	200
Members Conferences & Training	500	500	500	1,500
Members Travel and Subsistence	200	200	200	200
Members Expenses	200	200	200	200
Members Allowances (inc D Mayor)	7,560	7,560	7,560	7,560
Other Overheads	500	500	500	500
Youth Mayor		1,000	1,000	1,000
Total Expenditure	135,690	145,240	147,920	141,515
Recharge in Central Support Services	33,325	35,725	35,590	35,725
Net Expenditure	169,015	180,965	183,510	177,240

Town Centre Management

	TCM Budget 16/17 £	TCM Budget 17/18 £	TCM Budget 18/19 £	TCM Budget 19/20 £
Memorial maintenance	1,700	1,700	1,700	1,700
Notice boards	500	500	500	500
Town Maintenance (incl SBTS)	1,000	1,050	1,100	1,100
TC Initiatives	10,000	7,000	7,000	10,000
TC Partnership Initiatives (car parking)	28,250	28,250	28,250	28,250
Salaries	4,885	6,450	6,690	4,780
Electricity	60	65	65	65
Total Expenditure	46,395	45,015	45,305	46,395
Recharge in Central Support Services	1,500	1,610	1,605	1,610
Recharge in A Team	15,895	17,225	17,272	17,545
Net Expenditure	63,790	63,850	64,182	65,550

Community Grants & Partnership Initiatives

	Grants Budget 16/17 £	Grants Budget 17/18 £	Grants Budget 18/19 £	Grants Budget 19/20 £
LOCA	500	1,500	1,500	1,500
CAB	3,000	3,500	3,500	3,500
VAAC	1,500	1,500	1,500	1,500
Community Transport	4,000	4,500	4,500	4,500
L'ton Badminton & Squash	1,500	500	500	500
Bonfire Society	3,500	4,000	4,000	4,000
Shopmobility SFA	2,000	2,000	2,000	2,000
General Grants	16,000	17,000	18,000	18,000
Merit Awards	120	120	120	120
Carnival Grant	3,000	-	-	-
Mayors Discretionary Grants	1,000	1,000	1,000	1,000
Keystone Centre	3,000	3,000	3,000	3,000
SE in Bloom Grants & Initiatives	500	500	500	500
Wick Information Centre	2,000	2,000	2,000	2,000
Small Arts Grants	500	500	500	500
SPACE Grants	3,000	1,000	1,000	1,000
Freedom Out and About		2,000	2,000	2,000
Wick Initiatives	2,500	2,500	2,500	2,500
Littlehampton Sportsfield	4,000	4,500	4,500	4,500
Sports Forum	2,200	2,200	2,200	2,200
Sports Excellence Awards	2,000	2,000	2,000	2,000
Arts Forum		2,000	2,000	2,000
Salaries	2,050	2,095	2,115	2,160
Total Expenditure	57,870	59,915	60,935	60,980
Recharge in Central Support Services	680	730	725	730
Net Expenditure	58,550	60,645	61,660	61,710

Amenity Team

	A Team Budget 16/17 £	A Team Budget 17/18 £	A Team Budget 18/19 £	A Team Budget 19/20 £
Street Scene Expenditure	1,000	1,000	1,000	1,000
Vehicle and Plant Maintenance	8,000	8,120	8,240	8,365
Tools/Equipment	1,600	1,625	1,650	1,675
Lineside Rent	22,500	22,500	22,500	22,500
Vehicles/Equip	5,000	5,000	5,000	5,000
Salaries	94,740	98,745	101,805	103,910
Protective Clothing	1,200	1,250	1,300	1,300
Postage	-	-	-	-
Telephone	320	320	330	330
Stationery	160	165	170	170
Internet and IT	250	5,280	2,060	2,060
Rates	7,300	9,900	10,100	10,300
Water	325	330	335	335
Electricity	1,500	1,530	1,560	1,590
Insurance	1,700	1,750	1,800	1,800
Cleaning	200	200	200	200
Building Maintenance	500	550	600	600
Security	1,500	1,500	1,550	1,550
Health & Safety	100	220	220	220
Other Overheads	100	100	100	100
Total Expenditure	147,995	160,085	160,520	163,005
Miscellaneous Income- Street Scene	(2,500)	(2,500)	(2,500)	(2,500)
Charges for services	(1,000)	(1,000)	(1,000)	(1,000)
Total Income	(3,500)	(3,500)	(3,500)	(3,500)
Net Expenditure	144,495	156,585	157,020	159,505
Recharge Out	(144,495)	(156,585)	(157,020)	(159,505)
Balance	-	-	-	-

Planning Initiatives

	Plan & E. Dev Budget 16/17 £	Plan & E. Dev Budget 17/18 £	Plan & E. Dev Budget 18/19 £	Plan & E. Dev Budget 19/20 £
Planning Initiatives	1,000	1,000	1,000	1,000
Bus service	8,000	31,000	31,000	31,000
Salaries	4,875	9,245	9,375	5,510
Total Expenditure	13,875	41,245	41,375	37,510
Recharge in Central Support Services	1,580	1,690	1,685	1,690
Net Expenditure	15,455	42,935	43,060	39,200

Manor House Room Hire

	Manor Ho. Hire Budget 16/17 £	Manor Ho. Hire Budget 17/18 £	Manor Ho. Hire Budget 18/19 £	Manor Ho. Hire Budget 19/20 £
Salaries	11,115	12,025	12,360	12,520
Advertising	800	800	800	800
Licences	350	350	2,100	700
Room Hire Expenses	2,000	2,050	2,050	2,050
Other Overheads	200	200	200	200
Total Expenditure	14,465	15,425	17,510	16,270
Room Hire	(12,000)	(12,240)	(12,362)	(12,486)
Catering Income	(1,700)	(1,700)	(1,700)	(1,700)
Equipment Hire	(1,000)	(1,000)	(1,000)	(1,000)
Car Park Income	(2,380)	(4,050)	(4,050)	(4,050)
Total Income	(17,080)	(18,990)	(19,112)	(19,236)
Net Expenditure	(2,615)	(3,565)	(1,602)	(2,966)
Recharge in MH	32,910	33,330	34,140	34,510
Recharge in Central Support Services	3,480	3,730	3,715	3,730
Net Expenditure	33,775	33,495	36,253	35,274

Corporate Management

	CM Budget 16/17 £	CM Budget 17/18 £	CM Budget 18/19 £	CM Budget 19/20 £
Newsletter	13,500	14,600	14,600	14,600
Salaries	92,905	99,800	102,240	91,345
Pension Contribution	3,600	3,670	3,745	3,820
Audit Fees	3,000	3,000	3,000	3,000
Legal & Valuation Fees	2,000	1,000	1,000	2,000
Bank Charges (Credit card)	40	40	40	40
Publicity	1,600	1,600	1,600	1,600
Total Expenditure	116,645	123,710	126,225	116,405
Bank Interest	(35,000)	(50,000)	(50,000)	(50,000)
Total Income	(35,000)	(50,000)	(50,000)	(50,000)
Net Expenditure	81,645	73,710	76,225	66,405
Recharge in Central Support Services	29,185	31,285	31,165	31,285
Net Expenditure	110,830	104,995	107,390	97,690

Manor House

	Manor House Budget 16/17 £	Manor House Budget 17/18 £	Manor House Budget 18/19 £	Manor House Budget 19/20 £
External Loan Repayments	8,000	8,000	8,000	-
External Loan Interest	1,790	1,140	490	-
Manor House Maintenance	10,000	9,000	10,000	10,000
Salaries	19,820	18,660	19,035	19,465
Protective Clothing	225	230	230	230
Telephone	150	150	150	150
Lift Maintenance	2,750	2,800	2,850	2,875
Equipment maintenance	480	500	500	500
Licenses	150	150	150	150
Rates	24,500	25,000	25,990	25,990
Water	600	610	620	630
Gas	4,500	4,570	4,640	4,710
Electricity	5,500	5,580	5,665	5,750
Cleaning	1,500	1,500	1,500	1,500
Security	4,000	4,000	4,000	4,000
Contract Cleaning	2,100	2,130	2,160	2,190
Other Overheads	200	200	200	200
Total Expenditure	86,265	84,220	86,180	78,340
Recharge in A Team	33,230	36,015	36,115	36,690
Recharge out	(109,705)	(111,095)	(113,805)	(115,030)
Unapportioned Expenditure	9,790	9,140	8,490	-

Street Lighting

	Street Lighting Budget 16/17 £	Street Lighting Budget 17/18 £	Street Lighting Budget 18/19 £	Street Lighting Budget 19/20 £
Public Lighting Contract Maintenance	1,060	1,022	1,090	1,090
Salaries	125	120	125	130
Electricity	550	655	675	695
Total Expenditure	1,735	1,797	1,890	1,915
Recharge maintenance	(585)	(590)	(600)	(600)
Total Income	(585)	(590)	(600)	(600)
Net Expenditure	1,150	1,207	1,290	1,315

Community

	Community Budget 16/17 £	Community Budget 17/18 £	Community Budget 18/19 £	Community Budget 19/20 £
Garden Competition	400	400	400	400
Community Events	56,900	54,400	53,000	53,000
Christmas Illuminations	20,000	22,000	22,000	22,000
Xmas Trees	500	600	610	620
Ferry	5,750	7,726	5,750	5,750
CRC Initiatives	10,000	7,000	7,000	10,000
Visit Littlehampton- Website	1,500	1,000	1,000	1,000
Town Tourism	3,500	3,500	3,500	3,500
Town Branding and Marketing		5,000	5,000	5,000
Salaries	35,175	45,755	47,725	39,520
Postage	300	300	300	300
Total Expenditure	134,025	147,681	146,285	141,090
Charges for Services- Xmas trees	(100)	(100)	(100)	(100)
Total Income	(100)	(100)	(100)	(100)
Net Expenditure	133,925	147,581	146,185	140,990
Recharge in Central Support Services	9,115	9,770	9,735	9,770
Recharge in A Team	18,785	20,355	20,413	20,735
Net Expenditure	161,825	177,706	176,333	171,495

	Budget 16/17	Budget 17/18	Budget 18/19	Budget 19/20
<u>Community Events Budgets</u>				
Town Show	17,000	17,000	17,000	17,000
Armed Forces Day	9,000	9,000	9,000	9,000
Xmas Light Switch On	3,000	3,000	3,000	3,000
Remembrance Sunday	900	1,300	1,300	1,300
Sandcastle competition	400	400	400	400
Easter Out & About	-	1,400	-	-
Charity Pancake Race	500	500	500	500
SBTS Concerts-& promotion	1,500	1,500	1,500	1,500
Events Guide	1,000	2,000	2,000	2,000
SOTG	6,000	6,000	6,000	6,000
SPACE	-	-	-	-
Wick week	2,000	2,000	2,000	2,000
Beacon Lighting	300	-	-	-
Boat Jumble	300	300	300	300
new event	15,000	10,000	10,000	10,000
	£56,900	£54,400	£53,000	£53,000

Southfields Jubilee Centre

	Southfields JC Budget 16/17 £	Southfields JC Budget 17/18 £	Southfields JC Budget 18/19 £	Southfields JC Budget 19/20 £
Southfields JC Loan Principal	30,000	30,000	30,000	30,000
Southfields JC Loan Interest	3,745	3,095	2,445	1,790
Salaries	14,670	14,330	14,665	15,090
Protective Clothing	100	110	120	120
Postage	65	70	70	70
Telephone	65	65	65	65
Printing	100	100	100	100
Furniture & Equipment	500	500	500	500
Equipment Maintenance	500	500	500	500
Internet	400	440	400	400
Licences	1,550	1,700	1,700	1,700
IT	250	300	300	300
Rates	4,750	5,150	5,305	5,465
Water	750	775	800	825
Gas	2,000	2,100	2,100	2,100
Electricity	1,400	1,450	1,500	1,500
Cleaning	500	515	530	545
Building Maintenance	1,500	5,000	5,000	5,000
Security	2,000	2,040	2,080	2,120
Contract Cleaning	575	590	610	630
Health & Safety	200	200	200	200
Other Overheads	100	100	100	100
Total Expenditure	65,720	69,130	69,090	69,120
Equipment Hire	(50)	(50)	(50)	(50)
Rental Income	(25,000)	(25,500)	(25,755)	(26,013)
Recharge Changing rooms	(800)	(825)	(825)	(825)
Total Income	(25,850)	(26,375)	(26,630)	(26,888)
Net Expenditure	39,870	42,755	42,460	42,232
Recharge in Central Support Services	4,645	4,975	4,960	4,975
Recharge in A Team	4,335	4,698	4,711	4,785
Net Expenditure	48,850	52,428	52,131	51,992

Parks & Open Spaces

	P & OS Budget 16/17 £	P & OS Budget 17/18 £	P & OS Budget 18/19 £	P & OS Budget 19/20 £
Tree Planting	1,500	1,500	1,500	1,500
Town Centre planting	5,000	5,000	5,250	5,250
Rosemead	12,000	10,000	10,000	12,000
Salaries	3,100	2,200	2,235	2,295
Grounds Maintenance	12,000	12,500	13,000	13,000
Total Expenditure	33,600	31,200	31,985	34,045
Sponsorship	(3,000)	(3,000)	(3,000)	(3,000)
Total Income	(3,000)	(3,000)	(3,000)	(3,000)
Net Expenditure	30,600	28,200	28,985	31,045
Recharge in Central Support Services	1,000	1,075	1,070	1,075
Recharge in A team	36,125	39,146	39,255	39,875
Net Expenditure	67,725	68,421	69,310	71,995

Project 82

	Project 82 Budget 16/17 £	Project 82 Budget 17/18 £	Project 82 Budget 18/19 £	Project 82 Budget 19/20 £
Tuck shop Expenditure	-	-	-	-
Salaries	46,285	46,440	47,060	47,595
Volunteers/ Young Leaders	150	250	250	250
Off Site Activities	150	250	250	250
Protective clothing	100	100	100	100
Postage	60	60	60	60
Telephone	270	200	290	290
Advertising	100	200	100	100
Printing	100	100	100	100
Stationery	250	150	150	200
Subscriptions	200	200	200	200
Equipment	300	100	300	300
Internet	460	465	470	475
Activities Resources	600	800	600	600
Licences	-	-	-	-
IT	1,000	1,000	1,000	1,000
Supplies	100	100	100	100
Rates	4,000	4,300	4,430	4,565
Water	300	300	300	300
Gas	1,200	1,220	1,280	1,280
Electricity	700	710	720	720
Cleaning	200	200	200	200
Building Maintenance	1,500	1,500	1,500	1,500
Security	2,300	1,700	1,725	1,750
Contract Cleaning	250	260	270	270
Health and Safety	100	220	225	230
Hospitality	50	25	50	50
Total Expenditure	60,725	60,850	61,730	62,485
Tuck shop Income	-	-	-	-
P82 subs	(250)	(250)	(250)	(250)
P 82 Hire	(1,900)	(1,900)	(1,900)	(1,900)
Total Income	(2,150)	(2,150)	(2,150)	(2,150)
Net Expenditure	58,575	58,700	59,580	60,335
Recharge in Central Support Services	16,205	17,375	17,305	17,375
Recharge in A Team	5,780	6,263	6,281	6,380
Net Expenditure	80,560	82,338	83,166	84,090

Museum

	Museum Budget 16/17 £	Museum Budget 17/18 £	Museum Budget 18/19 £	Museum Budget 19/20 £
Museum Stock	700	500 ▼	700	700
Collection Management	600	600	600	600
Exhibitions	1,300	1,500 ▼	1,350	1,350
Education & Outreach	100	100 ▼	100	100
Museum Events	1,200	1,200 ▼	1,200	1,200
Website	-	-	-	-
Salaries	76,000	82,755	85,655	75,420 ▼
Volunteers	130	200 ▼	200	200
Postage	150	150	150	150
Advertising	1,700	1,700 ▼	1,700	1,700
Printing	900	920 ▼	940	960
Subscriptions	325	450 ▼	460	470
Building Maintenance	700	700	700	700
Hospitality	100	100	100	100
Total Expenditure	83,905	90,875	93,855	83,650
Museum sales	(1,000)	(900) ▼	(900)	(900)
Royalties	-	-	-	-
Donations	-	-	-	-
Exhibition Commissions	(150)	(150)	(150)	(150)
Total Income	(1,150)	(1,050)	(1,050)	(1,050)
Net Expenditure	82,755	89,825	92,805	82,600
Recharge in Central Support Services	22,800	24,440	24,350	24,440
Recharge in MH	46,075	46,660	47,800	48,315
Net Expenditure	151,630	160,925	164,955	155,355

Allotments

	Allots Budget 16/17 £	Allots Budget 17/18 £	Allots Budget 18/19 £	Allots Budget 19/20 £
Allotment Security	200	240 ¹	280	280
Salaries	9,680	7,360	7,500	7,500
Project /Admin Support	120	150	125	125
Postage	370	400	410	420
Water	2,400	2,600 ¹	2,800	2,500
Grounds Maintenance	6,850 ¹	7,155 ¹	7,260	7,370
Total Expenditure	19,620	17,905	18,375	18,195
Allotment rents	(14,085)	(15,260) ¹	(15,260)	(15,260)
Total Income	(14,085)	(15,260)	(15,260)	(15,260)
Net Expenditure	5,535	2,645	3,115	2,935
Recharge in Central Support Services	3,095	3,320	3,300	3,320
Recharge in A Team	30,345	32,883	32,974	33,495
Net Expenditure	38,975	38,848	39,389	39,750

Earmarked Reserves 2016/17

Reserve	Opening Balance 01/04/16 £	Transfer out of EMR £	Expenditure to date £	Additions to date £	Closing Balance to date £
Allotments	1,258.00				1,258.00
Arcade enhancements	385.00				385.00
Church Street	0.00	0.00	0.00		0.00
CRC initiatives	28,875.00		8,500.00		20,375.00
Christmas Lights	7,827.00				7,827.00
Election Expenses	0.00				0.00
Events	1,700.00				1,700.00
Ferry (ex-Oyster Pond)	2,910.42				2,910.42
Folk & Roots	0.00				0.00
General Grants	50.00				50.00
Grass cutting	5,400.00				5,400.00
Keystone Centre	7,800.00				7,800.00
Legal Expenses	4,800.00				4,800.00
Lineside industrial Unit Rent	0.00				0.00
Mayors Allowance - Contingency	2,000.89				2,000.89
Mayors Allowance - Marian	2,514.00				2,514.00
Members Training	2,000.00				2,000.00
Minute Binding	2,204.00				2,204.00
Neighbourhood Plan	13,938.42				13,938.42
North L'Hampton Sale of Land			98,095.06	1,611,850.48	1,513,755.42
Neighbourhood Plan Locality Grant	700.00				700.00
Notice Boards	2,748.00				2,748.00
Parks & open spaces	96.59				96.59
PC Consent to discharge	5,500.00				5,500.00
PC Refurb	10,000.00				10,000.00
Recruitment	5,900.00				5,900.00
Rosemead	63,622.00				63,622.00
Rosemead Anesco Grant	12,000.00				12,000.00
Seaweed removal	1,000.00				1,000.00
SJC Furniture & Equip	1,200.00				1,200.00
Sports Forum	1,003.79				1,003.79
SBTS	3,687.80				3,687.80
SBTS concerts	600.00				600.00
Small Arts Grants	300.00				300.00
Street Scene	6,685.00		599.00		6,086.00
Town Centre Initiatives	22,402.25				22,402.25
Tourism	3,914.05				3,914.05
Training	3,002.45				3,002.45
Tree Planting	2,421.95				2,421.95
Vehicles & Equipment	26,520.00				26,520.00
Visit Littlehampton	2,818.51				2,818.51
Welcome pack	3,439.50				3,439.50
Wick Initiatives	1,130.00				1,130.00
Wick Week	977.00				977.00
	265,331.62	0.00	107,194.06	1,611,850.48	1,769,988.04

Earmarked Reserves 2016/17

Reserve	Opening Balance 01/04/16 £	Transfer out of EMR £	Expenditure to date £	Additions to date £	Closing Balance to date £
From SBTS	143,396.00				143,396.00
From Church Street	7,900.00				7,900.00
From Loan Capital	114,000.00				114,000.00
	265,296.00	0.00	0.00	0.00	265,296.00
RALP Assets	2,000.00				2,000.00
IT	6,350.00				6,350.00
	8,350.00	0.00	0.00	0.00	8,350.00
WSCC Skate Park Grant	2,561.00				2,561.00
Music project- YOF	929.60				929.60
Escape Project	2,243.00				2,243.00
Outreach	1,200.36				1,200.36
Subs P82	3,251.09				3,251.09
Volunteers & offsite Activities	504.00				504.00
	10,689.05	0.00	0.00	0.00	10,689.05
Building maintenance MH	52,261.92				52,261.92
Building maintenance SJC	54,238.25		5,496.00		48,742.25
Building maintenance LIU	2,320.66				2,320.66
Building maintenance P82	5,158.00				5,158.00
Clock maintenance	335.10				335.10
Memorial maintenance	4,856.00				4,856.00
	119,169.93	0.00	5,496.00	0.00	113,673.93
Museum Collection Mgmt	85.00				85.00
Museum Storage	1,370.00				1,370.00
Museum Archaeological deposits	284.90				284.90
Museum Volunteers	130.00				130.00
Museum donations	2,688.63		500.00		2,188.63
Museum donations (£10K)	4,091.10				4,091.10
	8,649.63	0.00	500.00	0.00	8,149.63
Totals	677,486.23	0.00	113,190.06	1,611,850.48	2,176,146.65