

14th February 2017

Notice is hereby given that a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 20 FEBRUARY 2017** at **6.30PM** to consider matters set out in the following Agenda:

Committee: Cllrs Squires (Chair), Ayres
Belchamber MBE, Blanchard-
Cooper, Chester, Rickeard
and Tandy

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 5 December 2016, circulated herewith.

6. **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.

7. **CHAIR'S REPORT AND URGENT ITEMS**

8. **OFFICER'S REPORT**

8.1 **Staff Sickness Report** - attached.

8.2 **Town Council Aims and Objectives**

The Council is in the process of reviewing the contents of this strategic document. Revisions are proposed (highlighted in red on the attached document) and each Standing Committee is being asked to consider and comment upon them in line with their remit. All amendments will be collated for consideration by the Policy and Finance Committee with a view to making a recommendation on the final draft for approval by Full Council.

8.3 **Keystone Centre** – oral update

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

10. **FINANCE REPORTS**

10.1 **Committee Finance Report** – attached.

11. **MASTERPLAN – NORTH LITTLEHAMPTON**

12. **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.

13. **OFFICER'S EXEMPT REPORT**

13.1 **UPDATE ON MANOR HOUSE STRUCTURAL REPAIRS** - Report circulated to Members of the Council only. ***This item is a confidential report for Members of the Council only in accordance with Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to the financial or business affairs of any particular person.***

13.2 **STAFF UPDATE** – Report circulated to Members of the Council only. ***This item is a confidential report for Members of the Council only in accordance with Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972, being information relating any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.***

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 5 DECEMBER 2016 at 6.30PM

Present: Cllrs Squires (Chair), Ayres
Belchamber MBE, Chester,
Rickeard and Tandy
Cllr Dr Walsh KStJ attended as a substitute
for Cllr Blanchard-Cooper

2016/2017

38. EVACUATION PROCEDURES

The evacuation procedures were noted.

39. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

40. APOLOGIES

Apologies were received from Councillor Blanchard- Cooper.

41. 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. No declarations were made at this stage of the meeting.

42. MINUTES

The Minutes of the meeting held on 5 September 2016 (previously circulated) were confirmed as a true record and signed by the Chair.

43. PUBLIC FORUM

No questions were raised by members of the public.

44. CHAIR'S REPORT AND URGENT ITEMS

There were none.

45. OFFICERS REPORT

45.1 Standing Orders: Urgent Action

The Committee noted a copy of an Urgent Action that had been taken (previously circulated) to address repairs to the roof of Southfields Jubilee Centre. The Clerk reported that whilst undertaking the work, a further piece of work to remove damaged insulation and thereby stop the ingress of standing

water was undertaken. This had been cleared with the Committee Chair and was at an additional cost of £521.04 (plus VAT).

It was **RESOLVED** that:

The Urgent Action be noted and the further expenditure to address related repairs be endorsed.

45.2 Staff Sickness Report

The Committee considered a report (previously circulated) providing information on staff sickness up to the second quarter of 2016/17. Members noted the exceptionally good self-certificated figure and understood the reasons for the high certified sickness figure. It was **RESOLVED** that:

The report be noted.

45.3 Manor House Room Hire Fees and Car Park Charges Proposals 2017/18

The Committee considered a report (previously circulated) setting out options for room hire fees and car park charges for 2017/18. Members believed that an increase in room hire fees of 2% was appropriate and agreed that the car park charges should increase by the higher of the two options set out in the report. It was thought that these figures remained competitive and represented value for money. Members also clarified that those members of the public who had already booked weddings in 2017/18 at the 2016/17 prices, should have those prices honoured. It was **RESOLVED** that:

- 1. An increase in Manor House room hire fees of 2% be agreed for 2017/18.**
- 2. The higher of the two figures for charging for car park spaces at the Manor House be approved for 2017/18.**
- 3. Any pre-booked (prior to 6th December 2016) weddings for 2017/18 be honoured at 2016/17 prices.**

46. TOWN COUNCIL PRIORITIES

46.1 The Committee considered a report (previously circulated) updating Members on the progress with regard to the priorities referred to this Committee. The Town Clerk explained that following the in-principle agreement of the District Council's Asset Management meeting to develop the proposals for the Keystone Centre, the Town Clerk had asked his officers and colleagues at the Arun Community Church to validate previous work that had been undertaken and to identify the detailed proposals for the youth enterprise hub. This would enable reports to be brought back to both this Committee and the Community Resources Committee, together with the District Council's Cabinet, to confirm how this project would proceed and prepare the evidence to enable significant grant funding to be sought.

46.2 (Councillor Squires declared a personal interest in view of his involvement with the 5th Littlehampton Sea Scout Group). Reference was made to the importance of not impacting the viability of other Scout halls etc. in the area

and the Town Clerk confirmed that this would need to be considered as part of this stage of work. The Town Clerk went on to confirm that this work would be reported back to the Committee in the Spring. Members supported the need for this piece of work and noted the other updates. It was therefore **RESOLVED** that:

The report be noted.

47. FINANCE

47.1 Committee Finance Report 2016/17

The Committee considered a report (previously circulated) highlighting any significant variances from budget and income and expenditure relating to this Committee's budget for 2016/17.

(Councillors Dr Walsh KStJ and Belchamber MBE and the Town Clerk all declared personal interests with regard to the paragraph within the report regarding the Local Government Pension Scheme pool).

Members noted the financial update and supported remaining in the Town and Parish Council (Smaller Scheduled Bodies) pool, within the Local Government Pension Scheme. It was therefore **RESOLVED** that:

- 1. The Town Council remain within the Town and Parish Council (Smaller Scheduled Bodies) pool within the Local Government Pension Scheme.**
- 2. The report otherwise be noted.**

47.2 P&P Draft Budgets 2017/18, 2018/19 and 2019/20

The Committee considered a report (previously circulated) setting out proposed Committee budgets for the next three years. The Town Clerk explained the key features within the overall budget that resulted in a likely 1% increase in the Band D rate of Council Tax. He then went on to detail the key elements that related specifically to this Committee's budget. Members emphasised the need to have sufficient funds for a replacement vehicle for the Amenity Team. It was clarified that earmarked reserves were kept to satisfactory level for the building through annually adjusting the specific building maintenance budgets for each individual property. Members also discussed the declining real-term pay for Town Council staff. On the latter point, the Town Clerk confirmed that there were currently no recruitment and retention issues within the Council, but that this would need to be monitored closely by Committee in the future. Members were pleased to see the imminent end of the loan repayments for the Manor House works. In all other respects the budget was supported and it was **RESOLVED** that:

- 1. The draft Committee budget for 2017/18 and the projected budgets for 2018/19 and 2019/20; be recommended to the Policy and Finance Committee.**
- 2. Proposals to extend the part time Major Projects Manager for a further two years from 1st April 2017 be supported, subject to**

budget approval.

3. **The part time Collection Deposit Officer post be extended for a further two years, from 1st April 2017, and that a Supplementary Estimate for funding the contract gap for this post from 1st January 2017 to 31st March 2017 be submitted to the Policy and Finance Committee.**
4. **Support be given to the growth in the salaries budget to create capacity in staffing levels for a two-year fixed term, part time appointment to focus on communication, branding and marketing and through this the ability to deliver additional events and support event promotion across the town, (subject to budget approval).**

48. MASTERPLAN – NORTH LITTLEHAMPTON

The Committee heard that there was an imminent meeting of the North Littlehampton Steering Group and that one of the issues that would be raised was the continuing problems on Toddington Lane/Mill Lane resulting from the new development at Hollyacre and the work commencing on the North Littlehampton development. Other than this the position was noted.

49. 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.

50. EXEMPT MINUTES

The Exempt Minutes of the Extraordinary Meeting held on 5th September 2016, (previously circulated to Members of the Council only) were confirmed as a true record and signed by the Chair.

51. OFFICER'S REPORTS (EXEMPT)

51.1 Staffing Update

The Committee considered a report (previously circulated to Members of the Council only) setting out recent staff changes. The Town Clerk reported that a Councillor had asked him to raise two issues at the Committee. The first related to the short period of time that the Worker in Charge had been employed by the Council and the other related to a staffing relationship between two members of staff. On the latter point, the Town Clerk was pleased to report that this was being closely monitored and suitable arrangements were in place. The short period of employment of the Worker in Charge was disappointing, but this was always a possibility when contracts

were only for short hours and were often for secondary employment. He confirmed that that member of staff had had an induction period. The Town Clerk would be bringing a report on Project 82 staffing to a meeting of the Committee in the Spring.

51.2 Update on Manor House Structural Repairs

The Committee considered a report (previously circulated to Members of the Council only) providing information on the contract awarded for carrying out structural repairs to the Manor House. In noting the current position, the Town Clerk reported that the funding of this project had remained unclear in the minutes. It had always been intended that this would be met from the general reserves and therefore it was **RESOLVED** that:

1. *The Policy and Finance Committee be recommended to agree that the cost of this work should be met from the general reserves as a Supplementary Estimate.*
2. *The report otherwise be noted.*

The meeting closed at 7.29pm

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2017

Report by: The Town Clerk

Subject: Staff Sickness Report – Quarter 3 2016/17

1. Summary

- 1.1 Members are provided with the staff sickness records for the full years 2007/08-2015/16 and Quarters 1 to 3 of 2016/17.

2. Recommendation

It is RECOMMENDED that the report be noted.

3. Staff Sickness Records

- 3.1 The figures for self-certificated sickness leave are set out below.

Year	1st Apr- 30 th Jun	1 st Jul- 30 th Sep	1 st Oct- 31 st Dec	1 st Jan- 31 st Mar	Average
2007/08	0.4%	0.75%	1.55%	0.63%	0.83%
2008/09	1.09%	1.00%	1.17%	1.3%	1.14%
2009/10	1.17%	1.07%	2.28%	1.67%	1.55%
2010/11	1.56%	2.4%	2.95%	1.95%	2.2%
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%
2012/13	1.11%	0.38%	2.5%	1.94%	1.48%
2013/14	1.49%	1.45%	1.35%	2.09%	1.6%
2014/15	1.26%	1.77%	3.38%	2.7%	2.27%
2015/16	1.17%	2.33%	2.08%	3.06%	2.16%
2016/17	1.09%	0.68%	1.49%		

- 3.2 The figures for Quarter 3 in 2016/17 are lower than Quarter 3 figures for 2015/16 and 2014/15. 9 members of staff took self-certificated sickness leave (7 last quarter), this equated to 30.5 days/131.95 hours.

- 3.3 The figures for certificated sickness leave are set out below.

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2007/08	0.2%	4.63%	6.19%	0	2.76%
2008/09	0.42%	0.27%	0.55%	0.49%	0.43%
2009/10	0.15%	0.37%	3.92%	1.76%	1.55%
2010/11	3.53%	0.66%	2.09%	0.37%	1.66%
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	2.76%	1.8%
2013/14	2.18%	1.84%	0.19%	0.18%	1.1%
2014/15	0	1.1%	0.87%	1.43%	0.85%
2015/16	0.2%	2.89%	1.29%	3.68%	2.01%
2016/17	9.64%	8.09%	1.55%		

- 3.4 The 2016/17 Quarter 3 figure has dropped significantly since Q2. 2 members of staff were absent from work on certificated sickness leave. This equated to 18.5 days/ 136.9 hours. Both of those staff were supported to return to work.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

“CARING FOR OUR TOWN”

STRATEGIC POLICIES

SECTION 1 MISSION STATEMENT

We, the Members of Littlehampton Town Council, are committed to providing, maintaining and developing services and local initiatives which will improve the quality of life of the residents of Littlehampton & Wick

Principal Aims

We will serve our community by

- Providing and maintaining a range of public services and seeking to develop effectively other services, either directly or by supporting local organisations and other providers
- Actively pursuing our representative role

Beliefs and Values

In carrying out the Council's aims, we will be guided by the following principles:

- **WE WILL DELIVER** services to the highest quality in terms of efficiency, effectiveness and value for money.
- **WE WILL PROMOTE** a culture of continuous improvement.

Document under review

Approved by Full Council on 29th May 2014

- **WE WILL CONDUCT** business openly, impartially and democratically and where necessary consult widely with parishioners, all sections of the community and interested parties.
- **WE WILL COMPLY** with the National Code of Local Government Conduct and the Nolan Principles in public life.
- **WE WILL OBTAIN** from contractors and partners the best possible service value whether from statutory bodies or subcontracted services.
- **WE WILL ACT** in the best interests of local people in making representations to and entering into partnerships with:
 - a) Arun District and West Sussex County Councils
 - b) Outside Agencies
 - c) Central Government
 - d) Other appropriate private, public or voluntary sector groups
- **WE WILL ADOPT** a positive approach to resolving issues.
- **WE WILL ENCOURAGE** all staff to reach their full potential.

COMMITTEE	POLICY	AIMS AND OBJECTIVES	
		(4 0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG TERM
Joint Remit CRC & P&P	<p>Community Centres</p> <p>To provide a high quality community facility in the town centre.</p> <p>To provide, as part of the North Littlehampton development, a high quality community centre as a focal point of that development.</p>	<p>The Town Council will: The Committee is asked to review the following criteria – links to Section 3 - Internal services, 1 – Property, The Manor House:</p> <ul style="list-style-type: none"> <i>Progress discussions regarding other sites and if there is no progress in two years, draw up and agree a scheme</i> <i>Draw up and agree a scheme for a new community facility on the site of the former Arun District Council housing offices in Church Street.</i> <ul style="list-style-type: none"> Promote and increase community use of the Southfields Jubilee Centre. Provide accessible and affordable community premises for hire to members of the community. Seek a reasonable income to offset operation costs. 	<ul style="list-style-type: none"> <i>Deliver the new Church Street and North Littlehampton Community Centres/facilities.</i>

SECTION 3 INTERNAL SERVICES

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(1 0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
P&P	1. Property		
	<p>Manor House To maintain the Manor House in line with its civic importance within the town, its listed building status and its location within a conservation area.</p> <p><i>The following point to be reviewed alongside aims and objectives relating to community facilities: To provide a high quality Community Centre on the Manor House site, when funding permits.</i></p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Maximise income through the hiring of its facilities. • Provide meeting rooms at a competitive cost to non-commercial hirers and local organisations. • Seek income from commercial hirers to offset the costs of the venue • Provide versatile accommodation for all activities. • Keep the furnishings and decorations to a high standard or repair and decoration. • Increase the use of the facilities • Promote and publicise availability of the venue 	
P&P	2. Property Maintenance		
	<p>To make responsible provision to secure and maintain Town Council capital assets to a high standard that complies with legislation for public buildings including Health & Safety requirements.</p>	<p>The Town Council will:</p> <ul style="list-style-type: none"> • Keep and maintain the Town Council's buildings in good repair. • Deliver, through the Amenity Team, a rolling programme of general maintenance. 	

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(1 0 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
P&P	4. HR Training To ensure that comprehensive employment policies and procedures are in place.	The Town Council will: <ul style="list-style-type: none"> • Provide CPD for all employees &, through the Staff Appraisal process, prepare annual workforce training & skills improvements schedules. • Review regularly policies & procedures. 	

SECTION 4 GENERAL AND MISCELLANEOUS

	POLICY	AIMS AND OBJECTIVES	
COMMITTEE		(1 – 3 YEARS) SHORT TERM	(4+ YEARS) MEDIUM/LONG
Joint Remit P&F & P&P	6. Health and Safety To have a Health and Safety Policy and Accident Reporting Procedure. The Policy and reporting procedure shall be regularly updated.		

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property & Personnel

Date: 20th February 2017

Report by: The Town Clerk

Subject: Update on Town Council Priorities

1. Summary

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

2. Recommendation

The Committee is RECOMMENDED to note the report

3. Background

- 3.1 The priorities referred to this Committee were:
- The Helm/Oyster Pond
 - Keystone/Project 82
 - Manor House Extension
 - Structural damage to the Manor House
 - Equipment for Amenity Team

4. Progress to date

- 4.1 The Helm/Oyster Pond
Nothing further to report
- 4.2 Keystone/Project 82
Progress report to be provided for a future joint meeting of Property & Personnel Committee and Community Resources Committee.
- 4.3 Manor House Extension
Nothing further to report.
- 4.4 Structural damage to the Manor House
Subject of a separate report.
- 4.5 Equipment for amenity team
Nothing further to report

5. Financial Implications

- 5.1 The financial implications of the repairs (4.4) to the Manor House are now clearer and details can be found in the separate report. A reserve figure of £50,000 against initial estimates was to be met from reserves.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 20th February 2017

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel (P&P) 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 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 Administration & Support Services
 - 3.2.1 Recruitment advertising to date has been £7,160 and the annual budget is £3,000. As previously reported, this was for advertising the following vacancies: Deputy Town Clerk and RFO (part time); the A Team Co-ordinator (full time); an Administration Assistant (part time); A Team Deputy Co-ordinator (full time) and a P82 Worker in Charge (part time). However, some of these costs will be met through the Supplementary Estimate agreed on the 8th April 2016 as an urgent action. There is also a balance of £5,900 in EMR for recruitment.
- 3.3 Amenity Team
 - 3.3.1 The Tools and Equipment expenditure to date totals £2,552 against an annual budget of £1,600. This budget is generally spent on small expenditure items such as manhole keys. However, there have been several larger expenditure items such as repairs to the hedge cutter (£327.24), the chain saw (£76.99), purchase of a number of tools (£173) and drill bits (£103). The new A Team Co-ordinator has identified several such items that need repair or replacement in order for the A Team to undertake their work. This necessary overspend can be met from within the Council's budget.

- 3.3.2 Expenditure on Health and Safety to date totals £217 against an annual budget of £100. This is due to the recent purchase of first aid kits for the vehicles, together with cleaners and sanitisers. This necessary overspend can be met from within the Council's budget.

3.4 Manor House

- 3.4.1 Room hire income is where it is expected to be at this point of the year. Although further catering income has been received since the finance report in December 2016 it is still unlikely to meet the income target set for 2016/17.

Income	Budget 2016/17 £	Income 2016/17 £	Expected Income £	Variance £
Car Parking	2,380	2,723	2,768	-
Room Hire	12,000	10,213	10,000	213
Catering Income	1,700	657	1,417	(760)
Equipment hire	1,000	257	833	(576)
Total	17,080	13,850	15,018	(1,123)

3.5 Street Lighting

- 3.5.1 Expenditure is in line with expectations. The Council has 28 street lights and the electricity used by 7 of them is recharged to the estates that use them.
- 3.5.2 The street light maintenance agreement is paid in one lump at the year end.

3.6 Southfields Jubilee Centre

- 3.6.1 The Building Maintenance budget is currently £81 overspent at this stage in the financial year. This is due to the initial roof repair work which cost £730. It is projected that a further £450 will be spent from this budget which includes the annual boiler service.

3.7 Project 82 (Building Maintenance)

- 3.7.1 This budget is underspent at this stage in the financial year, however invoices are yet to be paid for the repair of the skylight window and painting.

3.8 Museum (Building Maintenance)

- 3.8.1 Expenditure is slightly over budget (£329) due to the repair of a pipe in the staff toilet to the museum (£593) as reported in December 2016.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2016/17

PROPERTY & PERSONNEL COMMITTEE MEETING 20th February 2017

SERVICE		Actual I & E as at 31/1/17 £	Budget 2016/17 £
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure Income	22,927 -	29,875 -
AMENITY TEAM (incl. Street Scene)	Expenditure Income	44,650 7,917	53,255 3,500
MANOR HOUSE	Expenditure Income	50,362 13,850	136,255 17,080
STREET LIGHTING	Expenditure Income	396 -	1,610 585
SOUTHFIELDS JUBILEE CENTRE	Expenditure Income	35,324	35,245
PROJECT 82 BUILDING MAINT	Expenditure	155	1,500
MUSEUM BUILDING MAINT	Expenditure	1,029	700

Total Expenditure	154,843	258,440
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Total Income	21,767	21,165
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Net Expenditure	133,076	237,275
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ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN
FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM
OR MANOR HOUSE

In addition to the above budgeted expenditure the following has been spent from
Earmarked Reserves

Rotary Floor Tool	£	599
SJC Roof Repairs	£	5496