



17 January 2012

You are hereby summoned to attend an **ORDINARY MEETING** of the **TOWN COUNCIL** to be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 26 JANUARY 2012** at **6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2011/2012

1. EVACUATION PROCEDURES

2. MOBILE PHONES

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

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) 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 24 November 2011, circulated herewith.

6. TOWN MAYOR'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 Council. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.

8. CORRESPONDENCE OR ISSUES IN RESPECT OF THE DISTRICT OR COUNTY COUNCIL

9. REPORTS OF COMMITTEES – (NON-EXEMPT)

9.1 Recommendations from Committees – report herewith

The report brings together the Recommendations from Committees that need approval by Council.

9.2 Committee Minutes (Non-Exempt)

9.2.1 Policy and Finance

To receive the Minutes of the meeting held on **19 December 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(44.1) Technical Reforms of Council Tax

(44.2) The Portas Review (an independent review into the future of our High Streets)

(44.3) Southern Water's Metering Programme

(44.4) Council and Committee Dates 2012/13

(45.1) Budget Report 2011/12

(45.2) Policy & Finance Committee Draft Budget 2012/13, 2013/14 & 2014/15

(45.3) Full Council Draft Budget 2012/13

(46.) Masterplan – North Littlehampton

(48.) Church Street Housing Offices and Dairy Site

9.2.2 Community Resources

To receive the Minutes of the meeting held on **8 December 2011** – circulated herewith - at which the following items were discussed;

Minutes -

(46.1) Littlehampton Shopmobility

(49.1) Project 82 Periodic Report

(49.2) Museum Periodic Report

(49.3) Community Resources Periodic Report

(49.4) Jubilee Bandstand

(49.5) Street Party Insurance

(49.6) Christmas Lights Working Party

(50.1) CRC Draft Budget 2012/13

(50.2) Finance Report 2011/12

(51.) Masterplan – North Littlehampton

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **5 December 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (92.1) Committee Start Time
- (92.2) Vice-Chair
- (93.) Public Forum
- (94.1) Planning Applications – Lists 45, 46, 47 and 48
- (94.2) Littlehampton Bus Services
- (94.3) No 12 Bus Figures
- (94.4) Draft Budget 2012/13
- (95.) Neighbourhood Plan
- (96.) Devolved Planning
- (97.) Masterplan – North Littlehampton

9.2.4 Planning and Transportation

To receive the Minutes of the meeting held on **20 December 2011** – circulated herewith - at which the following items were discussed;

Minutes –

- (107.1) Presentation by Morrisons responding to the comments of the Committee
- (107.2) Planning Applications – Lists 49 and 50
- (107.3) Devolved Planning
- (107.4) No 12 Bus Figures
- (108.) Neighbourhood Plan
- (109.1) LTC Winter Maintenance Plan 2011/12
- (110.) Masterplan – North Littlehampton

9.2.5 Planning and Transportation

To receive the Minutes of the meeting held on **10 January 2012** – circulated herewith - at which the following items were discussed;

Minutes –

- (120.1) Planning Application – Morrisons at Wick
- (120.2) Planning Applications – Lists 51 and 52/1
- (121.) Neighbourhood Plan

9.2.6 Property and Personnel

To receive the Minutes of the meeting held on **12 December 2011** – circulated herewith - at which the following items were discussed;

Minutes -

- (43.1) Staff Sickness Report
- (43.2) Marriage Act 1994: Approved Premises
- (43.3) Southfields Community Centre
- (43.4) Church Street Offices/The Dairy
- (43.5) Local Government Pension Scheme
- (43.6) Project 82
- (44.1) Budget Report 2011/12
- (44.2) Draft Budget Report 2012/13
- (45.) Masterplan – North Littlehampton
- (47.) Church Street Offices/Dairy

9.2.7 Performance and Publicity Overview

There have been no meetings of this Committee since the last Council meeting.

10. OFFICERS' REPORTS

10.1 Committee Vacancies – Council is asked to consider filling the vacancies on the Community Resources and Performance & Publicity Overview Committees

10.2 Council and Committee Dates 2012/13 – draft attached

10.3 Full Council Budget 2012/13 – report attached

11. REPORTS OF REPRESENTATIVES ON OUTSIDE BODIES

Members are invited to report on any business relating to their attendance on an outside body as the elected representative of the Town Council.

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.

14. OFFICERS' REPORTS (CONFIDENTIAL)

14.1 Church Street Offices – Report attached for Members of the Council only

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council
Date: 26 January 2012
Report of: The Town Clerk
Subject: Recommendations from Committee

1. Summary

The purpose of this report is to highlight to Members items arising from the last Committee cycle which entail recommendations to Council and therefore need Council approval to proceed. The other items included in the Minutes have been delegated for decision to Committees and therefore have already been agreed. The items recommended to Council are:-

2. Planning and Transportation Committees: 5 and 20 December 2011 and 10 January 2012

2.1 Minute 92.1 Committee Start Time

Council asked the Committee to consider the commencement time for its meetings. It was agreed previously to change the start time from 6.30pm to 7.00pm to avoid a clash of meetings for several Members of the Committee. The Committee has agreed to revert to a 6.30pm start and this has been progressed through the Urgent Action procedure. Council is therefore:

RECOMMENDED to endorse the reversion to a time of 6.30pm for the Planning and Transportation Committee.

2.2 Minute 92.2 Vice-Chair

Council has asked the Committee to recommend a Vice-Chair from amongst its Members. Council is therefore:

RECOMMENDED to appoint Councillor Bowyer as Vice Chair.

3. Property and Personnel Committee: 12 December 2011

3.1 There were none.

4. Policy and Finance Committee: 19 December 2011

4.1 Minute 45.3 Full Council Draft Budget 2012/13

This matter is the subject of a separate report on the Agenda.

5. Community Resources Committee: 8 December 2011

5.1 There were none.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council
Date: 26th January 2012
Report by: The Town Clerk
Subject: Full Council Budget 2012/13

1. Summary

1.1 Attached as Appendix 1 is the proposed Council budget for 2012/13.

2. Recommendation

The Council is **RECOMMENDED** to

(1) approve the budget for 2012/13 setting a Precept of £1,023,832.

(2) note the projected budgets for 2013/14 and 2014/15.

3. Background

3.1 The budget that is presented 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 Policy and Finance Committee has considered the Full Council Budget for 2012/13 and the projected budgets for 2013/14 and 2014/15 and recommends that these are presented to Council for approval. The report in the exempt part of this agenda highlights the need for additional funding that has come to light since the Policy & Finance Committee met. The revised Precept therefore includes an additional £10,000 to be added to General Reserves to meet these expenses.

3.3 All known expenditure has been budgeted for. If expenditure is to be funded from an earmarked reserve (EMR) then it has been deducted from the total expenditure before calculating the Precept. To keep the increase in Band D Council Tax as small as possible the budget has been set to take £94,420 (£58,300-2011/12) from EMR.

3.4 The proposed Precept for 2012/13 is £1,023,832 (£997,980 2011/12). The overall effect of all projected income and expenditure for 2012/13 is a **1.96% / 2.01p per annum** increase on Band D Council Tax. The Band D Council Tax will be £104.43 per annum, compared with £102.42 in 2009/10, 2010/11 and 2011/12.

- 3.5 Band D Council tax is measured with reference to a Council Tax Base which is amended every year by Arun District Council. The Council Tax Base for the Town Council area has increased from 9,744 in 2011/12 to 9,804 in 2012/13. This has the effect of allowing the Precept to increase by £6,146 without affecting the Band D Council Tax.
- 3.6 The budget has been set to return £24,917 (see 3.2 and the exempt part of this agenda) to General Reserves, primarily to start to repay back the £200,000 borrowed for Southfields Community Centre.
- 3.7 As at 1 April 2011 there was £485,015 in the General Reserve. There was £399,889 in Earmarked Reserves at 1st January 2012.

4. Comparison including inflation for 2007-2013

- 4.1 The tables below are included for information and show that if after 2007/2008 the Precept and Band D tax were increase by inflation then the Precept and Band D in 2012/13 would have been £1,080,974 and £115.90 respectively. This is £57,142 less than the recommended Precept and £11.47 per annum less than the recommended Band D.

	Adjusted for inflation 2012/2013	Actual Budget 2012/2013	Variance
Precept	£1,080,974	£1,023,832	£57,142
Band D	£115.90	£104.43	£11.47

	Budget 2007/2008	Adjusted for Inflation 2008/2009	Adjusted for Inflation 2009/2010	Adjusted for Inflation 2010/2011	Adjusted for Inflation 2011/2012	Adjusted for Inflation 2012/2013
Precept	£912,460	£948,958	£957,499	£980,479	£1,027,542	£1,080,974
Band D	£97.83	£101.74	£102.66	£105.12	£110.17	£115.90
Inflation	4.00%	0.90%	2.40%	4.80%	5.20%	

- 4.2 Taking this a step further a Band D Tax of £115.90 at this year's Band D base would give a Precept of £1,136,283, a significant £112,451 more than the current recommended Precept.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

DRAFT SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2011/2012 £	Budget 2012/2013 £	Budget 2013/14 £	Budget 2014/15 £
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	141,710	154,490	156,555	159,285
Town Centre Management	73,365	71,715	72,855	78,185
Community Grants & Partnership Initiatives	58,585	61,625	62,230	62,910
Amenity Team (Recharged)	-	-	-	-
Capital Expenditure- A Team	-	19,000	-	-
Street Scene Enhancement Partnership	3,745	-	-	-
Planning & Economic Development	17,925	42,855	33,200	33,635
Manor House Room Hire	18,590	21,095	20,335	21,240
Corporate Management	137,475	110,355	111,790	113,630
Manor House (Recharged)	13,040	12,390	11,740	11,090
Street Lighting	9,705	3,365	3,440	3,520
Public Conveniences	40,105	40,610	41,110	41,615
Dairy Community Centre	(3,370)	(425)	740	1,650
Community Arts, Events & Tourism	177,835	120,525	107,245	106,220
Southfields Community Centre	252,000	76,400	54,440	54,490
Parks & Open Spaces	85,995	123,765	86,250	83,756
Project 82	84,440	85,030	86,841	88,680
Museum	118,695	115,405	118,050	120,950
Allotments	33,515	35,135	36,480	35,249
TOTAL NET EXPENDITURE	1,263,355	1,093,335	1,003,300	1,016,106
Known Expenditure from EMR				
Tree Planting	(6,000)	(6,000)	(5,000)	(1,600)
Town Centre floral	(5,000)	(5,000)	-	-
P82 Activity Resources	(600)	-	-	-
Ferry	(39,800)	(10,000)	(10,000)	-
Seaweed removal	(1,000)	-	-	-
Grass Cutting	(5,400)	-	-	-
Sports Forum	(500)	(1,000)	-	-
Southfields CC	-	(12,000)	-	-
Town Show	-	(5,800)	-	-
Bandstand	-	(26,000)	-	-
Tipper	-	(14,000)	-	-
Neighbourhood Plan	-	(10,000)	-	-
IT	-	(4,620)	-	-
Other Funding (from) / to balances	(7,075)	24,917	10,000	10,000
Southfields CC	(200,000)	-	-	-
DRAFT PRECEPT FOR YEAR	997,980	1,023,832	998,300	1,024,506
BAND D COUNCIL TAX	102.42	104.43	101.83	104.50
INCREASE IN BAND D COUNCIL TAX	0.00%	1.96%	-2.49%	2.63%