



21 June 2013

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 27 JUNE 2013 at 6.30pm**

PETER HERBERT
Town Clerk

AGENDA

2013/2014

1. EVACUATION PROCEDURES

2. MOBILE PHONES

Members and the public are 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 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 16 May 2013, 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 **17 June 2013** – circulated herewith - at which the following items were discussed;

Minutes -

- (6.1) Localisation of Support for Council Tax
- (6.2) DCLG – Your Council's Cabinet – a Guide for Local People
- (8) Town Traders Forum
- (9.1) Arun District Council Concessions, Market, Street Traders and Street Entertainers Strategy
- (9.2) Arun District Council Leisure Strategy
- (10.1) Sustainable Communities Act Update
- (10.2) Environmental Sustainability Policy
- (10.3) Water Resources Management Plan Consultation
- (10.4) Crown Post Office
- (11.1) Finance and Performance Periodic Report 2013/2014
- (11.2) Earmarked Reserves
- (11.3) Investments
- (12) Masterplan – North Littlehampton

9.2.2 Community Resources

To receive the Minutes of the meeting held on **13 June 2013** – circulated herewith - at which the following items were discussed;

Minutes –

- (7.1) Recommendation concerning the flood defence and enhancement scheme for the East Bank.
- (9.1) Allotment Working Group Membership
- (9.2) Administration of Allotments Review
- (10.1) Christmas Decorations Working Group Town Christmas Lights
- (10.2) Christmas Decorations Working Group Membership
- (11.1) Deprivation Working Group
- (12.1) Project 82 Periodic Report
- (12.2) Museum Periodic Report
- (12.4) Events Periodic Report
- (12.5) Grant Aid Applications
- (13) Finance and Performance
- (14) Masterplan – North Littlehampton

9.2.3 Planning and Transportation

To receive the Minutes of the meeting held on **24 May 2013** – circulated herewith - at which the following items were discussed;

Minutes –

- (5) Arun District Council Local Plan
- (6) Neighbourhood Plan
- (8.1) Street Trading Consent - Mr T Hiller, High Street Littlehampton
- (9.1) Littlehampton Crown Post Office
- (11.1) Planning Applications – Lists 18, 19, 20 and 21
- (11.2) No.12 Bus Passenger Figures
- (12.1) River Beach Primary School Planning applications WSCC/038&039/13/LU
- (12.2) Update on changes from WSCC Community and Economic Development
- (13.1) Littlehampton Signal Box Grade II Listed
- (14) Masterplan - North Littlehampton

9.2.4 Property and Personnel

To receive the Minutes of the meeting held on **10 June 2013** – circulated herewith - at which the following items were discussed;

Minutes -

- (7.1) Public Meetings in the New Millennium Chamber – Hire Charges
- (8.1) LGPS Employer Discretions Policy
- (8.2) Official Orders
- (8.3) Streetlighting
- (9.1) Finance and Performance Periodic Report 2013/2014
- (10) Masterplan - North Littlehampton
- (12.1.1) Southfields Jubilee Centre
- (12.1.2) Unit 6F Lineside Industrial Estate
- (12.1.3) Church Street / Housing Building
- (12.1.4) Manor House
- (12.1.5) Stage by the Sea
- (12.1.6) The Dairy Site

10. OFFICERS REPORTS

- 10.1 **Statement of Accounts - Annual Return 2012/13** – report attached
- 10.2 **Statement of Accounts - Unaudited 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.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council
Date: 27 June 2013
Report of: The Town Clerk
Subject: Recommendations from Committees

1. Summary

The purpose of this report is to highlight to Members items arising from the last cycle of Committee meetings which entail recommendations to this Committee. The items recommended to Full Council are:-

2. Property and Personnel Committee 10 June 2013

2.1 Minute 8.2 Official Orders

The Committee considered a report (previously circulated) seeking authority for the Amenity Team Leader to sign orders up to the value of £150. The Committee supported this and it was therefore **RESOLVED** that:

Council be RECOMMENDED to authorise the Amenity Team Leader to sign orders up to the value of £150.

3. Policy and Finance Committee 17 June 2013

3.1 Minute 6.2 DCLG – Your Council's Cabinet – a Guide for Local People

The Town Clerk circulated copies of a recently published guide designed to give the public practical information about attending meetings of a council's executive. The Secretary of State had also indicated that members of the public would be permitted to report, blog, tweet and film council meetings in England. The Town Clerk stated that although aimed at Principal Council's, Members might want to consider putting measures in place to deal with these requests in the future.

6.3 Members went on to consider the implications for the Town Council and the administration of its meetings. This had been the subject of some discussion by the Performance and Publicity Overview Committee and there were concerns that filming council meetings was open to abuse. However, Members viewed it as an opportunity to raise awareness of the Town Council and encourage interaction with the public. They also wished to put guidelines in place to protect the privacy of members of the public and minimise disruption at meetings. It was therefore **RESOLVED** that:

Council be RECOMMENDED to:

- 1) **Delegate to the Clerk, in consultation with the Chair of the Council or relevant Committee, authority to agree permission to film / record meetings pending a report setting out the criteria which will be considered by Council in the Autumn.**

- 2) *Standing Orders be amended temporarily to permit this pending approval by Council of the criteria.*

3.2 Minute 9.1 Arun District Council Concessions, Market, Street Traders and Street Entertainers Strategy

The Town Clerk explained that following a recent meeting of the Planning and Transportation Committee it had become apparent that the Town Council lacked a policy for concessions, markets street traders and entertainers. Members were asked to consider endorsing ADC's Strategy (previously circulated) with a view to recommending that it be adopted by Full Council. The Strategy covered all aspects of street trading for which the District Council had licensing powers including the principles governing the award of street trader licences in the District. Members considered that it was important to have a policy that set out the Town Council's aspirations for street trading activities and that it was consistent with those of the licensing authority. It was therefore **RESOLVED** that:

The Committee endorse Arun District Council's Concessions, Market, Street Traders and Street Entertainers Strategy and that Council be RECOMMENDED to adopt the Strategy.

3.3 Minute 10.2 Environmental Sustainability Policy

The Town Clerk reported that the work by Museum staff to retain the Accreditation had highlighted the need for the Town Council to have in place an Environmental Sustainability Policy. A policy document had been drafted (previously circulated) which set out how the Town Council proposed to minimise the impact of the services it provides on the environment. To ensure that the Policy was followed consistently throughout the organisation, once adopted it would also be shared with contractors. It was **RESOLVED** that:

Subject to textual amendments, the Environmental Sustainability Policy be endorsed and that Council be RECOMMENDED to adopt the Policy.

3.4 Minute 11.3 Investments

The Committee considered a report which recommended placing funds with the Public Sector Deposit Fund. The Town Clerk explained that as a Money Market fund, this fell outside the current investment strategy and the Committee was also asked to recommend to Council that it be added to the Council's Investment Strategy. Members were content with this proposal and it was therefore **RESOLVED** that:

Council be RECOMMENDED to approve the addition of 'Deposits in the Public Sector Deposit Fund' to the list of permitted investments in the Council's Annual Investment Strategy.



MINUTES of the POLICY AND FINANCE COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 17 JUNE 2013 at 6.30PM

Present: Cllrs Emberson (Chair), Ayres, Belchamber MBE, Hulmes, Squires and Dr Walsh KStJ

2013/2014

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. 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.

3. APOLOGIES

Apologies were received from Councillors Bowyer and Weston.

4. 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 Emberson, Squires and Walsh KStJ declared personal interests as Members of the District Council with regard to the items on the Localisation of Support for Council Tax, the Draft Leisure Strategy and the Concessions, Market, Street Traders and Street Entertainers Strategy. Councillors Squires and Councillor Dr Walsh KStJ also declared personal interests as members of Littlehampton Harbour Board regarding the discussion on the Town Traders Forum.

5. MINUTES

The Minutes of the meeting held on 29 April 2013 (previously circulated) were confirmed as a true record and signed by the Chair.

6. CHAIR'S REPORT AND URGENT ITEMS

6.1 Localisation of Support for Council Tax

The Town Clerk circulated copies of a District Council Cabinet decision report which proposed Town and Parish Councils receive the same level of Council Tax Support for 2014/15 as they did for 2013/14. The report reiterated the discretionary nature of the payment and stated that the situation with regard to 2015/16 and future years was under review. The Committee welcomed the early notice but noted that the grant had been subsumed within the Revenue Support Grant which was expected to reduce in future years. The Committee therefore **RESOLVED** that:

The Report be noted.

6.2 DCLG – Your Council's Cabinet – a Guide for Local People

The Town Clerk circulated copies of a recently published guide designed to give the public practical information about attending meetings of a council's executive. The Secretary of State had also indicated that members of the public would be permitted to report, blog, tweet and film council meetings in England. The Town Clerk stated that although aimed at Principal Council's, Members might want to consider putting measures in place to deal with these requests in the future.

- 6.3 Members went on to consider the implications for the Town Council and the administration of its meetings. This had been the subject of some discussion by the Performance and Publicity Overview Committee and there were concerns that filming council meetings was open to abuse. However, Members viewed it as an opportunity to raise awareness of the Town Council and encourage interaction with the public. They also wished to put guidelines in place to protect the privacy of members of the public and minimise disruption at meetings. It was therefore **RESOLVED** that:

Council be RECOMMENDED to:

- 1) **Delegate to the Clerk, in consultation with the Chair of the Council or relevant Committee, authority to agree permission to film / record meetings pending a report setting out the criteria which will be considered by Council in the Autumn.**
- 2) **Standing Orders be amended temporarily to permit this pending approval by Council of the criteria.**

7. PUBLIC FORUM

There were no members of the public present.

8. TOWN TRADERS FORUM

- 8.1 The Town Clerk welcomed Mr John Edjvet, Littlehampton Town Centre Regeneration Officer to the meeting and invited him to address the Committee. Mr Edjvet stated that his post was funded by S106 funds from the expansion of Sainsbury's Rustington for the purposes of ameliorating the impact of the expansion of that store on traders in the town centre. He gave Members an update on his work and explained that building on the Portas Pilot project bid, he would be working closely with the Town Council, ADC and the town traders to market and promote the Town Centre. Having met with traders and spent some time meeting local businesses, he was impressed with the range of things on offer in the Town and the ideas that were coming forward. His task over the next few months would be to address some of the issues around signage and raising awareness of the town centre outside of Littlehampton using advances in social media.

- 8.2 A question and answer session followed during which Members noted that the Town Centre Regeneration Officer role was a fixed term post for four and a half years and focussed specifically on the Town Centre. Members

considered that signage was a priority as many signs in and around the Town Centre were obsolete, misleading or illegible. They also felt that links with other key organisations in the Town such as the Harbour Board should be explored and sought links with other retail hubs on the outskirts of the Town. Mr Edjvet explained that whilst his remit was to focus on the Town Centre, he would take forward these suggestions with the partnership in the future. Regarding the growth in shops representing different cultures in the Town, he explained that he was investigating how to engage effectively with these businesses in the community.

- 8.3 The Committee received the notes of the Town Traders Forum meeting held on 21st May 2013. It was **RESOLVED** that:

The notes be received.

9. ARUN DISTRICT COUNCIL MATTERS

9.1 Arun District Council Concessions, Market, Street Traders and Street Entertainers Strategy

The Town Clerk explained that following a recent meeting of the Planning and Transportation Committee it had become apparent that the Town Council lacked a policy for concessions, markets street traders and entertainers. Members were asked to consider endorsing ADC's Strategy (previously circulated) with a view to recommending that it be adopted by Full Council. The Strategy covered all aspects of street trading for which the District Council had licensing powers including the principles governing the award of street trader licences in the District. Members considered that it was important to have a policy that set out the Town Council's aspirations for street trading activities and that it was consistent with those of the licensing authority. It was therefore **RESOLVED** that:

The Committee endorse Arun District Council's Concessions, Market, Street Traders and Street Entertainers Strategy and that Council be RECOMMENDED to adopt the Strategy.

9.2 Arun District Council Leisure Strategy

The Committee received a report (previously circulated) which contained an update on the progress with the development of the District Council's Leisure Strategy. The Town Clerk reported that the Mayor had agreed to attend a meeting planned with representatives of Inspire Leisure and the District Council. Whilst this was to be welcomed, concerns were expressed that the District Council might come to rely on the Cinema Club as a way forward in terms of the provision of cinema facilities in the Town. This had long been viewed as impractical and Members stressed the importance of maintaining permanent full screen cinema facilities in the Town.

- 9.3 Members wished to maintain pressure on the District Council to resolve issues around the lease on the Windmill Entertainment Centre. It was proposed that the Town Clerk write to Arun District Council urging them to consider requesting that Inspire Leisure surrender the remaining lease on the Windmill Entertainment Centre in order that discussions with cinema

operators including the Picturedrome Electric Theatre Ltd could be progressed and discuss this with the Town Council at the next liaison meeting. This proposition was unanimously supported by the Committee and it was therefore **RESOLVED** that:

The Town Clerk write to the Leader of Arun District Council in line with the proposal set out in point 9.3 above and that the matter be raised at the next Liaison meeting with the District Council.

Councillor Belchamber MBE left the meeting at 7.30pm.

10. OFFICER'S REPORTS

10.1 Sustainable Communities Act Update

The Committee received a report (previously circulated) which set out new powers for parishes to challenge bureaucratic barriers under the Sustainable Communities Act. The Committee noted that it was also proposed that NALC takes on a new statutory role as "Parish Selector" and act as an appeals body if parish proposals were turned down by Government. It was **RESOLVED** that:

The Report be noted.

10.2 Environmental Sustainability Policy

The Town Clerk reported that the work by Museum staff to retain the Accreditation had highlighted the need for the Town Council to have in place an Environmental Sustainability Policy. A policy document had been drafted (previously circulated) which set out how the Town Council proposed to minimise the impact of the services it provides on the environment. To ensure that the Policy was followed consistently throughout the organisation, once adopted it would also be shared with contractors. It was **RESOLVED** that:

Subject to textual amendments, the Environmental Sustainability Policy be endorsed and that Council be RECOMMENDED to adopt the Policy.

10.3 Water Resources Management Plan Consultation

The Committee received details of the consultation by Southern Water on the Water Resources Management Plan (previously circulated). Members recognised the work that was being undertaken by Agencies locally to mitigate the impact of sudden severe weather conditions and it was hoped that the utility company's plans would do the same. It was **RESOLVED** that:

The consultation be noted.

10.4 Crown Post Office

There was nothing further to report.

11. FINANCE and PERFORMANCE

11.1 Periodic Report 2013/2014

The Committee considered a report which gave a summary of income and expenditure relating to the Policy and Finance Committee budget for 2013/14 (previously circulated). Members noted that following the downgrading of the Co-op Bank and in line with the Annual Investment Strategy, the appropriate notice had been given on the Town Council's deposits. The views of Members were also sought regarding the value of performance indicators. It was established that the current indicators were no longer relevant and noting that exceptions would continue to be reported to the Committee, it was agreed that they should be discarded. It was **RESOLVED** that:

- 1) **The performance information be incorporated in the periodic reports.**
- 2) **The report be otherwise noted.**

11.2 Earmarked Reserves

The Committee considered a report which set out the underspends at the end of the 2012/13 financial year and the amounts identified to hold in earmarked reserves. The Town Clerk explained the procedure for setting reserves and ensuring that they remained both relevant and adequate. Members reviewed the list of earmarked reserves for 2012/13 and it was **RESOLVED** that:

- 1) **The allocation of earmarked reserves from the 2012/13 budget as set out in Appendix 1 attached to the report be endorsed.**
- 2) **The removal of earmarked reserves no longer required as per Appendix 2 attached to the report be endorsed.**

Councillor Dr Walsh KStJ left the meeting at 7.50pm.

11.3 Investments

The Committee considered a report which recommended placing funds with the Public Sector Deposit Fund. The Town Clerk explained that as a Money Market fund, this fell outside the current investment strategy and the Committee was also asked to recommend to Council that it be added to the Council's Investment Strategy. Members were content with this proposal and it was therefore **RESOLVED** that:

- 1) **Council be RECOMMENDED to approve the addition of 'Deposits in the Public Sector Deposit Fund' to the list of permitted investments in the Council's Annual Investment Strategy.**
- 2) **The decision to make investments in the fund be delegated to the RFO in conjunction with the Town Clerk.**

12. **MASTERPLAN – NORTH LITTLEHAMPTON**

There was nothing further to report.

The meeting closed at 7.52pm.

CHAIR



MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 13 JUNE 2013 at 6.30PM

Present: Cllrs Neno (Vice Chair in the Chair),
Ayres, Caffyn, Long, Northeast and
Walsh KStJ

2013/2014

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. 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.

3. APOLOGIES

Apologies were received from Councillors Belchamber MBE, Britton, and Emberson.

4. 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. Councillor Northeast declared a personal interest in agenda item 12.1, P82 Periodic Report as a Trustee of the Keystone Centre. Councillor Ayres declared a personal interest in agenda item 12.5 in view of her close association with the Littlehampton Cafe Bus Project. Councillor Dr Walsh KStJ declared a personal interest in agenda item 12.5 as President of the Littlehampton Swimming Club and the Littlehampton Twinning Association. They indicated that they would leave the meeting if these applications were discussed.

5. MINUTES

The Minutes of the meeting held on 18 April 2013 (previously circulated) were confirmed as a true record and signed by the Chair.

6. CHAIR'S REPORT AND URGENT ITEMS

There were none.

7. RECOMMENDATIONS from COUNCIL or OTHER COMMITTEES

7.1 Recommendations from Committees

The Committee considered a report (previously circulated) which contained a recommendation from the Policy and Finance Committee regarding the flood defence and enhancement scheme for the East Bank. The Committee

considered a proposal to utilise £9,600 Earmarked Reserves from the Community Resources Initiative Budget as an incentive to encourage the County and District Councils to re-instate integrated LED lighting in the railings and steps as part of the scheme. Members noted that the funds would be used on the understanding that the other authorities also committed the remainder of the funding for this purpose. It was **RESOLVED** that:

Subject to the agreement by the County and District Councils to the Town Council's proposal, £9,600 Earmarked Reserves be ring fenced for a potential contribution to the Scheme.

8. PUBLIC FORUM

There were no members of the public present.

9. ALLOTMENT WORKING GROUP

9.1 It was **RESOLVED** that:

**The Working Group for 2013-2014 have the following membership: -
Councillors Long (Chair), Buckland and Squires
and up to five LALGA representatives.**

9.2 Administration of Allotments Review

The Town Clerk presented a report (previously circulated) which detailed the outcome of an Internal Audit of the administration process and management of the Town Council's allotments. The Auditor's report was very positive and suggested some minor changes to the Tenancy Agreement and the administration process regarding the mailing of invoices. The Committee welcomed the thorough nature and positive outcome of the review and it was **RESOLVED** that:

Subject to comments from the Allotment Working Group at the meeting on 20th June, the suggested changes to the Tenancy Agreement and the general administration of the allocation and renewal of plots be approved.

10. CHRISTMAS DECORATIONS WORKING GROUP

10.1 The Committee received a report (previously circulated) which set out the selection process for the supplier of the Town Council's Christmas Lights and a recommendation from the Working Group. Five quotes were initially received and these were shortlisted to two companies one of which was the existing supplier. It was reported that on balance the Gala Lights quote was well structured, clear on price and offered a local repair / call out service which the existing contractor had been unable to match. Additional lighting had been added to the scheme and pictures of the proposed lighting were circulated at the meeting together with the revised quotation which at £54, 895 for three years was within the specified budget. It was therefore **RESOLVED** that:

Gala Lights Ltd be appointed for a three year contract period at a sum not exceeding £55,000.

10.2 It was also **RESOLVED** that:

**The Working Group for 2013-2014 have the following membership: -
The Chair of the Committee, the Mayor and Councillor Northeast.**

11. DEPRIVATION WORKING GROUP

11.1 It was **RESOLVED** that:

The Working Group not be re-appointed at this time.

12. OFFICER'S REPORT

12.1 Project 82 Periodic Report

The Committee considered a report (previously circulated) which gave a summary of the proposed involvement of the young people in Wick Week and progress with the renovation of the art room. Members welcomed the report and it was **RESOLVED** that:

The Report be noted.

12.2 Museum Periodic Report

The Committee considered a report (previously circulated) which contained information on recent activity within the Museum, the Education Consortium and progress with the Accreditation. The Museum Curator explained that as part of the process to remain an accredited Museum, a number of returns have to be submitted, the latest of which was due by 28th July. As part of this process some policies needed to be reviewed and implemented details of which were summarised and included in her report.

12.3 Highlighting the quality of the documents, Members congratulated the Curator on the presentation and forward outlook of the policies. Regarding the Forward Plan, the Committee noted that the possibility of a standalone website for the Museum was being explored as a means of providing wider access to the collections. Members wished to ensure that as many of the Museum's artefacts as possible were displayed. The Curator explained that recognition of the Museum's collections was an important part of the Accreditation and that the Museum therefore took every opportunity to rotate displays. Members also considered that the availability of the Study Room could be more widely promoted as a facility within the Museum. It was **RESOLVED** that:

1. The following policies be approved:

a) Collections Development Policy

b) Care and Conservation Policy

c) Forward Plan

d) Emergency Plan

- e) Collections Documentation Policy**
2. The report be otherwise noted.

12.4 Events Periodic Report

The Committee considered a report (previously circulated) which gave a summary of recent activities and progress with the Jubilee Stage by the Sea project. The Committee noted that although delayed, the construction of the Jubilee Stage by the Sea had commenced and was due to be completed by the 24th July. The report highlighted the issues around the delivery of a launch event and it was considered that the grounds would not be ready in time for a summer event. To avoid competition with other planned events, it was therefore proposed that an official opening took place in spring 2014. Arrangements for events such as the Freedom of the Town would therefore be taken forward with this in mind and Members would be kept informed of progress. It was therefore **RESOLVED** that:

- 1. The proposals for the Jubilee Stage by the Sea launch event contained in paragraphs 3.2 to 3.2.6 of the report be approved.**
- 2. That the contents of the report and the financial implications be noted.**

12.5 Grant Aid Applications

The Committee considered a report (previously circulated) which set out applications for grant aid 2013/2014 and also incorporated a review of the successful projects undertaken as a result of the grants given in 2012. Members considered that the grant process and the allocation of funds had been well managed and were pleased to note that if agreed, all applicants would be awarded funds.

- 12.6** Noting that there were several groups who regularly applied for support and the comparatively low number of new applicants, the Committee discussed ways to encourage newer groups to come forward in the future. The Clerk suggested that the Committee might want to consider a more permanent funding arrangement with local groups that provide services in the community and were regularly awarded grants. This could be achieved by entering into a smaller service funding agreement which could grants at new applicants.

- 12.7** The Committee noted that if agreed, £750 remained unallocated and considered a suggestion that the funds be earmarked as a donation towards the Windmill Cinema Club. This would be within the proposal to earmark £3,000 of the Community Resources Initiative Budget for a possible future grant to the Club should the project proceed. Members considered this was a sensible use of the funds and that it should be incorporated in the original recommendations and approved. It was therefore **RESOLVED** that:

- 1. The recommended list as set out in the Appendix B be approved and the remaining underspend for this financial year be transferred to the Community Resources Initiatives Budget as part of the donation to**

the Windmill Cinema Club should the project proceed.

2. The successful projects undertaken last year due to the Town Council grant scheme be noted.
3. £3,000 of the Community Resources Initiatives Budget be earmarked for a possible grant to the Windmill Cinema Club when more details were known.

13. FINANCE AND PERFORMANCE

- 13.1 The Committee considered a report which gave a summary of income and expenditure relating to the Community Resources Committee budget for 2013/14 (previously circulated). The views of Members were also sought regarding the performance indicators and whether they were relevant. Members agreed that the current indicators were not hugely helpful and should be discarded. Each service should report on key performance issues within their regular reports. It was **RESOLVED** that:

1. The performance information be incorporated in the periodic reports.
2. The report be otherwise noted.

14. MASTERPLAN – NORTH LITTLEHAMPTON

- 14.1 The Town Clerk reported that the next meeting of the Steering Group was scheduled to take place on Monday 24th June and that WSCC had provided a construction timetable for the Lyminster by pass.

The meeting closed at 7.18pm.

CHAIR



MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on TUESDAY 28 MAY 2013 at 5.30PM

Present: Cllrs Long (Chair), Ayres, Buckland, Emberson and Hulmes. The Town Mayor, Cllr Bowyer was present for agenda item 5 only and Cllr Belchamber MBE joined the meeting at 5.55pm.

2013/2014

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. 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.

3. APOLOGIES

There were none.

4. 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. Councillor Emberson declared a personal interest as a Member of Arun District Council in relation to the discussion on the Local Plan and agenda item 8, Licensing Application, Mr T Hiller. Councillor Buckland declared a personal and prejudicial interest as a Member of the County Council's Planning Committee regarding Planning Applications WSCC/039/13/LU and WSCC/038/13/LU, River Beach Primary School and would leave the meeting while Members discussed this item. The Committee Assistant declared a personal and prejudicial interest as Chairman of the Governing Body at River Beach Primary School in relation to Planning Applications WSCC/039/13/LU and WSCC/038/13/LU, and would leave the meeting while Members discussed this item.

5. ARUN DISTRICT COUNCIL LOCAL PLAN

- 5.1 The Committee received a report from the Town Clerk (previously circulated) which contained a summary of the proposed changes to the District Council's Draft Local Plan and the implications for the Town Council's Neighbourhood Plan. It was understood that the District Council's Local Plan Sub-Committee had proposed a reduction in the annual housing target to 425 units on a

sliding scale over a six year period at which point the Plan would be subject to review. If approved, there would be no need for parish housing allocations in the first six years of the Plan as these could be accommodated within the strategic sites. Subsequent meetings with Officers from Arun had confirmed that if approved, these proposals would in all likelihood delay the public consultation and the main issue for the Town Council was whether it was sensible to proceed with the Neighbourhood Plan with an allocation of 200 houses included.

- 5.2 The report recommended that the Town Council proceed with the Plan in its existing format to pre-submission and that at the end of the statutory period of consultation, decide whether to proceed on the same basis or make further amendments to reflect changes to the Local Plan. In addition to the recommendations contained in the report, the Town Clerk tabled a draft letter aimed at Members of the District Council which set out the Town Council's concerns and sought support to overturn the recommendations of the Local Plan Sub-Committee. Informal advice received from the DCLG was that the Town Council should continue with the current timetable for the Neighbourhood Plan, assuming an allocation of 200 houses, in line with the parish allocation in the District Council's initial emerging Local Plan. The Town Clerk stated that ceasing work on the Neighbourhood Plan was not recommended because planning applications submitted in the interim period would not count against any future parish allocation. Members noted that the Pre-Submission Plan could still be withdrawn or amended at the end of the statutory period of consultation without loss of funding.
- 5.3 A discussion ensued during which Members revisited the basis of the housing allocation in the Neighbourhood Plan and debated the impact of Government Policy on housing numbers. It was also reported that there were serious concerns about the changes. These had been questioned on the basis that they were not representative of the District as a whole and the impact that the reduction in the supply of housing would have on house prices. Members noted that the Local Plan still contained provision for 1000 homes on the West Bank and questioned the decision to ignore the potential for development in Ford. The Committee also considered that Littlehampton had already borne the brunt of rising housing numbers and could be exposed to further development by the undermining of its Neighbourhood Plan.
- 5.4 There was a strong body of opinion which held the view that the Local Plan would be open to challenge if the District Council approved these changes. The consensus among Members was that by continuing on its present timetable for the Neighbourhood Plan, the Town Council would have documented its preference for sites and allocations and done as much it could to protect the interests of the Town at this stage. It was therefore **RESOLVED:**

1. To proceed with the Neighbourhood Plan in its existing format to pre-submission ensuring the start date of the Plan is June 2013.
2. At the end of the statutory period of consultation, to review the situation and agree whether to proceed on the same basis

or make further amendments to reflect changes to the Local Plan.

3. That the letter tabled by the Town Clerk be sent to Members of the District Council in time for Aruns' Full Council Meeting on 29th May 2013.

At this point Cllr Bowyer left the meeting and Cllr Belchamber MBE joined the meeting.

6. **NEIGHBOURHOOD PLAN**

- 6.1 The Committee received a presentation from the Major Projects Manager which contained details of the amendments made to the first draft of the Plan and resultant changes to the policy statements. She re-assured Members that the representations received to date had been fully responded to and that where appropriate the Plan had been amended. She also outlined the timetable for the Pre-Submission document, a copy of which was previously circulated to Members, highlighting the inclusion of a further public drop in session on 10th July before the meeting on 22nd July when the Committee would next review the status of the Plan.
- 6.2 The Major Projects Manager explained in more detail the changes to the Plan in terms of the housing allocations and infrastructure. She confirmed that the Plan was required to conform to the current District Local Plan dated 2003 and that consequently, the West Bank was not included. Noting the amendments to the housing allocations, Members were reminded that the County Council had the power of self determination regarding the land north of the Academy. She reported that an application was imminent and that this had been taken into consideration when arriving at these figures. Members noted that by taking the initiative and proposing an allocation for this site, the Town Council was setting out its view of the future use of that land and that the County Council would be required to respond with its view as a statutory consultee in the process.
- 6.3 Referring to the earlier discussion of the impact of the proposed changes to the Draft Local Plan, Members considered it important to press on with the Pre-Submission timetable and set out the Town Council's proposals for the overall future development of the Town. The Major Projects Manager also circulated a summary of the changes to the Policies and confirmed that the vision statement had been revised. This phase of work was regarded as the first part of the formal process and it was essential that the Pre-Submission Document was sent to the statutory consultees in a timely manner. Therefore, although tight, it was recommended that the Town Council did not deviate from the current timetable. Finally, to ensure that the timetable was met, Members were asked to submit any further comments by 5th June. Members expressed their thanks and appreciation to the Major Projects Manager for her work on the Plan and it was **RESOLVED** that:

Subject to typographical corrections and any other minor amendments required, the Neighbourhood Plan advances to the Pre-Submission phase.

7. **MINUTES**

The Minutes of the meeting held on 30 April 2013, previously circulated, were confirmed as a true record and signed by the Chair.

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

8.1 **Mr T Hiller, High Street Littlehampton**

The Committee considered an application for Street Trading Consent for ice cream to be added to the existing food products sold by this trader. The Committee **RESOLVED** to:

Raise no objection to this application providing that trading continues from within the confines of the current vehicle.

9. **RECOMMENDATION from COUNCIL**

9.1 **Littlehampton Crown Post Office**

At the last Full Council Members discussed the position regarding the Post Office proposal to replace the counter service in the Arcade with counters in a retail outlet. The Post Office proposals were viewed as detrimental to the Town and Council wished the Committee to examine options that might support the case for the retention of the service in its current location. In particular the Committee was asked to look into Assets of Community Value and including provision of post office services as part of the Neighbourhood Plan. The Committee reviewed the options and noted that the prime consideration was to secure the long term provision of a Crown Post Office service in the Town. Members recognised that whether the service continued or not was a commercial decision and that registering the building as an Asset of Community Value would not prevent the premises from being used for another purpose. It was therefore **RESOLVED** that:

No further action be taken in respect of the Neighbourhood Plan or registering the building as an Asset of Community Value.

10. **PUBLIC FORUM**

10.1 Regarding the Draft Local Plan and the Neighbourhood Plan, Mr Daggett expressed some scepticism about the basis upon which housing requirements were determined and suggested that the process did not reflect well on the Government's Localism agenda. He also stated that in his opinion it was not appropriate for healthcare facilities to be moved to the Morrisons supermarket site.

10.2 In response, the Town Clerk explained that successive Governments had determined housing requirements using data from a variety sources but it would always be a balance between national priorities and local need. He also reported that the County Council had received funds from the developers to deliver highway improvements at the junction where Morrisons meets the A259.

10.3 Regarding the planning applications for River Beach Primary School Councillor Buckland spoke from the public gallery in support of the proposed

works which included access from Connaught Road and urged Members to support the applications.

11. PLANNING MATTERS

11.1 Planning Applications – Lists 18, 19, 20 and 21

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

11.2 No.12 Bus Passenger Figures

The Committee received the latest bus figures and considered whether to set a target for service usage. Whilst the information on service usage was useful Members felt that providing the Committee was alerted to exceptions, quarterly reporting would be sufficient in future and that the information would be more meaningful if it was presented in a graph format. The Committee also discussed whether there was a need for any other performance indicators. Members noted that these could be added at any time and it was agreed that no further performance indicators were needed at this stage. It was therefore **RESOLVED** that:

No.12 Bus Passenger Figures be reported quarterly and that the figures be otherwise noted.

At this point Cllr Buckland and the Committee Assistant left the meeting.

12. WEST SUSSEX COUNTY COUNCIL MATTERS

12.1 River Beach Primary School Planning applications WSCC/039/13/LU and WSCC/038/13/LU

The Committee received details of two applications by River Beach Primary School to extend the existing hardplay area and for single storey extensions to the existing school hall and key stage 1 classroom (previously circulated). Members noted that these were re- submissions of earlier applications which had either been withdrawn or deferred owing to issues with site access during the period of the works. Whilst Members were supportive of the applications, in terms of access to the site there appeared to be a conflict between the information contained in the written statements and the drawings provided. The Committee were sympathetic to the points raised by the local County Councillor and therefore **RESOLVED** that:

It had no objection to the applications and that its response includes a strong preference that construction traffic access to the site be via Connaught Road.

Cllr Buckland and the Committee Assistant re-joined the meeting.

12.2 Update on changes from Community and Economic Development

Members noted the contents of an email from West Sussex County Council (previously circulated) which contained details of a restructure within the Community and Economic Development Directorate. It was **RESOLVED** that:

The changes be noted.

13. ARUN DISTRICT COUNCIL MATTERS

13.1 Littlehampton Signal Box Grade II Listed

Members noted the contents of a letter to Arun District Council from English Heritage (previously circulated). The letter confirmed that the signal box at Littlehampton railway station had been added to the List of Buildings of Special Architectural or Historical Interest and was now listed at Grade II. Members welcomed this news and it was **RESOLVED** that:

The position be noted

14. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing further to report.

The meeting closed at 7.24pm.

CHAIR



MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 10 JUNE 2013 at 6.30PM

Present: Cllrs Britton (Chair), Ayres,
Belchamber MBE, Gammon,
Long and Squires

2013/2014

1. EVACUATION PROCEDURES

The evacuation procedures were noted.

2. 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.

3. APOLOGIES

There were none.

4. 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. Councillor Belchamber MBE and the Town Clerk declared personal interests with regard to the item on the Local Government Pension Scheme Employer Discretions Policy.

5. MINUTES

The Minutes of the meeting held on 22 April 2013 (previously circulated) were confirmed as a true record and signed by the Chair.

6. PUBLIC FORUM

No questions were raised by members of the public.

7. CHAIR'S REPORT AND URGENT ITEMS

7.1 Public Meetings in the New Millennium Chamber – Hire Charges

The Town Clerk reported that there had recently been several public meetings in the New Millennium Chamber. During the day this had meant that only minimal costs had been incurred, but this was not the case where these meetings were held in the evening. The Town Council had received a request from the Civic Society, who together with the East Beach Residents' Association and the Cinema Club wanted to hold a public meeting on Friday 28th June 2013 between 6 – 8pm. This would incur staffing costs and the Town Clerk currently did not have delegated authority to agree a hire at no fee where this was at cost to the Council.

- 7.2 The Committee considered the position and emphasised that they were keen to provide facilities for public meetings where it was about a matter that was not within the Town Council's nor public's control and which had an impact on the wider community of Littlehampton. In these circumstances it was appropriate to waive charges and therefore it was **RESOLVED** that:

The decision to waive charges for the hire of the New Millennium Chamber for a public meeting be delegated to the Town Clerk and that this should extend to equipment etc, but not refreshments which would be the responsibility of the hirer to provide.

8. OFFICERS REPORT

8.1 LGPS Employer Discretions Policy

The Committee considered a report (previously circulated) which explained that at the last meeting of the Committee a list of Local Government Pension Scheme (LGPS) Employer Discretions as approved. This formed the basis of a draft policy which was considered by the Committee. It was suggested that it would be useful to incorporate advice to members of staff explaining that they should always seek independent financial advice when dealing with matters of this nature. Subject to the inclusion of that point, it was **RESOLVED** that:

1. The new LGPS Employer Discretions Policy be approved.

2. The Town Clerk and RFO be given delegated authority to amend, as appropriate, other Town Council policies to bring them in line with the LGPS Employer Discretions Policy.

8.2 Official Orders

The Committee considered a report (previously circulated) seeking authority for the Amenity Team Leader to sign orders up to the value of £150. The Committee supported this and it was therefore **RESOLVED** that:

Council be RECOMMENDED to authorise the Amenity Team Leader to sign orders up to the value of £150.

8.3 Streetlighting

- 8.3.1 The Committee received a presentation from the Town Clerk detailing the street lights that were still the responsibility of Littlehampton Town Council. It was explained that these were due to be replaced under the public finance initiative that had been agreed by the County Council, but in the meantime Members might wish to consider whether they wished to continue to provide all of these.
- 8.3.2 It was thought that ceasing to provide these lights in some locations would be difficult. These were places such as St Marys Close and Old Mead Road, where the streets were unadopted, but there were good public safety reasons

for these traditional highways to have street light provision. However, the Town Clerk was asked to approach the managing agents of two of the blocks of flats that currently received street lighting from the Town Council with a view to them taking on the responsibility for these if they wished to retain them. These were for Cornwall Gardens and York Gardens. Members also asked the Town Clerk to seek confirmation as to whether the lights in Sparks Court and Seaton Lane were actually on adopted highway and therefore perhaps should be taken over by the County Council. Lastly, Members thought that the street light in Connaught Road could probably be discontinued, but that the County Council or School should be asked whether they wished to take on responsibility for this.

Officers had sought advice from the County Council and its contractor with regard to the measures needed to bring any or all of the lights up to a standard that would enable the County Council to take them on. Despite numerous reminders, this information was still awaited. It was therefore **RESOLVED** that:

The Town Clerk seek to progress the street light sites referred to above and that the report otherwise be noted.

9. FINANCE and PERFORMANCE

9.1 Periodic Report 2013/2014

The Committee considered the latest periodic report, covering the first part of the financial year 2013/14 (previously circulated). Members considered the Performance Indicators and agreed that the current Indicator for the number of training days for staff development was unhelpful and should be discarded. It was thought that the graffiti statistics could be useful, but that it would be more helpful to have these in graph form and brought to Committee on a six monthly basis. No other Indicators were identified at this stage, although it was noted that the Governance and Audit Committee might also generate Indicators affecting the services within the remit of this Committee. It was therefore **RESOLVED** that:

1. This information be provided in future as set out in Minute 9.1 above.

2. The report otherwise be noted.

10. MASTERPLAN – NORTH LITTLEHAMPTON

There was nothing to report.

11. 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.

12. OFFICER'S REPORTS (EXEMPT)

12.1 Property Update

12.1.1 Southfields Jubilee Centre

The Committee received an oral report from the Town Clerk updating them on a number of property developments. With regard to the Southfields Jubilee Centre, the Town Clerk referred to the fact that the exterior anti graffiti coating would need to be reapplied. A concern had emerged with regard to the flat roof above the stores linked to the main hall. Whilst there was no leak at this time, the way the materials were now laying had caused some significant ridging which meant that rain water could not drain from the roof. The original fitters and suppliers were being traced and a claim was expected to be made against the retention figure although this work could cost significantly more than the funds available. The Town Clerk would report back to Members on this when more was known and before authority to proceed was given. Members were also pleased to note that the first meeting of the Southfields Jubilee Centre hirers group had taken place at the end of May and that this had been very constructive with positive feedback about the facilities provided.

12.1.2 Unit 6F Lineside Industrial Estate

The Amenity Team had settled in well into their new premises and minor works to the electrics and emergency lighting had taken place since the last meeting. It was noted that the Industrial Estate was being valued for sale and that if a sale went through there would be no change to the management company overseeing the Town Council's leasehold property.

12.1.3 Church Street/Housing Building

The Town Clerk explained that the work would be conducted in four phases. Firstly the incoming services would be altered and this would be followed by demolition and site clearance; the making good of the Manor House and lastly landscaping. The Town Clerk reported that at a meeting earlier in the day, potential dates had been discussed and it was anticipated that demolition could start towards the end of July 2013. There would be inevitable implications both for car parking and the use of meeting rooms as some of these could be used to store items such as the art collection in the Museum or office space to where officers needed to be relocated.

12.1.4 Manor House

The Town Clerk reported that having taken advice from the District Council's Planning department regarding the three sash windows near to the New Millennium Chamber access, the units would not be replaced in their entirety. Officers had now sought alternative quotes and this work would be undertaken fairly shortly.

12.1.5 Stage by the Sea

The Town Clerk reported that there had been a delay to the building of this facility, which it was now thought would be erected in September/October. This would be reported to the Community Resources Committee later in the week.

12.1.6 The Dairy Site

The Town Clerk reconfirmed that this site had been sold.

The meeting closed at 7.30pm

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council

Date: 27th June 2013

Report by: The Town Clerk and the RFO

Subject: Statement of Accounts - Annual Return 2012/13

1. Summary

- 1.1 Attached as Appendix 1 to this report, for the Council's consideration and approval, is the 2012/13 Annual Return which is the Statutory Statement of Accounts for the Council as at 31st March 2013.

2. Recommendation

The Council is RECOMMENDED

- (1) to approve the Annual Return - Statement of Accounts and authorise the Chair to sign accordingly.
- (2) to approve the Annual Governance Statement and authorise the Chair and the Town Clerk to sign accordingly.
- (3) Note the Internal Auditors Report.

3. Background

- 3.1 The Council is required to produce a Statement of Accounts and have it approved by Council by 30th June each year.
- 3.2 The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year end of 31st March 2013.
- 3.3 The accounts have been prepared in accordance with The Governance and Accountability for Local Councils (Part III) - A Practitioners' Guide (England) 2010 to present a true and fair view of the financial position of the Council at 31st March 2013 and its income and expenditure for the year then ended.
- 3.4 The Auditor will review the Annual Return and supporting documentation and report whether any matters have come to their attention that give cause for concern that the relevant legislation and regulatory requirements have not been met. This is a negative assurance Audit.
- 3.5 The Annual Return is attached as Appendix 1 and comprises four linked sections which should be read as a whole.
- The Statement of Accounts
 - The Annual Governance Statement

- The External Auditors certificate and opinion (to be completed after the audit)
- The Internal Audit report.

3.6 Other points of note are:-

- Boxes 1 and 7 are the total useable reserves i.e. the General Reserve + Earmarked Reserves.
- Box 7 is adjusted for Debtors and Creditors to give Box 8 the cash at bank and in hand figure. The reconciliation is attached as Appendix 2.
- Box 9 is the total book value of Fixed Assets without any deduction for depreciation. Land and buildings are at revalued cost as at 31st March 2009 all other assets are at cost.
- The Auditor asks for any variances of 15% or more from last years figures to be analysed. The document is attached as Appendix 3.

4. Annual Governance Statement

- 4.1 The Annual Governance Statement is signed on behalf of the Council by the Chair and Town Clerk. Those who are responsible for the conduct of public business and for spending public money are accountable for ensuring both that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically efficiently and effectively.
- 4.2 In discharging this accountability, public bodies and their management (both Members and Officers) are responsible for putting in place proper arrangements for the governance of their affairs and the stewardship of the resources at their disposal.
- 4.3 Councils are expected to make a number of representations and assertions in eight statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council
- 4.4 The statements are explained in the following table. The Annual Governance Statement is attached as Appendix 1 as part of the Annual Report, page 3.

Statement	Explanatory note
1. 'We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.'	Through the act of formally approving the accounts the Council asserts that it has prepared those accounts in the way prescribed by law and in accordance with proper practices.
2. 'We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'	This statement covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct and arrangements exist to prevent and detect fraud and corruption. The Council also asserts that it has tested

	those arrangements at least once in the year to make sure they are working in an adequate and effective way.
<p>3. 'We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Council to conduct its business or on its finances.'</p> <p>4. 'We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'</p>	<p>These statements cover the local Council's responsibility to act within the law and to put in place proper arrangements to ensure that its financial affairs are conducted in accordance with the law and relevant regulations, including providing the opportunity for electors to exercise their rights to inspect the financial records and ask questions of the auditor.</p> <p>The third statement confirms that the Council has only done things that it has the legal power to do and the fourth statement, confirms that it has during the year allowed all persons who may be interested the opportunity to exercise their rights.</p>
<p>5. 'We have carried out an assessment of the risks facing the Council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'</p> <p>6. 'We have maintained throughout the year an adequate and effective system of Internal Audit of the Council's accounting records and control systems and carried out a review of its effectiveness.'</p> <p>7. 'We have taken appropriate action on all matters raised in reports from internal and external audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> • the overall control environment, including internal audit; • the identification, evaluation and management of operational and financial risks; • budgetary control and monitoring arrangements; and • the documentation and application of control procedures.
8. 'We have considered whether any litigation, liabilities or commitments, events or	This statement covers the Council's responsibility to conduct its financial affairs and to put in place proper

transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.'	arrangements to ensure that its financial standing is soundly based. This statement provides assurance that the Council has considered and disclosed in the Annual Return all matters relevant to its business, including any relevant events which have taken place in the period between the end of the financial year being reported and the date of the Annual Return, which could have an impact on its ability to continue its work.
9 N/A	

5. Internal Audit

- 5.1 The Internal Auditor has completed and signed her report as part of the Annual Return (Appendix 1, section 4, page 5).
- 5.2 The actual reports will be reviewed by the Governance & Audit Committee in September.

6. Year End Summary Financial Information

- 6.1 Taking into account transfers to and from earmarked reserves, the General Reserve balance has increased by £40,350 from £353,262 to £393,612.
- 6.2 Total useable reserves (General Reserve to plus Earmarked Reserves) have decreased by £249,919. This is mainly due to earmarked reserves being high at the 2012 year end due to finances being set aside to fund the building of Southfields Jubilee Centre.
- 6.3 The Council had 2 loans outstanding with the Public Works Loan Board, for the Manor House and Southfields Jubilee Centre. The total balance outstanding at 31st March 2013 was £318,000.
- 6.4 Other receipts are significantly lower as the previous year includes £300,000 loan income and £80,000 s106 income for the Southfields Jubilee Centre.
- 6.5 Other payments are considerably higher due to Capital expenditure on Southfields Jubilee Centre.

Peter Herbert
Town Clerk

Karen Singleton FCCA
Responsible Financial Officer

Local Councils in England

Annual return for the year ended

31 March 2013

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2013.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2013, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for audit. Therefore, unless requested, do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2013.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements 2012/13 for

LITTLEHAMPTON TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2012 £	31 March 2013 £	
1 Balances brought forward	898,080	1,113,973	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	997,980	1,023,832	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	509,297	321,541	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	529,769	532,178	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	19,527	46,920	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	742,088	963,601	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,113,973	916,647	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,384,469	1,134,550	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	2,182,882	2,619,115	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	356,000	318,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 (If Applicable) Trust funds (including charitable) disclosure note	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

ASingote

Date 18/06/2013

I confirm that these accounting statements were approved by the council on this date:

27/06/2013

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date 27/06/2013

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

LITTLEHAMPTON TOWN COUNCIL



our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and , if required, independent examination or audit.	YES	NO	NA
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

This annual governance statement is approved by the council and recorded as minute reference

dated 27/06/2013

Signed by:

Chair

dated 27/06/2013

Signed by:

Clerk

dated 27/06/2013

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 3 – External auditor certificate and opinion 2012/13

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2013 of

LITTLEHAMPTON TOWN COUNCIL

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2013; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report 2012/13 to

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2013.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective			
	Yes	No*	Not covered**
A Appropriate books of account have been kept properly throughout the year.	✓		
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓		
H Asset and investments registers were complete and accurate and properly maintained.	✓		
I Periodic and year-end bank account reconciliations were properly carried out.	✓		
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit RACHEL HALL (ACA)

Signature of person who carried out the internal audit Rachel Hall Date 4/4/13

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2012/13 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the *Practitioners' Guide** which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliation is available in the *Practitioners' Guide**.
- 6 **Explain fully** significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that **you** understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2012) equals the balance brought forward in the current year (Box 1 of 2013).
- 9 **Do not complete section 3.** The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2013 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Section 2	For any statement to which the response is 'no', an explanation is provided?	
Section 4	All green boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide* is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

LITTLEHAMPTON TOWN COUNCIL

Reconciliation between box 7 and box 8 in section 1 (year ended 31 March 2013)

	£	£
Total Box 7: Balances carried forward		916,647
Less Debtors		
Trade Debtors	11,474	
V A T Recoverable	15,723	
Prepayments and Accrued Income	7,674	
Total deductions		(34,871)
add Creditors and Accrued Expenses		
Trade Creditors	17,395	
Other Creditors	228,962	
Accruals	5,754	
Receipts in Advance	663	
Total Additions		252,774
Total box 8: Total cash & investments		<u><u>1,134,550</u></u>

LITTLEHAMPTON TOWN COUNCIL

Variance Analysis

Year ended 31 March 2013

Annual Return Box no.		Year Ending 31st March 2012 £	Year Ending 31st March 2013 £	Variance %	Reason for Variance
2	Annual Precept	997,980	1,023,832	2.59%	
3	Total Other receipts	509,297	321,541	-36.87%	In 2011/12 £300,000 was received in a loan (PWLB) and £80,000 received as a s106 grant towards building Southfields Jubilee Centre. (an additional £120,000 s106 was accounted for as a grant received in advance and therefore income in 2012/13)
4	Staff costs	529,769	532,178	0.45%	
5	Loan Interest/ Capital repayments	19,527	46,920	140.29%	In 2012/13 the first payments of the new loan for the building of Southfields Jubilee Centre, at an annual cost of £34,532.99. Also a Loan for Street Lighting cost £6,489, finished in 2011/12.
6	Total other payments	742,088	963,600	29.85%	£267,326-2011/12 and £433,184- 2012/13 capital expenditure for building Southfields Jubilee Centre + Vehicle £18,043.
7	Balances carried forward	1,113,973	916,647	-17.71%	At the end of 2011/12 £364,542 was earmarked for building Southfields Jubilee Centre which was only partially built within the financial year 2011/12 but spent in 2012/13.
9	Total Fixed and Long Term Assets	2,182,882	2,619,115	19.98%	Southfields Jubilee centre- asset under construction at year end 2011/12. completed 2012
10	Total Borrowings	356,000	318,000	-10.67%	

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Council

Date: 27th June 2013

Report by: The Town Clerk and the RFO

Subject: Statement of Accounts 2012/13 - Unaudited

1. Summary

- 1.1 Attached to this report is the 2012/13 detailed Statement of Accounts for the Council's consideration and approval. These accounts are not subject to audit.
- 1.2 This unaudited Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the yearend of 31st March 2013.
- 1.3 This report should be read in conjunction with the Statement of Accounts - Annual Return 2012/13 report which preceded this report on the Council's agenda.

2. Recommendation

The Council is RECOMMENDED

- (1) to approve the unaudited Statement of Accounts and authorise the Chair and RFO to sign the Balance Sheet accordingly.

3. Background

- 3.1 The Council has now been classed as a 'smaller relevant body' in terms of accounts production. The Statutory Statement of Accounts that previously included an Income and Expenditure (I & E) account, a Balance Sheet, accounting policies and notes has been replaced by the Annual Return.
- 3.2 The Accounting Statements section of the Annual Return consists of one page with no detail.
- 3.3 The RFO has therefore compiled a more detailed Statement of Accounts, which is not subject to audit, showing budget analysis, an I & E Account, a Balance Sheet with accounting policies and notes.
- 3.4 Figures include depreciation. Which is reversed out at the bottom of the I & E so as to not impact on the Precept
- 3.5 The I & E account has been laid out on a service expenditure analysis basis so that Members can see how much has been spent on each service. The bottom of the I & E Account is laid out so that Members can see how the figures reconcile to the General Reserve.
- 3.6 In these accounts all expenditure on Central Administration & Support Services, Amenity Team and Manor House buildings have been apportioned across the services that use them.

4. Summary Financial Information

4.1 See previous report on this agenda.

4.2 The table below shows the reconciliation between the 2 different formats of the Annual Return and the attached Statement of Accounts.

Year ended 31st March 2013

	2013 £	2012 £
Income reconciliation I & E to Annual Return		
Income as per I & E	299,276	491,603
Interest Received	22,265	17,694
Income as per Annual Return	321,541	509,297

	2013 £	2012 £
Expenditure reconciliation I & E to Annual Return		
Expenditure as per I & E	1,104,640	1,054,284
Interest Paid	8,920	5,527
Capital expenditure	451,228	267,326
Loan Capital Paid	38,000	14,000
Depreciation	(60,089)	(49,753)
Expenditure as per Annual Return	1,542,699	1,291,384
Expenditure as per Annual Return		
	£	£
Staff Costs	532,178	529,769
Loan Interest/ Capital Payments	46,920	19,527
Other payments	963,601	742,088
Total expenditure as per Annual Return	1,542,699	1,291,384

	2013 £	2012 £
Fixed Assets reconciliation Balance Sheet to Annual Return		
Total Fixed Assets as per Balance Sheet	2,278,662	1,887,523
add cumulative depreciation charged	340,453	295,359
Total Fixed Assets as per Annual return	2,619,115	2,182,882

Peter Herbert
Town Clerk

Karen Singleton FCCA
Responsible Financial Officer



Littlehampton Town Council

Statement of Accounts (Not Subject to Audit)

For the year ended

31st March 2013

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

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Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Council Information

Members of the Council as at 30th June 2013

Councillor	Ward	Party
Town Mayor & Chairman of Council		
Joyce Bowyer	Brookfield	Conservative
Deputy Town Mayor		
Jill Long	Beach	Conservative
Councillors		
Marian Ayres	Ham	Conservative
Malcolm Belchamber MBE	River	Independent
David Britton	Wick with Toddington	Conservative
Ian Buckland	River	Liberal Democrat
June Caffyn	Wick with Toddington	Conservative
Carol Emberson	Wick with Toddington	Conservative
Alan Gammon	Brookfield	Conservative
Derek Hulmes	Brookfield	Independent
Mike Northeast	Ham	Labour
Emma Neno	Beach	Conservative
Tony Squires	Ham	Labour
Dr James Walsh KSJ, RD	Beach	Liberal Democrat
Simon Weston	River	Conservative

Town Clerk

Peter Herbert

Responsible Financial Officer

Karen Singleton FCCA

Auditors

Littlejohn LLP, 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Explanatory Foreword

The Council's unaudited Statement of Accounts for the year ended 31st March 2013 is set out on the following pages. The purpose of the unaudited Statement of Accounts is to provide information on how the Council has utilised the financial resources available to it in the delivery of the services it provides to Littlehampton residents.

The Accounting and Audit Regulations governing the production of the Council's accounts were amended on 31st March 2011. Following this change in the regulations the Council is now classed as a 'smaller relevant body' and its statutory accounts are now produced in the form of the Annual Return which is subject to a Limited Assurance Audit.

This Statement of Accounts, although not subject to audit, provides background information and explanations of the figures declared in the Annual Return. The Income & Expenditure Account is presented in a Service Expenditure Analysis format.

The Statement of Accounts consists of the following Statements:

Income & Expenditure Account (Unaudited)

This account summarises the Council's actual financial performance for the year, measured in terms of resources consumed and generated over the last 12 months. It includes all day to day expenses and related income on an accruals basis, as well as the transactions measuring the value of fixed assets actually consumed (depreciation).

The Balance Sheet (Unaudited)

This sets out the financial position of the Council at 31st March 2013, i.e. its assets and liabilities at that date.

The Statement of Accounting Policies

This Statement explains the basis for the recognition, measurement and disclosure of transactions and other events in the accounts.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Budget Comparison for the year ended 31st March 2013

The following shows a comparison of the budget and outturn figures for 2012/2013.

Service	Budget £	Actual £	Variance £
Democratic Representation & Management	155,734	148,779	6,955
Town Centre Management	77,164	68,129	9,035
Community Grants & Partnership Initiatives	61,692	57,161	4,531
Planning & Economic Development	43,072	15,709	27,363
Manor House Hire	26,740	32,479	(5,739)
Corporate Management	127,367	129,115	(1,748)
Street Lighting	5,990	5,733	257
Public Conveniences	40,610	38,776	1,834
Dairy Community Centre	9,257	26,360	(17,103)
Community Arts, Events & Tourism	121,482	109,758	11,724
Southfields Jubilee Centre	53,632	(89,445)	143,077
Parks & Open Spaces	128,071	15,577	112,494
Church Street	-	2,122	(2,122)
Project 82	88,426	82,552	5,874
Museum	123,985	125,551	(1,566)
Allotments	37,812	37,008	804
Net cost of services as per I & E	1,101,034	805,364	295,670
Loan payments made (Capital and interest)	49,390	46,920	2,470
Capital expenditure	19,000	451,228	(432,228)
Interest received	(16,000)	(22,265)	6,265
Net expenditure	1,153,424	1,281,247	(127,823)

This analysis shows expenditure by service area with all overheads and central costs apportioned to the services which use them. The figures include depreciation (£60,089) which is also included in the Income and Expenditure Account but reversed out so as not to impact on the Precept.

In this analysis, the costs associated with the Manor House Buildings have been split between central costs, room hire and the Museum. The costs of the Amenity Team have been apportioned across all services that use them as have central costs.

Explanation of the significant variances

An unbudgeted grant of £20,000 was received towards the costs of developing a Littlehampton Neighbourhood Plan, this is included in the Planning & Economic Development cost centre.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

The Dairy site expenditure was more than budgeted due to a reduction in room bookings and additional costs due to the imminent sale of the site. The site was actually sold post balance sheet on 5th April 2013.

Less was spent than budgeted on Southfields Jubilee Centre due to loan timings and room hire income of £12,000 more than budget being received.

In the Parks and Open spaces cost centre the following items affected the budgets variances.

- Due to unforeseen circumstances no trees were planted in the year. The £6,000 budget will remain in earmarked reserves, for future plantings.
- Grants of £48,500 (see note 5) were received towards the cost of the Jubilee Stage by the sea. This, along with £29,000 of the remaining budgeted expenditure, will be spent in the 2013/14 financial year.
- The remaining CRC Initiatives budget is £9,600; this amount has been earmarked for future projects.
- The remaining Rosemead budget is £10,800, this amount has been earmarked for the future replacement program of play equipment.

Members' Allowances

The budget included an amount of £7,305 for Members' Allowances. The Independent Remuneration Panel set an allowance of £487 per Member per annum. 13 Members accepted the allowance for 2012/13 resulting in a saving of £974.

Further Information

Further information about the accounts is available from the Manor House, Church Street, Littlehampton, West Sussex, BN17 5EW. This is part of the Council's policy of providing full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the notice boards outside the Council Offices and around the town.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Statement of Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council is required:

- To make arrangements for the proper administration of its financial affairs;
- To secure that one of its Officers, the Responsible Financial Officer (RFO) has the responsibility for the administration of those affairs;
- To manage its affairs to secure economic, efficient and effective use of resources, and safeguard its assets.

The Responsible Financial Officer's Responsibilities

The RFO is responsible for the preparation of the Council's Statement of Accounts in accordance with The Governance and Accountability for Local Councils - A Practitioners Guide (England), so far as is applicable to this Council, to present fairly the financial position of the Council at 31st March 2013 and its income and expenditure for the year then ended.

In preparing the Statement of Accounts, the RFO has:

- Selected suitable accounting policies and estimation techniques and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent, and
- Complied with generally accepted accounting practice.

The RFO has also:

- Kept proper accounting records which were up to date, and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the Statement of Accounts for the year ended 31st March 2013 are set out in the following pages.

I further certify that the Statements of Accounts present fairly the financial position of Littlehampton Town Council at 31st March 2013, and its income and expenditure for the year ended 31st March 2013.

Signed: 

Karen Singleton FCCA

Responsible Financial Officer

Date: 18th June 2013

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Statement of Accounting Policies

1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year ended 31st March 2013.

The accounts have been prepared in accordance with proper accounting practices for smaller relevant bodies as laid down in the Governance and Accountability for Local Councils – A Practitioners Guide (England).

The Council has prepared the financial statements having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

2. Changes to Accounting Policy

There were no changes to accounting policy.

3. Accruals of Income and Expenditure (Debtors and Creditors)

The revenue accounts of the Council are maintained on an accruals basis. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. In particular:

- Fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services.
- Supplies are recorded as expenditure when they are received.
- Where income and expenditure has been recognised but the cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the balance sheet.

Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). Each year this policy is applied consistently, therefore it does not have a material effect on the year's accounts or on the Council's annual budget.

4. Reserves

Earmarked Reserves are a means of building up funds from surpluses, to meet known or predicted liabilities in the coming years.

When expenditure to be financed from a reserve is incurred, it is charged to the appropriate account in the Income and Expenditure Account. The amount is then appropriated back into the General Fund so that there is no current year charge against Council Tax for the expenditure.

Certain reserves are kept to manage the accounting process for tangible fixed assets and do not represent usable resources for the Council.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

5. Government Grants and Contributions (Revenue)

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as income at the date the Council satisfies the conditions of entitlement to the grant/contribution, there is reasonable assurance that the monies will be received and the expenditure for which the grant is given has been incurred.

6. Pensions

Littlehampton Town Council participates in the Local Government Pension Scheme (LGPS), which is administered by West Sussex County Council (WSCC) Pension Fund. The LGPS is accounted for as a defined benefit scheme based on final pensionable salary.

The most recent valuation was carried out as at 31st March 2010 by Hymans Robertson, independent Actuaries to the WSCC Pension Fund. A change in contribution rate as a result of that valuation took effect from 1st April 2011 (16.1%-18.1%).

The Council contributes to the WSCC Pension Fund at a common rate applicable to a group of employees, which is set having regard to the assets and liabilities of the group as a whole.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The charge we are required to make against Council Tax is based on the cash payable in the year, this is the amount included in the income and expenditure account. Also see note 13.

7. VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue & Customs and all VAT is recoverable from them.

8. Costs of Overheads and Support Services

The costs of overheads, management and administration have been charged to all services that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice.

9. Tangible Fixed Assets

Tangible fixed assets are assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Recognition: All expenditure on the acquisition, creation or enhancement of fixed assets is capitalised, above a de minimis level of £5,000, on an accruals basis in the accounts, provided that it yields benefits to the Council and the services it provides, for a period of more than one year. Expenditure on repairs and maintenance are charged to revenue as they occur.

Measurement: Fixed assets are measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use and then written down to its recoverable amount if necessary over its estimated useful life.

Valuation: The Council adopted a policy of not revaluing Fixed Assets, from 31st March 2009. This value has been retained in the accounts as at 31st March 2013.

Disposals: When an asset is disposed of the value of the asset in the balance sheet is written off to the Income and Expenditure Account as part of the gain or loss on disposal. Receipts are credited to the Income and Expenditure Account as part of the gain or loss on disposal. Amounts in excess of £10,000 are categorised as capital receipts and credited to the Usable Capital Receipts Reserve and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow. In 2012/13 the Council did not have a Capital Receipts Reserve.

The written off value of disposals is not charged against Council Tax, as the cost of the fixed asset is fully provided for under separate arrangements for capital financing.

Depreciation: Depreciation is provided for on all assets with a determinable finite life, by allocating the value of the asset in the balance sheet over the periods expected to benefit from their use.

Depreciation is calculated on the following basis:

- Operational buildings (but not land) are depreciated in accordance with Financial Reporting Standard (FRS) 15. Operational buildings are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.
- Vehicles, plant, equipment and furniture are depreciated on a straight line basis over their estimated useful life. That is 5/10 years at 20%/10% per annum.
- Infrastructure assets have been depreciated on a straight line basis over their estimated useful life. Town signs have been depreciated at 20% per annum, other infrastructure assets at 5% per annum.

10. Charges to Revenue for Fixed Assets

Depreciation has been charged to the service using the Fixed Asset and is included in the Income and Expenditure Account. It is reversed out in the bottom of the Income and Expenditure Account so as to not impact on Council Tax. The Council is not required to raise Council Tax to cover depreciation.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

11. Capital Financing Account

A fundamental principal of the system of capital accounting is that the accounting for fixed assets is separated from accounting for their finance. The balance on this reserve does not represent resources available to support capital financing. The purpose is as follows:

The Capital Financing Account accumulates (on the debit side) the write-down of the historical cost of fixed assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure.

The balance on the account represents timing differences between the amount of the historical cost of fixed assets that has been consumed and the amount that has been financed.

12. Interest Income

All interest receipts are credited to income.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Income & Expenditure Account

For the year ended 31st March 2013

SERVICES	Note	Gross Expenditure 2013 £	Income 2013 £	Net Expenditure 2013 £	Net Expenditure 2012 £
Democratic Representation & Management		148,779	-	148,779	152,981
Town Centre Management		73,129	5,000	68,129	66,038
Community Grants & Partnership Initiatives		57,161	-	57,161	57,413
Planning & Economic Development		35,709	20,000	15,709	19,609
Manor House		41,293	8,814	32,479	25,483
Corporate Management		129,115	-	129,115	123,783
Street Lighting		5,733	-	5,733	5,707
Public Conveniences		38,776	-	38,776	37,933
Dairy Community Centre		58,326	31,966	26,360	6,345
Community Arts & Events		114,835	5,077	109,758	142,444
Southfields Jubilee Centre		54,962	144,407	(89,445)	(376,718)
Parks & Open Spaces		69,761	54,184	15,577	55,969
Church Street		2,122	-	2,122	-
Project 82		87,194	4,642	82,552	83,713
Museum		128,256	2,705	125,551	120,066
Allotments		49,416	12,408	37,008	35,529
Street Scene Enhancement		-	-	-	6,386
Adjustment for Overhead apportionment	14	10,073	10,073	-	-
NET COST OF SERVICES		1,104,640	299,276	805,364	562,681
Interest payable	6			8,920	5,527
Interest and Investment Income				(22,265)	(17,694)
NET OPERATING EXPENDITURE				792,019	550,514
Transfer to/(from) Earmarked Reserves	12			(237,676)	347,646
Financing Capital Expenditure	3			451,228	267,326
Reversal of Depreciation				(60,089)	(49,753)
Loan repayments	6			38,000	14,000
Amount Met from Precept				983,482	1,129,733
Precept				(1,023,832)	(997,980)
(SURPLUS)/DEFICIT FOR YEAR				(40,350)	131,753
General Reserve Balance B/F				353,262	485,015
Surplus/(Deficit) for year				40,350	(131,753)
General Reserve Balance C/F				<u>393,612</u>	<u>353,262</u>

The notes on pages 13 to 19 form part of these accounts

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Balance Sheet as at 31st March 2013

	Note	2013 £	2013 £	2012 £
Tangible Fixed Assets				
Operational Assets:				
Freehold Land and Buildings		1,973,041		1,581,106
Vehicles and Equipment		47,845		41,831
Infrastructure Assets		64,176		70,986
Community Assets		193,600		193,600
Total Fixed Assets	2		2,278,662	1,887,523
Current Assets				
Debtors and Prepayments	7	34,871		53,802
Short Term Investments		1,000,000		1,300,000
Cash at Bank and in hand		134,550		84,469
		<u>1,169,421</u>		<u>1,438,271</u>
Current Liabilities				
Creditors and receipts in advance	8	(252,774)		(324,298)
Loans falling due within 1 year	6	(38,000)		(38,000)
		<u>(290,774)</u>		<u>(362,298)</u>
Net Current Assets			878,647	1,075,973
Total Assets Less Current Liabilities			3,157,309	2,963,496
Long Term Liabilities				
Loans - more than one year	6		(280,000)	(318,000)
Total Assets Less Liabilities			2,877,309	2,645,496
Reserves				
Capital Financing Account	11		1,960,662	1,531,523
Earmarked Reserves	12		523,035	760,711
General Fund			393,612	353,262
Total Net Worth			2,877,309	2,645,496

These accounts have been approved by Council

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Cllr J Bowyer
Town Mayor & Chair of Council
 Date: 27th June 2013

.....

Karen Singleton FCCA
Responsible Financial Officer
 Date: 27th June 2013

The notes on pages 13 to 19 form part of these accounts

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

Notes to the Accounts

31st March 2013

1. Prior Period Adjustment

There were none

2. Tangible Fixed Assets

	Operational Freehold Land and Buildings	Vehicles and Equipment	Infra- structure Assets	Community Assets	Total
	£	£	£	£	£
Valuation					
At 1 April 2012	1,662,826	184,280	142,176	193,600	2,182,882
Additions	433,185	18,043			451,228
Disposals	-	(14,995)	-	-	(14,995)
At 31 March 2013	2,096,011	187,328	142,176	193,600	2,619,115
Depreciation					
At 1 April 2012	(81,720)	(142,449)	(71,190)	-	(295,359)
Disposals	-	14,995	-	-	14,995
Charge for 2012/13	(41,250)	(12,029)	(6,810)	-	(60,089)
At 31 March 2013	(122,970)	(139,483)	(78,000)	-	(340,453)
Balance Sheet amount at 31 March 2013	1,973,041	47,845	64,176	193,600	2,278,662
Balance Sheet amount at 1 April 2012	1,581,106	41,831	70,986	193,600	1,887,523

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value.

The Council completed building a Community Centre at Southfields Road in 2012.

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

3. Financing Capital Expenditure

	2013 £	2012 £
Capital expenditure during the year:		
Fixed Assets purchased	<u>451,228</u>	<u>267,326</u>
was financed by:		
Capital Receipts	-	-
Precept/ loan and Revenue Income	<u>451,228</u>	<u>267,326</u>
	<u>451,228</u>	<u>267,326</u>

4. Information on Assets Held

Fixed Assets owned by the Council include the following:

Operational Land and Buildings

The Manor House
Community Centres -
The Dairy (sold 05/04/2013)
Project 82
Southfields Jubilee Centre

Vehicles and Equipment

Boilers
Tractor
Staging
Transit Van
Tiller
Water Bowser
Pressure Washer
Tipper Truck
Trailer
Cherry Picker
Sundry grounds maintenance equipment
Sundry office equipment
Children's Play Equipment

Infrastructure Assets

Street Lights
Bus Shelters
Other Street Furniture
Beacon Brazier

Community Assets

War Memorial Site
Allotments - 5 sites
Children's Play Areas - 1 site

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

5. Grants Received

Grant Received from	Amount £	Purpose
Arun District Council (s106)	5,000	Town Centre Enhancement
Arun District Council (s106)	5,000	Car Parking
West Sussex County Council	5,000	Street Scene Enhancement
Arun District Council	20,000	Neighbourhood Plan
New Homes Bonus	3,500	Bandstand
West Sussex County Council	15,000	Bandstand
Arun District Council	30,000	Bandstand
West Sussex County Council	500	War Memorial
War Memorial Trust	800	War Memorial
Total	84,800	

6. Loans

Public Works Loan Board (PWLB) analysis of loans by maturity

	2013 £	2012 £
Maturing in:		
0-1 year	38,000	38,000
1-2 years	38,000	38,000
2- 5 years	114,000	114,000
5-10 years	128,000	166,000
	318,000	356,000

Loan Purpose	Paid in Year		Balance Outstanding £
	Principal £	Interest £	
Manor House	8,000	4,387	48,000
Southfields Jubilee Centre	30,000	4,533	270,000
Total	38,000	8,920	318,000

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

7. Debtors (falling due within 1 year)

	2013 £	2012 £
Trade Debtors	11,474	14,182
VAT Recoverable	15,723	32,906
Prepayments and Accrued Income	7,674	6,714
	34,871	53,802

8. Creditors and Accrued Expenses

	2013 £	2012 £
Trade Creditors	17,395	52,070
Other Creditors	219,047	13,912
Accruals	5,754	111,877
Retentions payable	9,915	7,624
Grants Received in Advance	-	120,000
Receipts in Advance	663	18,815
	252,774	324,298

Other Creditors include balances held by the Council in the Council's bank accounts on behalf of third parties. The most significant items being:

	2013 £	2012 £
Climping Gap Partnership	892	892
Allotment & key deposits	11,647	9,643
Mayor's Charity	11,481	2,330
30AU Fund	787	807
Miscellaneous	240	240
s106	194,000	-
	219,047	13,912

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

9. Audit fees

Audit fees due for the year to the Council's Auditors, were:

Audit Fees

	2013 £	2012 £
Audit fees	2,000	3,000

10. Employees

The average number of employees during the year was as follows:

	2013 Number	2012 Number
Full-time	12	13
Part-time	20	17
Total	32	30

All staff are paid in accordance with nationally agreed pay scales.

No. of Employees whose remuneration, excluding pension contributions, but including Benefits in kind, was £50,000 or more:

Remuneration Band	2013 No. of Employees	2012 No. of Employees
£50,000-£59,000	1	1

11. Capital Financing Account

	2013 £	2012 £
Balance at 1 April	1,531,523	1,559,763
Financing capital expenditure in the year		
- using revenue balances	451,228	267,326
Reversal of depreciation	(60,089)	(49,753)
Loan income	-	(300,000)
Assets funded by deferred grants	-	40,187
Loan Repayments	38,000	14,000
Balance at 31 March	1,960,662	1,531,523

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

12. Earmarked Reserves

	Balance at 01/04/2012 £	Tranfered from Reserves	Expenditure from Reserve £	Additions to Reserve £	Balance at 31/03/2013 £
Special Projects	620,106	(3,406)	(354,093)	135,242	397,849
Other	140,605	-	(24,846)	9,427	125,186
Total Earmarked Reserves	760,711	(3,406)	(378,939)	144,669	523,035

Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the Council.

13. Pensions

Also see the Statement of Accounting Policies (6), page 8.

In 2012/2013 the Council paid employer's contributions of £40,562 (£43,749 - 2011/12) representing 18.1% of employees' pensionable pay into the WSCC Pension Fund. Employees contribute at a variable rate (5.5%-7.5%) dependant on their full time equivalent salary.

14. Income Apportioned as part of Overheads

The net expenditure of Central Administration & Support Services and the Amenity Team is apportioned across the services that use them, therefore the Income received in these cost centres is not separately identified and it has been offset against expenditure. The income is as follows:

	2013 £	2012 £
Photocopier income- CA &SS	78	37
Training	-	245
Amenity Team Asset Disposal	3,600	-
Charges for A Team Services	1,395	1,560
Insurance claim	-	1,232
Street Scene Grant	5,000	-
Total Income	10,073	3,074

Littlehampton Town Council

Unaudited Statement of Accounts for the year ended 31st March 2013

15. Post Balance Sheet Events

The Council sold the Dairy Community Centre site on 5th April 2013. The sum received was £585,000. The net book value in these accounts is £437,160.

The Council is not aware of any other post balance sheet events at the date the accounts were approved, and the balance sheet signed.