

10th December 2013

Notice is hereby given that there will be a meeting of the **POLICY AND FINANCE COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 16 DECEMBER 2013** at **6.30PM**

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

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 28 October 2013, circulated herewith.

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

7. **PUBLIC FORUM**

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. **OFFICER'S REPORT**

8.1 **Health Service Provision in Littlehampton - NHS Coastal West Sussex CCG Update attached.**

8.2 **Littlehampton Crown Post Office – Correspondence attached.**

8.3 **East Bank Flood Defence Works – Progress Report attached.**

8.4 **Wick / Ham – Public Consultation on New Council Housing Proposal**

The Town Council has not been formally consulted about these proposals which also conflict with the emerging Neighbourhood Plan. The comments of Members are sought on the attached proposals.

9. **ACCOUNTS**

9.1 **2013/14 Finance Report – attached.**

9.2 **Policy and Finance Committee Draft Budget 2014/2017 – Report attached.**

9.3 **Full Council Draft Budget 2014/2017 – For consideration and Recommendation to Council (draft copy enclosed).**

10. **MASTERPLAN – NORTH LITTLEHAMPTON**

11. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

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

Update on health service provision in Littlehampton

November 2013

Background

In March last year NHS Coastal West Sussex CCG provided a recommendation to the NHS Sussex Board not to proceed with the building of a community hospital in Littlehampton, although made a commitment to review the primary care and community infrastructure across the coastal area, with a view to determining the best way to configure services in line with the CCG's long term commissioning intentions. The NHS Sussex Board accepted the recommendation and also endorsed the CCG's commitment to carrying out this review.

During the work carried out as part of the infrastructure review, it became clear that a series of factors existed in the area which presented a unique opportunity to consider the development of new health facilities in the Littlehampton area. These factors were:

- The availability of Section 106 money associated with the development of health services in the north of Littlehampton;
- The urgent need for a local GP practice to find new premises to serve its existing practice population and to address the primary care demand created by additional housing coming on stream in the north of Littlehampton.

Current position

Since the decision was made last year not to go ahead with the building of a community hospital in Littlehampton, NHS Coastal West Sussex CCG has continued to work with partners, including Arun District Council, Littlehampton Town Council, and NHS Property Services, to look at opportunities for developing new health facilities in the Littlehampton area. This would initially involve the move of a GP practice, Arun Medical Group, which has been identified as the top priority.

The CCG is leading this work, but it is important to recognise the proposals will need to go to NHS England for final decision.

To drive this project forward, the CCG is working together with local authority partners and NHS Property Services to develop the plans and confirm a timetable. The CCG has brought together a design team and appointed a project manager to take this forward; developing plans will be the first stage of this multi-phased project but the CCG is committed to securing premises and / or development opportunities that will help the local NHS to meet the future needs of the local population. Current activity includes:

- A feasibility exercise led by the CCG to establish the viability of moving the local GP practice and other local health services to a new health facility.
- Appointment of an architect, quantity surveyor and highways consultant to support the feasibility exercise.

It is widely known between local partners that there is Section 106 money allocated for the development of health services in the north of Littlehampton, as part of recent new housing projects. There is however, timescales associated with the use of this money and this is a clear area of focus of the project manager and the work of the design team.

A site has been identified as a suitable location, subject to agreeing terms and conditions. The site is within the catchment area of the GP practice that is central to the project, and is also in a suitable location to be able to support the new homes planned for the north of Littlehampton. Due to the commercial and financial sensitivity of the current discussions however, the CCG is not publicly commenting on the location at this stage.

Next steps:

- Continued work with local authority partners and NHS Property Services. We cannot do this alone and we are working with them to develop a planning application and a strong proposal to go to NHS England.
- Develop plans and engage with patients and the local community from December 2014.
- Aiming to submit a planning application early 2014.

The Primary Care Development Team are working hard to ensure that this development is seen as a priority by NHS England and are in regular contact with the Area Team on progress. The PCD Team will be meeting the Area Team in December to discuss roles and responsibilities to ensure that the scheme continues to develop at pace, and that any issues and/ or obstacles to progress can be addressed in a timely and efficient way. We will also ascertain the timelines for ensuring the business case is received by the appropriate approval boards so that any development can begin at the earliest opportunity.

From: Comments [<mailto:comments@postoffice.co.uk>]

Sent: 04 December 2013 09:17

To: Peter Herbert

Subject: Littlehampton Crown Post Office, BN17 5AA CTP 821

Dear Mr Herbert

Littlehampton Crown Post Office® branch
The Arcade, Littlehampton BN17 5AA

Thank you for completing our online E-consultation form in regards to our proposals for Littlehampton Post Office. To help address your concerns I would like to provide you with some information regarding our proposal.

Our Crown Post Office network, which are branches directly managed by Post Office Ltd, accounts for around 370 of our 11,800 branches. This part of our network is currently making a loss of around £37 million per year and we have made a commitment to break even by March 2015.

Our priority is to provide the services that will meet customer needs, both now and into the future, and secure long term viability of our business and network. Littlehampton Post Office is one of 70 Crown branches where we have reached the view that the best approach to retaining a service at this location is for it to transfer to a third party retailer so it can continue to effectively and sustainably serve the local community. The vast majority of Post Office branches – over 10,000 - are successfully run by carefully selected third parties within retail premises.

Our proposal to move Littlehampton Post Office from its current location to Yogi Eyecare Ltd is part of a major modernisation programme across the Post Office network designed to make sure our Post Office branches are sustainable and profitable. The modernisation programme will make it easier for customers to do business with us, through longer opening hours and modern, open plan environments.

I understand you have some particular concerns about the size of the proposed premises. You may be reassured to know the proposed site has a large area at the back of the shop that is not currently visible from the retail area. The plans are to incorporate this area and the existing retail area into one. Please be assured that this area will be large enough to accommodate the Post Office, with its own queue area, and retail business to Post Office Limited and Equality Act standards.

We have taken into account the current and future predicted business levels and we firmly believe the branch would cope efficiently with the expected levels of business that we anticipate will transfer to the new branch. The number of people serving customers would be aligned to meet customer flow patterns', making sure the branch operates as effectively as possible.

Please be assured that all of your comments have been noted and will be fully considered as part of the decision making process.

I hope my response has been helpful and thank you for contacting us.

Yours sincerely

Dee Maiden

Programme Correspondence Team

Post Office Ltd Registered in England and Wales number: 2154540

Registered Office: 148 Old Street, London EC1V 9HQ

From: Rachel Alderson [<mailto:Rachel.Alderson@arun.gov.uk>]
Sent: 28 November 2013 10:59
To: Clare Potter
Subject: FW: Littlehampton scheme: Progress report no.3

See update email below.

In addition: The Traders meeting was held on Tuesday evening and was extremely well attended. The Traders are naturally frustrated that things are progressing so slowly (as are the Project Team) but they were, given the circumstances, generally understanding of the situation. They are obviously most anxious that the piling operation commences ASAP - this is expected to get underway following the repair of the crane which is imminent. It is too early to say what kind of impact this will have on the overall programme but the contractors will be looking at ways in which they can catch up.

Other issues which were raised on Tuesday and which are now being reviewed were:

- Signage – lack of direction for pedestrians and confusing nature of what's there
- Parking restrictions – several people have been given parking enforcement notices in the area
- Diversion route signs – customers are finding it difficult to find businesses
- Condition of private road behind businesses – being used as a cut through
- Temporary lighting – some was disconnected earlier than contractor expected
- Potential for 7 day working – this can only be considered once piling has started
- Excess of litter by Oyster Pond – ADC's GM/Cleansing contractors have been asked to increase visits

WSSC will be talking to the Traders regarding parking restriction options for Pier Road once work is complete.

The construction site is currently expected to close down for Christmas on Fri 20th Dec and will be back open on Mon 6th Jan.

Hope this is useful – let me know if you have any other queries.
Regards,

Rachel Rachel Alderson | Principal Landscape Officer,
Greenspace, Engineering & Emergency Planning, ADC

From: Walker, Andrew [<mailto:andrew.walker@environment-agency.gov.uk>]
Sent: 22 November 2013 14:39
Cc: Littlehampton, East Bank Scheme
Subject: Littlehampton scheme: Progress report no.3

Good afternoon,

As you know, I am extremely keen to keep you regularly updated on the Littlehampton East Scheme, so sorry for the delay in issuing this, the third progress report on the Littlehampton East Bank flood defence scheme. Ideally I will aim to get

these out at least once every two weeks, if not more often. Please see the update below;

Progress Report

We have encountered a number of issues on site during the first 4 weeks of construction;

Firstly, poor weather and high winds in the first two weeks led to some delay in building the crane. Whilst this is out of our control, we have built periods of non-productive time into our programme of works for poor weather. This means we are able to tolerate a certain amount of weather delay and still meet our key dates.

Secondly, we have encountered some problems building the very large steel piling gate which allows us to drive the steel piles into the ground. It is extremely important to get this correct, to ensure that we pitch the piles correctly.

Thirdly, the brand new crane which is being used to move the heavy steel for the piling gate and to drive the piles has developed a major mechanical fault. This has severely limited our progress on constructing the gate, moving heavy items around site and of course we are unable to undertake piling operations. We have already brought in specialists who have started stripping down the crane engine, in order that it can be completely replaced as quickly as possible.

Whilst we are all working extremely hard to manage and resolve these issues, the combination of these factors has currently occurred a delay to progress in the order of 2 weeks. We have plans in place to resolve these issues, but at the current time, there is the potential for duration of the current delays to increase. I will continue to keep you updated on progress as the works move forwards.

Next Meeting

The next evening meeting is scheduled for **Tuesday 26 November** at 6pm in the **The Studio** at the **Windmill Theatre**.

Contact Details

I am on leave for three days next week – Monday 25 November until Wednesday 27 November. If you have any comments, questions or concerns during this time please contact Eric Smethurst the VolkerStevin Public Liaison Manager on 07876876307.

All the best

Andy

Andrew Walker

Senior User

Littlehampton East bank scheme

Environment Agency, Guildbourne House, Chatsworth Road,
Worthing, West Sussex, BN11 1LD

Arun Housing Services

Civic Centre

Maltravers Road

Littlehampton

BN17 5LF

3rd December 2013

Dear Resident,

Public consultation event regarding new council house building in Wick

Date: Monday 9th December

Time: Drop in any time between 3.00pm – 7.00pm

Venue: Keystone Centre, Eldon Way, Wick

Arun District Council intends to start building new council housing in 2014 so that we can provide more social housing for local people.

We have identified several sites in Wick which are suitable for small-scale development. Our development agent, Hastoe Housing Association has prepared some designs and we would like to give local people the opportunity to look at the site and design proposals and comment on them.

Additionally, we are looking to invest in the parks and green spaces around Wick and would like to hear your thoughts and ideas about some of the improvements we are proposing.

If you cannot attend the event, all the housing and environmental information will be available for public viewing in the Civic Centre at Littlehampton from Wednesday 11 December until Tuesday 17th December.

Please note that all housing developments will require planning permission which will involve further public consultation.

If you have any questions please call Elaine Gray, Tenant Participation Officer on 01903 737823.

Yours sincerely

J Knapp

Judy Knapp

Housing Services Manager



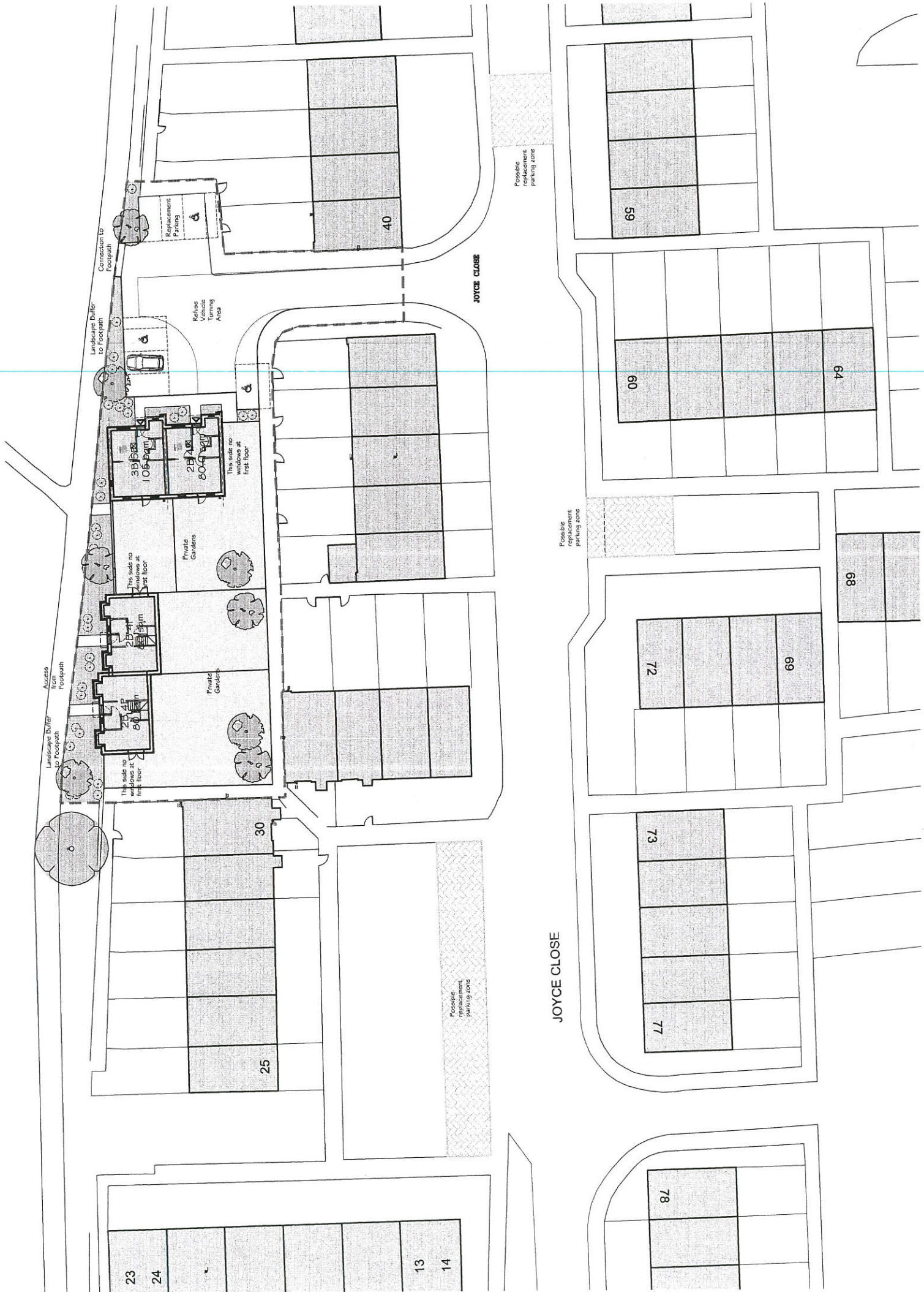
The site plan illustrates a residential development with various building footprints and outdoor spaces. Key features include:

- Buildings:** Numbered buildings are distributed across the site, including a large central building (52), a row of buildings along the top (61, 67, 68), and a row along the bottom (43, 45, 46, 51).
- Courtyards and Gardens:** Several areas are designated as "Private Gardens" or "Courtyard". A "Relaxation Vehicle Turning Area" is also shown.
- Parking Zones:** "Possible replacement parking zone" areas are indicated in the bottom left and bottom right.
- Landscaping:** "Landscaped connection to courtyard" and "Landscaped connection to footpath" are noted. "Improvements to open space" are also indicated.
- Annotations:** Detailed notes specify "This side no windows at 1st floor" and "This side no windows at 2nd floor" for certain buildings.
- North Arrow:** Located in the top right corner, pointing towards the top right of the page.

Ordinance







LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 16th December 2013

Report by: Town Clerk

Subject: Finance Report 2013/14

1. Summary

- 1.1 The report highlights significant variances from budget in Income and Expenditure relating to the Policy and Finance Committee's budget for 2012/13. Actual figures are shown in Appendix 1.

2. Recommendations

- 2.1 The Committee is RECOMMENDED
- (1) approve the write off of unrecoverable bad debt for £80.02 (including VAT)
 - (2) approve making a claim to the Small Claims Court for the damage caused to the gate at Rosemead park.
 - (3) otherwise to note the report.

3. Budget monitor 2013/14

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

3.2 Central Admin & Support Services

- 3.2.1 A saving of £7,000 has been made by switching Insurance providers to AON.
- 3.2.2 All other expenditure is in line with expectations; there are no other significant variances to report.

3.3 Democratic Representation & Management

- 3.3.1 Expenditure is in line with expectations; there are no significant variances to report. Significant amounts budgeted and not yet spent are
- Conference Expenses- Staff £2,000 spent £190
 - Conference Expenses- Members £2,000 spent £418
 - Election Expenses- budgeted to earmark £6,000
 - Mayors Allowance- £5,200 spent £1,306
 - Ward Budgets- £1,000 committed £2,500 spent £26

3.4 Town Centre Management

- 3.4.1 Expenditure is in line with expectations; there are no significant variances to report. Car parking contribution of £23,250 has been paid.

3.5 Corporate Management

3.5.1 Expenditure is in line with expectations; there are no significant variances to report.

3.5.2 At 1st December 2013 the Council has £2,050,000 in medium term investments. See table below for the breakdown.

3.5.3 The table also shows the current deposits

Lloyds Fixed Interest 1/4/2013-31/3/2014

Period	Amount	Interest rate	Maturity Date
	£	%	
1 year	100,000	1.65%	11/12/2013
4 months	100,000	0.85%	13/01/2014
3 months	150,000	0.85%	03/02/2014
1 year	200,000	1.40%	03/02/2014
7 months	150,000	1.01%	11/04/2014
7 months	150,000	1.01%	11/04/2014
1 year	500,000	1.10%	05/09/2014
	1,350,000		

Coop Fixed Interest 1/4/2013-31/3/2014

Period	Amount	Interest rate	Maturity Date
	£	%	
1 year	500,000	1.59%	01/05/2014

PSDF Fixed Interest 1/4/2013-31/3/2014

Date placed	Amount	Interest rate	Maturity Date
	£	%	
11/07/2013	100,000	variable	instant access
19/08/2013	100,000	variable	instant access
	200,000		

4. Bad Debt

- 4.1 Southfields Community Centre was hired for a craft fair on 27th October 2012. Despite repeated requests via phone (no reply) and post the sum due of £80.02 including VAT has never been received. It is recommended that no more time is spent chasing this and the amount is written off.

5. Rosemead Park

- 5.1 There was an incident at Rosemead Park in September where a person damaged the gate with their car. The person admitted this to the police but is not willing to pay for the costs, despite repeated requests. The cost of a replacement gate was £888. Officers recommend taking the person to the small claims court.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2013/14

POLICY & FINANCE COMMITTEE MEETING 16th December 2013

SERVICE		Actual I & E as at 01/12/13 £	Budget 2013/14 £	Projected budget 2013/14 £	Variance from Projected Budget £
CENTRAL ADMINISTRATION & SUPPORT SERVICES*	Expenditure	18,788	31,600	21,067	(2,279)
	Income	21	20	13	8
DEMOCRATIC REPRESENTATION & MANAGEMENT	Expenditure	12,947	68,345	45,563	(32,616)
TOWN CENTRE MANAGEMENT*	Expenditure	28,915	40,450	26,967	1,948
	Income	5,000	5,000		
CORPORATE MANAGEMENT	Expenditure	16,044	24,040	16,027	17
	Income	-	20,000	13,333	(13,333)
Total Expenditure		76,694	164,435	109,623	(32,929)
Total Income		5,021	25,020	13,347	(13,326)
Net Expenditure		71,673	139,415	96,277	(19,604)

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

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

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 16th December 2013

Report by: The Town Clerk

Subject: Policy and Finance Draft Budget 2013/14

1. Summary

- 1.1 This report sets out the draft Policy and Finance Committee budget for 2014/15 and the projected budgets for 2015/16 and 2016/17 (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.
- 1.3 Due to the changes brought about by the Localisation of Council Tax Support and the loss of the grant to offset these changes over the next 3 years, the overall Council Budget has been drafted to reflect a 3% increase in Band D Council Tax over the next 3 years. This will have the effect of spreading the deficit without significant impacts on services provided.

2. Recommendations

The Committee is **RECOMMENDED** to:

- (1) Set the Councillors Basic Allowance for 2013/14 and 2014/15.
- (2) Comment upon the Draft Committee Budget 2014/15 and the projected budgets for 2015/16 and 2016/17 and recommend its proposals to Council, as part of the overall Council Budget.

3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2014/15 and the projected budgets for 2015/16 and 2016/17. The proposed Precept, estimated Band D figure and General Reserve Balance at the beginning of the year are included for information on the Summary page in Appendix 1. The budgets do not include recharges from Manor House Buildings, Central Support Services or A Team.
- 3.2 To support the Committees understanding of the budgets the EMR that relate to this Committee are included as Appendix 2.
- 3.3 The Summary page shows that overall the proposed Policy & Finance Committee budget has decreased by 5.47%.
- 3.4 Budgets have been projected until 2016/17 to inform long term planning. All known future expenditure has been included in these projections.
- 3.5 Emphasis has been put on making savings and small amounts have been cut from many of the budgets which overall make significant savings. These

are not commented upon here but are shown in the itemised budget sheets attached at Appendix 1.

3.6 The main areas of change are discussed below:

3.7 Central Admin & Support Services

3.7.1 A significant saving of £7,000 pa has been achieved by changing Insurance provider to AON.

3.7.2 There have been slight increases/ decreases in most of the budget heads resulting in a further £1,000 saving.

3.8 Democratic Representation and Management

3.8.1 Staff conferences & Members Conferences/Training have both been reduced by £500 to £1,500. There are sums in EMR to cover contingencies. £3,000 & £2,000 respectively

3.8.2 Hospitality has been reduced from £400 to £200.

3.8.3 Mayors Allowance of £5,200 and Deputy Mayors Allowance of £250 have been included.

3.8.4 Ward Budgets have been included at £500 per ward a total of £2,500.

3.8.5 Mayors Discretionary Grants have remained the same at £1,000

3.9 Members Allowances

3.9.1 When setting the Parish Basic Allowance the Council has the option to follow the recommendations of ADC's Independent Remuneration Panel (IRP) or set the allowance independently.

3.9.2 At its 2009 review of Councillors' Allowances ADC's Independent Remuneration Panel agreed that Councillors Basic Allowance should be index linked to the annual staff settlement and that Parish Basic allowance should be set at 10% of ADCs basic Allowance.

3.9.3 In line with Staff salary increases ADC increased Councillors' Basic Allowance by 1% from £4,870pa to £4,920pa back dated to April 2013.

3.9.4 Having recently reviewed allowances the ADC have achieved savings by reducing the Special Responsibility allowance enabling the Basic Allowance to be increased by an additional 2.74% to £5,055pa. This is at no additional cost to ADC but as the Town Council do not award Special Responsibility Allowance to do the same would be an additional 2.74% to the Town Council.

3.9.5 The 2.74% increase has been backdated to 1st November 2013.

3.9.6 Town Councillors have had no increase in allowances this year and are still being paid at £487pa. The options are therefore as follows

- **Option 1:-** Increase Basic Allowance by 1% to £492pa back dated to 1st April 2013 and index link in future years to staff salary increases.
- **Option 2:-** Follow ADC/IRPs Recommendation - 1% back dated to 1st April 2013 then a further 2.74%, back dated to 1st November 2013, to £505.50pa and index link in future years to staff salary increases,
- **Option 3** no change, keep at £487pa.

3.9.7 Although only £487pa per Councillor has been included in the 2013/14 budget the current year increase could be met from within the budget as it stands at the moment as not all Councillors have claimed the allowance, this position may of course change before the financial year end.

3.10 Town Centre Management

3.10.1 Notice board maintenance has been reduced to £500 and an additional £1,500 has been included for a notice board at the Manor House.

3.10.2 £10,000 has been included for Town Centre Initiatives, £2,610 for contributions towards town centre CCTV and £28,250 for car parking. The car parking had been reduced by £5,000 pa over the last 5 years from S106 funding but this has now finished.

3.11 Corporate Management

3.11.1 Progress has been included at £20,500 an increase of £2,500, to cover the additional costs of the winter and annual reports editions.

3.11.2 Bank interest has increased by £5,000 to £25,000 due to additional funds being invested (Dairy receipt).

Peter Herbert
Town Clerk

P & F Draft Budget 2013/14- 2015/16

	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £	Budget 16/17 £	increase / Decrease %
Central Administration & Support Services	31,880	23,845	24,005	24,310	-25.20%
Democratic Representation & Management	35,160	33,850	36,005	34,560	-3.73%
Town Centre Management	38,060	43,935	42,455	42,475	15.44%
Corporate Management	4,040	1,540	1,868	2,200	-61.88%
	109,140	103,170	104,333	103,545	-5.47%

Full Council budget current position

DRAFT PRECEPT FOR YEAR	886,130	926,057	963,359	1,002,182
BAND D COUNCIL TAX	106.93	110.14	113.44	116.85
INCREASE IN BAND D COUNCIL TAX	2.42%	3.00%	3.00%	3.00%

Additional Information

General Fund 01/04/2013	£393,612	£393,612
Earmarked Reserves 01/04/13	£523,035	
Earmarked Reserves 01/12/13		£391,384
Less Committed EMR		-£90,809
Total useable Reserves	£916,647	£694,187

P & F Draft Budget 2014/15- 2016/17

	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £	Budget 16/17 £
<u>Central Administration and Support Services</u>				
Postage	900	900	900	900
Telephone	2,400	2,200	2,225	2,260
Printing	3,000	3,200	3,250	3,300
Stationery	3,400	3,400	3,400	3,450
Publications	100	100	100	100
Equipment	2,000	2,000	2,000	2,000
Equipment Maintenance	1,300	1,000	1,000	1,000
Internet	650	725	735	745
Equipment rental	1,850	1,320	1,320	1,320
Licenses	50	50	50	50
Supplies	1,000	650	655	655
Insurance	15,000	8,000	8,120	8,280
Other Overheads	250	350	300	300
Total Expenditure	31,900	23,895	24,055	24,360
Income from photocopier	(20)	(50)	(50)	(50)
Total Income	(20)	(50)	(50)	(50)
Net Expenditure	31,880	23,845	24,005	24,310

Democratic Representation & Management

Conference Expenses -Staff	2,000	1,500	1,550	1,600
Binding	500	500	500	500
Postage	1,100	1,000	1,015	1,030
Advertising	800	600	600	600
Stationery	200	200	1,000	250
Subscriptions	4,300	4,400	4,465	4,530
Election Expenses	6,000	6,000	6,000	6,000
Mayors Allowance	5,200	5,200	5,200	5,200
Hospitality	400	200	205	210
Members Conferences & Training	2,000	1,500	2,500	1,500
Members Travel and Subsistence	300	200	200	200
Members Expenses	200	200	200	200
Members Allowances	7,555	7,910	8,025	8,140
Mayors Secretary's Allowance	230	230	230	230
Ward Budgets	2,500	2,500	2,500	2,500
Other Overheads	800	600	700	750
Merit Awards	75	110	115	120
Mayors Discretionary Grants	1,000	1,000	1,000	1,000
Total Expenditure	35,160	33,850	36,005	34,560

	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £	Budget 16/17 £
<u>Town Centre Management</u>				
Notice boards	1,000	2,000	500	500
Town Maintenance	1,100	1,000	1,015	1,030
TC Initiatives	10,000	10,000	10,000	10,000
TC Partnership Initiatives	28,250	28,250	28,250	28,250
Electricity	100	75	80	85
CCTV Contribution	2,610	2,610	2,610	2,610
Total Expenditure	43,060	43,935	42,455	42,475
Car Parking 106 Income	(5,000)	-	-	-
Total Income	(5,000)	-	-	-
Net Expenditure	38,060	43,935	42,455	42,475

Corporate Management

Newsletter	18,000	20,500	20,808	21,120
Audit Fees	3,000	3,000	3,000	3,000
Legal & Valuation Fees	2,000	2,000	2,000	2,000
Bank Charges (Credit card)	40	40	40	40
Publicity	1,000	1,000	1,020	1,040
Total Expenditure	24,040	26,540	26,868	27,200
Bank Interest	(20,000)	(25,000)	(25,000)	(25,000)
Total Income	(20,000)	(25,000)	(25,000)	(25,000)
Net Expenditure	4,040	1,540	1,868	2,200

P & F Earmarked Reserves 2013/14							
Reserve	Opening Balance 01/04/13 £	Transfer out of EMR	Expenditure to Date £	Additions £	Balance 19/11/13 £	Notes	
Arcade enhancements	705.00				705.00	Quality Parish Grant	
Legal Expenses	3,000.00				3,000.00	Contingency set aside for possible future liability	
Members Training	2,000.00				2,000.00	Contingency set aside for possible future liability	
Minute Binding	2,941.00		181.00		2,760.00	To fund binding of past minutes	
Town Centre Initiatives	9,360.00				9,360.00	Contingency set aside for possible future liability	
Ward Budget Ham	125.30			874.70	1,000.00	Bench bought in 2012 not able to install so installed in WWT	
Ward Budget River	500.00				500.00	Committed for Stage By the Sea	
Ward Budget Beach	500.00				500.00	Committed for Stage By the Sea	
Ward Budget Brookfield	500.00				500.00	no commitments	
Ward Budget WWT	1,200.00	874.70			325.30	Bench bought in 2012 for Ham not able to install so installed in WWT - £200 is committed for the road at Northway	
RALP Assets	2,000.00				2,000.00	maintenance of assets	
Totals	22,831.30	874.70	181.00	874.70	22,650.30		

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Policy and Finance

Date: 16th December 2013

Report by: The Town Clerk

Subject: Full Council Draft Budget 2014/15

1. Summary

1.1 This report sets out the proposed Council Budget for 2014/15 and the Projected Budgets for 2015/16 and 2016/17 (Appendix 1).

1.2 The Council's Earmarked Reserves (EMR) are included as Appendix 2.

1.3 Due to the changes brought about by the Localisation of Council Tax Support and the loss of the grant to offset these changes over the next 3 years, the overall Council Budget has been drafted to reflect a 3% increase in Band D Council Tax over the next 3 years. This will have the effect of spreading the deficit without significant impacts on services provided.

1.4 CRC requested options for an event for the 14-17 age group to be drafted for consideration by Full Council as part of the overall 2014/15 budget. This will be included in the Budget papers for Council on 30th January 2014.

2. Recommendation

The Committee is **RECOMMENDED** to recommend to Council the Budget for 2014/15 setting a Precept of £926,057, subject to the grant of £147,165 being received from Arun District Council and no Band D or Precept cap being put in place by the Government.

3. Background

3.1 The budget that is presented to the Policy and Finance Committee has been considered by all Standing Committees. Each Committee recommends that the budget for that Committee is approved and presented to Council.

3.2 The proposed Precept for 2014/15 is £926,057. The overall effect of all projected income and expenditure for 2014/15 is a **3% / £3.21 per annum** increase on Band D Council Tax. The proposed Band D Council Tax is £110.14 per annum, compared with £106.93 in 2013/14.

3.3 The General Reserve as at 1 April 2013 was £393,612 (£353,262 – 2012). Uncommitted Earmarked Reserves (EMR) at 1st December 2013 were £300,575 (£240,318 -2012).

3.4 All known expenditure has been budgeted for. If expenditure is to be funded from EMRs then it has been deducted from the total expenditure before calculating the Precept, on the summary page. The relevant Standing Committees have agreed to take these amounts from the appropriate EMRs.

- 3.5 Where EMRs exist for specific budgets, budgets have been cut to a minimum with no contingency as it is felt that should additional funds be required this can be met from EMRs. The emphasis has been on where to make savings and small amounts have been cut from many of the budgets which overall make significant savings. The budget has been set to take £36,900 (£90,080 -2012/13) from EMR.
- 3.6 Budgets have been projected until 2016/17 to inform long term planning. All known future expenditure has been included in these projections.
- 3.7 As at 31st March 2011 the General Reserve stood at £485,015. It was agreed to borrow £200,000 from this to fund the building of the Southfields Jubilee Centre and repay this back at a minimum of £10,000 pa. At 1st April 2013 the General reserve was £393,612 it is estimated that this should rise by the year end to at least £455,000, due to the following,
- £25,050 budgeted to return to reserves in 2013/14
 - £27,140 Church Street loan no longer required as paid for from the Dairy Capital Receipt
 - £7,500 insurance costs by changing provider.
 - other small savings
- 3.8 Growth Areas in the budget (over £1,000)

Budget	2013/14	2014/15	Reason
IT	£10,000	£13,000	Lack of EMR & provision of new PCs due to Microsoft ceasing to support Windows XP from April 2014.
Notice boards	£1,000	£2,000	additional £1,500 included for a notice board in Church Street
Carnival Grant- SLA	£3,000	£5,000	One off to celebrate 40th anniversary
Vehicle & Plant Maintenance	£7,000	£8,000	Rising maintenance costs
Planning Development Schemes	£1,000	£3,600	Additional costs of devolved planning
Newsletter	£18,000	£20,500	increased costs of issues produced
Gas- MH	£2,100	£5,000	increased costs and more accurate billing
Stage by the Sea	£500	£2,000	for contingency costs
Website- Museum	£0	£3,000	new website

£42,600 £62,100

3.9 Income changes

Budget	2013/14	2014/15	Reason
Car Parking 106 Income	£(5,000)	£0	funding finished
Rental Income -SJC	£(25,000)	£(23,000)	income less than expected
Bank Interest	(20,000)	(25,000)	increased interest from Dairy Capital Receipt
	£(50,000)	£(48,000)	

3.10 Reductions in budget (over £1,000)

Budget	2013/14	2014/15	Reason
Insurance	£15,000	£8,000	new insurance provider
Folk & Roots Festival	£3,000	£500	New delivery of festival
Community Events	£39,950	£36,650	change in events+ one off events in 2013/14
Ferry	£7,000	£5,000	reduced costs
Town Tourism	£19,400	£15,400	Freedom of the Town event in 2013/14
Furniture & Equipment- SJC	£2,000	£1,000	lower budget required
Water -SJC	£2,000	£600	better estimate now that centre has been open 1 year
Building Maintenance	£5,000	£2,000	significant EMR if required
Church Street Loan Principal	£20,000	£0	no longer required as land purchased from Capital receipt
Church Street Loan Interest	£7,140	£0	
Christmas Illuminations	£20,000	£17,500	New 3 year scheme less costly than previous scheme
Neighbourhood Plan	£20,000	£0	Plan complete- funds available in EMR for referendum
Expenditure from subs	£1,000	£0	subs no longer set aside for use by youths
Water Allotments	£3,500	£2,000	reduced costs
	£164,990	£88,650	

3.11 Council Tax Base

3.11.1 Band D Council tax is measured with reference to a Council Tax Base which is amended every year by Arun District Council. The new calculation of the Band D base has been given as 8,408 compared to 8,287 in 2013/14. This figure is divided into the required precept to give the Band D Council tax figure.

3.12 Precept

3.12.1 Over the past 10 years earmarked reserves have built to up from zero to a level sufficient to cover future liabilities. It is only because of this that EMRs can be used to reduce the Precept. This policy is not sustainable in the long term, especially considering that 2 years ago £200,000 was taken from General Reserves for Southfields Jubilee Centre. This will leave the Council vulnerable and cash will not be available to take on any new projects in the future if both EMRs and the General Reserve are low.

3.12.2 ADC have said that the grant of £147,165 received to offset the effect of the Localisation of Council Tax support will be reduced by ½ in 2015/16 and to Nil in 2016/17. With this and 3.16.1 in mind it is therefore recommended that the Precept is calculated to facilitate returning funds to the General Reserve in 2014/15, through increasing Band D Council tax by 3% pa for the next 3 years to smooth out the effects of this loss. The overall effect, after 3 years, would be a contribution to reserves of £9,800, assuming a 1%pa increase in the Band D Base. With this it is possible to maintain service delivery and maintain reserves, increasing them by potential under spends at each year end.

3.12.3 Members must bear in mind that at this time it is not known if Town and Parish Councils Precepts or Band D will be capped by the Government and increases above a set amount may force a referendum. Figures of a 2% increase when Band D tax is over £70pa have been mooted. Should this be the case and the recommended Precept would force a referendum, it is the recommended to reduce the Precept to below the trigger amount e.g.

	Budget 2013/14	Budget 2014/15	Budget 2014/15	Budget 2014/15
INCREASE IN BAND D COUNCIL TAX	2.42%	3.00%	2.99%	1.99%
BAND D COUNCIL TAX	106.93	110.14	110.13	109.06
DRAFT PRECEPT FOR YEAR	886,130	926,057	925,950	916,960

3.12.4 This could necessitate significant cuts for future year's budgets. The Government referendum limit will be known by the January Budget meeting of Council.

3.13 Implications of the Localisation of Council Tax Support

3.13.1 In 2013 onwards the Government decided to allocate grants to Billing Authorities to alleviate the impact of the changes to the tax base due to the Localisation of Council Tax Support. Part of this grant was allocated for Town and Parish Councils and Billing Authorities were recommended to pass this grant on. ADC agreed to allocate £147,165 of the grant to Littlehampton Town Council in 2013/14 & 2014/15 but have recently stated that this will be reduced by ½ in 2015/16 and withdrawn altogether in 2016/17.

3.13.2 The Council increased Band D by 2.42% in 2012/13 while planning for a zero percent increase in 2014/15. If the grant were to be maintained this would

have been easily achievable, returning £39,400 to the General Reserve in 2014/15.

3.13.3 Members are reminded that Principal Authorities are being subsidised by Central Government to retain existing Band D levels.

3.13.4 The Town Clerk & RFO are concerned about the impact of the grant funding on the Precept, Band D Tax and hence services. Until now the Council has been wholly responsible for what it does and spends, in the future this may not be the case.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

DRAFT SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2013/14 £	Budget 2014/15 £	Budget 2015/16 £	Budget 2016/17 £
Central Admin & Support Services (Recharged)	-	-	-	-
Democratic Representation & Management	173,535	166,590	171,335	172,550
Town Centre Management	78,325	78,735	77,604	77,983
Community Grants & Partnership Initiatives	58,380	57,305	54,865	54,430
Amenity Team (Recharged)	-	-	-	-
Planning & Economic Development	36,530	19,610	19,695	19,785
Manor House Room Hire	31,925	34,370	36,685	35,775
Corporate Management	110,550	107,915	110,403	112,960
Manor House (Recharged)	11,740	11,090	10,440	9,790
Street Lighting	2,680	1,890	1,950	2,015
Public Conveniences	40,465	41,160	42,396	43,663
Dairy Community Centre	900	-	-	-
Community	138,095	139,045	135,395	136,300
Southfields Jubilee Centre	69,625	63,970	64,254	63,829
Parks & Open Spaces	67,460	65,890	64,595	63,265
Church Street	31,360	1,595	1,620	1,650
Project 82	91,670	85,835	86,753	88,085
Museum	121,895	138,405	137,542	140,154
Allotments	33,190	30,320	30,735	31,150
TOTAL NET EXPENDITURE	1,098,325	1,043,725	1,046,266	1,053,384
Funded from EMR				
Tree Planting	(5,000)	(5,000)	(3,000)	(1,000)
Ferry	(7,000)	(2,900)	-	-
Sports Forum	(1,000)	-	-	-
Southfields JC	(5,000)	(2,000)	-	-
Neighbourhood Plan	(20,000)	-	-	-
Freedom of the Town	(2,000)	-	-	-
SBTS Concerts	(1,000)	(1,000)	-	-
SBTS Launch	-	(4,000)	-	-
Folk & Roots Festival	-	(500)	-	-
IT	(2,000)	-	-	-
A Team/ Dairy	(35,900)	(20,000)	-	-
Museum Website	-	(1,500)	-	-
Trf from EMR (Noticeboards)	(11,180)	-	-	-
Funding Required	1,008,245	1,006,825	1,043,266	1,052,384
Other Funding (from) / to balances	25,050	66,397	(6,324)	(50,202)
Grant receivable	(147,165)	(147,165)	(73,583)	-
DRAFT PRECEPT FOR YEAR	886,130	926,057	963,359	1,002,182
BAND D COUNCIL TAX	106.93	110.14	113.44	116.85
INCREASE IN BAND D COUNCIL TAX	2.42%	3.00%	3.00%	3.00%

Additional Information

General Fund 01/04/2013	£393,612	393,612
Earmarked Reserves 01/04/13	£523,035	
Earmarked Reserves 01/12/13		391,384
Less Committed EMR		(90,809)
Total useable Reserves	£916,647	£694,187

Central Administration and Support Services

	C A & SS Budget 13/14 £	C A & SS Budget 14/15 £	C A & SS Budget 15/16 £	C A & SS Budget 16/17 £
First Aid	300	300	300	300
Salaries	42,540	43,370	44,235	45,115
Training	4,250	4,250	4,250	4,250
Travel and Subsistence	3,000	2,400	2,400	2,450
Recruitment	3,000	3,000	3,000	3,000
Postage	900	900	900	900
Telephone	2,400	2,200	2,225	2,260
Printing	3,000	3,200	3,250	3,300
Stationery	3,400	3,400	3,400	3,450
Publications	100	100	100	100
Equipment	2,000	2,000	2,000	2,000
Equipment Maintenance	1,300	1,000	1,000	1,000
Internet	650	725	735	745
Equipment rental	1,850	1,320	1,320	1,320
Licenses	50	50	50	50
IT	10,000	13,000	13,000	13,000
Supplies	1,000	650	655	655
Insurance	15,000	8,000	8,120	8,280
Health and Safety	2,000	1,500	1,500	1,500
Waste Disposal	600	1,200	1,220	1,240
Other Overheads	250	350	300	300
Total Expenditure	97,590	92,915	93,960	95,215
Income from photocopier	(20)	(50)	(50)	(50)
Total Income	(20)	(50)	(50)	(50)
Net Expenditure	97,570	92,865	93,910	95,165
Recharge in MH	24,460	25,880	26,305	26,660
Recharge out C A & S S	(122,030)	(118,745)	(120,215)	(121,825)
Balance	-	-	-	-

Democratic Representation & Management

	D R & M Budget 13/14 £	D R & M Budget 14/15 £	D R & M Budget 15/16 £	D R & M Budget 16/17 £
Salaries	105,390	102,360	104,565	106,805
Conference Expenses -Staff	2,000	1,500	1,550	1,600
Binding	500	500	500	500
Postage	1,100	1,000	1,015	1,030
Advertising	800	600	600	600
Stationery	200	200	1,000	250
Subscriptions	4,300	4,400	4,465	4,530
Election Expenses	6,000	6,000	6,000	6,000
Mayors Allowance	5,200	5,200	5,200	5,200
Hospitality	400	200	205	210
Members Conferences & Training	2,000	1,500	2,500	1,500
Members Travel and Subsistence	300	200	200	200
Members Expenses	200	200	200	200
Members Allowances	7,555	7,910	8,025	8,140
Mayors Secretary's Allowance	230	230	230	230
Ward Budgets	2,500	2,500	2,500	2,500
Other Overheads	800	600	700	750
Total Expenditure	139,475	135,100	139,455	140,245
Recharge in Central Support Services	34,060	31,490	31,880	32,305
Net Expenditure	173,535	166,590	171,335	172,550

Town Centre Management

	TCM Budget 13/14 £	TCM Budget 14/15 £	TCM Budget 15/16 £	TCM Budget 16/17 £
Notice boards	1,000	2,000	500	500
Town Maintenance	1,100	1,000	1,015	1,030
Christmas Illuminations	20,000	17,500	17,500	17,500
Xmas Trees	1,600	1,200	1,224	1,248
TC Initiatives	10,000	10,000	10,000	10,000
TC Partnership Initiatives	28,250	28,250	28,250	28,250
Salaries	6,815	5,240	5,330	5,420
Electricity	100	75	80	85
Total Expenditure	68,865	65,265	63,899	64,033
Car Parking 106 Income	(5,000)	-	-	-
Charges for Services	(600)	(240)	(240)	(240)
Total Income	(5,600)	(240)	(240)	(240)
Net Expenditure	63,265	65,025	63,659	63,793
Recharge in Central Support Services	2,200	1,610	1,630	1,655
Recharge in A Team	12,860	12,100	12,315	12,535
Net Expenditure	78,325	78,735	77,604	77,983

Community Grants & Partnership Initiatives

	Grants Budget 13/14 £	Grants Budget 14/15 £	Grants Budget 15/16 £	Grants Budget 16/17 £
Folk & Roots Festival	3,000	500	500	500
CAB	3,000	3,000	3,000	3,000
VAAC	1,500	1,500	1,500	1,500
Community Transport	4,000	4,000	4,000	4,000
L'ton Badminton & Squash	2,000	2,000	1,500	1,000
Bonfire Society	3,000	3,500	3,500	3,500
Shopmobility SFA	2,000	2,000	2,000	2,000
General Grants	15,000	15,000	15,000	15,000
Merit Awards	75	110	115	120
Carnival Grant	3,000	5,000	3,000	3,000
Mayors Discretionary Grants	1,000	1,000	1,000	1,000
Keystone Centre	3,000	3,000	3,000	3,000
SE in Bloom Grants & Initiatives	1,000	500	500	500
Wick Information Centre	2,000	2,000	2,000	2,000
Small Arts Grants	500	500	500	500
Wick Initiatives	2,500	2,500	2,500	2,500
Littlehampton Sportsfield	4,000	4,000	4,000	4,000
Sports Forum	1,500	2,000	2,000	2,000
Youth Sports Excellence	2,000	2,000	2,000	2,000
Salaries	3,255	2,445	2,490	2,540
Total Expenditure	57,330	56,555	54,105	53,660
Recharge in Central Support Services	1,050	750	760	770
Net Expenditure	58,380	57,305	54,865	54,430

Amenity Team

	A Team Budget 13/14 £	A Team Budget 14/15 £	A Team Budget 15/16 £	A Team Budget 16/17 £
Street Scene Expenditure	1,000	1,000	1,000	1,000
Vehicle and Plant Maintenance	7,000	8,000	8,120	8,240
Tools/Equipment	1,500	1,500	1,520	1,545
Lineside Rent	21,900	22,500	22,500	22,500
Vehicles/Equip	5,000	5,000	5,000	5,000
Salaries	85,530	87,735	89,825	91,950
Protective Clothing	1,000	1,000	1,000	1,000
Postage	50	50	50	50
Telephone mobile	280	280	280	280
Stationery	150	150	150	150
Internet	360	300	300	300
Rates	6,950	7,200	7,345	7,495
Water	600	300	310	320
Electricity	1,340	1,200	1,200	1,200
Insurance	1,750	1,800	1,800	1,800
Cleaning	200	150	150	150
Building Maintenance	10,000	1,000	1,000	1,000
Security	600	600	600	600
Health & Safety	100	100	100	100
Other Overheads	100	100	100	100
Total Expenditure	145,410	139,965	142,350	144,780
Miscellaneous Income- Street Scene	(2,000)	(5,000)	(5,000)	(5,000)
Charges for services	(500)	(500)	(500)	(500)
Total Income	(2,500)	(5,500)	(5,500)	(5,500)
Net Expenditure	142,910	134,465	136,850	139,280
Recharge Out	(142,910)	(134,465)	(136,850)	(139,280)
Balance	-	-	-	-

Planning Initiatives

	Plan & E. Dev Budget 13/14 £	Plan & E. Dev Budget 14/15 £	Plan & E. Dev Budget 15/16 £	Plan & E. Dev Budget 16/17 £
Neighbourhood Plan	20,000	-	-	-
CCTV Contribution	2,610	2,610	2,610	2,610
Plan Devel Schemes/Devolved planning	1,000	3,600	3,600	3,600
Bus service	8,000	8,000	8,000	8,000
Salaries	3,720	4,130	4,200	4,270
Total Expenditure	35,330	18,340	18,410	18,480
Recharge in Central Support Services	1,200	1,270	1,285	1,305
Net Expenditure	36,530	19,610	19,695	19,785

Manor House Hire

	Manor Ho. Hire Budget 13/14 £	Manor Ho. Hire Budget 14/15 £	Manor Ho. Hire Budget 15/16 £	Manor Ho. Hire Budget 16/17 £
Salaries	8,100	9,440	9,650	9,860
Advertising	800	900	1,000	1,100
Licences	800	300	1,900	400
Room Hire Expenses	2,000	1,750	1,785	1,820
Other Overheads	150	100	150	150
Total Expenditure	11,850	12,490	14,485	13,330
Room Hire	(7,000)	(7,500)	(7,650)	(7,805)
Catering Income	(1,500)	(1,000)	(1,020)	(1,040)
Equipment Hire	(250)	(250)	(255)	(255)
Total Income	(8,750)	(8,750)	(8,925)	(9,100)
Net Expenditure	3,100	3,740	5,560	4,230
Recharge in MH	26,205	27,725	28,185	28,565
Recharge in Central Support Services	2,620	2,905	2,940	2,980
Net Expenditure	31,925	34,370	36,685	35,775

Corporate Management

	CM Budget 13/14 £	CM Budget 14/15 £	CM Budget 15/16 £	CM Budget 16/17 £
Newsletter	18,000	20,500	20,808	21,120
Salaries	78,030	78,710	80,500	82,330
Pension Contribution	3,265	3,450	3,520	3,590
Audit Fees	3,000	3,000	3,000	3,000
Legal & Valuation Fees	2,000	2,000	2,000	2,000
Bank Charges (Credit card)	40	40	40	40
Publicity	1,000	1,000	1,020	1,040
Total Expenditure	105,335	108,700	110,888	113,120
Bank Interest	(20,000)	(25,000)	(25,000)	(25,000)
Total Income	(20,000)	(25,000)	(25,000)	(25,000)
Net Expenditure	85,335	83,700	85,888	88,120
Recharge in Central Support Services	25,215	24,215	24,515	24,840
Net Expenditure	110,550	107,915	110,403	112,960

Manor House

	Manor House Budget 13/14 £	Manor House Budget 14/15 £	Manor House Budget 15/16 £	Manor House Budget 16/17 £
External Loan Repayments	8,000	8,000	8,000	8,000
External Loan Interest	3,740	3,090	2,440	1,790
Manor House Maintenance	5,000	5,000	5,000	5,000
Salaries	16,125	18,365	18,770	19,185
Protective Clothing	200	200	205	210
Telephone	150	150	150	150
Lift Maintenance	2,420	2,700	2,780	2,865
Licenses	100	100	125	150
Rates	21,035	21,800	22,100	22,100
Water	1,100	1,500	1,520	1,545
Gas	2,100	5,000	5,075	5,150
Electricity	5,700	5,700	5,785	5,870
Cleaning	1,500	1,500	1,520	1,545
Security	4,200	4,200	4,265	4,330
Contract Cleaning	1,800	1,800	1,825	1,850
Other Overheads	200	200	200	200
Total Expenditure	73,370	79,305	79,760	79,940
Recharge in A Team	25,725	24,205	24,635	25,070
Recharge out	(87,355)	(92,420)	(93,955)	(95,220)
Unapportioned Expenditure	11,740	11,090	10,440	9,790

Street Lighting

	Street Lighting Budget 13/14 £	Street Lighting Budget 14/15 £	Street Lighting Budget 15/16 £	Street Lighting Budget 16/17 £
Public Lighting Contract Maintenance	1,150	1,040	1,060	1,080
Salaries	135	120	120	125
Electricity	1,350	1,300	1,340	1,380
Total Expenditure	2,635	2,460	2,520	2,585
Recharge	-	(570)	(570)	(570)
Total Income		(570)	(570)	(570)
Recharge in Central Support Services	45	-	-	-
Net Expenditure	2,680	1,890	1,950	2,015

Public Conveniences

	PC Budget 13/14 £	PC Budget 14/15 £	PC Budget 15/16 £	PC Budget 15/16 £
Salaries	965	475	490	500
Arun District Council SLA	39,500	40,685	41,906	43,163
Total Expenditure	40,465	41,160	42,396	43,663

Community

	CAE & T Budget 13/14 £	CAE & T Budget 14/15 £	CAE & T Budget 15/16 £	CAE & T Budget 16/17 £
Garden Competition	600	500	500	525
Community Events	39,950	36,650	32,690	32,730
Ferry	7,000	5,000	5,000	5,000
CRC Initiatives	10,000	10,000	10,000	10,000
Town Tourism	19,400	15,400	15,400	15,400
SBTS	500	2,000	1,000	500
Salaries	25,085	32,425	33,135	33,855
Postage	300	200	200	200
Net Expenditure	102,835	102,175	97,925	98,210
Recharge in Central Support Services	8,105	9,975	10,100	10,235
Recharge in A Team	27,155	26,895	27,370	27,855
Net Expenditure	138,095	139,045	135,395	136,300

	Budget 13/14	Budget 14/15	Budget 15/16	Budget 16/17
<u>Tourism Budget</u>				
Visit Littlehampton- Website	5,000	5,000	5,000	5,000
Tourism inits -adverts	3,000	3,000	3,000	3,000
Armed Forces Day	7,000	7,000	7,000	7,000
Freedom of the Town	4,000	-	-	-
Sandcastle competition	400	400	400	400
	£19,400	£15,400	£15,400	£15,400

Community Arts & Events Budget

SPACE	3,500	3,500	3,500	3,500
Town Show	16,000	16,000	16,000	16,000
Easter Out & About	450	350	350	350
Xmas Celebration	3,000	3,000	3,000	3,000
Wick week	2,500	2,500	2,500	2,500
Charity Pancake Race	500	-	-	-
SBTS Concerts- EMR	1,000	1,000	1,000	1,000
SBTS Launch- EMR	4,000	4,000	-	-
Railway Event	5,000	-	-	-
Events Guide	-	700	720	750
Outdoor cinema	4,000	5,000	5,000	5,000
Remembrance Sunday	-	600	620	630
	£39,950	£36,650	£32,690	£32,730

Southfields Jubilee Centre

	Southfields JC Budget 13/14 £	Southfields JC Budget 14/15 £	Southfields JC Budget 15/16 £	Southfields JC Budget 16/17 £
Southfields JC Loan Principal	30,000	30,000	30,000	30,000
Southfields JC Loan Interest	5,670	5,050	4,395	3,745
Salaries	18,050	19,535	19,920	20,315
Protective Clothing	100	100	100	100
Postage	60	60	60	60
Telephone	75	50	50	50
Advertising	300	300	306	312
Printing	-	100	100	100
Furniture & Equipment	2,000	1,000	1,000	1,020
Equipment Maintenance	100	500	510	520
Internet	375	400	408	416
Licences	1,000	1,400	1,428	1,457
IT	500	250	255	500
Rates	5,000	4,600	4,692	4,786
Water	2,000	600	612	624
Gas	1,000	2,000	2,040	2,081
Electricity	1,000	1,000	1,020	1,040
Cleaning	750	800	816	832
Building Maintenance	5,000	2,000	2,040	2,081
Security	1,500	1,500	1,530	1,561
Contract Cleaning	1,150	550	561	572
Health & Safety	200	200	204	208
Other Overheads	100	100	102	104
Total Expenditure	75,930	72,095	72,149	72,484
Equipment Hire	-	(50)	(50)	(50)
Rental Income	(25,000)	(23,000)	(23,000)	(24,000)
recharge Changing rooms	-	(500)	(510)	(520)
Total Income	(25,000)	(23,550)	(23,560)	(24,570)
Net Expenditure	50,930	48,545	48,589	47,914
Recharge in Central Support Services	5,835	6,010	6,085	6,165
Recharge in A Team	12,860	9,415	9,580	9,750
Net Expenditure	69,625	63,970	64,254	63,829

Parks & Open Spaces

	P & OS Budget 13/14 £	P & OS Budget 14/15 £	P & OS Budget 15/16 £	P & OS Budget 16/17 £
Tree Planting	5,000	5,000	3,000	1,000
Town Centre planting	6,300	6,300	6,400	6,450
Rosemead	12,000	12,000	12,000	12,000
Salaries	2,110	2,420	2,465	2,515
Grounds Maintenance	8,500	8,500	8,500	8,500
Total Expenditure	33,910	34,220	32,365	30,465
Recharge in Central Support Services	680	745	755	765
Recharge in A team	32,870	30,925	31,475	32,035
Net Expenditure	67,460	65,890	64,595	63,265

Church Street

	Church Street Budget 13/14 £	Church Street Budget 14/15 £	Church Street Budget 15/16 £	Church Street Budget 16/17 £
Church Street Loan Principal	20,000	-	-	-
Church Street Loan Interest	7,140	-	-	-
Salaries	3,190	1,220	1,240	1,265
Total Expenditure	30,330	1,220	1,240	1,265
Recharge in Central Support Services	1,030	375	380	385
Net Expenditure	31,360	1,595	1,620	1,650

Project 82

	Project 82 Budget 13/14 £	Project 82 Budget 14/15 £	Project 82 Budget 15/16 £	Project 82 Budget 16/17 £
Tuck shop Expenditure	250	250	250	250
Expenditure from subs	1,000	-	-	-
Salaries	54,020	50,710	51,525	52,360
Volunteers/ Young Leaders	100	100	100	100
Off Site Activities	100	100	100	100
Protective clothing	100	100	110	110
Postage	50	60	60	60
Telephone	300	250	258	265
Advertising	100	100	100	100
Printing	150	150	170	190
Stationery	150	200	205	210
Equipment	-	300	300	300
Subscriptions	120	30	30	30
Internet	385	420	425	430
Activities Resources	600	500	525	550
Licences	300	150	155	160
IT	1,000	1,500	1,000	1,000
Supplies	100	100	100	100
Rates	3,860	3,985	4,100	4,100
Water	255	350	355	360
Gas	1,000	1,400	1,420	1,440
Electricity	700	750	765	780
Cleaning	350	200	200	200
Building Maintenance	1,500	1,000	1,000	1,000
Security	2,400	2,000	2,030	2,060
Contract Cleaning	210	200	205	210
Health and Safety	100	100	100	100
Hospitality	50	60	60	60
Total Expenditure	69,250	65,065	65,648	66,625
Tuck shop Income	(300)	(300)	(300)	(300)
P82 subs	(1,000)	(1,000)	(1,000)	(1,000)
P 82 Hire	(1,600)	(1,600)	(1,600)	(1,600)
Total Income	(2,900)	(2,900)	(2,900)	(2,900)
Net Expenditure	66,350	62,165	62,748	63,725
Recharge in Central Support Services	17,460	15,600	15,795	16,005
Recharge in A Team	7,860	8,070	8,210	8,355
Net Expenditure	91,670	85,835	86,753	88,085

Museum

	Museum Budget 13/14 £	Museum Budget 14/15 £	Museum Budget 15/16 £	Museum Budget 16/17 £
Museum Stock	800	600	650	700
Collection Management	500	500	500	500
Exhibitions	1,500	1,400	1,500	1,500
Education & Outreach	100	100	100	100
Museum Events	1,000	1,000	1,000	1,000
Salaries	59,420	68,665	70,310	71,995
Volunteers	125	125	125	125
Postage	100	100	102	104
Advertising	1,600	1,600	1,630	1,665
Printing	600	1,300	700	715
Stationery	100	-	-	-
Equipment	200	-	-	-
Subscriptions	285	300	305	310
Building Maintenance	700	700	700	700
Hospitality	75	75	75	75
Website	-	3,000	-	-
Total Expenditure	67,105	79,465	77,697	79,489
Museum sales	(1,000)	(900)	(900)	(900)
Exhibition Commissions	(100)	(100)	(100)	(100)
Total Income	(1,100)	(1,000)	(1,000)	(1,000)
Net Expenditure	66,005	78,465	76,697	78,489
Recharge in Central Support Services	19,200	21,125	21,385	21,670
Recharge in MH	36,690	38,815	39,460	39,995
Net Expenditure	121,895	138,405	137,542	140,154

Allotments

	Allots Budget 13/14 £	Allots Budget 14/15 £	Allots Budget 15/16 £	Allots Budget 16/17 £
Allotment Security	100	100	100	100
Salaries	10,290	8,695	8,865	9,035
Project /Admin Support	110	115	120	120
Postage	310	300	315	315
Water	3,500	2,000	2,000	2,000
Grounds Maintenance	5,500	6,500	6,695	6,895
Total Expenditure	19,810	17,710	18,095	18,465
Allotment rents	(13,530)	(12,925)	(13,335)	(13,735)
Total Income	(13,530)	(12,925)	(13,335)	(13,735)
Net Expenditure	6,280	4,785	4,760	4,730
Recharge in Central Support Services	3,330	2,675	2,710	2,745
Recharge in A Team	23,580	22,860	23,265	23,675
Net Expenditure	33,190	30,320	30,735	31,150

Earmarked Reserves 2013/14

Reserve	Opening Balance 01/04/13 £	Transfer out of EMR	Expenditure to 31/3/14 £	Additions 31/3/14	Closing Balance 31/3/13 £
Allotments	2,520.00				2,520.00
Arcade enhancements	705.00				705.00
Bandstand	77,207.50		67,684.50	5,000.00	14,523.00
Bandstand concerts	1,000.00				1,000.00
Church Street	17,877.95				17,877.95
CRC initiatives/ East bank	9,600.00				9,600.00
CRC book project	2,475.00		1,237.50		1,237.50
Christmas Lights	800.00				800.00
Ferry (ex-Oyster Pond)	7,297.04		4,386.62		2,910.42
Freedom of the town	2,500.00		2,500.00		0.00
Grass cutting	5,400.00				5,400.00
Keystone Centre	7,800.00				7,800.00
Legal Expenses	3,000.00				3,000.00
Lineside industrial Unit Rent	20,000.00				20,000.00
Mayors Allowance	605.53	493.55	111.98		(0.00)
Members Training	2,000.00				2,000.00
Minute Binding	2,941.00		181.00		2,760.00
Neighbourhood Plan	40,364.00		6,623.43		33,740.57
Notice Boards	11,183.52	11,183.52			0.00
Parks & open spaces	4,842.00				4,842.00
PC Consent to discharge	5,500.00				5,500.00
PC Refurb	10,000.00				10,000.00
Recruitment	3,150.00				3,150.00
Rosemead	44,138.00				44,138.00
Seaweed removal	1,000.00				1,000.00
Southfields	57,141.86		2,225.40		54,916.46
Sports Forum	1,604.79		1,226.00		378.79
Street Scene	3,885.00				3,885.00
Town Centre Initiatives	9,360.00				9,360.00
Town Tourism	9,376.00	5,000.00			4,376.00
Training	3,002.45				3,002.45
Tree Planting	13,921.06		566.00		13,355.06
Vehicles & Equipment	8,340.00				8,340.00
Visit Littlehampton	3,047.50				3,047.50
Ward Budget Ham	125.30			874.70	1,000.00
Ward Budget River	500.00				500.00
Ward Budget Beach	500.00				500.00
Ward Budget Brookfield	500.00				500.00
Ward Budget WWT	1,200.00	874.70			325.30
Wick Week	977.00				977.00
Wick Initiatives	461.44				461.44
RALP Assets	2,000.00				2,000.00
IT	6,800.00		3,200.00		3,600.00
WSCC Skate Park Grant	2,561.00				2,561.00
Music project- YOF	953.60				953.60
Escape Project	2,243.00				2,243.00
Outreach	1,956.86				1,956.86
Subs P82	3,298.81				3,298.81
FOP82	305.75		186.27		119.48
Volunteers & offsite Activities	650.00		146.00		504.00
Building maintenance MH	51,643.60				51,643.60
Building maintenance SJC	2,460.00				2,460.00
Building maintenance LIU	34,868.88		29,698.70		5,170.18
Building maintenance P82	7,950.00				7,950.00
Clock maintenance	335.10				335.10
Memorial maintenance	3,860.00				3,860.00
Museum Collection Mgmt	500.00				500.00
Museum Storage	1,370.00				1,370.00
Museum donations	1,429.71				1,429.71
Totals	523,035.25	17,551.77	119,973.40	5,874.70	391,384.78