



7th February 2020

Notice is hereby given that there will be a meeting of the **COMMUNITY RESOURCES COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **THURSDAY 13TH FEBRUARY 2020** at **6.30pm**

Committee: Cllrs B Blanchard-Cooper (Chair), C Blanchard-Cooper, Molloy, Seex, Squires, Tandy and Turner

PETER HERBERT
Town Clerk

AGENDA

2019/2020

- 1. EVACUATION PROCEDURES**
- 2. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**

During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.
- 3. APOLOGIES**
- 4. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr B Blanchard-Cooper is a Member of Arun District Council
- Cllr C Blanchard-Cooper is a Member of Arun District Council
- Cllr Seex is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate

5. **MINUTES**

To confirm the Minutes of the meeting held on 5th December 2019, circulated herewith (pages 3 - 7). In accordance with the Town Councils' Standing Orders, Section 9 (a), Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

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. **SPORTS FORUM**

- 8.1 To receive the notes of the meeting held on 27th January 2020, circulated herewith (pages 8 - 10).

9. **COMMUNITY EVENTS FORUM**

- 9.1 To receive the notes of the meeting held on 4th December 2019, circulated herewith (pages 11 - 13).

10. **ALLOTMENTS WORKING GROUP**

- 10.1 To receive the notes of the meeting held on 16th January 2020, circulated herewith (pages 14 - 16).

11. **OFFICER'S REPORT**

- 11.1 **Museum Periodic Report-** Attached (Pages 17 – 34)
 11.2 **Events Periodic Report-** Attached (Pages 35 – 45)
 11.3 **Christmas Lights Contract-** Report attached (Page 46 – 47)
 11.4 **Youth Services Contract-** Report attached (Page 48 – 50)
 11.5 **Keystone Centre-** Oral update

12. **EXEMPT BUSINESS**

It is **RECOMMENDED** that:

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

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 5 DECEMBER 2019 at 6.30PM

Present: Cllrs B Blanchard-Cooper
(Chair), C Blanchard-Cooper,
Seex, Tandy and Turner

2019/2020

- 36. EVACUATION PROCEDURES**
The evacuation procedures were noted.
- 37. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES**
The procedures were noted.
- 38. APOLOGIES**
There was apologies from Councillors Molloy and Squires.
- 39. 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. The standing declarations were noted, and no further declarations were made at this point.
- 40. MINUTES**
The Minutes of the meeting held on 24th October 2019 (previously circulated) were confirmed as a true record and signed by the Chair.
- 41. CHAIR'S REPORT AND URGENT ITEMS**
There were none.
- 42. PUBLIC FORUM**
There was 1 Member of the Public present.
- 42.1** Mr Chester expressed his gratitude to the Council for the “efforts with All Saints Church to provide an event in Wick following the loss of Wickmas”. He believed that in future, the Council should seek to become closer involved with Traders in Wick. Regarding the Ferry, he asked whether this would need a Skipper or second Member of staff to run, following the issues the service had faced earlier in the year.
- 42.2** The Town Clerk responded, explaining that the Council currently had a Member on the Wick Information Centre Management Committee and would ask Council, in due course, to appoint a Member to be a

representative on the Traders Association also. Regarding the Ferry, he clarified that he wasn't aware of the outcome of the Licensing issue with the Ferry but would be speaking to the operators in the New Year. The decision as to whether to support the Ferry would be considered by the Policy and Finance Committee on 16th December 2019.

43. SPORTS FORUM

The Minutes of the meeting held on 4th November 2019 were noted and no questions were raised.

44. OFFICER'S REPORT

44.1 Standing Orders / Urgent Actions

The Committee received and noted an urgent action (previously circulated) relating to the Town Council providing support for an event to fill the gap following the cancellation of the Wick Village Traders 2019 Wickmas Dickensian Event. It was **RESOLVED** that:

The Urgent Action be noted

44.2 Seafront Shelters

The Committee received a report (previously circulated) relating to a question asked by a Member of the Public regarding the Town Council's stance regarding Seafront Shelters. The Committee supported the need for improved shelters. It was thought appropriate for the Town's District Councillors to take this matter forward, which would be monitored by the Town Council. It was therefore **RESOLVED** that:

Littlehampton Town Council support the need for improved shelters on the seafront and encourage the Town's District Councillors to address this.

44.3 Museum Periodic Report

The Committee received a report (previously circulated) that provided information on the visitor figures, an update on both the Museum and Museum website and a Project Update and Action Plan. The Committee proceeded to consider proposals regarding five items which had been donated by the general public and offered to the Museum.

Councillor B Blanchard-Cooper and C Blanchard-Cooper declared a personal interest in item 1 as they know the person who found it.

No questions were raised, and it was therefore **RESOLVED** that:

1. ***The museum update and progress with the Collections Documentation Project be noted.***
2. ***The updated Museum Action Plan be noted.***

3. **The recommended acquisitions of items be approved.**
4. **The report be otherwise noted.**

44.4. Events Periodic Report

44.4.1 The Committee received a report (previously circulated) which set out an update on both the 2020/21 Events Programme and the Charity Pancake Olympics as well as the outcomes of both Remembrance Sunday and the Christmas Lights Switch On. Members firstly thanked everyone who organised the Christmas Light Switch On before further exploring the expense of having an LED screen. It was agreed to focus on solving any sound issues and selecting the right film as a priority. The idea of having someone selling blankets at the event and having deck chairs which could be hired out was also suggested by Members to improve the event.

44.4.2 Regarding the VE/V-J Day Commemorations, Members supported the poem competition idea. The Chair noted that Littlehampton Gazette were also interested in publishing it which led to the questioning of who the competition would therefore be open to. The Committee decided to keep it only to Littlehampton residents or people who have a strong connection to the Town, such as students at the Town's schools. They also considered it appropriate to have three different age groups and possible judges, including local authors. Also, with regard to VE/V-J Day, the Member proposal to mark both VE and V-J Day at the Towns Armed Forces Event in 2020 be appropriate and that the arrangements for Street Parties also be publicised. It was agreed not to proceed with the Union Flags on lamp posts and an event for school children to meet with veterans. The latter was, as a result, of take-up to the Mayors tea party initiative earlier in the year. It was therefore **RESOLVED** that:

1. **The recommendation for Screen on the Green voting be approved.**
2. **A poem competition to mark VE and V-J Day with three separate age groups: 0-13, 13-18 and 18+ and other arrangements as set out in Minute 44.4.2 above be approved.**
3. **The contents of the report and the financial implications be noted.**

44.5 Community Room Hire Charges Proposals 2020/21

The Committee received a report (previously circulated) which set out a review of room hire fees charged at the Southfields Jubilee Centre and Project 82. Following a review of the prices it was proposed that both prices remained the same and did not increase. It was **RESOLVED** that:

1. **The current charges for the Southfields Jubilee Centre and Project 82 room hire fees be retained for 2020/21.**

2. *An incentive for regular hirers for 2020/21 not be offered.*
3. *Authority be delegated to the Town Clerk to apply a discount to long hours/multiple bookings.*

44.6 Service Funding Agreements 2020-2023

Councillor Tandy declared a personal and prejudicial interest as the Secretary and Treasurer of the Keystone Centre. He would leave the room if this item was discussed.

The Committee received a report (previously circulated) which summarised all of the Town Council's current Service Funding Agreements (SFAs) and incorporated proposals for the 2020/2023 budget recommendations. The Town Clerk clarified that the Ferry would not be discussed here as it was a matter for the Policy and Finance Committee and that the Wick Initiatives item was not an SFA but might emerge as one with the Wick Village Traders Association. It was therefore **RESOLVED** that:

1. *The proposals detailed in Appendix 1 be approved.*
2. *Authority be delegated to the Town Clerk to finalise details of the Service Funding Agreements for 2020-2023 with the providers.*
3. *The draft SFA Budget for 2020/2021, minus the Littlehampton Ferry, be agreed as well as the projected budgets for 2021-2022 and 2022-2023 for inclusion in the CRC budget proposals.*

44.7 Keystone Centre

It was reported that discussions were continuing with Arun District Council and that it was hoped to have the Feasibility Study ready for tender by the end of year and receive the results of this in Spring 2020. It was **RESOLVED** that:

The current position be noted.

45. FINANCE

45.1 Committee Finance Report 2019/20

The Committee considered the periodic Finance Report (previously circulated) highlighting any significant variances from budget in terms of income and expenditure relating to this Committee's Budget. It was agreed that the wording be changed in paragraph 3.2.2 to add "to run an alternative event". It was therefore **RESOLVED** that:

1. *The wording be altered as set out above.*
2. *The report be otherwise noted.*

45.2 Committee Budget Proposals 2020/2023

The Committee received a report (previously circulated) which set out a draft budget for 2020/21 and projected budgets for 2021/22 and 2022/23. The Town Clerk clarified the budget process to Members and highlighted a few areas in the report, including the Rosemead Playground and conifer replacements at the playground and the Museum, in particular the Collection Management budget. It was therefore **RESOLVED** that:

1. *The draft budget for 2020/21 and the projected Budgets for 2021/22 and 2022/23 be agreed and RECOMMENDED to the Policy and Finance Committee for consideration.*
2. *The Committee's Earmarked Reserve position be noted.*

46. EXEMPT BUSINESS

There was none.

The meeting closed at 7:33pm

CHAIR

**Notes of the Littlehampton Sports Forum
held in the Fleming Room, Littlehampton Town Council
on Monday 27th January 2020 at 6pm.**

Present:

Celia Fastnedge – Littlehampton Croquet Club **(CF)**
Hugh Milner – Littlehampton Sportsfield **(HM)**
Tyndall Jones – David O Jones **(TJ)**
Derek Fish- Littlehampton Badminton and Squash Club **(DF)**
Nick Wiltshire- Littlehampton Golf Club **(NW)**
Phil Morley – Littlehampton Rugby Club **(PM)**
Robert Elliot – Arun Youth Aqua Centre **(RE)**
Nick Rusbridge – Arun Yacht Club **(NR)**

Officers:

Kieran Gibbins – Events Officer **(KG)**
Chloe Brown-Felpts- Events and Business Administration Apprentice **(CBF)**

1. Introductions

2. Apologies for absence

Peter Davey- Arunners Running Club **(PD)**, Paula Merridue- Littlehampton Town Youth **(PM)**, Mark Quinney- Littlehampton Rugby Club **(MQ)**

3. Notes of the previous meeting

Hugh Milner confirmed that Spacehive had charged the club £240 in additional fees for their grant application not West Sussex County Council.

Derek Fish stated that Nick Cochrane was the new Secretary of Littlehampton Badminton and Squash Club.

3a. Matters Arising

North Littlehampton: KG informed the group that the transfer of the pitches and pavilion on the North Littlehampton site had been expected in 2020 but there was no confirmed date yet. KG added that the pitches were currently fenced off, but teams would be able to play fixtures there from the 2020 season onwards.

Sports Directory: No Sports Directory listings had been received. KG reiterated that the directory would be online only from now on. Any listings should be emailed to kgibbins@littlehampton-tc.gov.uk.

Sports Awards Trophies: KG stated that Littlehampton Town Council currently had four trophies available to sponsor including Sportsperson of the Year. Each trophy would cost £125 to sponsor for five years, equating to £25 per year. This would pay for the engraving of the shield and the glass trophies.

The Littlehampton Academy: Officers had not yet had a meeting with representatives of the Littlehampton Academy. Officers had proposed a number of dates to TLA and would hear back from the Principal's PA shortly.

4. Holiday Activities Support (SPACE)

KG explained to the group that Holiday Activities Support grants (previously known as SPACE grants) would be available for groups to apply for. The grants aim to financially support organisations to provide sports or arts-based summer holiday activities which provide children and young people aged 8-17 years with the space to try something new. More information would be circulated to members once available.

5. Members' Updates

Littlehampton Sportsfield

Bad pitch conditions had seen several fixtures postponed by referees. The club had received planning permission to upgrade the floodlight system at the Sportsfield. The works would see increased and improved lighting levels on the pitch as well as less light pollution for neighbouring houses. The club had to apply for three like-for-like quotes. The club had been due to pay a £234 fee with their planning application.

Littlehampton Croquet Club

Littlehampton Croquet Club had been closed since the end of the summer season. The club had been looking for grants to level their playing surfaces. The club had been quoted £6,000 per lawn, the same fee the club had paid previously in 2003. Levelling the lawns would enable the club to host more competitions. It had been stated by the health and safety advisor that croquet and cricket fixtures should not take place simultaneously. The club had written to representatives of the Sportsfield regarding fixture times. Hugh Milner of the Littlehampton Sportsfield stated that fixtures would not take place at the same time as croquet fixtures finish at 12.30pm. The club had hired Clymping Village Hall to hold a shuffleboard evening in February, March and April to fundraise for new lawns.

Littlehampton Rugby Club

The club had reached the Sussex Final for level 9. A win on 8th February would secure the club a place in the South of England final. The club had been waiting for an update regarding the Kingley Gate pitches. Club member Mark Quinney had more knowledge on the matter. The Littlehampton Academy had been more lenient with fixture cancellations.

Littlehampton Golf Club

The club had remained open with restrictions despite the bad weather. Both Bognor and Ham Manor Golf Clubs had been closed. The winter maintenance programme would carry on weather permitting.

Arun Youth Aqua Centre

The club had been detailing their program whilst it had been closed for the winter period. The club would run power boat and safety boat classes. The club had been negotiating a new lease since moving premises.

Arunners Running Club

The club's annual dinner awards had been held at Littlehampton Golf Club. The club had introduced a 'couch to 5k' programme which 15 people had signed up for. A park run would be included at the end of the programme in February. Club members met every Wednesday evening. Night running works well for the club as Littlehampton roads had been well lit. The club had a total of 150 adult members. The club had been unable to operate a junior program due to safety concerns as the club had no access to contained training facilities. The main program would take place once the light improves.

Arun Yacht Club

The junior program at the club had tailed off as there had been an increase in cruiser racing. Rebuilding the entry level program would take time and could impact the club in the future.

David O Jones

The High Street had suffered over the Christmas period. Internet sales had been poor in December but had been busier in November. The shop had installed new LED lights in the shop window and had swapped plastic bags for brown paper bags to become more economically friendly.

Littlehampton Badminton and Squash Club

The Squash Club first and second teams had been competing in Division 3 East, placing first and last. The Badminton teams had all been doing well in their respective leagues. Membership numbers had decreased at the club from 400 early last year to 341 at the end of December due to the opening of the Littlehampton Wave. The club many social activities planned to include a quiz night, shuffleboard evening, jazz and real ale night and an Eagles tribute band booked for May.

6. A.O.B

Any clubs interested in submitting an entry or editing their existing entry in the Sports Directory should contact kgibbins@littlehampton-tc.gov.uk.

Littlehampton Town Council would like to help promote any club events, recruitment drives and success stories via their Facebook page. Clubs with their own facebook pages should share their news on the Town Council's page www.facebook.com/littlehamptontc or alternatively e-mail items to Kieran at kgibbins@littlehampton-tc.gov.uk

7. Date of the next meeting

Monday 27th April 2020

All meetings will be held at 6pm in the Fleming Room, on the ground floor of the Manor House, Church Street.

Notes of the Littlehampton Community Events Forum held in the New Millennium Chamber, Littlehampton Town Council on Wednesday 4th December 2019 at 6pm.

PRESENT:

Sofia Chittenden- Communications & Marketing Manager (Littlehampton Town Council LTC)

Kieran Gibbins- Events Officer (LTC)

Chloe Brown-Felpts- Events & Business Admin Support Apprentice (LTC)

Cllr Billy Blanchard-Cooper- Chair of Community Resources Committee

David Bishop- Littlehampton District Lions Club

Alan Kerry- Littlehampton District Lions Club

Gill Bishop- St Barnabas Hospice

Rev Martin Seymour- Littlehampton Baptist Church

David Bourne- Littlehampton Organisation of Community Arts

Staci Mendoza-Quinn- Littlehampton Organisation of Community Arts

John Edjvet- Town Centre Regeneration Officer (Arun District Council)

APOLOGIES: **David Chace** (Mewsbrook Park Café), **Brian Osborne** (Littlehampton Sea Cadets), **Harry Gregory** (Littlehampton Harbour Board).

1. Welcome

Cllr Billy Blanchard-Cooper welcomed everyone and explained the evacuation procedures.

2. Introductions

Everyone was introduced.

3. Review of 2019 Events

LOCA:

Artisan Market:

A good platform for showcasing young, up and coming artists. Shop owners are happy with the concept. The market picked up in the later months of the year and there are plans for themed markets in 2020. The 'Save the Bonfire' Artisan Market to raise funds and recruit volunteers, had to be cancelled due to inclement weather.

LOCA had issues with street drinkers in the Town earlier in the year which led to fewer stallholders wanting to attend the events.

Arts Festival:

The festival was successful and will be expanding next year. The new contractors worked well with LOCA. Hosting children events during school time did not work so plans are in place for 2020 to ensure they any children events take place during the summer holidays. The Courtyard Arts work well as they are bespoke creative events.

BAPTIST CHURCH:

The Town Chaplain initiative has worked well throughout the year and has been well received by the public every Friday. Through liaising with the local Policing Team the Town Chaplaincy is being extended to the seafront and plans are underway to begin recruiting in time for Summer 2020.

The nativity at the Christmas Lights Switch on event on Friday 22nd November was a big success and the Church would like to be involved again next year.

ST BARNABAS:

A line dancing class is held every Thursday as well as a friendship group once a week and a fundraiser once a month.

Those associated with the hospice are concerned at the cost of hall hire locally. There had also been concerns with the safety of accessing St Martin's Car Park late at night whilst street drinkers were hanging around.

LITTLEHAMPTON DISTRICT LIONS CLUB:

Charity Street Fayre- May:

The event was better attended by both stallholders and members of the public this year in comparison to 2018. The Lions Club would like to run the event again in 2020.

Due to the weather and the location of the stall on Banjo Road the Lions reported that takings were down. Kieran confirmed that the event is being moved back to East Green in 2020 which will hopefully rectify the issue.

The Town Show & Family Fun Day was successful as the Lions sold out of both beer and tea.

Having Santa's Grotto in Bar 72 worked well, 145 children visited Santa during the event. The Lions would be keen to work with Bar 72 again next year, but a different layout may need to be implemented as the queuing system had prevented customers from accessing the bar.

4. Update on plans for 2020

a) Discussion of key existing events for the Town

LITTLEHAMPTON LIONS:

The next Littlehampton Charity Street Fayre will take place on either the 16th or 23rd May 2020. Although this conflicts with dates to redevelop the High Street, the Littlehampton Town Centre Regeneration Officer, John Edjvet confirmed that events would not be affected as developers could work around this in the High Street. The Lions will continue to support LTC events and would like to be involved with Armed Forces Day if there is a possibility. The Lions could also manage Bingo sessions at the Town Show & Family Fun Day if there is availability. Kieran agreed to consider the offers when planning the 2020 events.

ST BARNABAS:

St Barnabas will continue to host their weekly events and would like LTC to help promote them. Suggested that the Mayor could be invited to attend a session and write about it in the Mayor's Shout-out for the Progress Newsletter. The group often have special guests do 'talks' and Sofia suggested inviting the Littlehampton Museum Curator. A small donation would be welcomed.

BAPTIST CHURCH:

The Baptist Church will continue to coordinate their usual events. 'CAMEO' (Come and meet each other) will take place on the second and fourth Wednesday of each month. Other Church groups would like to be a part of LOVE Festival.

LOCA:

The Arts festival is expanding to include music and will be called the Arts and Music Festival and take place across multiple venues from 6th July until the end of the month. The Arts Trail will take place in the first two weeks of July, with the Music Festival taking place for a fortnight in the later weeks of the month. The plan for the music aspect of the festival is to work with local venues such as public houses who regularly host live entertainment to incorporate their events in the festival and benefit from promotion within the brochure. LOCA will promote each event and venue.

LOVE Festival will take place on 18th July in Caffyns Field. There are also plans for four events to take place on the Stage by the Sea in the Summer.

b) Discussion of new events

Littlehampton Town Council and Arun District Council are creating a joint fund of £50,000 per year to bring new cultural events to the Town Centre over a 2-year period which will be available to event organisers. Officers will be working on a plan which include details of the aims and objectives and how groups can apply. Final details will be shared with the Forum.

5) 2020 What's on Guide- assessment of effectiveness

The Group was reminded to utilise Arun District Council's 'What's On' Calendar and submit their event details for inclusion on the Visit Littlehampton website. A list of events dates will be circulated to community groups before the guides are printed to allow people to amend dates/times if necessary, to avoid clashes. The Group thought the guide was useful and believed that the public used it

It was suggested that a request for event dates should be sent out earlier, towards the end of November as many groups shut down over Winter and hold their final committee meeting around this time.

Kieran reminded everyone of the deadline for inclusion, 24th January 2020.

6) AOB

It was suggested that there should be more free parking available in ADC owned car parks for major events in the Town. John Edjvet will investigate to see whether this is possible for the Lions Charity Fayre in May.

Sofia reminded everyone of the free resources LTC manages including the community market stall available every Friday at the High Street market, the Stage by the Sea and event equipment hire.

Staci reminded that there are also community pitches available at all Artisan Markets.

Chloe will email John Edjvet a list of dates of those using the Friday Market Community Stall so this can be better advertised.

Community Market Stall: https://www.littlehampton-tc.gov.uk/market_stall

Stage by the Sea: <https://www.littlehampton-tc.gov.uk/stagebythesea>

Event Equipment Hire: <https://www.littlehampton-tc.gov.uk/support-local-event-organisers>



NOTES of the MEETING of the ALLOTMENT WORKING GROUP held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 16 JANUARY 2020 at 6.30pm

COMMITTEE: Cllrs B Blanchard-Cooper
(Chair), Molloy and Turner

CO-OPTED MEMBERS: Messrs Feist, Farquhar, Mrs
Burke, Mrs Oliver and Mrs
Stedman

2019/2020

17. EVACUATION PROCEDURES

The evacuation procedures were noted.

18. MOBILE PHONES

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

19. APOLOGIES

There were apologies from Councillor Tandy and Mr Benson (Kingley Gate site representative.)

20. DECLARATIONS OF INTEREST

There were none.

21. NOTES OF THE LAST MEETING

Regarding Minute 15.2.2 it was noted that the site reps requested “caged traps” be more closely monitored. The Notes of the meeting held on 22nd August 2019, previously circulated, were confirmed as a true record subject to this correction.

22. REPORT OF THE CLERK AND REPORTS OF ALLOTMENT SITES

22.1 Worthing Road

Concerns were reported regarding the roadways around the site. Following the recent bad weather, this had worsened and required being flattened or levelled out (especially around the middle and edges). It was also reported that some heras fencing had blown over in the wind and needed to be fixed.

ACTION:

- 1. ATC to arrange for the A Team to assess arrangements around the site and take appropriate action.**
- 2. ATC raise the problem with Heras Fencing with the Developer and aim to get a permanent fencing solution.**

22.2 Mill Lane

There was nothing further to report.

22.3 Fort Road

The Assistant Town Clerk made Members aware of some discarded machinery which had been left on site.

ACTION:

LALGA to investigate ownership with their Members and report back.

22.4 Trinidad

Representatives reported that despite the presence of a number of traps at the site for days, rabbits continued to be an issue. There were also concerns surrounding the fences and hedge which wasn't secure. Pictures of which were displayed at the meeting. The Assistant Town Clerk confirmed that the A Team were aware and working to fix a hole in the fencing and were progressing repairs/ maintenance of the hedge.

ACTION:

The Assistant Town Clerk monitor boundary hedging issues and contact Pest Control about the rabbit problem.

22.5 Howard Road

There was nothing further to report.

22.6 Kingley Gate

There was nothing further to report.

23. GENERAL ISSUES

23.1 **Waiting List and Vacant Plots**

SITE & TOTAL NO. OF PLOTS	NO. VACANT PLOTS	NO. ON WAITING LIST
Worthing Road (189)	11	15 (+ 13 want specific plots)
Mill Lane (73)	6	13 (+ 5 want specific plots)
Fort Road (40 inc.1 manure plot)	4	8 (+ 2 wants specific plot)
Trinidad (33)	3	11 (+ 4 want specific plots)
Howard Road (13)	2	11
Kingley Gate (21) (10 x 10 rods) (8 x 5 rods) (1 x 5 rod accessible) (2 x 2.5 rod accessible)	4	23
Worthing Road New & Church Land	N/A	3 waiting for a disabled access plot
No site preference		27

23.2 Allotment Renewals Process

The Assistant Town Clerk explained the new process used to renew the allotments and asked representatives for feedback. Representatives reported that there were minor issues with how the online method worked, noting that in order to fill out the information online, you first had to come into the Council building to pay. When paying with BACS they would like to receive confirmation of the payment through a receipt to show they have in fact paid. Overall it was a positive change and with a few adjustments would be successful. The changes to the renewal process were well received and any issues considered teething problems. It was noted that the feedback closely mirrored the observations of staff and would form the basis of improvements for future years.

ACTION:

ATC to note feedback and investigate new improvements to online renewals/ tenancies going forward.

23.3 Environmental Ideas

The Chairman explained the new Council Priorities, and the aim of becoming more environmentally friendly. In doing so, he sought the idea/ suggestions from representatives on how this might be achieved on the Town Councils Allotments. It was noted that the Town Council also awaited to designate one of the new Allotments planned as part of NLA developments as organic. It was thought that there were many challenges to this however the group agreed to give this some thought and discuss the matter further at the next meeting.

ACTION:

All:- suggestions/ thoughts on how to make the Allotments more environmentally friendly be sent to the Assistant Town Clerk.

24. DATE OF NEXT MEETING

The date of the next meeting is 21st May 2020.

The meeting closed at 7:05pm

CHAIR

Littlehampton Town Council

Non-confidential

Committee: Community Resources Committee

Date: 13th February 2020

Report by: Town Clerk

Subject: Museum Periodic Report

1. Summary

1.1 The report contains:

- i. Museum Update
- ii. Visitor figures
- iii. Friends proposal
- iv. Acquisitions report
- v. Update on the Collections Documentation Project

2. Recommendations

2.1 The Committee is RECOMMENDED to:

- 1) Note the museum update and progress with the Collections Documentation Project
- 2) Note the updated Museum Action Plan
- 3) Consider and approve the recommended acquisitions of items listed in item 7.
- 4) Consider and approve the Friends of Littlehampton Museum proposal and delegate to the Town Clerk authority to negotiate a mutually agreeable memorandum of understanding.
- 5) Approve the closure of the Museum for the 2020 Armed Forces Day & Town Show.
- 6) Otherwise note the report

3. Museum Update

3.1. The Museum was excited to hear about the discovery of an Iron Age Warrior burial discovered at a Linden Homes development in Walberton. The discovery has featured in both National and local press. This rare find is one of only a handful of examples in the South of England. Prior to the start of the archaeological investigations (in late 2018) it was agreed that the finds from this site would ultimately find a home in Littlehampton Museum as Walberton sits within the Museum's collecting area. The finds would be deposited in the Museum following the investigation and publication of the dig. The original time scale for this was sometime in 2021 but given the nature of the finds this

could be later than originally anticipated. In view of the high profile of this find the Museum will factor this into its forward planning ensuring appropriate resources are in place alongside a programme of engagement for the public.

- 3.2 During December the Museum created a self-led trail for children, bringing items out of store that related to Christmas – these items were hidden around the museum for children to find. This trail worked well to provide an activity for children without using up staff resources.
- 3.3. The Butterworth Butterflies continues to be a popular feature in the Butterworth Gallery. The Museum has kept a table available for interactive activities and colouring in as we have had great feedback from visitors who have enjoyed having a place within the museum to rest and colour in with the family. The table is situated alongside the desk which is still being used by staff and volunteers for documentation during the week. More information panels will be added in the next month about the Butterfly collection as part of the Places of Science Grant.
- 3.4 The new Collections Documentation Officer started her role on the 21st January and has spent her first few weeks getting to know the collections and initiating an audit of what remains to be catalogued as part of the Collections Documentation Project. She will also be working on improving storage in the Archaeology Store looking at more appropriate racking and boxes and identifying items that can be transferred to other museums. The Museum's Archive and Exhibitions officer (7 hours per week) will leave on March 31st 2020 when their contract comes to an end.
- 3.5 The Museum's newest exhibition, Typography, launched on the 18th January and has been well received. The exhibition focuses on items from the stores that have featured as part of the collection's documentation project. The result is an eclectic and colourful display of typographical prints across all different collection types.
- 3.6 The new programme of Exhibitions, Displays, events and talks is now being publicised for the period covering January - June and can be seen in Appendix D.
- 3.7 The next public talk will be part two of the famous faces of Littlehampton series by members of the Littlehampton History Research Group. This talk will take place on Saturday 15th February in the New Millennium Chamber at 2pm.
- 3.8 Regarding the Museum's application to the Arts Council for reaccreditation, the Team are currently waiting to hear back about the result of the application. The application will be assessed by a panel on the 27th February. The Museum has received positive feedback from the assessors on their application and hopes to hear more from the awarding body following the panel meeting.
- 3.9 The Museum intends to attend Armed Forces Day and the Town show and Family Fun Day as usual and approval is sought from the Committee to close the Museum for both Event days, as this worked well in 2018 and 2019.

4. **Visitor Figures.**

4.1 Please see below the latest figures showing visitors to the Museum (footfall, plus visitors to events – figures do not include outreach via services such as loan boxes.) Figures were last updated on Saturday 1st February.

Year	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
2017	298	356	453	698	550	856	750	882	719	594	480	245	6,881
2018	562	567	576	651	604	1054	553	818	599	581	974	190	7,729
2019	263	473	434	812	439	998	634	654	517	498	302	197	6,221
2020	202												241

4.2 The year has started off well with lots of visitors coming in to see the Typography exhibition and has seen groups using the museum on weekdays as well as schools using the loan box service. Last year's figures represent the Museum's limited programme of events and exhibitions which meant that the Museum did not see as many repeat visitors. This is on top of an overall trend of low visitor numbers across museums in general. The programme for 2020 aims to provide more for our visitors without drawing staff away from the Project and engaging the public with it through object handling and talks which will hopefully encourage more visitors.

5. **Friends Proposal**

5.1 The Littlehampton History Research Group has now completed their proposal for a Friends of Littlehampton Museum Group. The Committee are asked to consider and approve the Friends of Littlehampton Museum proposal and delegate to the Town Clerk authority to negotiate a mutually agreeable memorandum of understanding.

The main function of the Group will be to provide support by raising the profile of the museum, providing a group for those interested in the museum but unable to volunteer, assisting with talks and events and assisting with research. Eventually the Group would also aim to fundraise for the museum. The full proposal from the Littlehampton History Research Group can be found in Appendix E.

6. **Update on the Collections Documentation Project:**

- 6.1 The Museum team reached their target for 2019 of 20,000 objects catalogued on modes shortly before Christmas, despite a shortage of staff and volunteers during this time. There are now 20,433 records on modes which is 68.11 % of the 30,000 total to be catalogued. Please see Appendix B for an overview of the figures.
- 6.2 The team have begun to spend time going through the collection of reference books and intend to have a list for deaccessioning put together by the end of March. A list will be put forward to the committee for approval. The process of deaccessioning items can take up to six months as items must first be offered to other accredited museums for transfer.
- 6.3 Work continues in the Stanford room to improve storage and to get new racking installed. The structural engineer from ADC visited in January and will provide exact floor loading information that will allow the next steps to be taken over the next month with an aim to install new racking before the end of the financial year.
- 6.4 A review of the art store has taken place and the Curator has determined that more research would be needed into the artwork in order to deaccession items. This is because more provenance information is needed to start this process for the majority of the artwork in store. This is a lengthy and time-consuming process and will require a great deal of staff time. It is also thought that an art specialist will be required in the future to help with this. As one of the Museum's most organised and well cared for stores it is not a priority to make space within this store at present. This will therefore be a future aim of the next Museum Forward plan.
- 6.5 The Museum team undertook a training day with a trainer from Modes on Tuesday 4th February – this proved to be a useful session that ensured the whole team are able to use modes to its full potential and give the team more confidence when using the system going forwards. This also ensures that with the whole team trained the Museum can also best support its volunteer team who are using the system.
- 6.6 The Collections Documentation Officer attended two training sessions on collections management. One on the care of archaeological collections and the other about the care and conservation of museum collections. Both sessions have been provided free of charge by Sussex Museums Group and the Society for Museum Archaeologists. The information will be cascaded down to the rest of the Museum team and volunteers which will help meet one of the aims of the Museum action plan.

6.7 Please see attached Appendix A the updated Museum Action Plan which shows progress for the project so far.

7. Museum Acquisitions Report

7.1 The Museum has been offered three items/collections that are put forward to the Committee for consideration. This includes a commemorative coronation mug, a cinefilm of the Littlehampton Carnival 1970 and a collection of coins. A full list with recommendations can be found in Appendix C.

8. Financial Implications

6.1 The activities for Places of Science will be covered by the Places for Science Grant money which is set at £875.

6.2 The new acquisitions would require new boxes for storage and therefore there is an associated cost involved. New boxes are being purchased as part of the ongoing collections documentation project and this would come from the £10,000 collections management budget for 2019/2020.

6.3 The cost of the MODES training for the Museum team has been included in the Town Council's Staff Training Plan for 2019/20 and will be met from the Staff Training Budget.

Peter Herbert
Town Clerk

Appendix A	RESPONSIBLE	STATUS	START	END	NOTES
Goal #1: Documentation of Collections					
Audit collection on MODES to create new project timeline and new action plan	CDO/Curator	Complete	May 2019	August 2019	<ul style="list-style-type: none"> action plan updated to be approved by Town Clerk. New timeline to be created
All Items in the collection accessioned and correctly entered into MODES to SPRECTRUM 5.0 standards.	Museum Team	In progress	2016	Spring 2021	<ul style="list-style-type: none"> Monthly Museum Team target of 1,000 records created on MODES Individual staff targets monitored weekly Weekly spot checks undertaken of records made to ensure high standards Regular review of Action Plan progress at CRC.
Newly accessioned items to be recorded within 6 weeks	Museum Team	Complete	May 2019	December 2019	<ul style="list-style-type: none"> Curator and CDO to look at the acquisitions procedure. Team to ensure all items are processed in a timely manner to avoid adding to backlog. All items now processed and procedure in place to ensure that all new items are catalogued within 6 weeks.
Goal #2: Collections Management and Storage					
Make use of temporary storage space - Gladden Room	Curator	In progress	May 2019	Spring 2020	<ul style="list-style-type: none"> rearrange space to better suit collections storage Move items to Gladden that are to be deaccessioned. The reference collection is now fully documented and has been moved the Gladden. During January we will access which books will be kept and which we will deaccession – The Museum team is now working to create a list of books to deaccession which will be submitted to CRC.
Create plan and Budget for use of £10,000 collections management budget	CDO/Curator	Complete	July 2019	September 2019	<ul style="list-style-type: none"> Create a plan for use of 10,000 budget to be able to improve collections care and storage within the building.

Art Storage to be reviewed in 2019/20	Curator	Complete	May 2019	February 2020	<ul style="list-style-type: none"> • Focus on objects to be highlighted for disposal at end of project to free up storage space. • The Curator has started to look at this and has started by focusing on addressing the current storage within the room – the Archives and Exhibitions officer has been working through the room methodically reboxing items and replacing housing where needed. This is a slow process but has helped to give a better idea of how much of the collection needs rehousing and allowed us to budget for new housing for the costume collection in the future. • A review of the art store has taken place and the Curator has determined that more research would be needed into the artwork in able to deaccession or dispose of items as more provenance information is needed. It is recommended that an art specialist be sought in the future to help with this.
Goal #3: Museum Staff and Volunteers					
Museum staff and volunteers trained to use MODES	CDO	Complete	2018	May 2019	<ul style="list-style-type: none"> • All Staff undertook modes training in January 2020 which was delivered by modes and has given all staff a better understanding of how the system works and how to use it effectively within the documentation project. • Volunteers are trained as needed. Those working on the system have all been fully trained. Future volunteers will be trained by the CDO.

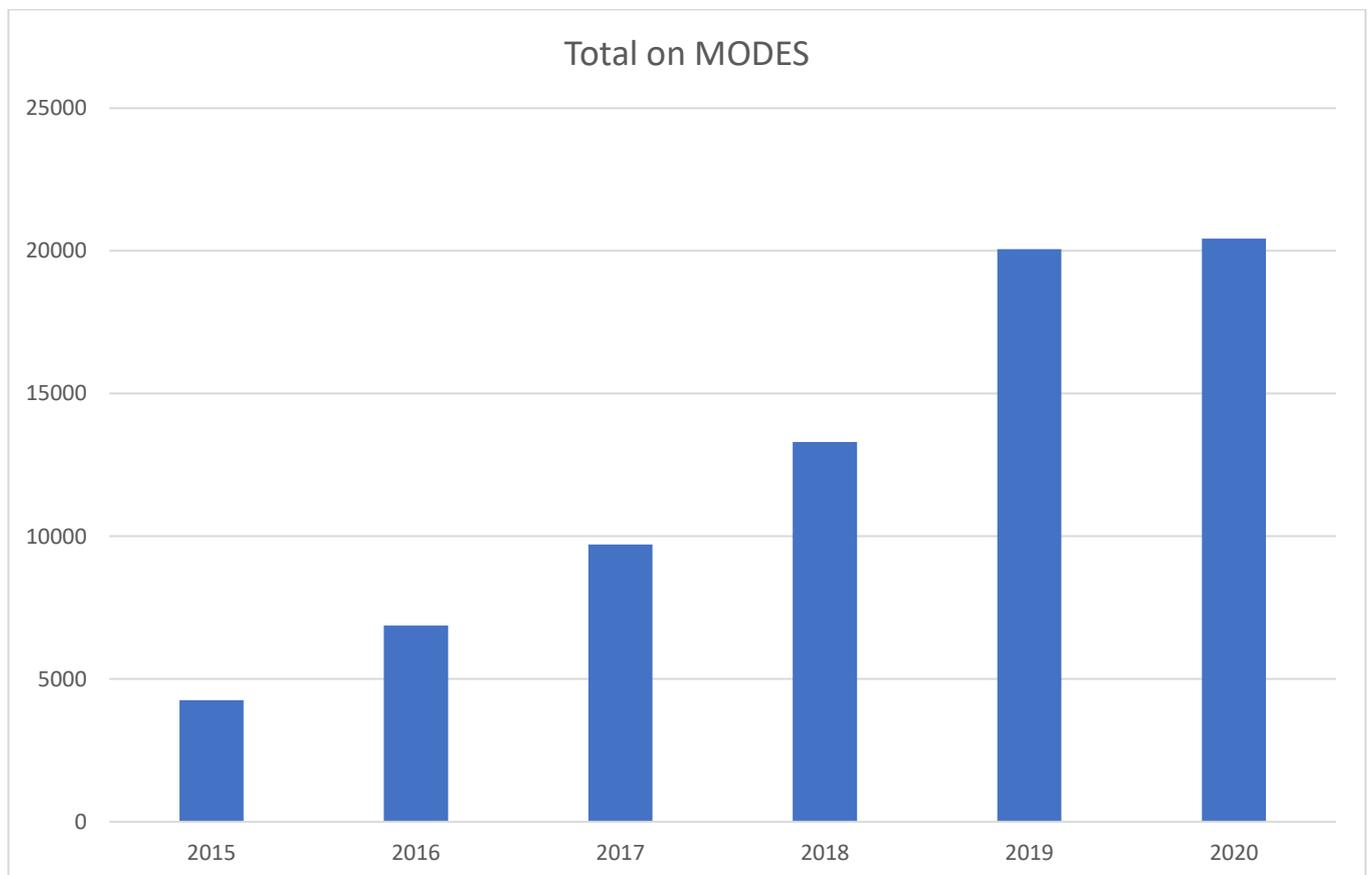
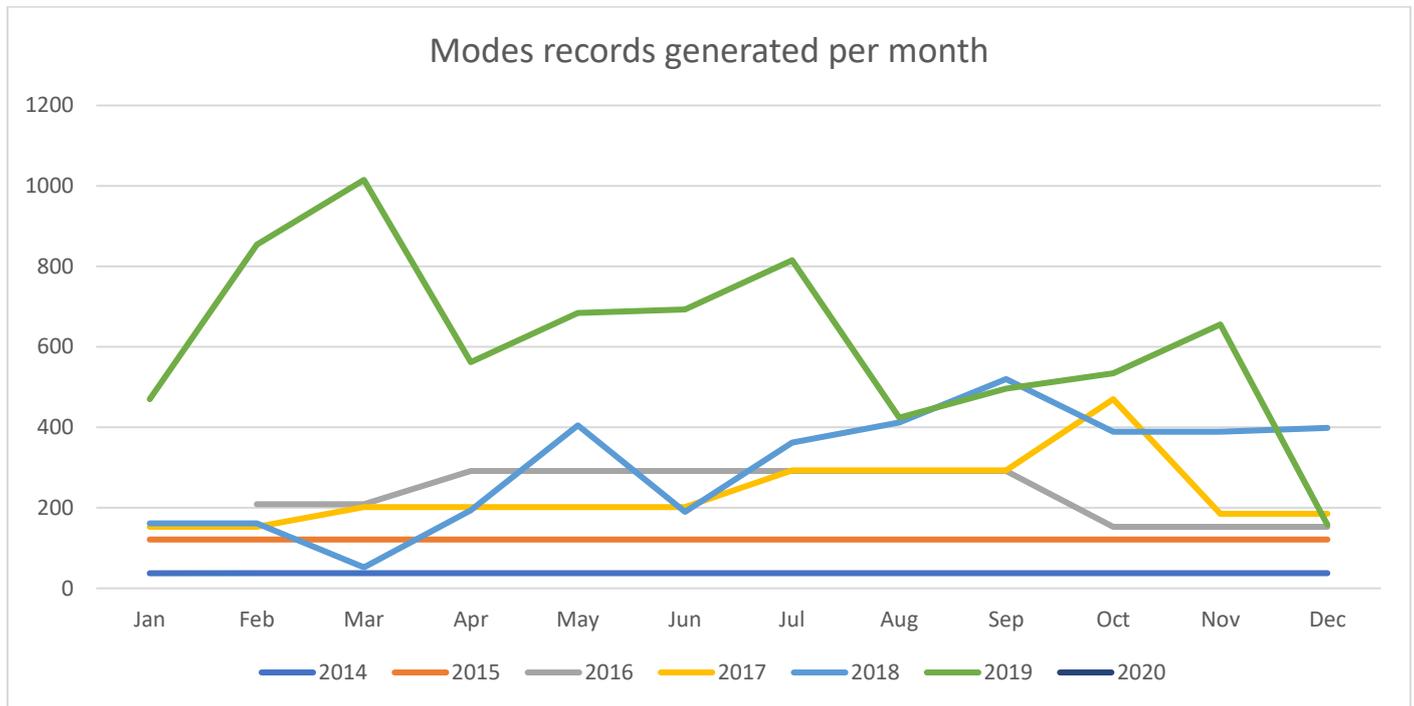
Museum Staff trained in good practice of packaging items.	Curator	Complete	2018	January 2020	<ul style="list-style-type: none"> The Curator will run collections care training for volunteers when needed and staff will either go on training where possible or be trained by the Curator. All volunteers now undertake an online training course develop by the museum of London before handling or packing any items from the collections. Team attended training in January 2020 at Arundel Museum run by Sussex Museum's group as well as a session on archaeological material from the Society for Museum Archaeologists in February. The member of staff attending will cascade the information to the rest of the team. The CDO has also been awarded a CPD grant to attend a 2 day course on Collections Management in April 2020 – again this information will be cascaded to rest of the team.
Museum staff trained to inventory mark objects	Curator	Complete	2018	April 2019	<ul style="list-style-type: none"> Instructions saved G drive for future reference and Curator/CDO doing regular checks.
New volunteer pack created	CDO	Complete	2019	August 2019	<ul style="list-style-type: none"> create a new set of forms and admin for volunteer recruitment and induction.
Update and improve volunteer management policies	Curator	Complete	July 2019	September 2019	<ul style="list-style-type: none"> look at volunteer journey and create plans for volunteer journey including volunteer exit procedures etc. New volunteer policy to be created All Policies created and new process now in place.
New volunteer recruitment	Curator	Complete	May 2019	December 2019	<ul style="list-style-type: none"> New role Profiles were created, and new volunteers have been recruited. We now have someone in every day of the week working on the CDP. We are also recruiting for Collections Care volunteers (advertised on VAAC) and Object handling engagement volunteers for Saturday's who will work in the Butterworth sharing objects found during the project.

					We hope these volunteers will start in January if recruitment is successful.
Staff team training requirements monitored	Curator	In progress	May 2019	Ongoing	<ul style="list-style-type: none"> • Museum Staff Team to be assessed by the Curator as part of 1:1s and appraisals • New induction documentation on correct methods of working with the collection to be provided to new Staff & Volunteers. • Periodic spot checks to be made of Volunteer's work to ensure the integrity of the collection.
Goal #4: Plans and Policies					
Submit new Plans and Policies to CRC ahead of Museum Accreditation.	Curator	Complete	May 2019	September 2019	<ul style="list-style-type: none"> • New Policies and Plans were re written in line with current accreditation standards including a new forward plan which focused on the delivery of the project. • Accreditation was submitted in October 2019 and is currently being reviewed by the Arts Council. The result of the Museums application will hopefully be known by April 2020.
Create a rolling action plan and submit to CRC	Curator	In progress	May 2019	On going	<ul style="list-style-type: none"> • Action plan is updated regularly and submitted to CRC at each meeting.
Housekeeping policy to be created	Curator/TC/AEO	Complete	July 2019	September 2019	<ul style="list-style-type: none"> • Archives and Exhibitions officer to create Benchmarks in collections care to inform new care and conservation plan. • Curator and TC to create new Housekeeping Policy.
Goal #5: Budget and resources					

CRC to supply resources needed to complete the project	CRC	Complete	2018	April 2019	<ul style="list-style-type: none"> Earmarked reserves for collections management for 2019/2020 budget
MODES to be upgraded	CDO	Complete	June 2019	June 2019	<ul style="list-style-type: none"> New updates facilitated by CDO Changes to use of MODES disseminated by CDO CDO to maintain good communication links with MODES team
Goal #6: Sharing our work					
Share work online via Social media and website	Museum Team	Ongoing	2016	2021	<ul style="list-style-type: none"> Regularly update website with information on the project. Update subject areas with more information when possible. Regular social media posts relating to the project.
Work in front of the public and organise opportunities for engagement	Museum Team	Ongoing	2016	2021	<ul style="list-style-type: none"> Work in the Butterworth in front of the public, showcasing the project work. Organise events and activities to highlight the project. Object handling sessions starting in February on the first Saturday of the month. New talks programme to highlight the work of the museum and of the project.
Temporary displays of new objects/CDP discoveries	Museum Team	On going	2016	2021	<ul style="list-style-type: none"> Update displays with new objects as part of the project. High Street display in Reception is the most recent addition to our displays as well as an updated Butterworth Gallery display. Typography exhibition completed with items from the stores. New exhibitions being planned for 2021 to include stored items.

Appendix B: Collections Documentation Project Stats

Figures up to date at time of writing – 1st February 1.30pm



Current Total = **20,433 records on MODES** which represents **68% of the 30,000 target** for the project.

Appendix C – Potential New accessions

	Object Name and information	Photograph	Curator Recommendation	Link to Collecting Policy
1.	Commemorative Littlehampton Coronation Mug – Edward VII		Recommendation: Accept	Offered to us for transfer from Godalming Museum. This mug fills a gap in our current collection as we have a commemorative mug or glassware from every monarch from George V until our present Queen (including the rare Edward VIII) but we do not have either a Queen Victoria mug or Edward VII so this would make an interesting addition and could be used for display when marking any future coronation.
2.	Collection of Coins from Edward VII, George V, George VI and Elizabeth II	No photograph available	Recommendation: decline	Offered as a legacy. The solicitors have given us very little information about this collection other than a brief description and a valuation. As far as we are aware no prior agreement between the donor and the museum existed. The Museum no longer collects coins unless they have been found in an archaeological context in Littlehampton and the surrounding areas as stated in our collecting policy under Numismatics
3.	Cinefilm from the 1970 Littlehampton Carnival	No media available	Recommendation: Accept in digital format.	This item is a cinefilm from the 1970s carnival – the Museum does not have a

				<p>working cinefilm player so we have been unable to test the quality of this video. However the Curator would recommend accepting this item as it fills a gap in our collection and knowledge of the carnival and paying to have it digitised. The Museum can then store the item as a digital object rather than keeping the cinefilm in the stores as the museum already has a great deal of cinefilm in store that is in need of conservation due to how it has been stored.</p>
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EXHIBITIONS & DISPLAYS

JANUARY - JUNE 2020

Typography *Sat 18th January to Sat 27th June*

We celebrate the world of Typography using items from all over the collection, featuring beautiful, stylish, quirky or interesting font design.

Butterworth Butterflies *Until Wed 30th September*

Thanks to a grant from the Royal Society, the Museum's Butterfly and Moth collection is now on show and available for you to explore.

Welcome to the 20's *Sat 8th February – Fri 3rd April*

As we enter the 2020's, this mini display takes a look at Littlehampton during the 1920's.

Treasures from the ground *Fri 21st February onwards*

A spotlight display highlighting some of the finds which have been donated or loaned over the years by our local community of metal detectorists.

Victory in Littlehampton *Wed 29th April – Sat 26th September*

To mark the 75th Anniversary of VE day a small display will be put together to show Littlehampton at war and at peace.

FAMILY EVENTS *Drop in*

DATE **TIME**

Join us on the 1st Saturday of every month to get hands on with the collection with some **object handling**.

Monthly 1-4pm

February Half Term children's crafts and colouring in.

Wed & Sat All Day

Easter Holiday fun with a special new trail around the Museum.

4-18th April All Day

May Half Term children's crafts and colouring in.

Wed & Sat All Day

TALKS *Booking Required*

DATE **TIME**

Famous Faces of Littlehampton. Join Peter Walton and David Twinn, to discover the many well-known characters who lived, worked or regularly holidayed in the town.

15th Feb 2pm

Natural History. Visiting talk with Portsmouth Museum's Natural History Curator, Christine Taylor.

17th Apr 6pm

Victory in Littlehampton. A series of short talks by the Museum Curator and selected Guest Speakers, looking at Littlehampton during World War II.

9th May 2pm

Treasures of Littlehampton Museum. Learn more about the treasures hidden away in our stores. At the end of the talk there will be a chance to visit some of the Museum's archives.

27th Jun 2pm

Friends of Littlehampton Museum a proposal

The Littlehampton History Research Group, following discussions with senior museum staff, and with the approval in principle of the Littlehampton Town Council Community Resources Committee, would like to propose that it constitute an association which would act as a support group and resource to help the museum. We have had discussions with the regional organiser of the British Association of Friends of Museums and have attended a regional conference. We have also visited Folkestone Museum to benefit from their experience in setting up a Friends' group.

This paper (a) sets out the proposal; (b) discusses advice from the BAFM; (c) provides details of the Research Group members involved and (d) appends a case study of the Friends of Folkestone Museum.

(A) Friends of Littlehampton Museum - a proposal

We believe that a Friends' association could support initiatives by the museum staff and the Town Council to make people more aware of what the museum offers and to make use of the museum. Friends could help with outreach, provide manpower to support the museum staff for special events, and eventually even attract charitable giving. We could carry out research under the curator's direction and produce material to enhance knowledge of the museum's collections. We could provide a conduit for members of the community to be involved on a continuing basis with the life of the museum.

We would see the Friends developing in a two-phase approach. The pilot phase, which could last two or three years, would involve building membership and exploring what kind of structure would fit most easily into the museum's and the Town Council's way of working. There would be a free-standing association, with a steering committee including the museum curator and otherwise drawn from the History Research Group and other interested local associations such as the Heritage Group and the Local History Society. There would be a memorandum of understanding with the museum and the Town Council.

There could be a launch event with a speaker. This could be a talk or even a temporary exhibition on Anita Roddick and The Body Shop. The friends would support the museum's events and organise some external activity such as a visit to Worthing Museum or something similarly accessible. The aim would be to generate publicity for the museum and the Friends and build membership. There would be a dedicated stand at the Town Show. The friends would also carry out research into local history and aim to publish relevant material.

If the pilot phase was judged a success, a second, more permanent phase would follow. We could consider moving to the structure of a formal charitable company, or at least HMRC registration for charitable giving.

(B) Advice from BAFM

The BAFM was set up in 1973 and exists to support friends' associations. Its linked associations represent more than 200,000 supporters of UK museums. It provides practical advice to friends' associations and organises events where they can meet each other and learn about each other's experiences. We attended a regional event at Maidstone Museum and had the opportunity to interact with representatives of friends' associations from Tunbridge Wells, Rochester and

Folkestone (who gave presentations) as well as Maidstone, Worthing and Carshalton Tower and Historic Gardens Trust.

The organisation publishes a handbook of guidance on starting and running a museum friends' association. This addresses issues such as the constitution of an association, its organising committee and relations with the museum's governing body. It also provides guidance on the activities an association might carry out as well as how to launch and develop an association.

The BAFM supports the notion of a pilot phase, but also recommends that associations eventually benefit from the joint limited company/charitable organisation status (which is the case for the Worthing Friends).

(C) Research Group Members

The three members of the History Research Group who have steered the project so far are:

Jill Belchamber: a long-time resident of Littlehampton who worked at the museum in its River Road incarnation and has more recently been a volunteer at the Manor House. She is a committee member of the Littlehampton Local History Society and a member of the Heritage Group. She is a contributor to the Famous Faces of Littlehampton book published by the Research Group. She has also written a work on the Littlehampton United Church.

David Twinn: is also a long-time resident of Littlehampton who took a leading role in the Famous Faces project. He has a degree in archaeology and is chairman of the Littlehampton Twinning Association. He has worked as a volunteer at the museum and was co-editor of the Town Council's 1918 commemorative publication of First World War photographs.

Peter Walton: worked on the First World War collection and Famous Faces. He is a business historian who has published books on the development of Blackpool and is on an advisory committee of Blackpool Museum. He has contributed to Channel Five's series How the Victorians Built Britain. He is an Emeritus Professor at the Open University.

(D) Case study: Friends of Folkestone Museum

Folkestone Museum dates back to 1857. Between then and now it has gone through various manifestations, the latest of which, since 2017, is to share the refurbished Town Hall with Folkestone Town Council.

There are other significant parallels between Folkestone and Littlehampton. The town council is a third-tier authority working with Folkestone and Hythe District Council and Kent County Council. The museum display area is approximately equivalent to that at the Manor House, with the difference that it was extensively refurbished with Heritage Lottery Fund Money as an exhibition space before re-opening in 2017. There is an area for temporary exhibitions. The museum has a full-time curator and other staff.

There is no shop as such, although the manned reception desk sells a few products. Entry to the museum is free. Displays encourage visitors to make a donation, which a few do. The web site mentions funding from the Arts Council of England (believed to be for the re-start period), the Heritage Lottery Fund, Kent County Council and the Roger de Haan Charitable Trust. Sir Roger de Haan is the son of the founder of the Saga businesses and is a major arts benefactor locally. The museum does encourage people to volunteer, which people can do without necessarily being involved with the Friends.

The collection includes a number of paintings and otherwise covers a wide range of history. A local notable is William Harvey, who was the first to study the blood circulation system. The

website mentions themes of Maritime, Frontline, Fashion, Natural and Ancient. It does not specialise in any of these but aims to have a local focus. The curator observes that the museum needs more narrative to help visitors understand the relevance of the exhibits.

The **Friends of Folkestone Museum** is a recent creation. In preparing for the re-opening of the museum the former curator and others did a certain amount of outreach to encourage related associations to support the museum when it re-opened. From that process the current organisation has evolved.

Angela Conyers, the chair, told the British Association of Friends of Museums (BAFM) regional day in September 2019 that the Friends' aims were:

- To support the work and the maintenance and development of the museum
- To assist in promoting and publicising exhibitions and collections
- To raise funds for special projects and acquisitions
- To provide a forum for those interested in supporting the work of the museum.

The Friends do not currently have a memorandum of understanding with the museum/town council, although this is under discussion. No museum officials occupy ex-officio positions on the Friends' committee, although the curator does attend on an informal basis.

Dr Conyers reports that so far the Friends have organised some talks and also some visits to other places of interest such as Dover Museum. They have accumulated about £2,000 in funds but have not so far used any of that for museum purposes other than supporting a visiting artist (there has been a recent change in curator which has led to a slight hiatus). The Friends believe firmly that a shop would raise significant additional funds for the museum and that this could be staffed by volunteers from the Friends.

The **administrative arrangements** are relatively light. The Friends are not a registered charity and Dr Conyers comments that the Charities Commission discourages organisations with less than £5,000 annual turnover from forming a charitable company. The Folkestone Friends are a free-standing association, with a constitution based on a Charities Commission model, and have registered with HMRC to enable them to recover tax paid on charitable contributions. Members pay an annual membership of £10 (£15 for a couple) and are encouraged to set up a standing order and complete a charity gift aid declaration. There are currently about 80 members.

The Friends had a launch event in 2017, which was a talk by Fred Cuming RA, a local artist, and attracted an audience of about 50. Since then it has organised a number of talks on local issues. The speakers are not paid but the audience is asked to pay an entrance fee (£3 for Friends, £4 for non-members) and is given tea or coffee at the end of the talk (Dr Conyers notes this helps members get to know each other and bond). The talks take place in the museum Education Room and the Friends enjoy the use of the museum kitchen. The museum does not have a café as such. The Friends have started to run raffles at events.

Friends are invited to previews of exhibitions and attend other special events. They occasionally help with receptions. They organise visits to other museums and places of interest. They charge for these but do not organise transport, and do not at present make a profit on them. They have hosted a group from the Friends of Tunbridge Wells Museum.

The Friends do have a Public Liability Insurance policy - from Zurich insurance - which costs £99 a year currently.

The Folkestone Friends are member of the BAFM. They say in their 2017/18 annual report: 'We have gained much from searching the other Friends' sites on the BAFM website when putting together our own promotional literature, and find the magazine interesting with its accounts of other Friends' activities. We look forward to more involvement in the future.' Their BAFM

membership subscription is currently £60 a year - the rate is variable in proportion to membership numbers.

Dr Conyers provided us with a copy of the Folkestone Friends' constitution, membership form and other documentation.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 13th February 2020

Report by: Town Clerk

Subject: Events Periodic Report

1. Summary

1.1 The report updates on the progress of the 2020 events' programme.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the report.
- (2) Consider the update on the Charity Pancake Olympics and confirm whether to award two further prize packages.
- (3) Note the update on the VE Day/VJ Day celebration.
- (4) Approve the proposal for attractions at Armed Forces Day (paragraph 3.3.2 refers).
- (5) Agree a way forward for marking the 75th Anniversary of VE/VJ Day at Armed Forces Day as set out in paragraph 3.2.2.
- (6) Approve R5 Airdisplays as the Flying Display Director for Armed Forces Day (paragraphs 3.3.3 to 3.3.4 refer)
- (7) Accept Quote 1 to provide the Screen for Screen on the Green (paragraph 3.4.3 refers).
- (8) Consider and approve the proposals from the Events Forum members for event funding (paragraphs 3.5.1 to 3.5.2 refer).
- (9) Consider and approve the financial implications as set out in paragraph 4.

3. Background

3.1 Charity Pancake Olympics

3.1.1 The event will be held in Littlehampton High Street on Saturday 22nd February 2020.

3.1.2 The budget is expected to be overspent by roughly £100 due to expenditure on a PA system.

3.1.3 At past events cash prizes for charity donation have been awarded to the competitors who finish in the top three places. Normally Officers are able to source sponsorship for the prizes, but this year have been unsuccessful. Due to pressures in the budget, Officers have so far only advertised a first-place winners prize of £100 for the event. Awarding the remaining prize packages would cost an additional £100, which could be met from the overall Community Budget. Members are asked

to consider whether the remaining two prize packages should be awarded or just the first place prize of £100.

3.2 VE/VJ Day

3.2.1 In the previous meeting of this committee Members agreed that VE Day would be commemorated with a poem competition, open to Littlehampton residents and people who have a strong connection to the Town, such as students at the Town's schools. The competition will have three different age groups. The winner of each age category will be invited to read their poem at the Armed Forces Day event in June, have their work printed in the Summer Progress Newsletter and on the service sheet at Armed Forces Day. Officers have contacted local authors and poets to judge the competition. Janet Cameron who holds an MA in Modern Poetry with the University of Kent has been confirmed. Officers will also publicise information regarding VE Day street parties. The information will assist members of the public in hosting simple, private street parties for residents and neighbours that don't include licensed activities.

3.2.2 VE Day 75 – Royal Albert Hall Concert – Screening Friday 8th May 2020

Following a suggestion from Councillor Price, Officers are investigating the potential for screening this concert at the Windmill Cinema and will report orally.

3.3 Armed Forces Day

3.3.1 The event will be held on Saturday 27th June in line with national celebrations. Harbour Park has agreed to be a partner once again and contribute £3,000.

3.3.2 Officers have been asked by Members to investigate additional ways of commemorating VE/V-J Day at Armed Forces Day. One way could be to invite VE Day Veterans and their families to refreshments in a dedicated marquee at the event. This could be publicised via the usual communication channels. Those wishing to participate could be asked to notify the Council beforehand for catering purposes. The invite could be extended to other Veterans on the day so they could interact with VE Day Veterans.

Officers have also sourced some entertainment. Eight Beat Jive are available to perform in the VE Day Dignitaries and Veterans tent for £120. Eight Beat Jive performed a 1940's Jitterbug routine at Armed Forces Day in 2016.

Option 1:

- Use the existing dignitaries' marquee (6m x 6m).
- Teas and coffees could be supplied as usual by the Scouts.
- Costs (based on 40 guests): approximately £40 (without food).
- Pros: Cheapest option, minimal impact on staff.
- Cons: Concerns over the quality of drinks, limited space

Option 2:

- Increase the size of existing dignitaries' marquee 9m x 9m marquee from existing supply (Current 6m x 6m marquee is £300. Increasing to 9m x 9m would incur an additional cost of £150- estimated).

- Book catering and external staff to manage guests.
- Costs (based on 40 guests): approximately £650.
- Pros: Better reflects the importance of the day, minimal impact on staff.
- Cons: Increased cost implications.

3.3.3 Officers have researched different land-based attractions for the Armed Forces Day event. A stunt display team has been sourced who provide two 45-minute displays of high falls, pyrotechnics and various other stunts. Officers have also received a quote for a static Spitfire or Hurricane either of which would be popular extremely popular with enthusiasts and children alike. It is RECOMMENDED that the stunt display and one of the static aircrafts are booked as part of Armed Forces Day. Members are asked for their preference of aircraft.

Attraction	Price	Notes
Stunt Display Team	£1,690	Includes mileage
Static Hawker Hurricane Replica	£1,151	Includes educator. People are not able to sit in the aircraft.
Static Spitfire Mk I/II Replica	£1,151	Includes educator. People are not able to sit in the aircraft.

3.3.4 An aerial display is one of the key highlights of the event and also the most specialised area where the involvement of a professional air display management company is always sought. The Council's regular supplier of professional air displays is able to once again provide their services at a cost of £2,086 to include all the necessary paperwork and a Flying Display Director (a requirement by the Civil Aircraft Authority). By contracting the company to provide these services they are then able to source air display aircraft for the event, at an additional cost to the Council. It is RECOMMENDED that the services of the professional air display management company be booked.

3.3.5 A bid for a Battle of Britain Memorial Flight (BBMF) was submitted before the deadline in September 2019.

3.3.6 Officers have made an application for MOD Armed Forces Day funding, though the funding is not for entertainment or hospitality it could be used to cover operational costs and allow more money from the budget to be used for attractions. Officers are due to receive a response on the outcome of the grant application after the deadline on 1st March 2020.

3.3.7 An application for a military band to attend the event was made and the outcome will be known at a later date. A successful bid was made in 2018 to secure the Band of the Grenadier Guards.

3.4 Screen on the Green

3.4.1 The Chair and Vice Chair of this Committee along with the Deputy Mayor met with Officers to select three films from the list of options suggested by members. The three films selected for public vote are all family friendly and hold a certificate of PG or below.

Aladdin (2019, PG) – An American musical fantasy film produced by Walt Disney Pictures starring Will Smith. It is a live-action adaptation of Disney's 1992 animated film of the same name. The plot follows Aladdin, a street urchin, as he falls in love with Princess Jasmine, befriends a wish-granting Genie, and battles the wicked Jafar. The film grossed \$1 billion worldwide, becoming the eighth-highest-grossing film of 2019, and the 34th highest-grossing film of all-time.

Ghostbusters (1984, PG) – An American supernatural comedy film released in June 1984 to critical acclaim. Well received for its deft blend of comedy, action, and horror, the film sees a trio of eccentric parapsychologists start a ghost-catching business in New York City. A second, direct sequel, Ghostbusters: Afterlife, is scheduled for release in 2020.

Cats (2019, U) – A musical fantasy film based on the stage musical of the same name by Andrew Lloyd Webber, and features an ensemble cast, including James Corden, Judi Dench, Jason Derulo, Idris Elba, Jennifer Hudson, Ian McKellen, Taylor Swift, Rebel Wilson, and Francesca Hayward. Cats tells the story of a tribe of cats called the Jellicles and the night they make the "Jellicle choice," deciding which cat will ascend to the Heaviside Layer and come back to a new life.

- 3.4.2 The vote will run from 1st April to 15th April. The vote will be advertised via, social media, the Council's website and through press releases. The winning film will be announced on the Visit Littlehampton Facebook page, press releases and in the Summer edition of Progress Newsletter on 22nd May.
- 3.4.3 Quotes have been sought for the provision of a 40ft cinema screen from the only 2 companies that provide screens of this size. As officers were unable to source a second comparable quote for a 40ft screen, a third provider was contacted to quote for their biggest screen which was 30ft. Quote 2 is for the hire of a 30ft screen which is advertised as sufficient for up to 1,500 people. It is RECOMMENDED that Quote 1 to provide a 40ft Cinema Screen for the event be accepted as it is suitable for a larger audience of up to 5,000 people.

	Quote 1	Quote 2
Size	40ft	30ft
Cost	£3,551	£1,895
Additional Costs	None	Film License

3.5 Events Support

- 3.5.1 The Littlehampton District Lions Club have applied for funding from the Event Support budget. Their request is detailed below. Members are asked to consider and approve the following proposal;
- 3.5.2 **Organisation:** Littlehampton Lions Event Title: Spring Charity Fair
Event Location: High Street
Proposed Date: 16th May 2020

Event Aims: To provide an event during a quiet period of the year, attract people to the High Street and give charities the opportunity to fundraise.

Event Description: The third Littlehampton Charity Street Fayre. This gives local charities and non-profit organisations the opportunity to raise some funds for their cause and give them a chance to promote their cause and look for new members. As well as stalls they are arranging some entertainment on the day. Pitches at the event are £20. Amount requested: £500 to provide musical entertainment and a children's entertainer.

4. Financial Implications

- 4.1 A budget of £600 has been allocated to the Pancake Olympics event from the Community Budget 2019/20. It is expected to be over budget. The overspends can be met from the Community Budget.
- 4.2 A budget of £13,500 has been allocated to the Armed Forces Day event from the Community Budget 2020/21. It is expected that the delivery of the event will fall within the set budget.
- 4.3 A budget of £15,000 has been allocated to the Screen on the Green event from the Community Budget 2020/21. It is expected that the delivery of the event will fall within the set budget.
- 4.4 A budget of £7,000 has been allocated to the Event Support Budget 2020/21.

Peter Herbert
Town Clerk



APPLICATION FOR EVENT SUPPORT 2020/21

SECTION A – YOUR ORGANISATION

SECTION A Guidance Notes

- The name of your organisation should be the same as the name on your constitution.
- The contact person must be someone from your organisation who can talk about this application in detail. They should have official permission from your organisation to be the main contact.
- It is helpful if you can give your project a title which reflects what it is about, i.e. 'Training for Volunteers'
- Describe the type of organisation, if you are unable to find an appropriate box, please describe the status of your organisation, for example, a friendship group.
- Please tell us about your membership charges. Organisations often charge an annual subscription or ask members for a small amount each week to cover hire of halls etc. Please tell us how much your organisation charges and how often.

Name of your organisation

LITTLEHAMPTON DISTRICT LIONS CLUB

Name of your event:

LITTLEHAMPTON CHARITY STREET FAYRE

Name of main contact:

[REDACTED]

Position within your organisation:

PRESIDENT

Address for correspondence

[REDACTED]

Postcode

[REDACTED]

Organisation Website/Facebook address SEARCH BOTH FOR
LITTLEHAMPTON LIONS CLUB

Telephone number:
[REDACTED]

When are the best times to reach you on this number?
DAYTIME/EVENINGS

Email address:
[REDACTED]

Is your organisation: Please tick

Charitable Incorporated Organisation (CIO) Trust	
Charitable Company (limited by guarantee)	
Unincorporated Association	
Other please specify REGISTERED CHARITY 1067427	✓

Describe your organisations main purpose and regular activities:

WE HELP IN THE LOCAL COMMUNITY.
WE FUNDRAISE SO THAT WE CAN HELP THOSE IN NEED.
WE CONSIDER REQUESTS FROM INDIVIDUALS, GROUPS AND CHARITIES

Total number of members OR people supported: 19 MEMBERS

Please give a breakdown of your age range:

- Children under 12
- 12 - 18yr olds
- 18-60 years ✓
- Over 60's ✓

What percentage of your membership lives in Littlehampton? 20%
(BALANCE IN PUNNETTS)

SECTION B- ABOUT THE EVENT

SECTION B Guidance Notes

Who will be organising the event? e.g. team of youth workers, volunteers.

What are the aims of the event?

When will it be held?

Where will it be held?

What activities and entertainment will you have at the event?

How will you achieve this?

- Please tell us how much money you would like from the Town Council and what you will spend it on. If this grant will only pay for part of your project, please tell us how much money you still need to find.
- Please tell us if and when you have received a grant from the Town Council before.

Please briefly describe your proposed event (as detailed in the guidance notes):

The aims of our event are: TO ORGANISE AN EVENT WHERE LOCAL CHARITIES AND NONPROFIT GROUPS CAN RAISE FUNDS AND AWARENESS

The activities will include: WE WILL HAVE STALLS IN THE PREINCT AND HAVE MUSICAL ENTERTAINMENT AND A CHILDREN'S ENTERTAINMENT

Please describe the wider benefits your project will bring to the Littlehampton community. What priorities/issues will you address? E.g. health & wellbeing, reduced social isolation etc:

RAISE AWARENESS OF LOCAL CHARITIES AND NON PROFIT GROUPS AND GIVE THEM ACCESS TO THE PEOPLE OF LITTLEHAMPTON.

How many people will benefit from the project?

~ 100

What percentage of the beneficiaries of this project live in Littlehampton.

75-100%

How much grant funding would you like from the Town Council? (Max £2,000) £750

Have you received grant funding from the Town Council in the past? Yes/No

If yes in what year(s)? YES IN 2018 + 2019

What will this grant funding pay for? Please give a clear financial breakdown of the items and services you wish to be funded

CHILDRENS ENTERTAINMENT £250

OTHER LOCAL MUSICAL ENTERTAINMENT £350
THEY CHANGE BETWEEN £50-£150 EACH

TO PURCHASE A BANNER THAT WE CAN USE
EVERY YEAR TO ADVERTISE THE EVENT.

Do you still need to find additional funding? If so how much?

NO

SECTION C – OTHER SOURCES OF FUNDING

SECTION C Guidance Notes

- Please tell us other money you are expecting to raise.
- Please tell us about other grants you have applied for to fund this project and if you have received funding confirmation from any grant giving sources.
- Please tell us about any time or resources given free of charge.
- Please indicate who you would like the Grant cheque made payable to.

Do you expect to raise money from any other sources for this piece of work?
Please estimate:

Ticket sales

Other sales PITCH FEES £20 PER PITCH.

Sponsorship

Fundraising

Have you applied for grants from other sources to help with this project/event/activity?

NO

	Applied for	Confirmed
Arun District Council	£ —	£
West Sussex County Council	£ —	£
Trusts	£ —	£
Other (please give details)	£ —	£

Do you expect to receive any help or support other than money? Please give details of what will be contributed.

NO

SECTION D – DECLARATION

Please tell us who you would like Grant cheques made payable to:

LITTLEHAMPTON DISTRICT LIONS CLUB

EQUAL OPPORTUNITIES

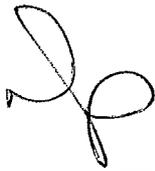
The Town Council wishes to secure genuine equality of opportunity, whether required by legislation or not, in all aspects of its activities.

DECLARATION

I confirm that I am authorised to sign this declaration on behalf of **the organisation named in section A** and that, to the best of my knowledge and belief, all replies are true and accurate. I further confirm that this application is made on the basis that if it is successful, the group will be bound to use the grant only for the purposes it specifies and will have to comply with the terms and conditions attached to the grant by the Town Council. I understand that the Littlehampton Town Council reserve the right to conduct a post-project

assessment to check that we have complied with the terms and conditions of the scheme.

Signature:



Name Printed:



Organisation: LITTLEHAMPTON DISTRICT LIONS CLUB

Date: 5TH FEB 2020

DATA PROTECTION

The details you provide will be used by Littlehampton Town Council to update with information about funding.

If you would like us to retain your details to inform you of other Town Council matters, please tick one or both boxes below. We may contact you via e-mail or post. Information contained within your grant aid application will be retained for a period of 7 years.

I consent to my details being added to a database to receive information about:

- ✓ Grant funding from the Town Council
- ✓ Grant Funding opportunities from other funders
- ✓ Other Town Council events and information

The information you provide will be kept secure and will not be passed onto any third party without your consent. Should you wish to withdraw your details or amend the contact for your organisation please contact the **Events Officer on 01903 732063 or kgibbins@littlehampton-tc.gov.uk**

Please return by **TUESDAY 18th FEBRUARY** to:

Kieran Gibbins
Events Officer
Littlehampton Town Council
The Manor House
Littlehampton
West Sussex
BN17 5EW

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources
Date: 13th February 2020
Report of: The Town Clerk
Subject: Christmas Lighting Contract

1. Background and Update

- 1.1 Event Power Engineering were awarded a three-year contract (2017-2019 inclusive) for the supply and installation of the Christmas light displays within the Town Centre and Wick Parade. During the contract the scope of the annual lighting scheme has expanded to provide wider coverage and the introduction of projectors to create a themed display. The current contractor has worked well with the Town Council, proved to be extremely reliable, worked well with traders and been extremely helpful when changes have been made to the scope and design of the lighting scheme.
- 1.2 The current contract has expired, triggering a new tender process for this service. However, in Autumn 2019 Arun District Council were successful in obtaining a grant to deliver significant improvements to the public realm in Littlehampton Town Centre. These improvements are expected to be delivered in 2020.
- 1.3 Details of the current lighting scheme including technical information relating to the infrastructure and power points have been provided to the District Council as part of their preliminary design work. However, the nature of the improvements and changes to the street scene have yet to be confirmed although it is thought that there will be significant disruption during the works.
- 1.4 Members are therefore recommended to extend the current contract with Event Power Engineering for a further year to allow completion of the Town Centre Public Realm Improvements. Retaining the existing scheme during this period has the benefit of having a contractor who is familiar with the area, the existing infrastructure and will help contain costs. It will also provide a breathing space to consider how a future Christmas lighting scheme could work in the context of the new look of the Town Centre.

2. Recommendation:

That the Christmas lighting contract with Event Power Engineering be extended for a further year to allow completion of the Town Centre Public Realm Improvements.

3. Financial Implications

- 3.1 The current Christmas Illuminations budget is £23,750. The budget is increased to £25,000 for 2020/21 and includes the Wick illuminations.

PETER HERBERT
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Community Resources

Date: 13th February 2020

Report of: The Town Clerk

Subject: Youth Services Contract

1. Background

1.1 Arun Community Church (ACC) were awarded a three-year contract to operate the Town Council's Youth Service for three years from 2nd October 2017. This was the first time that the Town Council had outsourced this service to an external contractor and the primary objectives of the Council was to deliver a wider range of youth services (which are not faith based) to fill some of the gaps left by the County Council and deliver tangible outcomes for the young people of Littlehampton. The Committee is asked to review the services provided under the current contract and consider any changes for example potentially more outreach and the ability to deliver more sessions in North Littlehampton when the new community facilities are ready.

2. Recommendation:

To consider the current youth services contract criteria and any changes to future service provision for inclusion in the re-tendering exercise.

3. Current Service

3.1 The Service operates as Arun Youth Projects (AYP). The quality of the Service and the effectiveness of its activities are monitored jointly by Arun Church and the Town Council through regular bi-monthly meetings and an annual review meeting including attendance at one Committee meeting per annum. The Service also produces a monthly report on activities which is shared with the members of this Committee. The effectiveness of the Service is measured in terms of the numbers of young people engaged, hours delivered, voluntary opportunities provided and electoral wards served.

3.2 The Services provided to young people under the current contract are:

1. A range of targeted support, project focused work and universal youth services which offer a variety of constructive activities, information and support for 8-25-year olds utilising at least three venues throughout the Town of Littlehampton.
2. A minimum of 10 hours made up of four 2.5-hour sessions a week provided throughout the year.

3. One session per week provided for a junior age group.
4. At least one session to be held at each of the following locations: the Southfields Jubilee Centre, the Flintstone Centre* and the Keystone Centre. Detached / outreach work may also run as part of the service.
5. Identify need in the local communities to inform activities for young people, with special consideration being given to activities which address the themes of:
 - Health and wellbeing, including but not limited to drug and alcohol misuse, mental health and identity
 - Sex and relationships
 - Anti-social behaviour
 - Empowerment

**Following changes at the site introduced by West Sussex County Council in 2019, the sessions previously run from the Flintstone Centre were successfully transferred to the Keystone Centre.*

3.3 AYP operates its services predominantly through youth club-based activities which aim to bring about positive change in the lives of the young people that they work with and support their future aspirations. It does this by offering:

- Young Leader Programme
- The Friday Night Project (in partnership with Freedom Leisure)
- Sports Tournaments
- Summer Soccer School
- Mentoring Programme (in partnership with The Littlehampton Academy)
- Sports Accessibility Bursary
- Creative Arts and Social Club Bursary

3.4 In addition to the contracted services, in June 2019 AYP set up two dedicated Detached Youth Work Teams in Littlehampton and the surrounding areas. This project utilises grant funding awarded to the Arun Community Safety Partnership. AYP provides two teams consisting of two youth workers per team who each undertake regular weekly detached youth work sessions for up to 2 hours (4 hours outreach in total per week) in identified hotspots within the East Arun area. This is a needs-led, intelligence-based response to local concerns and aims to identify and provide early intervention for young people.

3.5 The current contract has operated well by building upon the good youth work already established by both Arun Community Church and the Town Council prior to 2017 and expires in September 2020. This will trigger a new tender process for this service which will need to start by the end of March. This is to allow sufficient time to meet the requirements of the TUPE process, if required, in respect of staff that were transferred from the Town Council under the existing contract.

4. Financial Implications

- 4.1 The budget for this service reflects the current agreement with Arun Church at £45,000 pa. There is an estimated increase in 2021/22 from £45,000 (2020/21) to £50,000 pa (2021/22 and 2022/23) primarily to meet inflation costs.

PETER HERBERT
Town Clerk