

Tuesday 13th March 2018

Notice is hereby given that a **MEETING** of the **PROPERTY AND PERSONNEL COMMITTEE** will be held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 19th MARCH 2018** at **6.30PM** to consider matters set out in the following Agenda

Committee: Cllrs Purchase (Chair), Ayres, Baker, C Blanchard-Cooper, Rickeard and Squires

PETER HERBERT
Town Clerk

AGENDA

2017/2018

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

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

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

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest

- (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Mr Purchase is a Member of Arun District Council and West Sussex County Council
- Mrs Ayres 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 4th December 2017, circulated herewith (pages 3 – 6).

6. **PUBLIC FORUM**

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

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

8. **OFFICER'S REPORT**

8.1 **Staff sickness** – report attached (pages 7 – 8).

8.2 **Local Government National Pay Settlement Update** – letter attached (pages 9 – 10).

8.3 **Amenity Team Vehicle and IT System Update** – report attached (pages 11 – 13).

8.4 **Keystone Centre** – oral update

9. **FINANCE**

9.1 **Committee Finance Report** - attached (pages 14 – 16).

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.

The following item is confidential for Members of the Council only in accordance with Paragraph 3, Part 1 of Schedule 12A of the Local Government Act 1972, being information relating to relating to the financial or business affairs of any particular person (including the authority holding that information).

12. **OFFICERS EXEMPT REPORT**

12.1 **Update on the repairs to and repainting of the Manor House** – report circulated to Members of the Committee only.

MINUTES of a MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 4 DECEMBER 2017 at 6.30PM

Present: Cllrs Purchase (Chair), Ayres, Baker*, C Blanchard-Cooper, Rickeard and Squires

2017/2018

26. EVACUATION PROCEDURES

The evacuation procedures were noted.

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

The procedures were noted.

28. APOLOGIES

There were none.

29. 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.

30. MINUTES

The Minutes of the meeting held on 4 September 2017 (previously circulated) were confirmed as a true record and signed by the Chair.

31. PUBLIC FORUM

There was one Member of the public present.

Regarding the Town Council Priorities, Mr Terry Ellis asked the Committee to consider sponsorship in relation to the Oyster Pond. The Town Clerk explained that proposals for the Pond were closely linked to the District Council's overall plans to enhance the riverside and seafront offer. He hoped to be able to report more fully on this to the next meeting and Mr Ellis' suggestion was noted.

Regarding the Committee budget report for 2017/18, Terry Ellis asked about the income for the Southfields Jubilee Centre. The Town Clerk agreed to provide this information to Mr Ellis after the meeting.

32. CHAIR'S REPORT AND URGENT ITEMS

There were none.

33. OFFICERS REPORT

33.1 Staff Sickness

The Committee received the latest periodic report detailing staff sickness for the period up to and including the first two quarters of 2017/18 (previously circulated). It was **RESOLVED** that:

The report be noted.

**Councillor Baker joined the meeting at 6:35pm*

33.2 Manor House Room Hire Fees and Car Park Charges Proposals 2018/19

The Committee received a report (previously circulated) which contained a review of the Manor House room hire fees, tariffs for Weddings and Ceremonies and car park charges including proposals for changes to the fees for 2018/19. It was also recommended that an additional car parking space be released and let to generate additional income. The Committee considered it prudent that the fees be increased to meet inflation and it was therefore **RESOLVED** that:

- 1) **The Manor House room hire fees be increased by 2% in 2018/19.**
- 2) **The proposed change to the tariffs for Weddings and Ceremonies in 2018/19 be approved**
- 3) **An additional car parking space be released for letting in 2018/19.**

33.3 Manor House External Redecoration

33.3.1 The Committee received a report (previously circulated) which contained an update on the progress with compiling the tender for the external redecoration of the Manor House. It was proposed that repairs to the roof, identified in a survey by the contractor who completed the structural works to the southern elevation of the building, be included in the tender for these works. The views of the Committee were also sought regarding the colour scheme for the building.

33.3.2 Members favoured retention of the current colour scheme which was considered a distinctive feature of the building and identified other aspects of the building that required attention. Observing the lettering was pale and faded Members asked that it be enhanced to overcome these issues. It was also considered that more could be done to improve the appearance of the ground floor of the southern elevation of the building where the windows were obscured to protect the Museum displays. It was therefore **RESOLVED** that:

- 1) **The inclusion of the roof repairs within the specification for the tender for the external redecoration of the Manor House be approved.**
- 2) **The current colour scheme in relation to the masonry panels in the Manor House be retained.**
- 3) **The tender specification be updated**

including the comments set out in Minute 33.3.2 above and placed on the contractfinders website for the redecoration works, with a view to the contract commencing in March 2018.

33.4 Proposed Change to 19th February 2018 Committee Meeting

Due to a large room booking in the Manor House during the last two weeks of February, it was proposed that this meeting be rescheduled to Monday 19th March 2018. It was **RESOLVED** that:

The change of date be approved and included the draft calendar of meetings for 2018/19 for approval by Full Council

33.5 Keystone Centre

There was nothing further to report.

34. TOWN CONCIL'S PRIORITIES

34.1 The Committee received a report (previously circulated) which contained an update on progress with the Town Council's priorities as they related to the work of this Committee. The report also set out progress with a number of additional priorities that had been identified by the majority group. When considering the future of the Project 82 building, it was noted that long term proposals had yet to be considered and any future arrangements would be regarded in the context of the new community facilities that were proposed as part of the North Littlehampton Development. Regarding the proposed replacement of the Amenity Team's transit van, it was considered practical that options including the availability of electric / hybrid vehicles be explored.

34.2 The Chair welcomed Rebekah Newsom who had recently joined the Council as Committee and Business Administration Support Apprentice. Embarking on the apprenticeship was new to the Council and it was hoped that in time the scheme could be developed. The apprenticeship together with the proposal that the Town Council become a real Living Wage employer, had been identified as additional priorities. Observing the benefits of becoming a real Living Wage employer, it was hoped that other local employers would follow suit and Members endorsed this proposal. It was therefore **RESOLVED** that:

1) The additional priorities identified for the Committee be endorsed and be RECOMMENDED to Full Council.

2) The updates be otherwise noted.

35. FINANCE

35.1 Committee Finance Report 2017/18

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 **RESOLVED** that:

The report be noted

35.2 Committee Budget Proposals 2018 – 2021

35.2.1 The Committee received a report (previously circulated) which set out a draft budget for 2018/19 and the projected budgets for 2019/20 and 2020/2021. The Town Clerk briefly outlined the budget process and stated that the overall budget had been prepared to reflect a 1.9% increase in 2018/19 and 1% thereafter. The draft Budget aimed to meet the Committee's priorities and build reserves to meet maintenance and capital requirements going forward. This included a proposal to renew the Wedding licence which was supported.

35.2.2 Examining the proposals in more detail, it was noted that upgrading the small number of street lights that the Town Council owned was not practical. It was reported that the Town Council would arrange for the War Memorial contractor to undertake restoration work on the Water Pump plaque at the entrance to the Church Street Car park on their next planned visit. It was observed that the repainted cladding on the Southfields Jubilee Centre appeared different to the original. The Town Clerk stated that he would investigate this and provide information on the work that had taken place to Members separately. It was also noted that the budget provision for salaries at 1.5% included the implementation of the real Living Wage for Town Council staff. It was therefore **RESOLVED** that:

- 1) **The draft Committee budget for 2018/19 and the projected budgets for 2019/20 and 2020/21 be recommended to the Policy and Finance Committee.**
- 2) **The renewal of the Wedding Licence for a further three years be approved.**
- 3) **Full Council be RECOMMENDED to approve the Town Council becoming a Foundation Living Wage Employer and that, consequently, adjustments be made to the increments of some staff on the lower scales so that all staff earn at least the equivalent to the Foundation Living Wage from April 1st, 2018.**

36. MASTERPLAN – NORTH LITTLEHAMPTON

It was noted that the next Steering Group meeting would take place on 5 December 2017.

37. EXEMPT BUSINESS

There was none.

The meeting closed at 7:23pm

CHAIR

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 19th March 2018

Report by: The Town Clerk

Subject: Staff Sickness Report – Quarter 3 2017/18

1. Summary

- 1.1 Members are provided with the staff sickness records for the full year's 2008/09 – 2016/17 and Quarters 1 to 3 of 2017/18.

2. Recommendation

It is RECOMMENDED that the report be noted.

3. Staff Sickness Records

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

Year	1st Apr-30 th Jun	1st Jul-30 th Sep	1st Oct-31 st Dec	1st Jan-31 st Mar	Average
2008/09	1.09%	1.00%	1.17%	1.3%	1.14%
2009/10	1.17%	1.07%	2.28%	1.67%	1.55%
2010/11	1.56%	2.4%	2.95%	1.95%	2.2%
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%
2012/13	1.11%	0.38%	2.5%	1.94%	1.48%
2013/14	1.49%	1.45%	1.35%	2.09%	1.6%
2014/15	1.26%	1.77%	3.38%	2.7%	2.27%
2015/16	1.17%	2.33%	2.08%	3.06%	2.16%
2016/17	1.09%	0.68%	1.49%	1.86%	1.28%
2017/18	1.06%	0.94%	0.83%		

- 3.2 The figure for Quarter 3 in 2017/18 decreased compared to the previous quarter (2017/18 Quarter 2). 9 members of staff took self-certificated sickness leave (11 last quarter), this equated to 16 days/76.45 hours.

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

Year	1st Apr- 30th Jun	1st Jul- 30th Sep	1st Oct- 31st Dec	1st Jan- 31st Mar	Average
2008/09	0.42%	0.27%	0.55%	0.49%	0.43%
2009/10	0.15%	0.37%	3.92%	1.76%	1.55%
2010/11	3.53%	0.66%	2.09%	0.37%	1.66%
2011/12	2.91%	0.32%	2.37%	0.82%	1.6%
2012/13	1.9%	1.02%	1.62%	2.76%	1.8%
2013/14	2.18%	1.84%	0.19%	0.18%	1.1%
2014/15	0	1.1%	0.87%	1.43%	0.85%
2015/16	0.2%	2.89%	1.29%	3.68%	2.01%
2016/17	9.64%	8.09%	1.55%	3.65%	5.73%
2017/18	0.46%	0.13%	0%		

3.5 There was no certified sickness in Quarter 3 of 2017/18. This is the lowest certified sickness has been since Quarter 1 2014/15.

Peter Herbert
Town Clerk

National Employers for local government services

To: Chief Executives in England, Wales and N Ireland
Leaders, Elected Mayors and Resources / HR Portfolio Holders
(Please copy to HR Director and Finance Director)
Members of the National Employers' Side
Regional Directors

25 January 2018

Dear Chief Executive / Leader,

PAY NEGOTIATIONS UPDATE

I wrote to you on 5 December with details of the Employers' two-year final pay offer. Since then the three local government trade unions (UNISON, GMB and Unite) have met to consider their positions.

UNISON's NJC Committee met on 23 January to consider its recommendation and timetable for consulting its members on the offer. The Committee voted by 12-11 to recommend that the offer be rejected. However, the Committee went on to state that *"the offer is the best that could be achieved by negotiation and nothing short of substantial, all-out strike action could make the employers consider improving their final offer."* Its consultation ballot closes on 8 March.

GMB will be advising its members that the offer is the best that can be achieved by negotiation. Its consultation ballot closes on 9 March.

Unite's National Industrial Sector Committee for local authorities met on 11 January and voted unanimously to recommend that its members reject the offer.

The three unions have coordinated their consultations to end in early March so that they can jointly announce the result in mid-March.

Initial communications from UNISON and Unite to their branch reps have focused on the headline element of the pay offer i.e. 2.0% + 2.0%, and not on the proposed substantial increases for lower-paid staff nor the introduction of a new pay spine in 2019. Their argument is that the headline figure in each year is less than inflation, which is currently 3.0%, and therefore represents a "pay cut".

It is important that you ensure your employees clearly understand what the pay offer means for them and if you have not done so already we would encourage you to circulate the main points within the offer and reiterate that it is significantly more beneficial to employees than in previous years.

In year one, all staff on SCPs 6-19 incl would see their pay increase by between 3.7% and 9.1%. All staff on SCP20 and above would receive an increase of 2.0%.

In year two, the Employers have proposed that a new pay spine be introduced that would see staff on current SCPs 6-28 incl receiving pay increases of between 2.3% and 7.3%. All staff on current SCP 29 and above would receive an increase of 2.0%.

A new pay spine has been proposed because the current spine simply cannot absorb the impact of the National Living Wage. The NJC worked constructively over the past year to ensure that a

new spine would be able to withstand annual changes to the National Living Wage rate without the need for regular and fundamental reviews of pay structures at local level.

The National Employers are of course fully aware of the difficult financial position of most councils and that this pay offer puts further pressure on budgets. The issue of local government funding is the subject of regular dialogue between the various LGAs and governments. Ahead of last November's Budget the LGA set out the unfunded cost pressures facing local government and why, with many local services facing significant funding gaps, it was vital that the Budget recognised that councils cannot continue without sufficient and sustainable resources. We made the strongest possible case for a funding arrangement that enables local government to deliver services in the long term; that recognises the impact on the sector of the National Living Wage; and that ensures that local government can deliver much needed economic growth and quality services for local people including the most vulnerable members of society.

The National Employers were therefore disappointed that the Chancellor ignored local government in his remarks about public sector pay. We have continued to call for additional funding to cover the cost of adjusting the local government pay structure to take account of the National Living Wage.

We shall continue to make the case on behalf of the sector for appropriate funding to ensure services are sustainable.

Important Note

On 1 April the National Living Wage will be increased to £7.83 per hour which means that the current minimum SCP6 on the 'Green Book' pay spine will be below that statutory minimum level as the current hourly rate of SCP6 is £7.78.

While we would hope that grassroots union members vote to accept the pay offer, we need to prepare for the eventuality that this is not the case. Therefore, in the absence of the NJC reaching a pay agreement to be implemented in time for 1 April, councils are advised to begin making preparations for employees currently paid on SCP6 to have their pay increased in accordance with the new National Living Wage rate.

For any council where the standard working week differs from 37 hours a local calculation will need to be made. As this temporary arrangement is solely to ensure compliance with the National Living Wage, no adjustments need to be made to those paid on the London pay spines.

I shall continue to keep you informed of developments.

Yours sincerely,

Simon Pannell

Simon Pannell
Employers' Secretary

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel
Date: 19th March 2018
Report by: The Town Clerk
Subject: Amenity Team Vehicles and IT System

1. Summary

- 1.1 The report outlines initial research into the possibility of replacing the Amenity Team Transit van with an electric van and proposes a way forward.
- 1.2 This report outlines initial research into an IT system for the management and monitoring of A Team job tickets.

2. Recommendation

The Committee is RECOMMENDED to:

- 2.1 Decide whether to replace the Transit van with an electric van.
- 2.2 Delegate to the Town Clerk, in consultation with the Chair of the Committee, the acquisition of an electric van at a cost not exceeding £20,000 including livery etc (excluding VAT).
- 2.3 Otherwise note the report

3. Background

3.1 Amenity Team Vehicle

- 3.1.1 This Committee previously agreed that authority be delegated to the Town Clerk, in consultation with the Chair of the Committee, to undertake the acquisition of a replacement transit van at a cost not exceeding £20,000 including livery etc (excluding VAT) and the exchange/disposal of the current transit van.
- 3.1.2 During budget discussions in November 2017 it was suggested by members that officers explore the option of an electric van.
- 3.1.3 Initial research into this option has revealed that a smaller van powered by electric could be considered.
- 3.1.4 The electric van market is in its infancy. The major manufacturers are currently testing mid to large size vans, whereas small electric vans have been around

for a few years and some manufacturers are bringing newer improved versions on to the market.

- 3.1.5 The benefits of an electric van include it being a more environmentally friendly option. They are subject to the Government's Plug-in Car grant which means a large discount off the 'on the road' price. They are economical to run: there is no fuel (although charging costs have to be taken into account), there is no engine gearbox or clutch, brake wear is less, and servicing is minimal. There may also be the option to secure grant funding for the installation of a charging point at the A Team unit.
 - 3.1.6 The depreciation of an electric van is considerably high due to the technology advancing continuously and the market value could be half of its purchase price after one year. The single biggest cost is the vehicles battery. For this reason, when purchasing there is often the option to have a monthly battery rental fee. Another option to consider is leasing, which would overcome the issue of large depreciation costs. There are also limitations on where the vehicle can be serviced.
 - 3.1.7 The larger vans are not yet available but even when they do become available due to the weight of batteries a lot of the load carrying and towing capacity based on (Gross Vehicle Weight) is reduced. The GVW is also reduced for a smaller van and so what can be towed will be restricted.
 - 3.1.8 The daily requirements of the Transit van are mainly rubbish collection, small graffiti clean ups, notice boards and courier service. Most of the journeys are short (start /stop) local trips in and around Littlehampton and the immediate area. An electric vehicle is better suited to start/stop journeys, whereas this kind of use is not good for a diesel engine. A smaller replacement electric van could cater for 80% of the A Teams work.
 - 3.1.9 Currently, there are two instances where the A Team use two large vehicles. One is for our larger events, where both trailers and vans are loaded to the maximum. However, our events are all in close proximity to the Amenity Team Unit, so the larger Tipper Van could reload, or we could hire a van for the couple of events that require large amounts of equipment to be brought to site. The other instance is when transporting the rotavator to and from the allotments, for grass cutting and when tree maintenance and watering is carried out. The latter involves towing the water bowser or carrying the IBC container. However, with effective work planning and the use of the tractor this could be managed efficiently.
 - 3.1.10 Further work need to be done on the financial implications, but initial indications are provided for consideration in 4.1-4.5 of this report.
- 3.2 Amenity Team IT System
- 3.2.1 Work has begun on exploring an IT system to replace the current paper-based system of job tickets. Officers have begun work on a specification of what the system needs to deliver for the Council and this will include management of proactive maintenance of our assets, as well as a more automatic approach to

recording and monitoring time taken on tasks. Officers felt that a maintenance-based ticket system would be most appropriate (as opposed to a simple job ticket system) and so arrangements are being made for officers to see some of these systems in practice. This work will inform an invitation to quote.

4. Financial Implications

- 4.1 Indicative costs for purchase of a small electric van are £13,568 with monthly rental of the battery at £61 per month (total battery rental of £2,928 over four years) or own it outright at £16,373 (it is anticipated the life of the battery to be between 4 – 6 years).
- 4.2 Indicative costs for lease of a small electric van for three years are £900 upfront costs and £233 monthly rental (total rental of £11,184 over four years). The lease option allows funds to rent a larger van on the few occasions this may be needed.
- 4.3 Indicative costs for a charging point are circa £1,000.
- 4.4 The Town Council currently has £31,520 in earmarked reserves for replacement vehicles, equipment and plant etc.
- 4.5 For the 2017/18 budget the Town Council has £8,000 to go into earmarked reserves for vehicles, equipment and plant.
- 4.6 For the 2017/18 budget the Town Council has £5,000 for a new IT system for the A Team. This can be earmarked for acquisition of the system in 2018/19. Indicative costs for rental of a package are circa £100 per month.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 19th March 2018

Report by: Town Clerk

Subject: Finance Report

1. Summary

- 1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel (P&P) Committee's budget for 2017/18. Actual figures are shown in Appendix 1.
- 1.2 Variances that have been the subject of individual periodic reports are not reported on.

2. Recommendation

The Committee is RECOMMENDED to:

- 2.1 Approve the purchase of an orbital sander and extractor for the Amenity Team (3.3.4).
- 2.2 Otherwise note the report

3. Budget Monitor

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

3.2 Central Administration & Support Services

- 3.2.1 Training is overspent by £416 due to some recent essential safety training. This can be met from the Training Earmarked Reserves.
- 3.2.2 £4,295 remains in the IT budget. £3,000 is for the new website. The remainder is for the purchase of new PCs as part of our rolling programme. This will be supplemented by the GDPR (General Data Protection Regulation) funds agreed by the Policy and Finance Committee on 12th March 2018.
- 3.2.3 Quotes are being sort for the Town Council's IT Support contract and it is hoped to report at the meeting on 19th March 2018 the outcome.

3.3 Amenity Team

- 3.3.1 There are no expenditure variances to report.
- 3.3.2 £8,000 is earmarked annually for Vehicles and Equipment.
- 3.3.3 £5,000 budgeted for the A Team IT system will be transferred to EMR.
- 3.3.4 The Amenity Team need an orbital sander with separate dust extractor, which can be used for numerous jobs including sanding the exterior of Southfields

and street furniture. The cheapest price obtained is £1,106.96. This can be met from Street Scene EMR which stands at £6,086.

3.4 Manor House

3.4.1 Income was much lower than expected in the report to this committee in December 2017. However, the enquiry we received for the block booking has now happened along with several other bookings and wedding bookings. As a result the income is now higher than expected and has exceeded the budget set for 2017/18. Several staff were key to making those bookings a success, with very positive feedback from the hirers, and we have received a repeat booking from one of the hirers.

Income	Budget 2017/18 £	Income 2017/18 £
Car Parking	4,050	3,375
Room Hire	12,240	15,548
Catering Income	1,700	911
Equipment hire	1,000	187
Total	18,990	20,021

3.5 Street Lighting

3.5.1 The street light maintenance agreement is paid in one lump at the year end.

3.6 Southfields Jubilee Centre

3.6.1 Expenditure is in line with expectations.

3.6.2 There is an underspend of £4,167 for building maintenance. However, a fault has arisen with the automatic doors and the estimated cost for repair is £685. £4,000 was due to be earmarked and used as part of the 2018/19 and 2019/20 maintenance budgets (as agreed through the budget setting process in December 2017). There is £48,135 already in EMR for Southfields maintenance so this can be used to meet this.

3.7 Project 82 (Building Maintenance)

3.7.1 Expenditure is in line with expectations. £752 remains in the budget and will be earmarked at year end.

3.8 Museum (Building Maintenance)

3.8.1 The budget is £700 and £775 has been spent so far this year. This has included expenditure on items such as a replacement blind, repairs to display cabinet lights and replacement of an exhibition handset.

3.9 Memorial Maintenance

3.9.1 This is a three-year contract and was procured in 2016/17. £1,700 is earmarked annually for the contract renewal.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2017/18

PROPERTY & PERSONNEL COMMITTEE MEETING 19th March 2018

SERVICE		Actual I & E as at 28/02/2018	Budget 2017/18
		£	£
CENTRAL ADMIN & SUPPORT SERVICES	Expenditure	27,181	34,155
	Income	-	-
AMENITY TEAM (incl. Street Scene)	Expenditure	48,875	64,340
	Income	6,914	3,500
MANOR HOUSE	Expenditure	49,737	68,960
	Income	20,021	18,990
STREET LIGHTING	Expenditure	375	1,677
	Income	-	590
SOUTHFIELDS JUBILEE CENTRE	Expenditure	33,967	38,095
PROJECT 82 BUILDING MAINT	Expenditure	748	1,500
MUSEUM BUILDING MAINT	Expenditure	775	700
MEMORIAL MAINTENANCE	Expenditure	-	-
Total Expenditure		161,658	209,427
Total Income		26,935	23,080
Net Expenditure		134,723	186,347

ONLY THE PART OF THE BUDGET THAT P&P IS RESPONSIBLE FOR IS SHOWN
 FIGURES DO NOT INCLUDE SALARIES, RECHARGES FROM CENTRAL ADMIN, A TEAM
 OR MANOR HOUSE

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

Manor House room Hire advertising	£	115
Recruitment Costs	£	1144
Replacement Server & BackUp	£	6289
		<u>7548</u>