

MINUTES of the COMMUNITY RESOURCES COMMITTEE held in the NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 6 DECEMBER 2012 at 6.30PM

Present: Cllrs Long (Chair) and Dr Walsh KStJ
Cllr Squires attended as a substitute
for Cllr Northeast.
Cllr Hulmes attended as a substitute
for Cllr Caffyn.

2012/2013

37. ELECTION OF CHAIRMAN

In the absence of the Chairman and the Vice Chairman, Councillor Long was appointed as Chairman for this meeting. Proposed by Councillor Squires and seconded by Councillor Dr Walsh KStJ.

38. EVACUATION PROCEDURES

The evacuation procedures were noted.

39. MOBILE PHONES

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

40. APOLOGIES

Apologies were received from Councillors Gammon, Bowyer, Britton, Caffyn and Neno.

41. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. Councillors Squires and Walsh declared personal interests with regard to the Ferry Update item as members of the Littlehampton Harbour Board.

42. MINUTES

42.1 Regarding Minute 34.5.1, The Clerk reported that the first meeting of the Working Group was delayed pending confirmation of the 2013/14 Precept and agreed to provide membership details to Councillor Hulmes.

42.2 The Minutes of the meeting held on 11 October 2012 (previously circulated) were confirmed as a true record and signed by the Chairman.

43. CHAIRMAN'S REPORT AND URGENT ITEMS

There were none.

44. PUBLIC FORUM

Cllr Nigel Peters from WSCC declared a personal interest with regard to the Ferry Update item as Chairman of the Littlehampton Harbour Board and speaking in support of the service, he urged the Committee to back the continuation of the ferry service pilot.

45. ALLOTMENT WORKING GROUP

45.1 The notes of the Allotments Working Group held on Thursday 8 November 2012 (previously circulated) were received. It was **RESOLVED** that:

The minutes be noted.

46. OFFICER'S REPORT

46.1 Project 82 Periodic Report

The Committee considered a report (previously circulated) which updated Members on recent activities at Project 82 including participation in the Littlehampton Bonfire celebrations, progress with the Southfields drop in sessions and increased attendance at the senior sessions. The Committee noted that the introduction of weekly youth drop in sessions at The Southfields Jubilee Centre were popular and welcomed the positive start to the project. It was **RESOLVED** that:

The updates on recent activities at Project 82 be noted.

46.2 Museum Periodic Report

46.2.1 The Committee considered a report (previously circulated) containing information on recent activity within the Museum, including the benefits of gaining the second phase of the Accreditation Standard and updated visitor and outreach numbers.

46.2.2 The Clerk reported that Officers had given consideration to the issue of the rotation of pictures and other exhibits of the Museum. He explained that it was not feasible to open the Manor House storage facility to the public and that in respect of portraits the environment may not be suitable to put pictures from the collection on display elsewhere in the building. Consideration was being given to displaying more of the unseen collection of the Museum on the internet which would have the added benefit of attracting more interest in the Museum. Members suggested that provision of suitable storage be included in the design specification for the new community facility.

46.2.3 The Committee noted that the Museum Curator attended a recent meeting of the Littlehampton Fort Restoration Project and expressed concern at the lack of involvement of local organisations such as the Littlehampton Historical Society. Members volunteered information on other local representatives with information about the history of the Fort and the Clerk agreed to facilitate an introduction to the project team.

46.2.4 Subject to the proposals for further consideration above, it was **RESOLVED** that:

The report be noted.

46.3 Visit Littlehampton Website

46.3.1 The Committee considered a report (previously circulated) which gave an update on the progress with the Visit Littlehampton website since its launch and set out options for the future of the website when the current contract expires in March 2013. The Clerk explained the renewal options and Members noted that if the current contract was terminated, the Town Council would have to bear the costs of setting up a website with a new host. Members noted that if the current contractor were retained it would require the waiving of the Town Council's Standing Orders on Contracts and discussed whether this decision should be referred to the Performance and Publicity Overview Committee. The Clerk explained that whilst there was a link, the future of this website was not within the remit of that Committee.

46.3.2 In response to a question from Councillor Squires about links to the Trip Advisor website, the Clerk agreed to investigate how this works. The Committee approved the proposal for the replacement of images on the website as set out in paragraph 3.1.9. of the report, was satisfied with the progress on the website and supported retaining the current contractor for a further two years subject to a full appraisal at the end of that period. It was **RESOLVED** that:

- 1. The contract with New Mind for the provision of the Visit Littlehampton website be renewed for a further two years and be subject to a full appraisal at the end of that period.**
- 2. The report be otherwise noted.**

46.4 Ferry Update

46.4.1 The Committee considered a report (previously circulated) which gave information of the review of the first year of the two year trial. The Clerk explained that a thorough review of the service was undertaken which highlighted the need for better timetabling, publicity and signage. The review also confirmed that the majority of passengers were visitors and it was intended to increase the fare to £1.50p each way. The Committee noted that although popular, the service was affected by the bad weather and overall made a loss during the first year. The Clerk explained that the contractor felt that there was potential to expand the service by offering more river tours and although keen to continue with the trial, they were seeking support to mitigate the first year loss.

46.4.2 Councillor Hulmes expressed his support for the trial but questioned the need for additional funding at this stage of the trial and suggested that a fare increase might deter passengers from using the service and distort the outcome of the trial. The Clerk explained that the commercial partner believed that with the proposed changes the service was viable in the long term. The Committee noted that by successfully engaging in a local partnership, the trial was achieved at a much lower cost than was originally thought possible. Members noted that the additional funding for the Ferry could be met from under spends in the 2012/13 budget and from the Tourism Earmarked Reserves in the 2013/14 Budget. Members also suggested

promoting the service by linking it to the West Beach and including the tide tables on the website. It was **RESOLVED** that:

Funding of £3,000 be approved over a two year period as set out in paragraph 4 of the report to offset some of the losses borne by the Ferry operator, Action Boat.

47. FINANCE

47.1 Finance Report 2012/13

The Committee considered a report (previously circulated) which gave a summary of significant budget variances relating to the budget for 2012/13. Observing that the Diary Community Centre room hire income was significantly below expectations, Councillor Hulmes asked if there was any scope to offer Arun Coordinated Community Transport (ACCT) flexibility on the date for vacating the premises. The Clerk advised that the Town Council required the building to be vacated within a certain timescale so that any potential sale could proceed unimpeded. It was **RESOLVED** that:

The report be noted.

47.2 Draft Committee Budgets 2013/14, 2014/15, 2015/16

47.2.1 The Committee considered a report (previously circulated) which set out the draft Community Resources Committee budget for 2013/14 and the projected budgets for 2014/15 and 2015/16. The Clerk explained that the budgeted figures could not be finalised until the District Council confirmed the formula for the calculation of Band D Council Tax as a result of the Localisation of Council Tax Support. The Committee noted that depending on the outcome of discussions on this matter with Arun District Council, a further meeting to approve the budgets might be required in January. The Committee noted that the 2012/13 budget was included to give a comparison and that the budgets were projected until 2015/16 to inform long term planning. The following points were noted from the ensuing discussion;

47.2.2 Councillor Squires queried the reduction of the amount included for general grants. The Clerk explained that the level of expenditure had been reviewed and that this was considered to be a more realistic figure.

47.2.3 Members reported that a number of trees were lost over the preceding dry winter and queried the availability of resources to replace them. The Clerk noted the concerns of Members on this point and confirmed that options were being explored.

47.2.4 Councillor Hulmes observed that the budget for The Diary did not predict income from 2013/14, and again sought support to assist ACCT as they prepare to vacate The Diary. The Clerk explained that having taken the decision to dispose of the site the timescale could not be changed and that the Town Council would endeavour to help ACCT find new premises

It was **RESOLVED** that:

1. Subject to the comments contained in minute 47.2.1 above, the draft Committee budget for 2013/14 and the

projected budgets 2014/15 and 2015/16 be recommended to the Policy and Finance Committee for approval.
2. The taking of expenditure from Earmarked Reserves as per the summary in Appendix 1 of the report be approved.

48. MASTERPLAN – NORTH LITTLEHAMPTON

The Clerk reported that the Section 106 agreement would be signed shortly.

49. EXEMPT BUSINESS

There was none.

The meeting closed at 7.44pm.

CHAIR