



4 September 2012

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 10 SEPTEMBER 2012** at **6.30PM** to consider matters set out in the following Agenda

Committee: Cllrs Bowyer (Chair), Ayres,
Belchamber MBE, Britton,
Emberson, Long and Squires

PETER HERBERT
Town Clerk

AGENDA

2012/2013

1. EVACUATION PROCEDURES

2. MOBILE PHONES

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

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of 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 personal interest and the nature of the interest
- (c) whether it is also a prejudicial interest
- (d) if it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

You then need to re-declare your interest and the nature of the interest at the commencement of the item or when the interest becomes apparent.

5. MINUTES

To confirm the Minutes of the meeting held on 11 June 2012, circulated herewith.

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 **Server Replacement** – report attached

8.2 **Project 82 Staffing Report** - attached

9. **FINANCE**

9.1 **Finance Report 2012/13** - attached

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.

12. **OFFICER'S REPORTS (EXEMPT)**

12.1 **The Dairy Site**

Report herewith for Members of the Council only

12.2 **Services Manager**

Report enclosed under confidential cover for Members of the Council only

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 10th September 2012

Report by: The Town Clerk

Subject: Server Replacement

1. Summary

- 1.1 The Town Council's server hosts all of the Council's networks, files and emails. The server is 5 years old in December and will run out of warranty. Servers do not last much longer than this and it is therefore recommended that it is replaced.
- 1.2 There are 2 options for this. To replace like with like or host the Council's email system in the cloud.
- 1.3 Funds are available from earmarked reserves for the project

2. Recommendation

It is RECOMMENDED that

- (1) A replacement server is purchased to hold the Council's electronic files and that that Council's email system is migrated to Microsoft Office 365 in the Cloud. (Option 2)
- (2) The contract for this work is done through Fenton IT the Councils IT contractor.

3. Background

- 3.1 The Council's server is 5 years old and requires replacement. There are 2 options for this project.

3.2 Option 1

- 3.2.1 Replace like for like, with a new upgraded server, holding all of the Council's electronic files and hosting Microsoft exchange (emails) in house.

3.3 Option 2

- 3.3.1 Replace the existing server with a lower specification server to service files and the network, while subscribing to Microsoft Office 365 where the email system will be hosted in the Cloud.

3.3.2 The Cloud based email system is recommended by the Council's IT contractor, Fenton IT, who have successfully used the system for their emails for 3 years.

3.3.3 The advantages of the cloud based email system are as follows

- It's more reliable than in house email. Microsoft quote no 'down time'.
- It's more secure than in house email, which is only as secure as the password used.
- It's already backed up so no separate backup system is required.
- It still works when the premises internet or server are down.
- It always uses the latest edition of Microsoft software, at no additional cost. The Council currently uses Exchange 2003 whereas the current version is 2011.
- Mailbox sizes are much larger. 2GB in house and 25GB in the cloud, therefore archiving is not required.
- Excellent in terms of disaster recovery. If there was a disaster at the Manor House all emails would still be safe.
- Excellent and easy remote access to emails.
- Anti-Spam and anti-virus software for emails is not required.
- Microsoft Exchange software and licenses are not required.
- In house email requires the server to have much more memory so a lower specification server can be purchased, saving costs.
- A SSL (Secure Sockets Layer) certificate to provide internet security is not required.
- Smart host software is not required.
- Users would see little difference – except bigger mail box and upgraded features.
- In the longer term support time from the IT contractor should be reduced.
- Can send large attachments up to 25mb.

3.3.4 The disadvantages of the cloud based email system are as follows

- The cost of migration is slightly more expensive, approximately £500.
- There is a monthly cost of £2.82 payable to Microsoft for each mailbox required. The charge is only for mailboxes not groups or aliases, which are free.

3.4 There would not be any 'downtime' as the migration could be done over the course of a weekend, or during the Christmas break.

4. Financial implications

- 4.1 See Appendix 1 for details. The figures are based on 20 email addresses. The costs of both projects are very similar. Costs are based on current prices of £2.82 per mail box per month this is of course likely to increase over the 5 years but is fixed for 1 year.

	Option 1- in house email	Option 2- Cloud based email
One off costs	£4,765	£4,360
Annual costs	£510	£677
Total cost over 5 years	£7,315	£7,744

- 4.2 Although Option 1 is marginally cheaper over a 5 year period it is thought that Option 2 has added advantages and is the more 'future proof' of the 2 options. There should also be some savings to be made on IT support time which would negate the small additional cost.

Peter Herbert
Town Clerk

Server cost comparisons

20

Number of accounts:

£ 2.82

Microsoft Office 365 cost per user, per month:

Server hosting inhouse Exchange EMail

Requirement	One off cost	Per year costs	Total Cost of solution - Yr1	Total Cost of solution - Yr2	Total Cost of solution - Yr3	Total Cost of solution - Yr4	Total Cost of solution - Yr5
Server with software	£ 2,550.00						
AuthSMTP		£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
SSL certificate		£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00
Vipre anti-spam software		£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00	£ 260.00
Backup software	£ 140.00						
Backup Exchange Agent	£ 75.00						
Server and Exchange migration cost	£ 2,000.00						
Total	£ 4,765.00	£ 510.00	£ 5,275.00	£ 5,785.00	£ 6,295.00	£ 6,805.00	£ 7,315.00

Server with Exchange in the cloud

Requirement	One off cost	Per year costs	Total Cost of solution - Yr1	Total Cost of solution - Yr2	Total Cost of solution - Yr3	Total Cost of solution - Yr4	Total Cost of solution - Yr5
Server with software	£ 1,700.00						
backup software	£ 140.00						
Server migration labour cost	£ 1,260.00						
Exchange cloud migration labour cost	£ 1,260.00						
Microsoft email charge per year		£ 676.80	£ 676.80	£ 676.80	£ 676.80	£ 676.80	£ 676.80
Total	£ 4,360.00		£ 5,036.80	£ 5,713.60	£ 6,390.40	£ 7,067.20	£ 7,744.00

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel/Community Resources Committee

Date: 10th/13th September 2012

Report by: Town Clerk

Subject: Project 82 Staffing Report

1. Summary

- 1.1 This report details recent staffing changes, cover arrangements and the implications these have on the day to day running of Project 82.

2. Recommendations

The Committee is RECOMMENDED to:

- (1) Note the Update on New Members of Staff. (3.1)
- (2) Note the Update of Staff Departures. (3.2)
- (3) Note the Update on Worker In Charge Cover for August (3.2)
- (4) Approve the proposal for 7 hours Worker In Charge cover for September. (3.3)

3. Background

- 3.1 Project 82 has welcomed two new members of staff in July. Tori Hunter joined Project 82 from LA-UK and has a wealth of youth worker experience and will be an asset to the staffing team. Steve Bailey joined Project 82 having run his own boxing club for 20 years and whilst continuing this wants to expand and broaden his youth work skills. Steve has already had a really positive impact on the young people whilst volunteering at Project 82 since the beginning of the year.
- 3.2 Alison Bond (née Hoodless) has been on maternity leave, giving birth to a baby girl in August. Hannah Martin covered her 7 WIC hours in the month of July whilst Alison was on annual leave. Hannah was working 14 hours as WIC during this time. However, Hannah has now left Project 82 after securing a full time Social Work post in Dorset.
- 3.3 Interviews for the WIC posts took place on the 31st August 2012. Emma Biffi and Nikkie Enticknap interviewed three candidates to replace Hannah and Alison's hours. One appointment to fill the permanent position was made, namely Kelly Jordan, who will be joining the team shortly.

- 3.4 Due to the departure of both Alison and Hannah, Emma Biffi has been covering an additional seven WIC hours for the last three weeks of August so that Project 82 can still run to its full potential. This includes an extra two sessions and two hours admin a week. The Project Manager's hours have increased from 25 to 32 temporarily.
- 3.4 It is proposed that the Project Manager continues to work seven hours extra for all of September, again to keep Project 82 running to its full potential. Shadowing sessions will also need to be put into place for around two weeks of the new candidates starting date to insure a thorough induction takes place.

4. Financial Implications

- 4.1 There are no financial implications. All staffing changes are within staffing budgets.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 10th September 2012

Report by: Town Clerk

Subject: Finance Report 2012/13

1. Summary

1.1 This report highlights any significant variances from budget in Income and Expenditure relating to the Property and Personnel Committee's budget for 2012/13. Actual figures are shown in Appendix 1.

2. Recommendations

The Committee is RECOMMENDED to note the report.

3. Background

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 Expenditure is in line with expectations; the expenditure appears to be above budget due to IT being accounted for on an annual basis.

3.3 Town Centre Management

3.3.1 There are no significant variances to report

3.4 Amenity Team

3.4.1 There are no significant variances to report. The £19,000 budgeted for the purchase of a vehicle has not yet been spent.

3.4.2 £5,000 has been received from WSCC towards graffiti removal.

3.5 Manor House

3.5.1 Room hire income is on target but catering income and equipment hire are lower than expected. (See table below).

	Income 2012/13 £	Budget 2012/13 £
Room Hire	3,100	10,000
Catering Income	207	2,600
Equipment hire	30	500
Total	3,337	13,100

3.5.2 Expenditure on Manor House buildings is already £2,000 over the £5,000 budget. This is due to the refurbishment of the Gladden Room which unexpectedly required re-plastering and the repairs to the boiler flue that were required after it was vandalised.

3.6 Street Lighting

3.6.1 There are no significant variances to report

3.7 Toilets

3.7.1 The invoice from ADC will be received in March 2013.

3.8 Dairy (Building Maintenance) and Office Rent

3.8.1 £9,790 has been spent in addition to the budget for the complete rewiring and asbestos removal at the Dairy.

3.8.2 Office rent is received in advance of the period of tenancy.

3.9 Project 82 (Building Maintenance)

3.9.1 Expenditure is in line with expectations.

3.10 Southfields Jubilee Centre

3.10.1 £279,900 has been spent from earmarked reserves.

3.11 Church Street

3.11.1 £2,122 has been spent from earmarked reserves on premises surveys.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2012/13

PROPERTY & PERSONNEL COMMITTEE MEETING 4th September 2012

SERVICE		Actual I & E as at 20/08/12	Budget 2012/13	Projected budget 2012/13	Variance from Projected Budget
		£	£	£	£
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure Income	12,945 -	25,400 -	9,525 -	3,420 -
TOWN CENTRE MANAGEMENT*	Expenditure Income	17 -	320 -	120 -	(103) -
AMENITY TEAM (incl. Street Scene)	Expenditure Income	36,225 5,585	116,685 2,500	43,757 938	(7,532) 4,648
MANOR HOUSE	Expenditure Income	32,147 3,337	60,505 13,100	22,689 4,913	9,458 (1,576)
STREET LIGHTING	Expenditure Income	702 -	3,130 -	1,174 -	(472) -
TOILETS	Expenditure Income	- -	40,000 -	15,000 -	(15,000) -
DAIRY BUILDING MAINTENANCE*	Expenditure Income	1,877 14,492	3,000 28,700	1,125 10,763	752 3,730
PROJECT 82 BUILDING MAINTENANCE*	Expenditure	467	1,500	563	(96)
SOUTHFIELDS JUBILEE CENTRE*	Expenditure	431,138	37,000	13,875	-
CHURCH STREET*	Expenditure	2,122	-	-	-
Total Expenditure		517,640	287,540	107,828	(9,573)
Total Income		23,414	44,300	16,613	6,802
Net Expenditure		494,226	243,240	91,215	(16,374)

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