



6 June 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 11 JUNE 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 20 February 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 **Shelters** – report attached
- 8.2 **West Sussex LGPS – Annual Update** - herewith
- 8.3 **Staff Sickness Report** – herewith
- 8.4 **Staff Movements 2011/2012** – herewith
- 8.5 **Hearing Loop and Portable PA System** – herewith
- 8.6 **Southfields Jubilee Centre** - herewith

9. **FINANCE**

- 9.1 **Finance Report 2011/2012** – herewith

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 REPORT**

12.1 **Dairy Community Centre – Electrics**

The Town Clerk will report orally on the closure of the Community Centre to undertake emergency electrical work.

12.2 **Southfields Jubilee Centre – Staffing** – report to follow

12.3 **Church Street Offices – Funding Options**

The Town Clerk will give a presentation on the options available to the Council to fund the acquisition of the Church Street Offices. A report will go to the Policy and Finance Committee and then to Council on 28th June 2012.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 11th June 2012

Report by: The Town Clerk

Subject: Brick Shelters

1. Summary

- 1.1 The report updates Members on the two brick built shelters on either side of the Arun Footbridge. The report provides a summary of the recent consultation exercise and recommends a way forward.

2. Recommendation

The Committee is **RECOMMENDED** to:

- 1) Note the consultation exercise on the Shelters.
- 2) Approve the removal of the shelters and the initial installation of benches only at the two locations.

3. Background

- 3.1 The river Arun was traditionally used for commercial shipping. The Arun Footbridge was therefore created with the ability to be raised to allow ships to pass, with foot traffic waiting on either side of the river, whilst the bridge was raised and lowered. The Town Council therefore installed brick built shelters to provide waiting areas for pedestrians.
- 3.2 The River is now used infrequently for commercial traffic, so the shelters have become obsolete. Unfortunately, they are now used for anti-social behaviour and as a toilet! The Town Council have therefore considered their removal and replacement.
- 3.3 In March 2012, Officers delivered letters to all residents on both sides of the River, asking for their views on the potential removal of the shelters and enclosing a feedback form. An online consultation form was also made available for residents to complete, with a closing date of 30th April.
- 3.4 45 responses have been received. Of these, 43 support the removal of the shelters with only 2 wishing them to remain. 24 respondents supported the installation of benches in the location and 20 supported the installation of planters. 12 respondents felt that benches and planters would not be appropriate, with the main reason given being the fear of encouraging vandalism. One disabled resident was

particularly supportive of benches as he is unable to walk far and this would provide him with a rest area.

4. Financial Implications

- 4.1 The financial implications would be for Amenity Team time to remove the brick built shelters and dispose of the rubble. It is hoped that the concrete / tarmac bases can remain and be re-used, but some resurfacing may also be required.
- 4.2 The purchase of two benches from David Ogilvie (who supplied the metal street furniture in the Town Centre) of a similar design, would be at a cost of £1,526 plus delivery.
- 4.3 The purchase of two flower planters from David Ogilvie would cost approximately £1,246 plus delivery (to include a ships wheel crest). It must be noted that these planters would either need to be included onto the ADC contract for watering, or would require watering by the A Team during the summer months. There would also be an ongoing cost of planting up twice per annum. It is therefore suggested that the Council proceed with the removal of the shelters and the installation of benches only at this stage, with planters being considered at a later date.
- 4.4 The cost of two benches plus installation can be met from the Town Centre Initiatives budget.

Peter Herbert
Town Clerk

ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

The Fund remains committed to keeping Employers informed about changes to their membership profile and financial environment which may impact on the outcome of the next valuation exercise which will be based on data as at 31 March 2013.

The information provided on the following pages can be split between three categories: financial, membership and regulatory.

- **Financial:** Market movements can cause significant variation in the funding level from time to time. Whilst some details about the changes to assets and liabilities may be helpful in considering what the outcome of the 2013 may be, care must be taken in interpreting fluctuations. **To provide some context on this, we have included some data for an average LGPS Fund.** Please note that the information is illustrative, individual employer positions will vary depending on past experience.
- **Membership:** Material changes in the Fund's membership profile may give rise to different contribution requirements at the next valuation even without any changes in markets or legislation. This includes early retirements,³¹ ill-health early retirements,³² changes in the profile of the active membership and reductions in active membership.³³ **To provide some context on this, we have included information about the number of early and ill health retirements experienced and the number of active, pensioner and deferred members compared to 31 March 2010.**
- **Regulatory:** Following Lord Hutton's review of Public Sector Pensions the Government is committed to introducing some reforms to public sector pensions which may have an impact on the future pension accrual (if not past service liabilities) for employers. **To provide some context on this, we have provided an update on the LGPS negotiations and proposed Scheme design.**

I hope you find the update helpful.

Looking forward to the next financial year, we will (hopefully) have some clarity soon regarding the new-look scheme and this will be important as we prepare for the actuarial valuation in 2013. The Annual Meeting with Employers has been arranged for 25 July this year and we have arranged that the Fund Actuary, Bryan Chalmers, attends to provide some context on what the changes to the LGPS will mean for employers. I hope you are able to attend.

We also expect to have awarded a contract to the new supplier for the Support Services by summer 2012. This includes Pension Services. This outsourcing programme will be a fundamental change to the way support services are provided to the Council and to the Pension Fund but we are clear that the excellent service that is currently provided to members and employers in the Fund is maintained. We will keep you informed as this develops.

If you have any questions or feedback please do not hesitate to contact Rachel Wood or myself.



³¹ The Fund requests strain cost payments from employers to offset these added liabilities

³² The Fund monitors experience versus ill-health budgets which can be used to trigger added payments from employers

³³ All employers in the Fund pay deficit repair in monetary amounts as opposed to % of payroll.



ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

Financial

Market movements can cause significant variation in the funding level from time to time. Whilst some details about the changes to asset and liabilities may be helpful in considering what the outcome of the 2013 may be, care must be taken in interpreting fluctuations.

When carrying out his Valuation exercise the Actuary tries to anticipate the size of benefits due to members, for example, how large members' final salaries will be at retirement and how their pensions will increase over time and how much all these benefits will cost the Fund in today's money (the discount rate).

Comparison between Actuarial Assumptions and Experience

A summary of the main financial assumptions adopted for the valuation of members' benefits are shown below:

	Assumption 31 March 2010		Assumption 31 December 2011	
	Actual	Net	Actual	Net
Price Inflation (CPI)	3.3%		2.7%	
Pay Increases ³⁴	5.3%	2.0%	4.7%	1.6%
"Gilt-based" discount rate	4.5%	1.2%	3.0%	-0.1%
"Funding basis" discount rate	6.1%	2.8%	4.5%	1.4%

Underlying bond yields that form the foundation of the discount rate assumptions have fallen significantly since the last valuation. In order to place a value on the employer's liabilities, the actuary estimates all the benefits that are expected to be paid from the fund in the future. This is converted to a value in today's money by working back (or discounting) to the valuation date using the discount rate. A higher discount rate results in lower liabilities, and visa versa.

Benefit payments themselves are linked to inflation – via pension increases and also salary increases. Market expectation of inflation (as measured by the Consumer Price Index) have fallen since the 2010 valuation. A lower assumption for pension and salary increases results in lower liabilities, and visa versa.

Rising price inflation is often accompanied by rising salary inflation. However salaries in the public sector are under considerable pressure at present and employee members have (in general) received much lower pay rises over the inter-valuation period than the Actuary made an allowance for in his calculations.

The Fund Assets

The Fund's assets have been augmented by employer and employee contributions paid in, transfer values received and investment income. However, the assets have been depleted by retirement benefit payments, transfer values, refunds paid and payments of administration and other expenses.

As part of the 2010 valuation, the actuary assumed investment returns of 6.1% per annum, The table below summarises performance over the longer term.

	Fund	Benchmark
YTD	-1.1%	-1.4%
3 Year	11.7%	10.0%
5 Year	3.5%	2.6%

³⁴ 1% per annum nominal for 2010/11 and 2011/12 reverting back to 5.3% pa thereafter. Plus an allowance for promotional increases.

The data contained in this update has not been subject to the normal year end checks. Therefore the figures may change.

ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

The table below compares the Fund's current asset to the assets at 31 March 2010.

	31 March 2010 £'000	31 Jan 2012 £'000
Equities	1,212,410	1,321,583
Bonds	259,796	288,563
Property	102,054	174,139
Private Equity	95,806	136,682
Cash	49,846	10,900
TAA Fund	36,130	39,300
Total	1,756,042	1,971,168

Median Fund funding level at 31 December 2011

The actuary has provided a funding update for a typical LGPS fund in England and Wales (for illustrative purposes). This indicates that:

- The average funding level will have fallen from 75% in 2010 to just over 60% at the end of December 2011.
- Over the same period the average employer contribution rate had increased from 25% of pensionable pay to 39.5%.

Since the 2010 valuation, there has been continued volatility in the financial markets. The real discount rate has reduced over the period since the 2010 formal valuation leading to an increase in the liabilities. Returns on the assets have been lower than expected over the period.

Individual employers can request bespoke reports to provide some further context to their potential current funding position. However care must be taken in interpreting the roll forward valuation and the results should only be used as guidance.³⁵

³⁵ The results for individual funds can be quite different depending on their own investment and membership experience. Similarly the results for individual employers within a fund can vary from the whole fund position. Differences in the relationship between the ratio of accrued liabilities and the payroll can have a large influence on changes in contributions. This information is only intended as a guide and should not be construed as funding advice (or any other form of advice).

ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

Membership

Material changes in the Fund’s membership profile may give rise to different contribution requirements at the next valuation even without any changes in markets or legislation. This includes early retirements, ill-health early retirements, changes in the profile of the active membership and reductions in active membership.

The membership profile of an employer (eg their pensionable pay, age, sex and category) affects how much their future benefits will ultimately cost the Fund. The cost of the benefits is expressed as a percentage of the pensionable pay of employee members. As the proportion of pensioner and deferred members increases relative to employee members so the contribution rate becomes more sensitive to the funding positions and not simply the cost of new benefits being earned by members in future.

The County Council now requires that the deficit recovery element of the contribution rate is set as a lump sum rather than a percentage of payroll. This gives some protection to the Fund from employers having reducing payrolls which would erode the contributions towards their respective deficits.

Early Retirements

The strain cost associated with (interest of efficient) early retirements are charged to an employer on an occurrence by occurrence basis. This means that the potentially high cost of early retirements do not build up in the Fund between valuations and impact on the employers contribution rate.

Between 31 March 2011 and 31 January 2012 Littlehampton TC agreed no early retirements.

Ill health Retirements

With the exception of employers who have taken out ill health insurance, Employers have an “Ill Health Budget” built into their contribution rate to fund ill health retirements. If this budget is exceeded during the three year period between valuations, a charge may be payable to the Fund to cover the strain associated with these retirements.

The ill health budget for Littlehampton TC is 1.7% of pensionable payroll per annum.

Since 1 April 2011 Littlehampton TC has had no ill health retirements and has used none of its ill health budget. However as you are in a pool, the activity of other employers in the pool has an impact on the collective contribution rate of the pool.

The Ill Health Budget will be re-set as part of the 2013 valuation and a new factor will then be applied. However if the ill health budget is exceeded before 31 March 2013 the Fund may require that the strain cost associated with future ill health retirements is paid immediately.

Please note that insurance (via Legal & General) is available to cover or offset any ill-health strain costs. Further information has been appended to this update. The decision to take out the cover is that of the individual employer for which West Sussex County Council accepts no liability.

Number of active, pensioner and deferred members

The membership profile of an employer impacts the cost of past and future pension accrual and is particularly important for cases where an employer (other than a statutory body, CAB or TAB) has a reduction in the period to pay off its deficit, due to the future working lifetime of its remaining members perhaps having reduced.

The table below compares the number of active, deferred and pensioner members used for the 2010 valuation to the membership figures held by the Fund at 31 January 2012.

	31 March 2010	Current
Active	11	11
Deferred	8	9
Pensioner	4	5

ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

Regulatory

Following Lord Hutton's review of Public Sector Pensions the Government is committed to introducing some reforms to public sector pensions which may have an impact on the future pension accrual (if not past service liabilities) for employers.

The Fund provides pensions and other benefits to members and their beneficiaries and the liabilities for these (and calculation of the cost of future pension accrual) is calculated by the Fund Actuary based on legislation in force at the valuation date.

Member contributions payable to the LGPS are also determined by the Regulations.

Update on the LGPS negotiations and proposed Scheme design.

In late December the Local Government Association, Unison, GMB and Unite published the Heads of Agreement setting out high level principles for the reform of the Local Government Pension Scheme. This follows the recommendations made by Lord Hutton following his recent review and report.

In late December the Local Government Association, Unison, GMB and Unite published the Heads of Agreement setting out high level principles for the reform of the Local Government Pension Scheme.

- ① A single solution with Regulations set by April 2013 and implementation from April 2014 negating the need for scheme changes prior to April 2014.
- ② Scheme based on career average (CARE) and can include zero increases in employee contributions for all or the vast majority of members provided that overall financial constraints are met. Details about "How CARE Works" is shown on the next page.
- ③ The new scheme incorporates some elements of choice.
- ④ The Normal Pension Age linked to State Pension Age or 65, whichever is later. However benefits may be taken at any time between 55 and 75 (with benefits adjusted up or down relative to the proximity of the pension age to the Normal Pension Age)/
- ⑤ The LGPS maintains its relative value in terms of benefits in relation to other public sector schemes.
- ⑥ Protections are put in place (accrued benefits, 10 year protection).
- ⑦ An employer contribution cap is set (by agreement between the principal stakeholders of the scheme) which contains both minimum and maximum values ("cap and collar"). The mechanism for maintaining employer contributions within the "cap and collar" shall include the ability to vary liabilities and revenue (eg changes to the benefit structure and / or employee contribution rates).
- ⑧ Access to the scheme is provided for a broad range of employees who deliver public services through the continuation of current Admitted Body Status (ABS) arrangements.

A project team has been set up comprising officials from lead unions, the LGA and DCLG. The project team will report fortnightly to DCLG and Treasury ministers and the LGA executive on progress. The timetable set out in the Heads of Agreement is shown on the following page

ANNUAL UPDATE TO EMPLOYERS IN THE WEST SUSSEX LGPS Littlehampton TC

Jan '12 to Apr '12

Agreement to 'big ticket' items

... Eg contributions, accrual rates, revaluation rates, protections, employer cap, "cap and collar", consultation by unions and employers on proposals and costing by the Government's Actuary Department.

Apr '12 to Sept '12

Joint communication programme for members...

... redesign of systems and procedures, setting up of "cap and collar", commence drafting regulations.

Apr '12 to Nov '12

Discussions on rest of scheme design...

... including assurance of effective management of individual funds. Consultation with employers and unions and costing by Government's Actuary Department.

Oct '12 to Mar '14


Communication for members...

... parallel run of systems and procedures, test run of cost management mechanism against model system

Sept '12 to Mar '13

Statutory Consultation...

... on and making and laying new scheme regulations.



Apr '14
New Scheme
in place

Further information can be found on the Fund's website www.westsussex.gov.uk/pensions

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 11th June 2012

Report by: The Town Clerk

Subject: Staff Sickness Report

1. Summary

- 1.1 Members are provided with the staff sickness records for the full years 2001-2012.

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.
- 3.2 11 members of staff took self-certificated sickness leave this equates to 24 days and 141 hours. The figure of 1.56% is slightly worse than last quarter but over the whole year the average is significantly less than the 2 previous years.

Year	1st Apr-30th un	1 st Jul-30 th Sep	1 st Oct-31 st Dec	1 st Jan-31 st Mar	Average	Target
2001/02	1.2%	1.4%	0.8%	3.4%	1.7%	3.5%
2002/03	0.8%	2.0%	2.4%	2.9%	2.0%	2.7%
2003/04	1.3%	2.0%	2.7%	1.8%	2.0%	2.0%
2004/05	1.0%	1.2%	2.6%	1.4%	1.6%	1.75%
2005/06	1.6%	1.1%	1.8%	1.9%	1.6%	1.5%
2006/07	1.3%	0.8%	2.2%	0.6%	1.3%	1.5%
2007/08	0.4%	0.75%	1.55%	0.63%	0.83%	1.4%
2008/09	1.09%	1.00%	1.17%	1.3%	1.14%	1.4%
2009/10	1.17%	1.07%	2.28%	1.67%	1.55%	N/A
2010/11	1.56%	2.4%	2.95%	1.95%	2.2%	N/A
2011/12	0.77%	1.35%	1.29%	1.56%	1.24%	N/A

- 3.3 The figures for certified sickness leave are set out below.
- 3.4 2 members of staff took certificated sickness leave this equates to 11 days and 74 hours.

Year	1 st Apr- 30 th Jun	1 st Jul- 30 th Sep	1 st Oct- 31 st Dec	1 st Jan- 31 st Mar	Average
2007/08	0.2%	4.63%	6.19%	0	2.76%
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%

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 11th June 2012

Report by: The Town Clerk

Subject: Staff Movements Report

1. Summary

- 1.1 The list below itemises staff that have joined the Council in the year 2011/12 and those that have left.

2. Recommendation

It is RECOMMENDED that the report be noted.

3. The following employees started in the year

<u>NAME</u>	<u>JOB TITLE</u>	<u>START DATE</u>
CHARLEY COLLYER	YOUTH SUPPORT WORKER -PROJECT 82	04/04/2011
KEREL CLEMENT	YOUTH SUPPORT WORKER -PROJECT 82	04/05/2011
LUKE WARREN	B TEAM ASSISTANT	14/05/2011
JAMES BURCH	B TEAM ASSISTANT	12/06/2011
DAVE WILLIAMS	ADMIN/HR ASSISTANT	21/07/2011
SHARON VICKERY	YOUTH SUPPORT WORKER -PROJECT 82	07/07/2011
CLARE POTTER	MAJOR PROJECTS MANAGER	01/09/2011
EMMA BIFFI	PROJECT MANAGER - PROJECT 82	20/03/2012

4. The following employees left in the year

<u>NAME</u>	<u>JOB TITLE</u>	<u>START DATE</u>
BRIAN PURCHASE	PROJECTS OFFICER	22/05/2011
MATT JUSTICE	YOUTH SUPPORT WORKER -PROJECT 82	28/11/2011
STEVE DARKEN	YOUTH SUPPORT WORKER -PROJECT 82	28/09/2011

Peter Herbert
Town Clerk

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LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel Committee

Date: 11 June 2012

Report by: Town Clerk

Subject: Hearing Loop & Portable PA System

1. Summary & Background

- 1.1 The hearing loop system in the New Millennium Chamber is no longer compatible with digital hearing aids and therefore is not appropriate with current legislation. The loop system in the New Millennium Chamber was fitted during the refurbishment in 2000.
- 1.2 The current system cannot be upgraded and Members are advised to consider purchasing a new system which can be used by everyone who attends meetings who has a hearing impediment.
- 1.3 There are many different types of systems available but it is suggested a new portable loop system with a portable PA system is the way forward. This option would mean it could be utilised in any of the rooms which are used for meetings and could also be taken to other Town Council venues.
- 1.4 Various systems, together with costs are being sought and Members will be updated at the meeting.
- 1.5 There is a requirement under legislation to provide, where reasonable, such equipment. It is vital that all Members of the Council can fully participate in the debates and discussions of the Council

2. Recommendation

The Committee is **RECOMMENDED** to:

Instruct the Town Clerk to proceed with the purchase of necessary and appropriate equipment to support those Members who have difficulty in hearing the debates at Committee and Council, subject to a maximum expenditure (to be agreed at Committee) and, if necessary, the approval of a Supplementary Estimate.

3. Financial Implications

- 3.1 The costs of such a system are being investigated. The system recently acquired by Arun District Council cost c£17,000. Cheaper options may exist for the Town Council's requirements. However, this will be a significant unbudgeted item, probably requiring a Supplementary Estimate.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non - Confidential

Committee: Property and Personnel

Date: 11th June 2012

Report by: The Town Clerk

Subject: Southfields Jubilee Centre

1. Summary

The report updates Members of the work being undertaken to deliver a joint project with the District Council for a Community Centre and Changing Rooms on Southfields Recreation Ground.

2. Recommendation

The Committee is RECOMMENDED to note the current position.

3. Background

- 3.1 The Town Council has been progressing a joint initiative with Arun District Council to build a new Community Centre on Southfields Recreation Ground. This incorporates replacement changing rooms. The latter element will be funded through Section 106 funding from the Policy Site 7 (Toddington) housing development (£200,000) with the remainder by the Town Council (to a maximum of £500,000). The Town Council element will be met through the use of reserves and a loan. The whole property will be owned by the Town Council, with a lease arrangement to Arun District Council for the changing rooms.
- 3.2 Work commenced on site on 3rd January 2012. To date the project is currently eight days behind programme but this is not expected to effect the planned completion date of 3rd August 2012.
- 3.3 Officers have been meeting monthly with the Employers Agent Jackson Coles, GML Construction and the Facility architect team to monitor progress. There have been no problems to report in terms of the design and build process.
- 3.4 The Land Transfer and Lease arrangements between the Town Council have been negotiated and Officers are awaiting the final legal documents for sealing.
- 3.5 Both rooms within the community centre have received a lot of interest and bookings have been received for both. The groups that have completed their hire agreements thus far represent a wide range of activities and will hopefully appeal to all ages. The current projected income per week is approximately £600. There are still sessions available. Bookings are due to commence from Monday 3rd September.

4. Financial Implications

- 4.1 The maximum capital cost of the project will be £700,000. Funding of £300,000 from a loan and £200,000 from Section 106 funding from the Policy Site 7 (Toddington) housing development has been received. Up to £200,000 has been budgeted to spend from General Reserves.
- 4.2 Provision has been included in the 2012/13 budget to meet the annual running costs, the cost of borrowing and equipping the centre.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 11th June 2012

Report by: Town Clerk

Subject: Finance Report 2011/12

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 2011/12.

1.2 Actual figures are shown in Appendix 1.

2. Recommendations

The Committee is RECOMMENDED to note the report.

3. Background

3.1 The figures quoted are very close to the yearend figures but without adjustments for accruals.

3.2 Central Administration & Support Services

3.2.1 Savings have been made on the IT (£1,600), travel and subsistence (£400) and recruitment (£980) budgets.

3.3 Town Centre Management

3.3.1 There are no significant variances to report

3.4 Amenity Team

There are no significant variances to report. Under spends from Vehicle tools and equipment will be earmarked at when final expenditure figures are confirmed.

3.5 Manor House

3.5.1 Room bookings have dropped off and are lower than this time last year (£7,827). The figures are below target for the time of year. (see table below).

	Income 2011/12 £	Budget 2011/12 £
Room Hire	7,137	10,000
Catering Income	1,904	2,500
Equipment hire	402	500
Total	9,443	13,000

3.5.2 All Manor House building under spends will be earmarked (c £5,000).

3.6 Street Lighting

3.6.1 There are no significant variances to report

3.7 Toilets

3.7.1 There is a £2,100 under spend on the toilet maintenance budget as no additional toilet opening times were required within the year.

3.8 Dairy (Building Maintenance) and Office Rent

3.8.1 The dairy building maintenance budget is overspent due to the work required on the water pipe system, £1,950 and a new swing gate being installed, £1,340. This has been offset by income received from tenants back dated water bills and refunds from Southern Water.

3.8.2 Office rent is received in advance of the period of tenancy and includes £1,400 income received from tenants back dated water bills.

3.9 Project 82 (Building Maintenance)

3.9.1 Expenditure is in line with expectations.

3.10 Southfields Community Centre

3.10.1 The bulk of this expenditure will be in the next calendar year. All under spends will be earmarked.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2011/12

PROPERTY & PERSONNEL COMMITTEE MEETING 11th June 2012

SERVICE		Actual I & E as at 30/03/12 £	Budget 2011/12 £	Projected budget 2011/12 £	Variance from Projected Budget £
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure Income	23,949 -	27,030 -	27,030 -	(3,081) -
TOWN CENTRE MANAGEMENT*	Expenditure Income	52 479	450 -	450 -	(398) 479
AMENITY TEAM (incl. Street Scene)	Expenditure Income	92,516 10,560	100,825 14,000	100,825 14,000	(8,309) (3,440)
MANOR HOUSE	Expenditure Income	55,148 9,443	63,110 13,000	63,110 13,000	(7,962) (3,557)
STREET LIGHTING	Expenditure Income	9,173 -	9,485 -	9,485 -	(312) -
TOILETS	Expenditure Income	37,932 -	40,105 -	40,105 -	(2,173) -
DAIRY BUILDING MAINTENANCE	Expenditure	5,264	3,000	3,000	2,264
CHURCH STREET OFFICE RENT	Income	29,760	28,210	28,210	1,550
PROJECT 82 BUILDING MAINTENANCE	Expenditure Income	1,975 -	1,750 -	1,750 -	225 -
SOUTHFIELDS COMMUNITY CENTRE	Expenditure Income	148,668 500,000	722,000 500,000	722,000 500,000	

Total Expenditure 374,677 967,755 967,755 (19,746)

Total Income 550,242 555,210 555,210 (4,968)

Net Expenditure (175,565) 412,545 412,545 (14,778)

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

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