



6 December 2011

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 12 DECEMBER 2011** at **6.30PM** to consider matters set out in the following Agenda

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

PETER HERBERT
Town Clerk

AGENDA

2011/2012

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 24 October 2011, 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 **Staff Sickness Report** – attached

8.2 **Marriage Act Licence** – attached

8.3 **Southfields Community Centre** – The Clerk will report orally following the granting of Planning Permission on 1st December 2011.

8.4 **Church Street Offices/The Dairy** – A copy of the District Council Cabinet decision is attached herewith. The Clerk will update orally.
(It is conceivable that this item might need to be considered in the exempt part of the Agenda).

8.5 **Local Government Pension Scheme** – A summary/guide of the potential changes to the Scheme, as circulated to those Members of it is attached for information.

8.6 **Project 82** – The Clerk will report orally on the timetable for appointing a part-time Project Manager

9. **FINANCE**

9.1 **Budget Report 2011/12** – attached

9.2 **Draft Budget 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.

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel Committee

Date: 12th December 2011

Report by: Town Clerk

Subject: Marriage Act 1994: Approved Premises

1. Summary & Background

- 1.1 The approval of the Manor House for Civil Marriages and Civil Partnerships by West Sussex County Council expires on 17th August 2012. The licence fee for three years in 2009 was £1,300.
- 1.2 During the first 2 years of the licence up to August 2011, 10 Civil Marriages and Civil Partnerships have taken place in the New Millennium Chamber. The renewal date for application beyond August 2012 is February 2012. The cost of renewal for a new three year licence is £1,500.
- 1.3 Although the relevant renewal documents have to be submitted by the 17th February 2012 it has been established with the registration service that the fee does not have to be paid until the new financial year, i.e. after 1st April 2012.
- 1.4 The New Millennium Chamber is steadily acquiring a reputation as a popular and attractive venue for Civil Marriages and Civil Partnerships and there are already 12 weddings booked for 2012. It is suggested that Members continue to support the promotion of the New Millennium Chamber as a venue for Civil Marriages and Civil Partnerships and that the Council apply for approved premises.

2. Recommendation

The Committee is **RECOMMENDED** to:

- (1) Authorise the Clerk to renew the approval of the New Millennium Chamber as a venue for Civil Marriages and Civil Partnerships under the Marriage Act 1994.
- (2) Approve £1,500 to be included in the 2012/13 Budget to meet the fee of the application.

3. Financial Implications

- 3.1 The cost of the licence (£1,500) has been included in the 2012/13 budget.
- 3.2 The cost of the licence is £500 pa. Other costs per wedding are £38 for flowers and up to £60 in caretaker's time. Other indirect costs are utilities and 2-3 hours of Officer's time (taken as time off in lieu rather than paid).
- 3.3 Income received in 2010/11 was £1,272 (5 Weddings).
- 3.4 Estimated income for 2011/12 is £2,430 (9 Weddings). This should rise to at least £2,700 in 2012/13.

Peter Herbert
Town Clerk

REFERENCE NO: C/059/171011

FULL CABINET DECISION	YES
URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES	NO
SUBJECT: Church Street Offices – Future Options (Exempt – Paragraph 3 – Information Relating to Business Affairs)	
OFFICER CONTACT: Nigel Horwill, Head of Surveying and Estates Extn: 37788 e.mail: nigel.horwill@arun.gov.uk	

EXECUTIVE SUMMARY: The Church Street offices were vacated at the end of September and the office block has been declared surplus to operational requirements from 1st October 2011. This report outlines the options available to the Council for the future disposal of the site following negotiations with Littlehampton Town Council.

DECISION:

As recommended in the report and amended at the meeting, the Cabinet

RESOLVED – That

(1) the offers for the site made by Littlehampton Town Council in their letters dated 14th October 2011 and 1st November 2011 be rejected; and

(2) an architectural practice be appointed to investigate the most advantageous residential development option for the site and apply for planning permission and that the estimated fee of £8,500 be taken from the Asset Management budget.

REASONS FOR THE DECISION:

To allow the best use of the Council's assets in delivering Arun's Priorities.

OPTIONS CONSIDERED BUT REJECTED:

To accept the offer made by Littlehampton Town Council.

CABINET MEMBER(S):

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:	None
DISPENSATIONS GRANTED :	None
CONFLICT OF INTERESTS DECLARED BY A CABINET MEMBER CONSULTED IN RESPECT OF THIS DECISION: None	

Proposed changes to public sector pensions

The Government is currently consulting on changes to all public sector pensions, based on the recommendations made by Lord Hutton following his recent review and report.

It is important that all employees understand the potential implications of the changes on their pensions.

In the short term...

... the Government is proposing that public service workers should pay more towards their pensions. These changes are intended to be introduced between 1 April 2012 and 31 March 2015.

In the longer term...

... the Government is proposing to redesign public sector pension schemes. This follows Lord Hutton's review of public sector pensions. These changes are intended to be introduced from 1 April 2015.

... The reason the longer term changes are required is because people are living longer. The average 60 year old is living ten years longer now than they did in the 1970s. Therefore pensions are being paid for much longer than expected when the schemes were originally designed. Currently, the bulk of this extra cost is falling on the taxpayer.

Definitions...

Discussions about pensions can have the habit of getting caught up jargon and technical detail.

The following pages attempt to summarise clearly the proposed changes to public sector pensions, including Scheme specific information as relevant. However, whilst reading through, you may find the following descriptions helpful.

Full time equivalent (FTE) pay is the salary that an individual would be earning if they worked full time. Therefore if an individual is working 18.5 hours per week (0.5 of a full time post) and earning £15,000, they would be in the same contribution rate as someone earning £30,000 and working full time.

The **accrual rate** is the rate at which benefits build up in the Scheme. It is normally expressed as a fraction of salary, such as 1/60th or 1/80th. An individual would accrue 1/60th of their salary for each year of service. After 30 years of service therefore an employee would receive 30/60ths (or half) their salary at retirement.

Defined Benefit means that the amount of pension paid is not affected by share prices and stock market fluctuations and it is the employer who has to pay more into the scheme, when necessary, to ensure the cost of the benefits that have been promised are met.

Employee Contribution Rate is the amount that an individual member makes to the Scheme from their pay. **Employer Contribution Rate** is the amount that the employer pays into the Scheme.

Normal Retirement Age is the age at which a member can first retire and receive full benefits without facing an early retirement reduction. For the LGPS Normal Retirement Age is 65 (although certain protections apply to certain members).

Membership is the amount of service credit (measured in years and days) gained in the pension scheme. An individual is working 18.5 hours per week (0.5 of a full time post) will gain 0.5 years membership in one year.

Short Term Savings # 1

The Government intends to secure the full Spending Review savings of £2.3 billion in 2013-14 and £2.8 billion in 2014-15. To achieve this each scheme would need to find savings equivalent to a 3.2% increase in member contributions.

Local Government Pension Scheme (LGPS):

The Government acknowledges that the LGPS is different to other public service pension schemes because it is funded, which means that it is backed up by assets and investments. Therefore it is possible to implement a combination of changes to the LGPS which could achieve the short term measures required, other than wholly through an increase in employee contribution rates.

The Government has put forward two alternative approaches to secure the required savings. The second option delivers most of the changes via a reduction in the rate at which benefits build up in the future, coupled with a marginal increase in employees' contribution rate. The first option achieves the savings more by way of the increase in scheme members' contribution rates, whilst impacting less on the amount of pension a person receives when they retire.

The phased increases in employee contribution rate relate to those with full time equivalent pay¹ of £15,501 or more.

	Option 1	Option 2
Employee Contribution Rate	No more than a 1.2% increase by April 2014 for those whose full time equivalent earnings are between £15,501 and £21,000 a year. Higher earners would pay progressively more than those on lower pay (ie an increase of between 1.8% for those whose full time equivalent pay is £21,000, up to a maximum increase of 5% from April 2014 for those earning £150,001 or more).	No more than a 0.3% increase by April 2014 for those earning between £15,501 and £21,000 a year. Higher earners would pay progressively more than those on lower pay but the level of increase for all but the most highly paid employees (those earning £150,001 or more) would be less than under Option 1.
Accrual Rate ²	A reduction in the rate at which the pension fund builds up reducing from the current rate of 1/60 of final pay for each year of service to 1/64 for service between April 2013 and March 2014 and to 1/65 for service after March 2014.	A reduction in the rate at which the pension fund builds up reducing from the current rate of 1/60 of final pay for each year of service to 1/67 for service after March 2014.

Short Term Savings # 2

Discussions are currently under way for on a scheme by scheme basis as to how these savings will be achieved.



Firefighters' Pension Scheme (FPS) and New Firefighters' Pension Scheme (NFPS)

(click here for link to an external site).



NHS Pension Scheme

(click here for link to an external site).



Police Pension Scheme (PPS) and New Police Pensions Scheme (NPPS)

(click here for link to an external site).



Teachers' Pension Scheme (TPS)

(click here for link to an external site).



Local Government Pension Scheme (LGPS)

(click here for link to an external site).

Long Term Objectives

The Government's intention is for longer Term Reform of public sector Schemes to be in place from 1 April 2015.

In putting forward long term proposals for reform, the Government has said that public sector pensions should:

1. Provide a **good level of retirement income** for public service workers, with a reasonable degree of certainty.
2. Be **affordable and sustainable** – with cost risk managed and shared effectively.
3. Provide a **fair balance of cost and benefits** between public service workers and other taxpayers.
4. **Aid the recruitment and retention** of the right people in the right jobs.
5. **Protect those closest to retirement.**
6. Have a clear **legal framework and governance structure** – and be widely understood by workers.
7. **Stand the test of time** – no more reform for at least 25 years (although the government is proposing that a "Cost Cap" is introduced to provide 'backstop' protection against unforeseen risks but how this would work is subject to further discussions).

Following discussions the Government and Trade Unions have agreed the following:

- The importance **of transparency**, with proposals for the design of a new scheme based on consistent assumptions and methodologies;
- The importance of the Government ensuring that there is a **full Equality Impact Assessment** before changes are implemented; and
- That any changes should be designed to **minimise opt outs and maximise participation** in the scheme, including among low earners, young workers and part time workers.

The “Offer”

The Government’s offer for long term pension reform have been summarised below:

- 1 Benefits already earned are protected. This means what you have earned to the date of the change, you keep.
- 2 For those on final salary schemes, past service benefits (membership earned up to the date of any new Scheme) will be linked to their final salary when they leave the scheme or retire.
- 3 Those public service workers who (as of 1 April 2012) have ten years, or less, to their current pension age will see no change in when they can retire, nor any decrease in the amount of pension they receive at their current Normal Retirement Age.
- 4 Government will continue to pay more overall towards pension benefits than scheme members.
- 5 People will not be forced to work longer. For those with 10 years or less to retirement on 1 April 2012 there is further protection (above). For other public service workers there will be a choice about when to retire with adjustments to the pension for those retiring earlier, or later, than State Pension Age.

Importantly public sector pensions will **remain “defined benefit”**. This means that the amount of pension paid is not affected by share prices and stock market fluctuations and it is the employer who has to pay more into the scheme, when necessary, to ensure the cost of the benefits that have been promised are met.

In return, the Government is asking public service scheme members to pay more towards their pensions and work longer.

If agreement has not been reached by the end of the year, the Government has suggested it may need to revisit its current proposals.

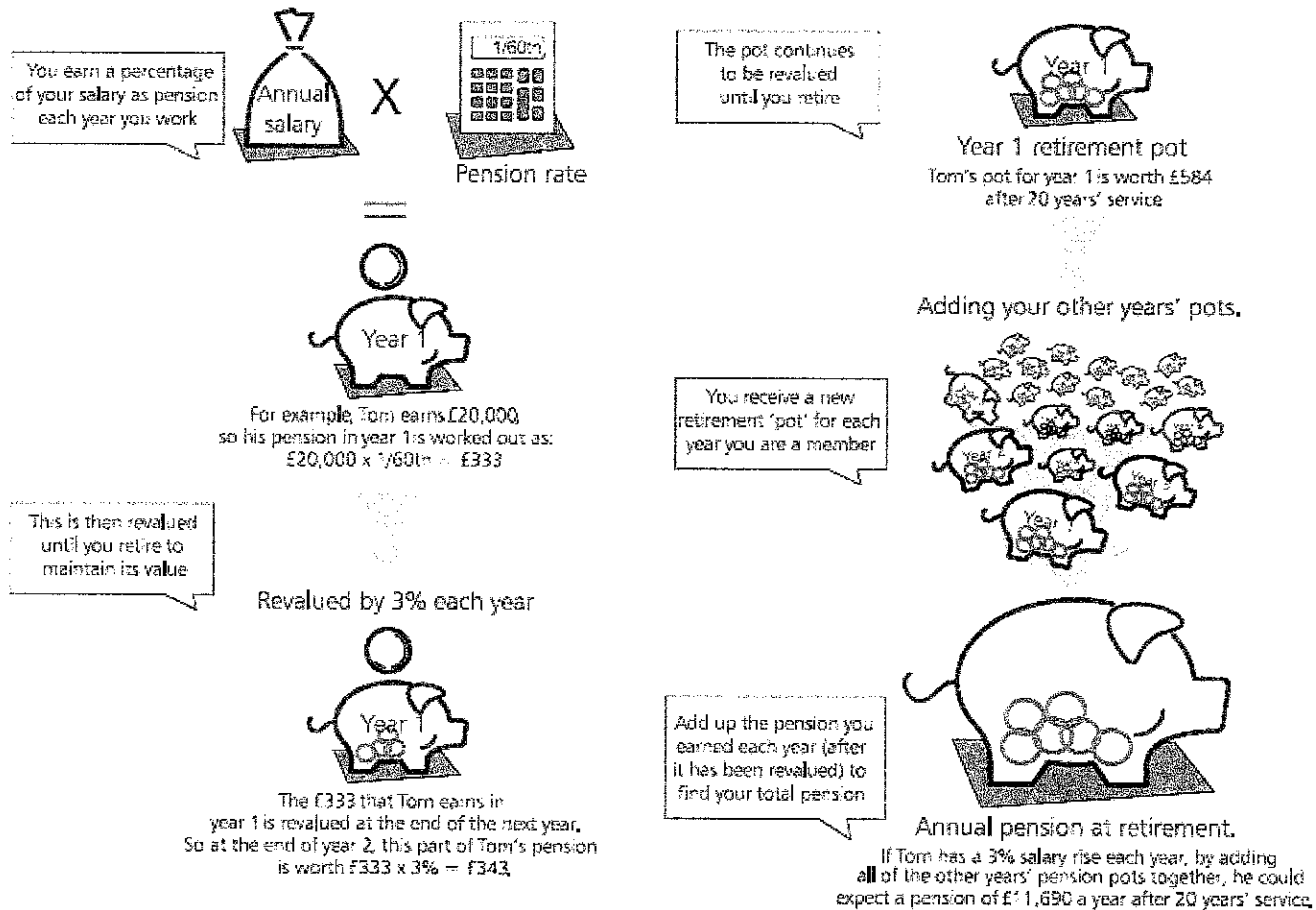
Public service scheme members will continue to earn benefits in their current pension arrangements until the new schemes are introduced.

Proposed Scheme Design

The Government's preferred design is built on the following principles for members of the NHS, civil service, teachers and local government pension schemes:

- A Career Average Revalued Earnings (CARE) pension scheme. The Government views CARE Schemes as fairer. In final salary schemes, employees who experience faster wage growth benefit disproportionately at the expense of the majority. The illustration on the following page shows how CARE works.
- Public service workers benefits to be earned at **a rate of 1/60th of salary each year** (or the prevailing rate following the outcome of the current consultation).
- A Normal Pension Age linked to State Pension Age (or 65) whichever is the higher.
- Average member contributions for the unfunded public service pension schemes, set at the level of existing schemes after the increase of 3.2% currently planned. For the LGPS members, contributions are subject to the consultation.
- Pensions in payment to increase in line with the **Consumer Price Index (CPI)**.
- Benefits earned by leavers to increase by CPI from the date of leaving until retirement.
- Members given the option at retirement to convert **£1 of annual pension into a £12 one off lump sum payment**.
- Ill health, death and survivors benefits (**ancillary benefits**) to match those currently provided by schemes.
- Members who leave the scheme and rejoin within five years will be able to link their new service with previous service, as if they had always been a member. Members transferring between public service schemes to be treated as having continuous service (which would include transferring between schemes who returned to public service after a gap of up to five years).

How CARE Works



The parameters used here are purely illustrative and are not recommendations. This diagram has been prepared by Hymans Robertson LLP.

Cost Ceilings & Variations from Proposed Scheme

The Government has set out its preferred design for reformed pension schemes. However discussions are still ongoing. The preferred design does not therefore represent the final position and the Government has recognised that different scheme designs may suit different workforces.

Therefore discussions are taking place for all public sector pension arrangements on a Scheme by Scheme basis.

To facilitate these discussions on the design of the schemes and to ensure that the total cost of different scheme designs remain the same, the Government has calculated "Cost Ceilings". These have been set as a proportion of pensionable pay and have been set as sufficient to deliver the Government's preferred design.

Individual Schemes may be able to make trade offs between specific features such as:

- The choice of career average or final salary
- The revaluation of active and deferred members
- The rate at which members can commute pension benefits into a lump sum
- The design of ancillary benefits, such as ill health, death and survivor benefits
- Flexible retirements, caps and abatements
- How schemes will manage cost risks

What does this mean for me??

The detailed design of the reformed public sector schemes, how much you will pay and exactly how your pension will build up is still being discussed.

However, in general terms, the Government is proposing that, from April 2015 public service workers should:

- Move to a career average scheme, and
- Have a later retirement age, although members would, as now, still be able to retire early with a reduced pension.

The Government has confirmed that:

- The reformed schemes for public service workers will continue to provide defined benefit pensions, and
 - The pension rights you have earned up to the date of the scheme changes will be honoured in full.
- Furthermore, those public service workers who (as of 1 April 2012) have ten years or less to their current pension age will see no change in when they can retire, nor any decrease in the amount of pension they receive at their current Normal Retirement Age.

As well as benefits on retirement, the current benefits of being a member of the public sector schemes include life cover and family benefits in the event of your death. There is also cover in the event of early retirement on the grounds of permanent ill health, redundancy or business efficiency. Furthermore, if you pay tax and National Insurance, you get tax relief on your contributions and you pay a lower rate of National Insurance.



Examples of how the changes to employee contribution rates may affect members can be found in the Government's consultation document ([click here for link to an external site](#)).



Examples of how the proposed changes to the scheme design may affect members can be found on the HM Treasury website ([click here for link to an external site](#)).

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 12th December 2011

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 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. This will also affect the value of some of the projected budgets.

3.2 Central Administration & Support Services

3.2.1 There are no significant variances to report

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

3.5 Manor House

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

	Income 2011/12 £	Budget 2011/12 £
Room Hire	5,306	10,000
Catering Income	1,162	2,500
Equipment hire	307	500
Total	6,775	13,000

3.6 Street Lighting

3.6.1 There are no significant variances to report

3.7 Toilets

3.7.1 Spent in line with expectations. The main expenditure on this budget (payment to ADC for the SFA) will be spent in March.

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.

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, although payments have been made for Planning Permission, Employers Representative and Architects fees.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

BUDGET REPORT 2011/12

PROPERTY & PERSONNEL COMMITTEE MEETING 12th December 2011

SERVICE		Actual I & E as at 05/12/11 £	Budget 2011/12 £	Projected budget 2011/12 £	Variance from Projected Budget £
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure Income	15,825 -	27,030 -	18,020 -	(2,195) -
TOWN CENTRE MANAGEMENT*	Expenditure Income	35 162	450 -	300 -	(265) 162
AMENITY TEAM (incl. Street Scene)	Expenditure Income	60,034 9,560	100,825 14,000	67,217 9,333	(7,183) 227
MANOR HOUSE	Expenditure Income	34,270 6,775	63,110 13,000	42,073 8,667	(7,803) (1,892)
STREET LIGHTING	Expenditure Income	4,481 -	9,485 -	6,323 -	(1,842) -
TOILETS	Expenditure Income	398 -	40,105 -	26,737 -	(26,339) -
DAIRY BUILDING MAINTENANCE	Expenditure	4,525	3,000	2,000	2,525
CHURCH STREET OFFICE RENT	Income	23,348	28,210	18,807	4,541
PROJECT 82 BUILDING MAINTENANCE	Expenditure Income	341 -	1,750 -	1,167 -	(826) -
SOUTHFIELDS COMMUNITY CENTRE	Expenditure Income	19,702 -	722,000 500,000	481,333 333,333	(461,631) (333,333)
Total Expenditure		139,611	967,755	645,170	(505,559)
Total Income		39,845	555,210	370,140	(330,295)
Net Expenditure		99,766	412,545	275,030	(175,264)

*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

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 12th December 2011

Report by: Town Clerk

Subject: P & P Draft Budget 2012/13

1. Summary

- 1.1 This report sets out the draft Property and Personnel Committee budget for 2012/13 and the projected budgets for 2013/14 and 2014/15 (Appendix 1).
- 1.2 The Earmarked Reserves (EMR) that relate to this Committee are included as Appendix 2.

2. Recommendations

The Committee is **RECOMMENDED** to:

- (1) Comment upon the draft Committee budget for 2012/13 and the projected budgets 2013/14 and 2014/15 and recommend its proposals to the Policy and Finance Committee.
- (2) Approve earmarking any under spends from the Southfields Community Centre Loan Budget for future expenditure on the Community Centre. (3.13.2).
- (3) Approve taking expenditure from Earmarked Reserves as per the Summary in Appendix 1.

3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2012/13, including projections for 2013/14 and 2014/15. The proposed Precept, Band D figure and General Reserve Balance at the beginning of the year are included for information on the Summary page in Appendix 1. The budgets do not include recharges from Manor House Buildings, Central Support Services or A Team.
- 3.2 To support the Committee's understanding of the budgets the EMR that relate to this Committee are included as Appendix 2.
- 3.3 The Summary page shows that overall the proposed Property & Personnel Committee budget has decreased by 38.06%. Taking into account the use of EMR the figure becomes an increase of 6.57%. The vast difference between these 2 figures is due to the building of Southfields Community Centre.

- 3.4 Budgets have been projected until 2014/15 to inform long term planning. All known future expenditure has been included in these projections.
- 3.5 Emphasis has been put on making savings and small amounts have been cut from many of the budgets which overall make significant savings. These are not commented upon here but are shown in the itemised budget sheets attached at Appendix 1.
- 3.6 Where EMR exist for specific budgets, budgets have been cut to a minimum with no contingency as it is felt that should additional funds be required this can be met from earmarked reserves. The main areas of change are discussed below:
- 3.7 Central Admin & Support Services
- 3.7.1 This Committee is only responsible for part of this budget head. The total expenditure is apportioned as an overhead to all other services.
- 3.7.2 The Staff Training Budget has been reduced by £500 to £4,000. There has been significant investment in staff training over the past few years and staff turnover has been low therefore £4,000 is felt sufficient. Should the need arise there is £3,000 in EMR.
- 3.7.3 The IT budget has reduced to £10,000 from £11,110. This reflects current expenditure and the fact that there is £14,620 in EMR for IT. It is recommended to take £4,620 from the EMR to facilitate a Precept reduction.
- 3.8 Town Centre Management
- 3.8.1 The Memorial and Clock Maintenance Budgets have been reduced to £100. This is sufficient to fund general maintenance. There is £3,860 available in earmarked reserves for Memorial and £355 for Clock Maintenance, to fund any projects such as renewing the lighting at the Memorial should this be necessary.
- 3.9 Amenity Team/ Street Scene Enhancement Agreement
- 3.9.1 Funding from WSCC for the Street Scene Enhancement Partnership is uncertain, £2,000 income has been included but this may not materialise. The cost centre has therefore been merged with the A Team.
- 3.9.2 Materials required for street scene enhancement have been reduced by £1,500 to £2,000. £500 income as been included in anticipation of other local Town and Parish Councils requiring graffiti removal.
- 3.9.3 An additional £14,000 has been included in the budget to replace the tipper which is badly in need of repair but has just passed its MOT. This will be met from EMR.

- 3.9.4 10 weeks' seasonal work has been included in the salaries budget along with indirect salaries for the street scene reporting. The slight increase is due to this, increments and reallocation of salaries.
- 3.9.5 The £4,000 miscellaneous income in 2011/12 was a recharge from Town Centre initiatives (TCI). This has now been netted off against the TCI budget.
- 3.10 Manor House (MH) buildings & Room Hire
 - 3.10.1 The MH wedding licence is due for renewal in 2012, therefore an increase of £1,500 has been included in the licences budget.
 - 3.10.2 The MH Buildings Maintenance budget has been reduced to £5,000, from £10,000. There is £52,600 in EMR for contingencies.
 - 3.10.3 The Manor House Security budget has been increased from £3,500 to £4,000, to reflect current expenditure.
- 3.11 Street Lighting
 - 3.11.1 The Street light loan is in its final year in 2011/12 (£6,490).
- 3.12 Public Conveniences
 - 3.12.1 Inflationary increases have been included.
- 3.13 The Dairy Site
 - 3.13.1 The Dairy Security budget has been increased from £1,000 to £1,200, to reflect current expenditure.
- 3.14 Southfield's Community Centre.
 - 3.14.1 A maximum of £200,000 will be spent, in the current financial year, on the building of the Community Centre and the rest of the budget will be earmarked to spend in 2012.
 - 3.14.2 An amount of £22,000 was included for the repayment of the loan. The loan as not yet been sought as building will not start until January 2012 therefore a maximum of £10,000 will be spent on the loan in the current year.
 - 3.14.3 Included in the Community Resources Committee's 2012/13 budget is £20,000 to spend on furnishing and equipping the Community Centre. CRC have therefore requested that this Committee earmarks any under spend from the 2011/12 loan budget so that it can be spent on the Community Centre in future years. This is to smooth the effects of one-off expenditure on the Precept. £12,000 from EMR has been included in the Precept calculation for this.

3.14.4 A budget of £37,000 has been included to repay the £300,000 Community Centre loan over 10 years.

3.15 Project 82

3.15.1 Project 82 Building Maintenance budget has decreased by £250 to £1,500, there is £5,950 in EMR. The Security budget has been increased by £200 to £2,000 to reflect current expenditure.

3.16 Salaries

3.16.1 The complete salaries budget has been included for information

3.16.2 A 1% increase has been included in the 2011/12 budget, this will be the first increase in 3 years but is dependent on Government approval. It has been announced that the Government will not approve more than 1%.

3.16.3 Overall the salaries budget has increased by £8,950, a 1.71% increase. This increase is due to the 1% increase (3.16.2), increments and National Insurance changes.

3.16.4 Salaries allocated to individual services have fluctuated due to reallocation of staff time e.g. The Neighbourhood Plan on the Planning and Economic Development Cost Centre and the new accounting regime.

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

P & P DRAFT SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2011/2012 £	Budget 2012/2013 £	Budget 2013/14 £	Budget 2014/15 £	Percentage in(dec)rease £
Central Admin & Support Services	27,030	25,400	26,015	26,480	(6.03)
Town Centre Management	450	320	325	325	(28.89)
Amenity Team	86,825	114,185	103,600	105,465	31.51
Manor House Room Hire	(3,420)	(935)	(2,420)	(2,410)	(72.66)
Manor House Building	73,655	70,370	71,305	73,320	(4.46)
Street Lighting	9,485	3,130	3,200	3,275	(67.00)
Public Conveniences	40,105	40,610	41,110	41,615	1.26
Dairy Site- Building	4,000	4,200	4,220	4,240	5.00
Dairy Site Rental Income	(28,210)	(28,700)	(28,700)	(28,700)	1.74
Southfields Community Centre	222,000	37,500	38,470	37,940	(83.11)
Project 82	3,950	3,900	3,948	4,021	(1.27)
P & P TOTAL NET EXPENDITURE	435,870	269,980	261,073	265,571	(38.06)
Known Expenditure from EMR					
Tipper	-	(14,000)	-	-	
IT	-	(4,620)	-	-	
Southfields CC	(200,000)	-	-	-	
P & P EXPENDITURE FROM PRECEPT	235,870	251,360	261,073	265,571	6.57

Additional information

Draft Precept for the year	997,980	1,008,915	997,783	1,023,982
Band D tax	102.42	102.91	101.77	104.45
Increase in Band D tax	0.00%	0.48%	-1.10%	2.63%
General Fund 01/04/2011	£485,015	£485,015		
Earmarked Reserves 01/04/11	£413,065			
Earmarked Reserves 01/10/11		£401,400		
Total useable reserves	898,080	886,415		

Central Administration and Support Services

	C A & SS Budget 11/12 £	C A & SS Budget 12/13 £	C A & SS Budget 13/14 £	C A & SS Budget 14/15 £
First Aid	270	300	300	300
Training	4,500	4,000	4,250	4,500
Travel and Subsistence	3,100	3,000	3,150	3,150
Recruitment Expenses	150	-	-	-
Recruitment Advertising	3,000	3,100	3,100	3,100
IT	11,110	10,000	10,150	10,300
Health and Safety	1,800	1,800	1,800	1,800
Pension Contribution	3,100	3,200	3,265	3,330
Total Expenditure	27,030	25,400	26,015	26,480

Town Centre Management

	TCM Budget 11/12 £	TCM Budget 12/13 £	TCM Budget 13/14 £	TCM Budget 14/15 £
Memorial Maintenance	150	100	100	100
Clock Maintenance	150	100	100	100
Electricity	150	120	125	125
Total Expenditure	450	320	325	325

Amenity Team

	A Team Budget 11/12 £	A Team Budget 12/13 £	A Team Budget 13/14 £	A Team Budget 14/15 £
Street Scene Expenditure	3,500	2,000	2,000	2,000
Vehicle and Plant Maintenance	6,500	6,700	6,800	6,900
Tools/Equipment	1,500	1,500	1,500	1,500
Vehicles/Equip	5,000	19,000	5,000	5,000
Salaries	81,125	84,525	85,795	87,510
Protective Clothing	900	900	910	910
Telephone mobile	300	225	225	230
Stationery	65	100	100	110
Insurance	1,835	1,635	1,670	1,705
Other Overheads	100	100	100	100
Total Expenditure	100,825	116,685	104,100	105,965
Miscellaneous Income	(4,000)	-	-	-
WSCC/ Parishes Contribution	(10,000)	(2,000)	-	-
Charges for services	-	(500)	(500)	(500)
Total Income	(14,000)	(2,500)	(500)	(500)
Net Expenditure	86,825	114,185	103,600	105,465

Manor House Hire

	Manor Ho. Hire Budget 11/12 £	Manor Ho. Hire Budget 12/13 £	Manor Ho. Hire Budget 13/14 £	Manor Ho. Hire Budget 14/15 £
Salaries	6,680	7,765	7,880	8,040
Advertising	1,000	750	750	755
Licences	200	1,700	250	250
Room Hire Expenses	1,500	1,800	1,850	1,900
Other Overheads	200	150	150	150
Total Expenditure	9,580	12,165	10,880	11,095
Room Hire	(10,000)	(10,000)	(10,200)	(10,405)
Catering Income	(2,500)	(2,600)	(2,600)	(2,600)
Equipment Hire	(500)	(500)	(500)	(500)
Total Income	(13,000)	(13,100)	(13,300)	(13,505)
Net Expenditure	(3,420)	(935)	(2,420)	(2,410)

Manor House Building

	Manor House Budget 11/12 £	Manor House Budget 12/13 £	Manor House Budget 13/14 £	Manor House Budget 14/15 £
External Loan Repayments	8,000	8,000	8,000	8,000
External Loan Interest	5,040	4,390	3,740	3,090
Manor House Maintenance	10,000	5,000	5,000	5,000
Salaries	13,445	14,265	14,480	14,770
Protective Clothing	250	200	250	250
Telephone	145	145	150	150
Lift Maintenance	2,370	2,350	2,420	2,495
Licenses	100	100	100	1,100
Rates	19,100	20,020	21,035	22,100
Water	605	800	810	820
Gas	2,000	2,100	2,130	2,160
Electricity	5,600	5,600	5,685	5,770
Cleaning	1,500	1,500	1,520	1,545
Security	3,500	4,000	4,060	4,120
Contract Cleaning	1,800	1,800	1,825	1,850
Other Overheads	200	100	100	100
Total Expenditure	73,655	70,370	71,305	73,320

Street Lighting

	Street Lighting Budget 11/12 £	Street Lighting Budget 12/13 £	Street Lighting Budget 13/14 £	Street Lighting Budget 14/15 £
External Loan Repayments (B)	6,000	-	-	-
External Loan Interest	490	-	-	-
Public Lighting Contract Mainten:	970	1,050	1,070	1,090
Salaries	725	780	790	805
Electricity	1,300	1,300	1,340	1,380
Total Expenditure	9,485	3,130	3,200	3,275

Public Conveniences

	PC Budget 11/12 £	PC Budget 12/13 £	PC Budget 13/14 £	PC Budget 14/15 £
Salaries	605	610	610	615
Arun District Council SLA	39,500	40,000	40,500	41,000
Total Expenditure	40,105	40,610	41,110	41,615

Dairy Site

	Dairy Budget 11/12 £	Dairy Budget 12/13 £	Dairy Budget 13/14 £	Dairy Budget 14/15 £
Building Maintenance	3,000	3,000	3,000	3,000
Security	1,000	1,200	1,220	1,240
	4,000	4,200	4,220	4,240
Rent	(28,210)	(28,700)	(28,700)	(28,700)

Southfields Community Centre

	Southfields CC Budget 11/12 £	Southfields CC Budget 12/13 £	Southfields CC Budget 13/14 £	Southfields CC Budget 14/15 £
Southfields CC Loan	22,000	37,000	36,250	35,500
Building Costs	700,000	-	-	-
Building Maintenance	-	-	1,000	1,200
Security	-	500	1,220	1,240
Total Expenditure	722,000	37,500	38,470	37,940
Borrowing	(300,000)	-	-	-
ADC Contribution	(200,000)	-	-	-
Total Income	(500,000)	-	-	-
Net Expenditure	222,000	37,500	38,470	37,940

Project 82

	Project 82 Budget 11/12 £	Project 82 Budget 12/13 £	Project 82 Budget 13/14 £	Project 82 Budget 14/15 £
Building Maintenance	1,750	1,500	1,500	1,500
Security	2,200	2,400	2,448	2,521
	3,950	3,900	3,948	4,021

Salaries

	Budget 11/12 £	Budget 12/13 £	in/decrease %
Central Admin & Support Services	42,905	44,990	4.86%
Democratic Representation & Mgmt	83,875	93,495	11.47%
Town Centre Management	2,945	4,315	46.52%
Community Grants & Partnership Inits	4,985	5,030	0.90%
Amenity Team	81,125	84,525	4.19%
Planning & Economic Development	3,885	16,305	319.69%
Manor House Room Hire	6,680	7,765	16.24%
Corporate Management	81,860	76,070	-7.07%
Manor House (Recharged)	13,445	14,265	6.10%
Street Lighting	725	780	7.59%
Public Conveniences	605	610	0.83%
Dairy Community Centre	14,925	15,000	0.50%
Community Arts & Events	58,660	32,665	-44.31%
Southfields Community Centre	-	8,870	
Parks and Open Spaces	1,625	1,640	0.92%
Project 82	51,175	52,475	2.54%
Museum	62,765	61,720	-1.66%
Allotments	12,110	12,725	5.08%
	524,295	533,245	1.71%

Property & Personnel Committee Earmarked Reserves 2011/12

Reserve	Opening Balance 01/04/11 £	Expenditure to date £	Balance 06/12/11 £	Notes
PC Consent to discharge	5,500.00		5,500.00	Future Liability
PC Refurbishment	10,000.00		10,000.00	Future Liability
Recruitment	3,150.00		3,150.00	Future Liability
Street Scene Agreement	5,395.00		5,395.00	Future Liability
Training	3,000.00		3,000.00	Future Liability
Vehicles & Equipment	14,325.00		14,325.00	£14,000 to be used for the purchase of a Tipper truck
Building maintenance MH	52,600.00		52,600.00	Future Liability
Building maintenance Dairy	37,396.76		37,396.76	Future Liability
Building maintenance 3-5 Offices	6,200.00		6,200.00	Future Liability
Building maintenance P82	5,950.00		5,950.00	Future Liability
Building maintenance PCs	3,270.00		3,270.00	Future Liability
Clock maintenance	355.00		355.00	Future Liability
Memorial maintenance	3,860.00		3,860.00	Future Liability
Equipment maintenance	6,000.00		6,000.00	Future Liability
RALP Assets	2,000.00		2,000.00	Maintenance of Oyster Pond Waymarkers
IT Project 82	2,471.00		2,471.00	Future Liability
IT Manor House	14,620.00		14,620.00	£4,620 to be used in 2012/13
Totals	176,092.76	0.00	176,092.76	