



27 November 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 3 DECEMBER 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 disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest
 - (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

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 10 September 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 **Staff Sickness Report** - attached

9. **FINANCE**

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

9.2 **Draft Budgets 2013/14, 2014/15 and 2015/16** – report 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. **EXEMPT MINUTES**

To confirm the Exempt Minutes of the meeting held on 10 September 2012 - **circulated herewith for Members of the Council only**

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

13.1 **Update on the Dairy** – To follow for Members of the Council only

13.2 **Options for Church Street** – Report herewith for Members of the Council only

13.3 **Re-location of the Amenity Team** – Report herewith for Members of the Council only

13.4 **Amenity Team and Caretaking** – Report separately enclosed for Members of the Council only

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 3rd December 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, and the first 2 quarters of 2012/13.

2. Recommendation

It is RECOMMENDED that the report be noted.

3. Staff Sickness Records

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

Year	1st Apr-30th	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
2012/12	1.11%	0.38%			0.75%	

- 3.2 In Quarter 1, 9 members of staff took self-certificated sickness leave this equated to 19 days and 106 hours.
- 3.3 In Quarter 2, 6 members of staff took self-certificated sickness leave this equated to 7 days and 36 hours.

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

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%
2012/13	1.9%	1.02%			1.46%

3.5 In Quarter 1, 3 members of staff took certificated sickness leave this equated to 32 days and 182 hours.

3.6 In Quarter 2, 1 member of staff took certificated sickness leave this equated to 15 days and 96 hours

Peter Herbert
Town Clerk

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 3rd December 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.
- 1.2 As per the revised Standing Orders and Financial Regulations the report details the ½ year the position.

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 All room hire income is below target for the time of year. (See table below).

	Income 2012/13 £	Budget 2012/13 £
Room Hire	3,694	10,000
Catering Income	301	2,600
Equipment hire	40	500
Total	3,337	13,100

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3.5.2 As previously reported, expenditure on Manor House buildings is £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 £7,690 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 £287,461 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

BUDGET REPORT 2012/13

PROPERTY & PERSONNEL COMMITTEE MEETING 3rd December 2012

SERVICE		Actual I & E as at 30/09/201 2 £	Budget 2012/13 £	Projected budget 2012/13 £	Variance from Projected Budget £
CENTRAL ADMIN & SUPPORT SERVICES*	Expenditure	16,379	25,400	12,700	3,679
	Income	-	-	-	-
TOWN CENTRE MANAGEMENT*	Expenditure	17	320	160	(143)
	Income	-	-	-	-
AMENITY TEAM (incl. Street Scene)	Expenditure	44,164	116,685	58,343	(14,179)
	Income	5,585	2,500	1,250	4,335
MANOR HOUSE	Expenditure	36,011	60,505	30,253	5,759
	Income	4,035	13,100	6,550	(2,515)
STREET LIGHTING	Expenditure	872	3,130	1,565	(693)
	Income	-	-	-	-
TOILETS	Expenditure	298	40,000	20,000	(19,702)
	Income	-	-	-	-
DAIRY BUILDING MAINTENANCE*	Expenditure	1,996	3,000	1,500	496
OFFICE RENT	Income	14,492	28,700	14,350	142
PROJECT 82 BUILDING MAINTENANCE*	Expenditure	482	1,500	750	(268)
SOUTHFIELDS JUBILEE CENTRE*	Expenditure	146,829	42,310	21,155	-
	Income	127,990	-	127,990	-
CHURCH STREET*	Expenditure	2,122	-	-	-
	Income	-	-	-	-
	Total Expenditure	249,170	292,850	146,425	(25,051)
	Total Income	152,102	44,300	150,140	1,962
	Net Expenditure	97,068	248,550	(3,715)	(27,013)

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

FIGURES DO NOT INCLUDE

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

	£
Building Maintenance Dairy	7,690
capital costs	287,461
	<u>295,151</u>

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Property and Personnel

Date: 3rd December 2012

Report by: Town Clerk

Subject: P & P Draft Budgets 2013/14, 2014/15 and 2015/16

1. Summary

- 1.1 This report sets out the draft Property and Personnel Committee budget for 2013/14 and the projected budgets for 2014/15 and 2015/16 (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 2013/14 and the projected budgets 2014/15 and 2015/16 and recommend its proposals to the Policy and Finance Committee.
- (2) Retain earmarked reserve under spends from Southfields Jubilee Centre for future property projects. (3.13.3)

3. Background

- 3.1 Attached as Appendix 1 to this report is the draft budget for this Committee for 2013/14, including projections for 2014/15 and 2015/16. 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 Committees 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 increased by 23.34%. Taking into account the use of EMR the figure reduces to 21.69%. This increase is mainly attributable to the costs associated with operating the new Southfields Jubilee Centre for a whole year, loss of rental income at the Dairy and loan costs associated with the purchase of the Church Street site.
- 3.4 Budgets have been projected until 2015/16 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 increased by £250 to £4,250 to cover the increasing training costs, there is also £3,000 in EMR but up to £1,000 of this will be used in the current financial year.
- 3.7.3 The IT budget has remained the same at £10,000. It is recommended to take £2,000 from the EMR of £10,000 to facilitate a Precept reduction.

3.8 Town Centre Management

- 3.8.1 The Memorial and Clock Maintenance Budgets have been incorporated into the general Town Centre Maintenance budget. There is £3,860 available in earmarked reserves for Memorial and £355 for Clock Maintenance, to fund projects such as repair and maintenance issues that may become apparent.

3.9 Amenity Team

- 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.
- 3.9.2 Materials required for street scene enhancement have been reduced by £1,000 to £1,000.
- 3.9.3 15 weeks seasonal work has been included in the salaries budget along with indirect salaries for the street scene reporting, but changes to A team salaries proposed in a later reports on this agenda are not yet incorporated.

3.10 Manor House (MH) buildings & Room Hire

- 3.10.1 The MH wedding license is due for renewal in 2015 the cost of this has been spread over 3 years in the licenses budget.
- 3.10.2 The MH Buildings Maintenance budget has remained at the reduced budget of £5,000, this will not cover the annual costs but there is £55,000 in EMR for contingencies.
- 3.10.3 The Manor House Security budget has been increased by £200 to reflect current expenditure.

3.11 Street Lighting / Public Conveniences

- 3.11.1 There are no changes to report

3.12 The Dairy Site

- 3.12.1 Rental income will cease from April 2013. £35,900 has been included in the budget to be met from Dairy EMR to cover the costs of selling the Dairy and relocation of the A team.

3.13 Southfield's Community Centre.

3.13.1 A full years loan costs have been included.

3.13.2 Building maintenance of £5,000 has been included to be met from EMR which will be earmarked at the year end from current year under spends.

3.13.3 Although the exact amount is unknown there should be significant under spends from Southfields Jubilee Centre earmarked reserves. It is recommended to leave these earmarked for future property projects, i.e. Church Street Dairy, A team relocation & Southfields.

3.14 Project 82

3.14.1 Project 82 Building Maintenance budget remained the same

3.15 Salaries

3.15.1 The complete salaries budget has been included for information

3.15.2 A 1% increase has been included in the 2013/14 budget. This would be the 1st increase in 4 years. Any pay award will be a matter for the Employer/Employee negotiations, but the Government has indicated that it would not support an increase of more than 1%.

3.15.3 Overall the salaries budget has decreased by £9,285 a 1.74% decrease. This increase is due to staff reorganisations in the year.

3.15.4 Salaries allocated to individual services have fluctuated due to reorganisation and reallocation of staff time.

Peter Herbert

Town Clerk

LITTLEHAMPTON TOWN COUNCIL

DRAFT PROPERTY & PERSONNEL SUMMARY BUDGETED EXPENDITURE

SERVICES	Budget 2012/13 £	Budget 2013/14 £	Budget 2014/15 £	Budget 2015/16 £	Percentage in(dec)rease %
Central Admin & Support Services (Recharged)	25,400	25,815	27,325	27,555	1.63%
Town Centre Management	1,420	1,200	1,215	1,230	-15.49%
Amenity Team (Recharged)	114,185	100,990	102,830	104,750	-11.56%
Capital Expenditure- A Team	19,000	-	-	-	-100.00%
Manor House Room Hire	(935)	3,130	3,275	3,517	-434.76%
Manor House (Recharged)	70,370	73,430	75,390	75,445	4.35%
Street Lighting	3,130	2,635	2,705	2,775	-15.81%
Public Conveniences	40,610	40,470	41,670	42,905	-0.34%
Dairy Community Centre	(25,600)	35,000	-	-	-236.72%
Southfields Community Centre	37,500	42,170	40,580	40,036	12.45%
Church Street		27,140	26,655	26,175	
Project 82	1,500	1,500	1,500	1,500	0.00%
TOTAL NET EXPENDITURE	286,580	353,480	323,145	325,887	23.34%
Known Expenditure from EMR					
Southfields CC	(12,000)	(5,000)	-	-	
Tipper	(14,000)	-	-	-	
IT	(4,620)	(2,000)	-	-	
A Team/ Dairy	-	(35,000)	-	-	
P & P Expenditure from Precept	255,960	311,480	323,145	325,887	21.69%
DRAFT BAND D COUNCIL TAX	104.40	105.43	107.08	108.44	
DRAFT INCREASE IN BAND D COUNCIL TAX	1.93%	0.99%	1.57%	1.26%	

Additional Information

General Fund 01/04/2012		£353,262
Earmarked Reserves 01/04/12	£760,710	
Earmarked Reserves 01/11/12	£435,010	
Less Committed EMR	-£158,366	£276,644
Total useable Reserves		<u>£629,906</u>

Property & Personnel Draft Budgets 2013/2014-2015/2016

	Budget 12/13 £	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £
Central Administration and Support Services				
First Aid	300	300	300	300
Training	4,000	4,250	4,500	4,500
Travel and Subsistence	3,000	3,000	3,150	3,150
Recruitment	3,100	3,000	3,045	3,045
IT	10,000	10,000	11,000	11,165
Health and Safety	1,800	2,000	2,000	2,000
Pension Contribution	3,200	3,265	3,330	3,395
	25,400	25,815	27,325	27,555
Town Centre Management				
Memorial Maintenance	100	-	-	-
Clock Maintenance	100	-	-	-
Town Maintenance	1,100	1,100	1,115	1,130
Electricity	120	100	100	100
	1,420	1,200	1,215	1,230
Amenity Team				
Street Scene Expenditure	2,000	1,000	1,000	1,000
Vehicle and Plant Maintenance	6,700	7,000	7,105	7,210
Tools/Equipment	1,500	1,500	1,520	1,545
Vehicles/Equip	19,000	5,000	5,000	5,000
Salaries	84,525	85,740	87,455	89,205
Protective Clothing	900	1,000	1,000	1,000
Telephone mobile	225	250	255	260
Stationery	100	150	110	110
Insurance	1,635	1,750	1,785	1,820
Other Overheads	100	100	100	100
Total Expenditure	116,685	103,490	105,330	107,250
Street Scene Income	(2,000)	(2,000)	(2,000)	(2,000)
Charges for services	(500)	(500)	(500)	(500)
Total Income	(2,500)	(2,500)	(2,500)	(2,500)
Net Expenditure	114,185	100,990	102,830	104,750

	Budget 12/13 £	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £
<u>Manor House</u>				
External Loan Repayments	8,000	8,000	8,000	8,000
External Loan Interest	4,390	3,740	3,090	3,440
Manor House Maintenance	5,000	5,000	5,000	5,000
Salaries	14,265	16,185	16,510	16,840
Protective Clothing	200	200	205	210
Telephone	145	150	150	150
Lift Maintenance	2,350	2,420	2,495	2,570
Licenses	100	100	1,100	150
Rates	20,020	21,035	22,100	22,100
Water	800	1,100	1,115	1,130
Gas	2,100	2,100	2,130	2,160
Electricity	5,600	5,700	5,785	5,870
Cleaning	1,500	1,500	1,520	1,545
Security	4,000	4,200	4,265	4,330
Contract Cleaning	1,800	1,800	1,825	1,850
Other Overheads	100	200	100	100
Total Expenditure	70,370	73,430	75,390	75,445
<u>Manor House Hire</u>				
Salaries	7,765	8,130	8,295	8,460
Advertising	750	800	900	1,100
Licences	1,700	800	815	830
Room Hire Expenses	1,800	2,000	2,040	2,080
Other Overheads	150	150	150	150
Total Expenditure	12,165	11,880	12,200	12,620
Room Hire	(10,000)	(7,000)	(7,140)	(7,283)
Catering Income	(2,600)	(1,500)	(1,530)	(1,561)
Equipment Hire	(500)	(250)	(255)	(260)
Total Income	(13,100)	(8,750)	(8,925)	(9,104)
Net Expenditure	(935)	3,130	3,275	3,517

	Budget 12/13 £	Budget 13/14 £	Budget 14/15 £	Budget 15/16 £
<u>Street Lighting</u>				
External Loan Repayments	-	-	-	
External Loan Interest	-	-	-	
Lighting Contract Maintenance	1,050	1,150	1,175	1,200
Salaries	780	135	140	145
Electricity	1,300	1,350	1,390	1,430
Total Expenditure	3,130	2,635	2,705	2,775
<u>Public Conveniences</u>				
Salaries	610	970	985	999
Arun District Council SLA	40,000	39,500	40,685	41,906
Total Expenditure	40,610	40,470	41,670	42,905
<u>Dairy</u>				
Building Maintenance	3,000	-		
Other Overheads	100	35,000		
Rent	(28,700)	-		
	(25,600)	35,000		
<u>Southfields Jubilee Centre</u>				
Southfields JC Loan Principal	30,000	30,000	30,000	30,000
Southfields JC Loan Interest	7,000	5,670	5,050	4,395
Building Maintenance	-	5,000	4,000	4,080
Security	500	1,500	1,530	1,561
	37,500	42,170	40,580	40,036
<u>Church Street</u>				
Church Street Loan Principal		20,000	20,000	20,000
Church Street Loan Interest		7,140	6,655	6,175
		27,140	26,655	26,175
<u>Project 82</u>				
Building Maintenance	1,500	1,500	1,500	1,500

Salaries

	Budget 12/13 £	Budget 13/14 £	in/decrease %
Central Admin & Support Services	44,990	42,690	-5.11%
Democratic Representation & Mgmt	93,495	103,845	11.07%
Town Centre Management	4,315	6,835	58.40%
Community Grants & Partnership Inits	5,030	3,260	-35.19%
Amenity Team	84,525	85,740	1.44%
Planning & Economic Development	16,305	3,730	-77.12%
Manor House Room Hire	7,765	8,130	4.70%
Corporate Management	76,070	78,150	2.73%
Manor House (Recharged)	14,265	16,185	13.46%
Street Lighting	780	135	-82.69%
Public Conveniences	610	970	59.02%
Dairy Community Centre	15,000	3,565	-76.23%
Community	32,665	25,180	-22.91%
Southfields Community Centre	8,870	17,720	99.77%
Parks and Open Spaces	1,640	1,760	7.32%
Church Street	0	2,840	
Project 82	52,475	53,755	2.44%
Museum	61,720	59,495	-3.60%
Allotments	12,725	9,975	-21.61%
	533,245	523,960	-1.74%

Property & Personnel Committee Earmarked Reserves 2012/13

Reserve	Opening Balance 01/04/12 £	Expenditure to date £	Balance 01/12/12 £	Notes
Church Street	20,000.00	2,122.05	17,877.95	Future Liability
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
Southfields	364,542.00	293,415.34	71,126.66	Current Liability
Training	3,000.00		3,000.00	Future Liability
Vehicles & Equipment	19,025.00		19,025.00	£14,000 to be used for the purchase of a Tipper truck
Building maintenance MH	57,200.00	2,207.00	54,993.00	Future Liability
Building maintenance Dairy	43,596.76	7,690.02	35,906.74	Future Liability
Building maintenance P82	5,950.00		5,950.00	Future Liability
Clock maintenance	355.00		355.00	Future Liability
Memorial maintenance	3,860.00		3,860.00	Future Liability
RALP Assets	2,000.00		2,000.00	Maintenance of Oyster Pond Waymarkers
IT Manor House	14,620.00	4,135.00	10,485.00	Future Liability
Totals	552,798.76	309,569.41	243,229.35	