

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 20 February 2023

PRESENT: Councillors J Bennett, Mrs A Cooper, A Cooper, Mrs P Gregory, Mrs S Partridge, D Rogers, G Tyler and P Warren

In attendance: Ms R Costan (Deputy Clerk), Mrs C Ward (Clerk of the Council) and Mr J Burch (Leisure and Amenities Officer)

1/23 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Ceiriog-Hughes (Personal). This apology was accepted by the Committee.

2/23 DECLARATIONS OF INTEREST

Councillor Cooper declared a personal interest in Minute 5/23(c). In the absence of any discussion, he remained in the Meeting during consideration of this item.

Councillor Mrs Cooper declared a personal interest in Minute 22/23. She remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

Councillor Cooper declared a personal interest in Minute 22/23. He remained in the Meeting during consideration of this item and took part in the discussion and vote thereon.

3/23 MINUTES

The Minutes of the Meeting held on 14 November 2022 were signed by the Chairman as a correct record.

4/23 PROVISION OF NEW FACILITIES - WOODLAND PARK SPORTSFIELD

The Chairman welcomed Mr Mark Ward, Secretary, Rustington Otters Youth Football Club, to the Meeting and thanked him for agreeing to provide the Committee with information on the current status of the development of the Club, in terms of both the growing number of Teams and the new facilities planned for installation at the Woodland Park Sportsfield site.

Mr Ward gave a comprehensive overview of the current status of the Club in terms of player numbers, geographical reach and the varied programme of training and development opportunities available for over 300 children and young people. He went on to outline the Club's Vision for the future including the introduction of additional summer tournaments and greater links to "Albion in the Community" the official charity of Brighton and Hove Albion Football Club.

The Chairman thanked Mr Ward for his most informative Presentation and congratulated the Rustington Otters Youth Football Club, on behalf of the Council, for their invaluable hard work and success in securing funding for the much-needed changing facilities at the Sportsfield.

5/23 WOODLANDS RECREATION GROUND

(a) Rustington Cricket Club (RCC)

The Deputy Clerk referred to Minute 60/22(a)(i) and confirmed that a Meeting had since been held with the Council's Contractor, Barcombe Landscapes, to discuss the way forward with regard to the pre-season

preparation works and ongoing maintenance of the Cricket Square. She stated that the Clerk, the Leisure and Amenities Officer and herself had been in attendance.

The Deputy Clerk then explained that subsequent correspondence from the Council's Contractor had been received confirming that they, Barcombe Landscapes, acknowledged the need for standards to be raised and that the transition from the existing Groundsman, who was due to retire, be put into immediate effect. She stated that the Council's Contractor would be undertaking the pre-season preparation including the rolling, mowing and scarifying of the wicket and confirmed that the existing Groundsman would still undertake the marking out of the pitch and wicket throughout the Season, but that he would not be involved in any works related to the mowing and maintenance of the Cricket Square.

The Deputy Clerk then referred to Minute 60/22(a)(ii) and asked Members to confirm whether they wished to further consider the sale of the Council's mower and roller.

Following a detailed discussion, the Committee AGREED to note the proposed way forward with regard to the maintenance of the Cricket Square and RECOMMENDED that in light of the aforementioned maintenance of the Cricket Square remaining under the jurisdiction of the Council's existing Contractor, Barcombe Landscapes, no further action should be taken in regard to the sale of the Council's mower and roller at the present time.

(b) Rustington Football Club

The Deputy Clerk reported that she was in regular contact with representatives from Rustington Football Club regarding the use of the pitch at the Woodlands Recreation Ground. She confirmed that a number of matches had been postponed throughout January due to the various Winter weather episodes that had occurred including the pitch being waterlogged and then frozen.

She advised that the Football Club had approached the Council regarding the use of the pitch by the Rustington Raiders Girls Youth Team, and that this had been agreed on the condition that all invoices were sent to Rustington Football Club who would be responsible for payment. She confirmed that two matches had been played to date.

The Committee NOTED this information.

(Prior to consideration of the following item Councillor Cooper had declared a personal interest, as a Member of the Arun District Council UK Shared Prosperity Fund Panel)

(c) UK Shared Prosperity Fund

The Deputy Clerk advised the Committee that two individual funding applications had been submitted to Arun District Council (ADC) for consideration under the UK Shared Prosperity Funding (UKSPF) programme. She explained that the applications related to the replacement of the Outdoor Fitness Equipment and the Multi-Use Games Area (MUGA)/Basketball Court, along with new cycling infrastructure, at the Woodlands Recreation Ground.

She confirmed that the two applications had been considered by the ADC UKSPF Decision Panel in early January and were subsequently referred back to the Parish Council for further work, including the suggestion of bringing the two bids together under a single project heading. The Deputy Clerk confirmed that she had re-submitted the application, for a total value of £48,000.00, and was awaiting confirmation as to whether it had been successful. She explained that, if the application were to be successful, the funding would be forthcoming in the 2024/2025 Financial Year and that match funding of approximately £40,000.00 would be required to be met by the Parish Council.

The Committee was pleased to NOTE this information.

(a) Current Lettings

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2022 to 31 January 2023 was currently above the 2022/2023 Revised Estimate of £50,000.00 by approximately 129%.

She said that the total income to the aforementioned date was £53,672.83 which represented over 107% of the Revised Estimate.

The Committee was pleased to NOTE this information.

(b) Rustington Short Mat Bowls Club - Concessionary Hall Hire Charges 2023/2024

The Deputy Clerk reminded the Committee that the Rustington Short Mat Bowls Club had been a regular Hirer of the Village Memorial Hall for over twenty years and that the Club continued to meet three times per week. She confirmed that the Club also booked additional hirings for League Matches.

She stated that despite the many challenges presented by the Pandemic and the subsequent cost of living crisis, the Club had always been very committed to its continuation and had drawn upon its reserves in order to continue to operate, as well as ensuring the safety of its Members.

She added that income received from the Club in 2021/2022 totalled £5,925.00 and that income for 2022/2023, to 31 January 2023, currently stood at £6,321.00. She also confirmed that a discount of 25% was currently in place for one evening session per week only.

Following a brief discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Rustington Short Mat Bowls Club should be continued at the existing rate of 25% (£56.44 per session), for one evening session only, for a further year, with effect from 1 April 2023.

(c) Woodlands Table Tennis Club - Concessionary Hall Hire Charges 2023/2024

The Deputy Clerk stated that the Table Tennis Club had been a regular Hirer for over seventeen years, doubling their sessions from one to two evenings from 2018. She referred to Minute 5/22(c) and explained that the Club currently received a concession of £9.13 per session which equated to approximately 12.5% per Hiring. She confirmed that this amount had been increased from 10% in 2022. She added that income received from the Club in 2021/2022 totalled £4,093.00 and that income for 2022/2023, to 31 January 2023, currently stood at almost £4,983.00.

Following a detailed discussion, the Committee RECOMMENDED that the Concessionary Rate for Hall Hire by the Woodlands Table Tennis Club should be continued at the existing rate of 12.5% (£65.84 per session) for each of the two weekly hirings, for a further year, with effect from 1 April 2023.

(a) Current Lettings

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2022 to 31 January 2023 was currently above the 2022/2023 Revised Estimate of £10,000.00 by 135.00%.

She said that the total income to the aforementioned date was £11,256.10 which represented 113% of the Revised Estimate.

The Committee NOTED this information.

8/23

RUSTINGTON YOUTH CENTRE

(a) Current Lettings

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2022 to 31 January 2023 was currently above the 2022/2023 Revised Estimate of £8,000.00 by approximately 134.00%.

She said that the total income to the aforementioned date was almost £8,906.00 which represented 111% of the Revised Estimate.

The Committee NOTED this information.

(b) Youth Club - Arun Youth Projects

The Deputy Clerk referred to a Report, previously circulated, from Emma Biffi, Arun Youth Projects (AYP) Service Manager. She drew the Committee's attention to the unfortunate fact that the challenging behaviours, which it was hoped had been addressed, as referenced within the Report, had sadly resurfaced at the Session held on 9 February 2023. She confirmed that a serious incident had taken place, resulting in a 999 call being made to Sussex Police.

The Deputy Clerk explained that the Session due to be held on the 16 February 2023 had been cancelled as a result of the above mentioned incident, but that the Youth Club would be resuming as normal on the 23 February 2023. She said that the Youth Workers were now working closely with the Police, Social Care and the Anti-Social Behaviour Team at the Arun District Council to try to combat these issues. She added that a Meeting between the Clerk, herself, Emma Biffi and Matt Pollard would take place on 22 February 2023.

The Committee was concerned to NOTE this information and asked that Emma Biffi be invited to attend the next scheduled Meeting of the Committee.

A copy of the Report is attached and forms a part of these Minutes.

9/23

RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager. She particularly referred to the success of the Children's Craft Sessions held within the School Holidays that had significantly assisted in an increase in numbers of visitors to the Museum. She also drew the Committee's attention to the details of the recent, current and planned Exhibitions for the future including the Summer Exhibition that will focus on Princess Marina House including the history and stories of its previous occupants as well as the imminent arrival of the Blind Veterans UK Charity.

The Committee was pleased to NOTE the Report.

A copy of the Report is attached and forms a part of these Minutes.

10/23

WOODLAND PARK SPORTSFIELD - CONSTRUCTION OF NEW CHANGING FACILITIES AND ASSOCIATED RE-CONNECTION OF UTILITIES

The Clerk referred to Minutes 65/22(a) and 298/22 (Full Council Meeting - 28 November 2022 refers) and stated that the Quotations received for the reinstatement/reconnection of the electricity and water supplies at the Sportsfield, namely UK Power Networks in the sum of £7,898.00 including VAT, where applicable and Southern Water in the sum of £6,254.72 including VAT, where applicable had been accepted and orders placed for the works to commence.

She confirmed that a Site Meeting with the Council's Contractors, Ace Drainage and Water Solutions Limited and Barkers Electrical (Rustington) Limited, would be being convened to discuss the works required prior to the reconnection of both the water and electricity supply by the aforementioned main Utility Companies in the near future.

The Committee was pleased to NOTE this information.

11/23 PUBLIC CONVENIENCES

(a) Changing Places Toilet

The Deputy Clerk referred to 16/23 (Full Council Meeting - 23 January 2023 refers) and confirmed that following the submission of the Changing Places Toilet Project Management Agreement between Arun District Council and Rustington Parish Council in early January there had been no further significant progress to report. She confirmed that the detailed design and tender stage of the Project were now underway.

The Committee NOTED this information.

(b) Extension of Public Convenience Cleansing Contract

The Deputy Clerk referred to 32/22 (Full Council Meeting - 23 January 2023 refers) and reported that she and the Clerk had met with Steve Usher, the Senior Business Manager for Biffa in Arun to discuss the future addition of the Changing Places Toilet to the Parish Council's Public Convenience Cleansing Contract 2023-2026. She confirmed that the inclusion of the Changing Places Toilet within the existing Contract specification would cost an additional £4,464.00 per annum, and this additional sum would include any additional deep cleans that may be required because of the specialist nature of the Unit.

Following a detailed discussion, the Committee RECOMMENDED that the additional cost of £4,464.00 per annum be approved and added to the Public Convenience Cleansing Contract when the Changing Places Toilet became operational.

(c) Loo of the Year Awards 2023

The Clerk reported the receipt of an Invitation to, again, enter the Loo of the Year Awards, and reminded the Committee of the great results received in the 2022 Competition in respect of the Parish Council's three currently operating Public Toilet Units. She said that the cost was £148.00 per entry, which would equate to a total expenditure of £444.00.

Following a brief discussion, the Committee RECOMMENDED that the three Public Toilet units should again be entered in the 2023 Loo of the Year Awards.

12/23 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS

(a) Replacement of Hexagonal Wooden Planter - Village Centre

The Deputy Clerk referred to a Quotation from Ferring Nurseries, which had previously been circulated, in the sum of £1,280.00 excluding VAT, for the replacement of the Hexagonal Planter located adjacent to "The Butcher and Deli" shop on the south side of The Street in the Village Centre. She explained that the planter had been in situ for over ten years and that despite several attempts to salvage its integrity over recent years it had now deteriorated and was beyond repair and in urgent need of replacement prior to the installation of the summer bedding scheme.

Following a brief discussion, the Committee RECOMMENDED that the Quotation received from Ferring Nurseries in the sum of £1,280.00 excluding VAT, be ACCEPTED.

(b) Village Centre Brick Planters

The Deputy Clerk referred to Minute 69/22 and confirmed that the urgent works required to the Village Centre Planters had been completed to a high standard on Sunday 5 February 2023. She then reported that it had been very disappointing to learn that one of the planters had subsequently been significantly damaged by a vehicle that had lost control, whilst parking, on Monday 6 February 2023. She confirmed that it had since been repaired and was subject to an Insurance Claim for which the Council would only be liable for an excess payment of £250.00. She added that the total cost of the repair had been £2,110.00.

The Committee NOTED this information.

(c) Commemorative Tree Planting

The Deputy Clerk referred to Minute 54/22(a) and the planting of a Commemorative Tree Planting for the Platinum Jubilee of Her Majesty Queen Elizabeth II. She confirmed that a Lime Tree had now been planted in the raised brick planter adjacent to the La Cucina Restaurant in the Village Centre. She said that a plaque had been ordered and would be in situ in the near future and that a Press Release with Photograph would be issued. The Deputy Clerk confirmed that the Commemorative Tree would be added to the official "Queen's Green Canopy Map".

The Committee were pleased to NOTE this information.

13/23 FESTIVE LIGHTING 2022

The Deputy Clerk reported that the 2022 Festive Lighting Scheme had been a success and that many positive comments had been received. She reminded the Committee that the existing Contract had now concluded but that work had already begun to investigate the possibility of extending the current Festive Lighting arrangements. She added that a Meeting with representatives from the Chamber of Commerce and Store Property Holdings Limited would be arranged to discuss the options available for 2023 and the outcome reported back to Full Council for its consideration and decision in due course.

The Committee NOTED this information.

14/23 VILLAGE CLOCK

(a) Installation of New Clock

The Deputy Clerk stated that the replacement clock had been installed on 14 February 2023. She added that the signwriting and commemorative plaque were still to be added and confirmed that a Press Release with Photograph would follow, upon completion of the remaining works.

The Committee NOTED this information.

(b) Disposal of Old Clock

The Deputy Clerk referred to Minute 113/22 (Full Council Meeting - 25 April 2022 refers) and reminded Members that they had previously expressed an interest in retaining the original Millennium Clock for historical purposes. She reported that the clock, upon removal, was in a very poor condition and due to its size unlikely to be able to be put on display or stored without further deterioration. She confirmed that the plaque from the original clock had been accessioned into the Museum's Collection.

Following a detailed discussion, the Committee RECOMMENDED that the clock be disposed of with one clock face being retained, if possible, and accessioned into the Museum's Collection.

The Clerk referred to Minute 72/22 and reported that the information provided by the Chairman regarding Georgian Gardens Community Primary School being unable to commit to participating in another Competition, had been relayed to Graeme and Andrew Taylor following the last Meeting.

She said that they had expressed their pleasure that the Roger Barwick Room or John de Bohun Room would be renamed to become the Mary Taylor Chamber/Room/Suite, and had also said that they would like some type of wooden memorial, to both of their parents, on display in the re-designated Room at the appropriate time.

Having taken note of the information about the Primary Schools already participating in too many Competitions, Graeme and Andrew had asked if, instead, an Arts and Crafts Competition could be introduced for the local Guide and Scout Groups (Brownies, Cubs, etc.). They had stated that this would be particularly poignant as Mary was a Cub Leader during the 1960s and early 1970s.

Following a brief discussion, the Committee RECOMMENDED that an approach should be made to both of the Guiding and Scout Groups in the Village to gauge their interest in an Annual Arts and Crafts Competition, as suggested by Mary's sons.

16/23 2023 GARDENS COMPETITION

The Committee considered arrangements for the 2023 Gardens' Competition and RECOMMENDED that:-

- (i) The Competition should be divided into six Classes:-

Class 1 - Window boxes, balconies, patio tubs etc. (residential)*

Class 2 - Window boxes, balconies, patio tubs etc. (commercial)*

Class 3 - Front Gardens of any size (including paved Gardens with Patio Tubs) (residential)*

Class 4 - Front Gardens of any size (commercial)*

*(All entries to be clearly visible from the road)

Class 5 - Schools' Competition

Class 6 - Community Gardens

- (ii) Entries should be invited from members of the public, with nomination forms being available from local shops, the Parish Council Offices, the Samuel Wickens Centre, plus the Council's Website and Facebook Page
- (iii) It is anticipated that the Judging Panel would, as in 2022, comprise of three individuals namely the Chairman and Vice-Chairman of the Parish Council and a representative from Ferring Nurseries
- (iv) The prizes should be:-

Class 1 Winner	£ 50.00 plus The Brand Trophy
Class 1 Runner Up	£ 25.00
Class 2 Winner	£ 50.00 plus The Taylor Trophy
Class 2 Runner Up	£ 25.00
Class 3 Winner	£100.00 plus The Championship Cup
Class 3 Runner Up	£ 25.00
Class 4 Winner	£ 50.00 plus The Menage Trophy
Class 4 Runner Up	£ 25.00
Class 5 Winner	£ 50.00 plus The Michael Harwood Cup
Class 5 Runner Up	£ 25.00

Class 6 Winner	£ 50.00 plus The Rustington Resident's Association Trophy
Class 6 Runner Up	£ 25.00

In addition, each prize winner to receive a small shield for retention

- (v) The closing date for nominations to be set as 30 June 2023, with the judging taking place during week commencing 10 July 2023 (subject to the availability of judges)
- (vi) The Cups and Trophies to be awarded on an annual basis and returned each year to the Council for the next Competition. The Presentations of the Awards to be made at the Reception following the Annual Civic Thanksgiving Service, in September 2023.

The Committee again asked the Clerk to make the necessary arrangements for notices to be placed in the participating shops in March 2023, advertising the fact that a Gardens' Competition would be being held later in the year and encouraging participation.

The Committee further RECOMMENDED that each Member of the Council be again asked to nominate an entry for the 2023 Competition, to ensure a good response in respect of nominations received.

17/23 PUBLIC SEATS

(a) Maintenance - Progress Report

The Clerk said that as far as the general maintenance of the seating stock throughout the Village was concerned, refurbishment, including repairs and painting would resume shortly over the Spring and Summer months, but it was anticipated that only emergency repairs would be being undertaken between now and the end of the current financial year.

The Committee NOTED this information.

(b) New Seats - Progress Report

The Clerk reported on the current situation in respect of donated and replacement seats as follows:-

- 1x Seat Recreation Ground - Currently being progressed
- 3x Seats Greensward - 'On hold' until April 2023
- 1x Seat Greensward or Broadmark Lane - 'On hold' until April 2023
- New Seat - Sea Lane (In memory of Harry Clark) - Installed
- Replacement Seat - The Street - Currently being progressed

The Committee NOTED this information.

18/23 BUS SHELTERS

The Clerk reported that she had contacted Biffa regarding the routine clearance of mud, leaves and litter from the Village's main bus shelters and confirmed that Biffa Operatives were now undertaking this duty on a daily basis at no cost to the Parish Council.

She also stated that the Senior Business Manager for Biffa had been most helpful with regard to undertaking an informal survey of the likely cause of the excessive road flooding in Station Road in relation to blocked drains.

The Committee was pleased to NOTE this information.

19/23

FREEDOM LEISURE SUMMER HOLIDAY ACTIVITY SESSIONS

The Deputy Clerk reported that the Council had been contacted by the Healthy Communities Manager for Freedom Leisure, Charlotte Simpson enquiring whether Rustington Parish Council would be interested in hosting a series of "Active Play Sessions" at the Woodlands Recreation Ground during the School Summer Holidays.

She explained that these Sessions had been delivered in several neighbouring Parishes over several years and proved incredibly popular. She added that the two-hour Sessions were free of charge and encompassed sport, games, arts and crafts and a bouncy castle.

She added that the Sessions were aimed at children aged 5-12 years and designed to be inclusive to all despite any socio-economic challenges that families may face as a result of the current cost of living crisis. The Deputy Clerk confirmed that the cost to the Parish Council would be £780.00 which would provide one Session per week for the six weeks.

Following a detailed discussion, the Committee RECOMMENDED that the Freedom Leisure Active Play Sessions be booked for Summer 2023 at a total cost of £780.00.

20/23

MAINTENANCE AND MONITORING OF FIRE AND INTRUDER ALARM SYSTEMS, EMERGENCY LIGHTING, FIRE EXTINGUISHERS AND FIRE RISK ASSESSMENT REVIEWS CONTRACT - 1 APRIL 2023-31 MARCH 2024

The Deputy Clerk referred to Minute 42/21 (Full Council Meeting - 22 February 2021 refers) and reminded the Committee that D-TECT Fire and Security had, at that time, been awarded a 24-month Contract, that was due to expire shortly. She said that a Quotation for the Council's Maintenance and Monitoring Charges for the fire and security systems for all of the Council's facilities, for a further 12-month Contract, had now been circulated to Members for consideration.

She said that D-TECT had advised that given the current financial pressures the cost of the Contract had increased for the first time in four years, to £4,017.43 plus VAT. The Deputy Clerk stated that the price included the addition of monitoring the recently installed CCTV system at The Woodlands Centre and Youth Centre, but confirmed that excluding this additional requirement it was still an increase of 16.5% on the existing Contract.

Following a brief discussion, the Committee RECOMMENDED that a one-year Contract for the Maintenance and Monitoring of Fire and Intruder Alarm Systems, Emergency Lighting, Fire Extinguishers and Fire Risk Assessment Reviews and the Monitoring of the CCTV system at The Woodlands Centre and Youth Centre, at a cost of £4,017.43 plus VAT be awarded to D-TECT Fire and Security.

21/23

SHOWTIME AMUSEMENTS - FAMILY FUN FAIR VISIT - 18-23 MAY 2023

The Clerk reported that a request had been received from Peter Shayler of Showtime Amusements, to once again hold a Family Fun Fair on the North Field at the Woodlands Recreation Ground on the following dates and times:-

Thursday 18 May	6.00 pm - 10.00 pm
Friday 19 May	6.00 pm - 10.00 pm
Saturday 20 May	2.00 pm - 10.00 pm
Sunday 21 May	2.00 pm - 6.00 pm

Following a detailed discussion, during which reference was made to the lack of any significant attendance by Showtime Amusements of a Children's Fun Fair during the Platinum Jubilee Weekend, as had been previously confirmed by the Proprietor, the Committee RECOMMENDED that the request for the Fun Fair visit should not be agreed for 2023.

(Prior to consideration of the following item Councillors Mrs A Cooper and Cooper had declared a personal interest, as the proprietors of a business of which the Contractor was a customer)

22/23 PUBLIC TOILETS - EXTERNAL - THE WOODLANDS CENTRE

The Clerk reported that the Public Toilets (Gentlemen) outside of The Woodlands Centre had been vandalised on 15 February 2023, and some damage to the wall and flooring had been caused by the perpetrators. The incident had subsequently been reported to the Police.

On a detailed inspection of the Toilets by the Leisure and Amenities Officer, Deputy Clerk and herself, she said it had become clear that in addition to the fairly isolated damage, the entire unit was in dire need of refurbishment after many years of only minor redecoration and general maintenance being undertaken. She said that the floor covering needed replacement throughout and total redecoration was also required. She advised that there was also a major leak from the roof in the disabled toilet which had caused the painted ceiling plaster to ‘blow’ and peel, along with the walls, and major works were required. This included the flooring which had become detached from the walls at the joining point and was no longer fit for purpose. She also added that the hand dryer casing had been damaged by the water leak, and would most likely need to be replaced as it was an electrical hazard.

She advised that a quotation had been received and previously circulated, in respect of the roof and refurbishment works, excluding the flooring, from Isted Builders in the sum of £5,890.00. She said that the quotation from Highdown Carpets for the replacement of the flooring in all three units was currently awaited, but she estimated that it would be between £2,500.00 and £5,000.00.

She further stated that there was a credit balance of approximately £5,500.00 in the Building Improvements Fund, which could be utilised towards the required refurbishment works and roof repairs, and the remaining expenditure which she estimated could be in the region of £4,000.00 could be met from balances, if this proved to be necessary.

Following a further detailed discussion, the Committee RECOMMENDED that, in the interests of public health and safety, and the critical need to undertake the above works on an urgent basis, to ensure the continued provision of this extremely well used facility, the Clerk be AUTHORISED to expend up to a maximum of £10,000.00 to refurbish all of the three public toilet units at The Woodlands Centre, including the major roof repairs required to The Woodlands Centre building, the funding for which should be met from the Building Improvements Fund Vote and balances.

23/23 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the dates for future Meetings had been agreed at Full Council (Minute 263/22 refers) and were as follows:-

12 June 2023, 31 July 2023 and 13 November 2023

There being no further business the Meeting concluded at 7.55 pm.

Chairman: Date:



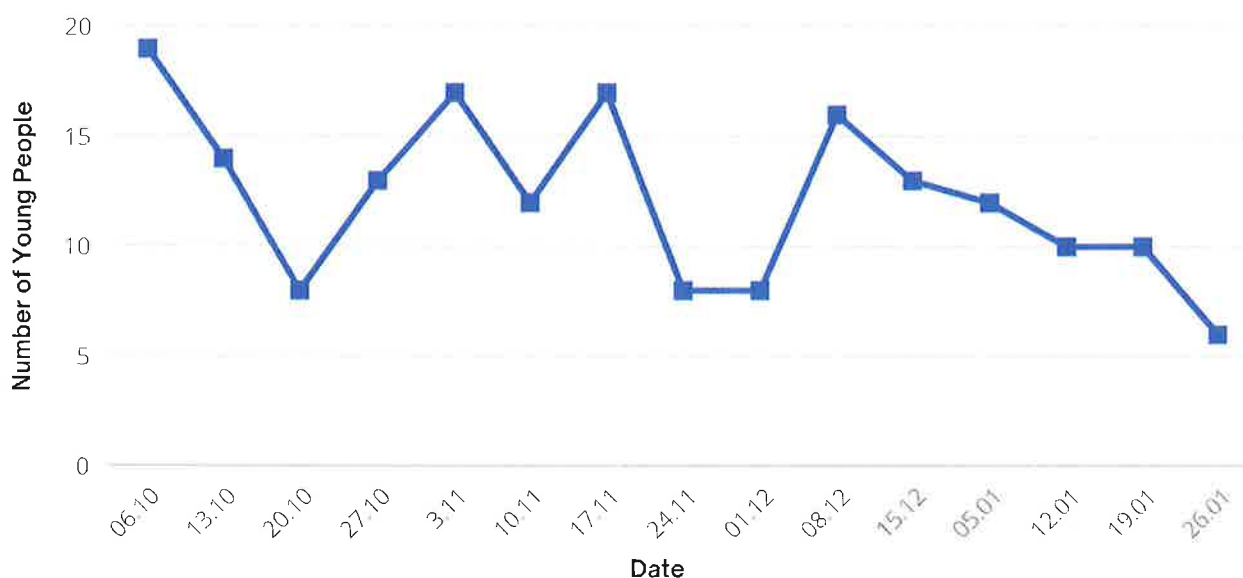
Rustington Youth Centre Update: Oct 22' - Jan 23'

Introduction

The report will provide information on the current Rustington youth club sessions, including attendance data, the number of sessions delivered, the number of different young people attending sessions, as well as a breakdown of attendance by age and gender. The report will also provide information on session content and information on recent bursary applications completed by young people attending RYC sessions.

Attendance Data

Every Thursday - School Years 7-11

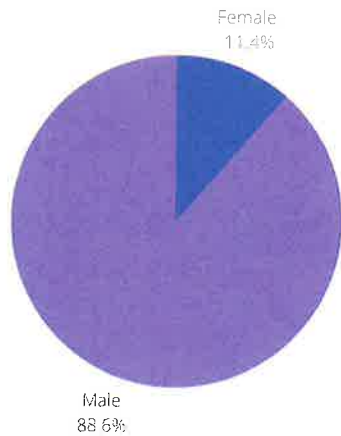


Fortunately, due to recent intervention meetings with one male attendee, their parent, Matt Rookes (Anti-Social Behaviour Officer) from the ASB team and Matt Pollard (WIC), some of the challenging behaviour we were dealing with recently has now calmed down. We have welcomed the young person back into the Centre with new boundaries and expectations and this seems to be making a positive difference to the overall behaviour of the groups.

The average attendance across this reporting period is around 12 , with a high of 19 young people at the beginning of October. Attendance declines at the end of October before increasing again in November.

We were closed for two weeks over the Christmas Break as normal but welcomed young people back into the Centre from Thursday 5 January. Attendance in January has been lower than we would expect but hopefully this will increase as we move into the lighter nights.

Attendance Data

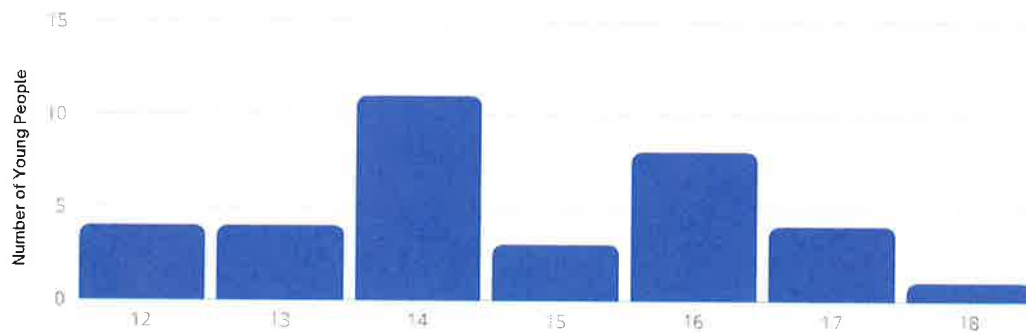


Gender

The chart shows the gender breakdown of the young people attending the RYC sessions. The data shows a similar trend to gender data present in other AYP sessions with the majority of young people attending AYP sessions being male (23). There is small decrease in male attendees compared with data recorded in the previous report.

12 female young people attended sessions in this reporting period. This reflects the same level of data recorded in the last reporting period.

Age



The graph shows the age breakdown of the young people. The graph highlights the highest level of engagement comes from the 14 and 16 year-olds.

In this reporting period:

171 different engagements over 15 sessions.

35 different young people.

14 Young People attended four or more sessions.

Bursary Applications

AYP Bursaries offer small sums of money to allow local young people aged 11-18 to pursue their interests.

Young people can complete a simple application outlining why they need the sum of money, what they would like to purchase and how much they need.

Applications are approved by a panel of young advisors selected from our youth service. Not all bursary applications will be granted, but the panel will grant sums of money to applications that they feel would be most beneficial.

In this reporting period we received two bursary applications from two young people currently attending our RYC sessions.

£300 – Cheerleading Club Annual Fees – For a 14 year old female:

This money would be spent on my Cheerleading competition and training fees. I train for Sussex Tornados Cheerleading, which is based in Littlehampton.

'This will benefit me because it will enable me to pursue the sport that I love. It will allow me to keep physically healthy and mentally healthy as well. It will also help my parents massively because they won't have to pay as much for my sport which will positively affect my family's life. I started cheerleading in 2018 and have experienced a huge amount of happiness and excitement from taking part in this particular sport but this year has been a struggle for many families due to financial pressure so me and my family would be very grateful for contribution.'

£105 – Nike Football Boots – For 14 year old female:

I currently play for a local girls football team.

'This would benefit me because I would stay fit and active by playing football which will affect my mental and physical well-being in a positive way.'

Session Highlights

Over the last four months we have focused on the following topics during our sessions:

- Education around cannabis misuse.
- Education around confidentiality and consent.
- Activities to highlight vaping dangers.
- Advice on career and college options.

Report for Museum Sub-Committee / L & A – February 2023

Documentation

Volunteers are being recruited and trained to use MODES on the Museum's laptop so that records can be transferred over to the new MODES database. This means that staff can continue using MODES whilst the laptop is in use and records can be checked before transfer.

New items are still being accepted into the Museum Collection and put into a dedicated area until they are fully listed on MODES. Then their permanent locations can be recorded.

There are no changes to report to the number of new entries entered on MODES (currently 3506), although existing entries are continuing to be updated with photos and location details.

Disposals

Items for Disposal

There are no items up for consideration at this time.

Acquisitions Highlights

(For photos of the objects see Appendix A)

New Objects

A mug and two cards with modern photos from Pier Road Coffee and Art:
Contemporary collecting of items relating to Rustington

Call for Loans:

The Museum is looking for community involvement for the Summer Exhibition about Princess Marina House and Blind Veterans UK. Some people have already come forward with photos following promotion on social media. Adverts and posters will be circulated at least once a month in the lead up to the exhibition.

The Community Case is currently being used by a member of the public who wanted to showcase their model soldier collection and antiques. There is also an unusual item called a zograscope on display. Collections on loan from the public in this way are not necessarily linked to Rustington, but a way of engaging with the public. The cases are also available for Rustington Community Groups to showcase their work or simply help promote themselves.

Handling Collection

No additional items

Social Media

Facebook

The Museum's Facebook page continues to grow in support, and the page has 519 followers, up 22 (25/01/2023).

Twitter

The Museum Twitter account, @RustingtonMuse1, has 181 followers, up 22 (25/01/2023).

Website

This is kept updated with the Talks Series, 3 events in advance, and new case displays.

Events

The Talks Series is being held at the Museum.

David Donovan	Glass House Research Institute	48 attended	19 Oct, 2-4pm
Angela Tester	Littlehampton Suffragettes and connections to Rustington.	42 attended	16 Nov, 2-4pm
Brian Day	Wildlife Extinctions Change in title from Rustington Players who had to cancel due to illness	10 attended	14 Dec, 2-4pm
Sylvia Endacott	'Blue and commemorative plaques – in Bognor Regis' Cancelled due to low expected number		18 Jan, 2-4pm

Forthcoming talks:

Tim Baldwin	Artists in Sussex	15 Feb 2023, 2-4pm
Peter Walton	"Famous Faces" in Littlehampton and surrounding area	22 Mar 2-4pm
Dr Kathryn Ferry	Seaside Architecture	19 Apr 2023, 2-4pm
Southdown Singers	Evening of singing and the songs history	24 May 7-9pm

People can book online using Eventbrite, or by contacting the Museum direct.

Visitor figures:

See details in Appendix B.

Visitor figures are recorded daily on a spreadsheet.

The family activities held in the Summer were popular and more were held during October half term with a Hallowe'en theme to the crafts. Valentine's Day themed crafts are planned for February Half Term.

Christmas Crafts in December received very positive feedback. A mailing list has been started to alert people of the next sessions.

What did you like most? (Christmas Crafts):

- "Fun activity, lots of crafty bits to use - kids loved it"
- "Very hands on, free flowing activity, great for all ages"
- "The variety of colouring, stickers, welcoming and spacious"
- "Very well organised, lovely items to use. Clean, friendly & polite – wonderful"
- "The equipment was fantastic. Very well organised and calm"

Outreach

A Rustington postcard has featured in a book titled "The Postcard History of Dublin", by the Little Museum of Dublin, as coincidentally one of the Museum's postcards has the same image as a Dublin one. Permission was sought and granted, and a copy of the book has been received.



Page of the book featuring the Rustington postcard.

The Museum was also able to help add information to an entry on Lieutenant Aime Antoine Leger for the Canadian Virtual War Memorial Website. Lieutenant Antoine died in an air crash at Rustington, and the incident was recorded at the time in the publication "Scribble" October 1917 edition. A scanned copy of the article was sent and included on the website:

<https://www.veterans.gc.ca/eng/remembrance/memorials/canadian-virtual-war-memorial/detail/402668>

Exhibitions

August 2022 – February 2023: "Artistic Rustington"

This exhibition is now concluding with an element of overlap with the Church Exhibition as paintings will remain on the walls until collected and able to be returned to the store.

February – June 2023: Vicars and Churches

Looking at the history of the Churches in the Village and some of the vicars, using the Museum Collection and contributions from Churches Together.

May 2023: Coronation

A display of Coronation memorabilia from the Museum Collection and loans from the public in the Community Cases. The Museum will also actively collect material related to King Charles III's Coronation including newspapers published at the time.

June – October 2023: Princess Marina and Blind Veterans UK

A Community Exhibition looking at the history and stories of the Charities that have been and will be using the site. Using Museum Collections, loans from the public and archives from the Charities.

October 2023 – May 2024: Rustington's musical connections

As reported to the November meeting the Autumn Exhibition will look at the musical connections in the village, including Sir Hubert Parry, Dame Ethel Smyth and the more recent Crazy Gang.

Early 2024: The Lido

Using Museum Collections and asking for people's own memories and objects, the story of The Lido. A similar Exhibition was delivered several years ago at the old Museum and was very popular.

Museum Shop

Discussions have been had with Sheila Marsden from the RHA regarding additional items to be sold at the Museum, including fridge magnets and coasters. These have images from the Village taken from postcards in the Museum Collections. A percentage of each sale will be income for the Museum.

Work by Julie

The postcard cataloguing work continues as more are purchased by the RHA and scanned material come back in.

The volunteers organised by Julie have been very helpful with the Family Craft sessions and she continues to co-ordinate them for future events. There are two volunteers in attendance for each session plus a member of staff.

Work by Volunteers

A volunteer is working their way through a batch of old Sussex magazines from Graeme Taylor for references to Rustington. Once complied, this information can be used in research and future displays.

Claire Lucas

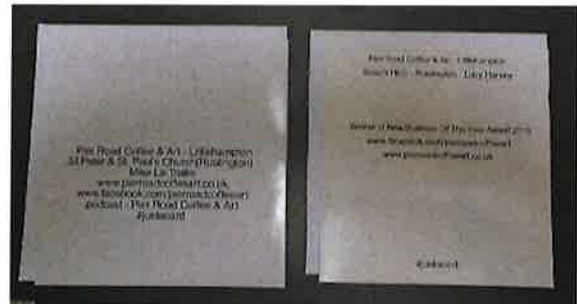
25 January 2023

Appendix A

New mug and cards from Pier Art Coffee and Art



"I followed my heart, and it led me to the beach"



Appendix B – Visitor Figures

July	502	170	Summer holiday crafts, talk on 20th
August		214	Summer holiday crafts, talk on 17th
September		118	Talk on 21st
October	629	329	Hallowe'en crafts, talk on 19th
November		168	Talk on 16th
December		132	Card crafts, talk on 14th

The Museum had Family Crafts in October half term which were very well attended, with extra tables needed and again in the Christmas Holidays, but mornings only.

Breakdown of busiest times in Museum:

July to September			October - December		
9 - 10am	29		9 - 10am	16	
10 - 11am	76		10 - 11am	119	Craft sessions
11am - 12pm	61		11am - 12pm	125	Craft sessions
12 - 1pm	61		12 - 1pm	48	
1.30 - 3pm	139	Inc. 2 x talks (2-4pm)	1.30 - 3pm	170	Inc. 2 x talks (2-4pm)
3 - 4pm	64		3 - 4pm	66	
4 - 5pm	40		4 - 5pm	37	
7 - 9pm	32	Evening talk	7 - 9pm	48	Evening talk
	502			629	