

RUSTINGTON PARISH COUNCIL

LEISURE AND AMENITIES COMMITTEE

MINUTES: of the Meeting held on 12 June 2023

PRESENT: Councillors Mrs A Cooper, A Cooper, Mrs P Gregory, Mrs S Partridge, G Tyler and P Warren

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

24/23 ELECTION OF CHAIRMAN

It was proposed that Councillor Mrs Cooper be elected Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Mrs Cooper be elected Chairman for the ensuing year.

25/23 ELECTION OF VICE-CHAIRMAN

It was proposed that Councillor Tyler be elected Vice-Chairman of the Committee for the ensuing year.

The Committee RESOLVED that Councillor Tyler be elected Vice-Chairman for the ensuing year.

26/23 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bennett (Personal), Ceiriog-Hughes (Indisposition) and Rogers (Personal). These apologies were accepted by the Committee.

27/23 DECLARATIONS OF INTEREST

There were no declarations of interest by Members.

28/23 MINUTES

The Minutes of the Meeting held on 20 February 2023 were signed by the Chairman as a correct record.

29/23 APPOINTMENT OF REPRESENTATIVES ON THE SPORTS FACILITIES SUB-COMMITTEE

The Deputy Clerk advised that Representatives should now be appointed on the Sports Facilities Sub-Committee and the Committee AGREED as follows:-

Councillors Bennett, Mrs Cooper, Cooper, Mrs Gregory and Tyler

30/23 WOODLANDS RECREATION GROUND

(a) Rustington Football Club

The Deputy Clerk reported that she continued to be in regular contact with representatives from Rustington Football Club (RFC) and confirmed that the following update had recently been received:-

- A new larger Committee had been established and James Bennett had been elected as Chairman with Brett Neal as Vice-Chairman
- The Club had welcomed Terry Dodd as the new First Team Manager assisted by Luke Huggett

- Six Teams had been registered for the 2023/24 Season, including the First Team, Under 16's, Under 15's, Under 13's, Under 8's and Rustington Raiders' Under 15's. The Under 8's would play at Georgian Gardens Community Primary School and the Rustington Raiders Under 15's would play at the Southfields Recreation Ground, if there was no availability at the Woodlands Recreation Ground
- RFC had confirmed that the Club had now officially agreed a partnership with Rustington Raiders and both Teams were working towards the creation of a Rustington Community Football Club
- RFC were planning a Family Fun Day over the Summer Holiday period but a date was yet to be confirmed.

The Deputy Clerk confirmed that RFC had met with representatives from Rustington Otters Youth Football Club to discuss the future development of a Community Football Club. She confirmed that these discussions would be ongoing.

The Committee was pleased to NOTE this information.

(b) Rustington Sports and Social Club - Renewal of Lease from March 2024

The Clerk reminded the Committee that the current 20 year Lease on the Sports and Social Club building was due to expire on 24 March 2024.

She said that she had enlisted the services of the Council's Solicitors, Warwick and Barker, and its Surveyor, Martin Rackham, to progress entering into a possible further 20 year Lease.

She said that she had met with the Council's Solicitors earlier in the year, who had suggested that the Surveyor should commence the process by making an approach to the Sports and Social Club to agree Heads of Terms for the Lease, e.g. the length of the Lease, the Annual Rent and Schedule of Rent Reviews, etc. The Solicitors had also advised that the Council might wish to consider preparing a separate Licence for the external licensed area which, with the Council's agreement, did encroach onto the Recreation Ground albeit very minimally.

She said that the Surveyor had inspected the building and had suggested that the Lease could be renewed with an amendment regarding the use of the extended patio, as per the terms set out in the Council's letter to the Club dated 28 August 2020, but this would be subject to further discussion. He was also suggesting a commencing rent, taking account of the fact that the rent had not been increased since 2014, and also the increased footprint with the extended patio area.

She then advised that the Surveyor had now prepared the Heads of Terms for negotiation with and agreement by the Club (or its surveyors). Once these had been agreed, the Solicitors would become formally involved in the process. However, one point that the Solicitors felt needed to be borne in mind was that if the new Lease was not completed within six months of the expiry of the current Lease ie. September 2023, then the serving of a Notice to formally bring the existing Lease to an end needed to be served, so there was no period of holding-over under which the Tenant would be able to continue to pay the existing rent.

Following a detailed discussion, the Clerk was asked to discuss the proposed annual rent figure with the Council's Surveyor, prior to the Heads of Terms being agreed and negotiated with the Sports and Social Club.

The Clerk said that she would report back to the Full Council on all progress in this matter as soon as practicably possible.

The Committee NOTED this information.

(c) Storage of Grass Cuttings at the Recreation Ground

The Deputy Clerk reported that she had previously circulated an email, that had been received by Councillor Mrs Cooper, from a user of the Recreation Ground expressing their concerns regarding the placement of grass cuttings in the "Wildlife Area" and the potential harm to dogs if eaten. She then referred to Minute 60/22(d) and reminded the Committee of the Council's previous decision to take no further action with regard to altering the location of grass cuttings at the Recreation Ground.

The Leisure & Amenities Officer confirmed that this area was the most suitable in terms of practicality of off-loading the cuttings, given the machinery and equipment at his disposal. He also confirmed that the area was a haven for insects and wildlife and had been chosen as it was the most excluded area on the Recreation Ground and had the added value as a deterrent for Anti-Social behaviour, that had previously occurred in that corner.

Following a detailed discussion, the Committee RECOMMENDED that the grass cuttings should continue to be deposited in the 'Wildlife Area' for the foreseeable future.

31/23 THE WOODLANDS CENTRE - 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 to 31 May 2023 was currently above the 2023/2024 Estimate of £51,500.00 by approximately 5.5%.

She said that the total income to the aforementioned date was £9,051.15 which represented over 17% of the Estimate.

The Committee was pleased to NOTE this information.

32/23 SAMUEL WICKENS CENTRE - 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 to 31 May 2023 was currently below the 2023/2024 Estimate of £11,000.00 by 1.75%.

She said that the total income to the aforementioned date was £1,801.25 which represented 16% of the Estimate.

The Committee NOTED this information.

33/23 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 to 31 May 2023 was currently above the 2023/2024 Estimate of £8,500.00 by approximately 78%.

She said that the total income to the aforementioned date was almost £2,516.87 which represented 30% of the Estimate.

The Committee NOTED this information.

(b) Youth Club - Arun Youth Projects

The Deputy Clerk referred to a Report, previously circulated from Ms Emma Biffi, Arun Youth Projects (AYP) Youth Service Manager for the period February to May 2023. She explained that she was sad to report that Ms Biffi would be leaving her role at AYP after over ten years of service to the young people of

the East Arun District. The Deputy Clerk reported that the Youth Service Manager vacancy was currently being advertised with interviews scheduled for July. She confirmed that although Ms Biffi had already taken up a new post, outside of the organisation, she would still be the main contact for any concerns relating to AYP until a new postholder was in place.

The Committee expressed its thanks and appreciation and asked that these be passed on to Ms Biffi for her hard work and dedication in respect of the Rustington Youth Club.

The Deputy Clerk then referred to Minute 8/23(b) in respect of the previously reported challenging behaviour at the Club. She confirmed that the Club had remained open, with the exception of staff sickness and holiday, which had caused it to close for four sessions. She added that attendance at the Youth Club had been disappointingly low at times but that this could have been as a result of the disruption caused by the poor behaviour demonstrated by some of the young people, which may have in turn had a negative impact on individuals desire to attend. She confirmed that following intervention by Sussex Police and the addition of an external Security Company funded by the Parish Council, over the course of a single week that the issue of anti-social behaviour at the Recreation Ground had abated for now.

The Committee NOTED this information.

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

34/23 RUSTINGTON MUSEUM

The Deputy Clerk referred to a Report, previously circulated, from the Museum Manager.

She then explained that the Museum Manager was seeking approval for the disposal of six items related to the World Wars, as detailed within her Report, which were not deemed to have a link to Rustington and did not fall within the Museum's Collections Development Policy.

Following a brief discussion, the Committee RECOMMENDED that the six objects highlighted within the Report should be disposed of.

The Committee was pleased to NOTE the remainder of the Report.

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

35/23 WOODLAND PARK SPORTSFIELD

(a) Rustington Otters Football Club

The Deputy Clerk reported that the delivery of the new Changing Room Unit had taken place in May and the reinstatement/reconnection of water and electricity was scheduled for July.

She then provided the following update regarding other matters relating to the Club: -

- The Club had 18 teams registered for the next season from Under 6 to Under 18
- The training group on Saturday mornings would continue, so far 40+ children had joined that group to learn, 12 children had integrated into playing teams and a new Under 9 team had been established as a result. It had proved to be most successful, giving children the chance to enjoy the foundations of football, without the stress of competitive games
- The Club had applied for a free defibrillator from a fund set up by the Premier League and had been successful
- The Club had also successfully applied for a Football Foundation grant for 35% of the cost of new 11 v 11 goals - these would be high quality ready to go goals, on wheels
- 'Kick It Out' Accreditation had been achieved

- The Club were halfway to gaining The Sussex FA Equality Charter (only one grassroots Club in Sussex had this award)
- The Club had applied to the FA to be part of two girls training only programmes - Weetabix Wildcats (5 - 11) and Squad Girls (12 - 14)
- The Club had secured a 2-year shirt sponsorship deal with Store Property Investments Limited.

The Committee was pleased to NOTE this information.

(b) Possible Extension of Lease

The Clerk reported that she was finally able to advise that a Meeting with County Council Officers would be taking place on 5 July 2023, as it had been agreed, in principle, that the Council's Lease could be extended, as well as consents being granted for the Changing Room Unit and associated fencing, subject to prior satisfactory agreement on terms.

She said that the initial comments from the County Council were as follows:-

1. *The Parish Council to surrender their current lease in exchange for a longer lease of 14 years computed from 2023, with, again, security of tenure afforded by the Landlord and Tenant Act 1954 excluded. There would need to be an ability for the County Council to break the lease earlier on a year's notice but the expiry of such a notice would not be before 21st February 2030.*
2. *There will need to be a revised rental and further rent review mechanism agreed (we have not actioned the 2023 rent review laid down in the lease as yet, and the 2019 rent review was also not actioned, so the rent passing is now historic, and this needs to be taken into account in a new lease).*
3. *The new lease would permit subletting of part, not the whole, on the basis to be laid down in the new lease with prior County Council consent (there is no such right in the current lease), and with this in mind a subletting by the Parish Council to Otters of the compound/changing room site could be permitted on those terms laid down which would include that:- the sublease is first approved by the County Council, that it is specifically granted for no longer than the new lease less five days, that it includes a similar break option as per the Parish Council's new lease, and that it is excluded from the security of tenure afforded by the Landlord and Tenant Act 1954.*
4. *With regard to the Otters' Works for which they have achieved planning permission, these could be authorised by way of a licence for alterations signed by all three parties.*
5. *The Works would need to be insured by Otters/Parish Council.*
6. *All the transactions would need to be completed simultaneously, so that the works could not be started until full completion of same.*
7. *The County Council will be expecting a contribution towards its legal costs and surveyors' fees in drafting and completing the lease and other agreements.*

She explained that, unfortunately, due to the length of time that it had taken to get to this point, where a Meeting date had been confirmed, a number of the items above had been overtaken by events, but she had advised the County Council of the lead up to and current position in respect of the new Changing Room/Toilet Unit as follows:-

The Rustington Otters Football Club has, for many years, wanted to replace the previous changing pavilion/toilets (agreed as part of A/52/86 and cited in the original Lease - 3(4) refers) with a similar temporary structure, but had been unable to do so because of the remaining length of the current Lease not fulfilling the criteria of the funding sources that might be prepared to support such a Project. However, last year, a local private donor, namely Store Property Investments Limited, agreed to

fund a Portacabin type Changing Room/Toilet Facility, for which Planning Permission was subsequently granted (A/242/22/PL), to replace the previous building which was demolished and removed in 2010.

There are no consents or conditions attached to the funding that has been granted to the Club, and no official agreements between my Council and the Club have been made at the present time.

The new temporary structure is being installed today (4 May 2023) on the same footprint as the previous building.

The Football Club will, be responsible for the Insurance of the building, together with all utility bills (payment for which will be made by the Parish Council and recharged to the Football Club). The Parish Council has funded the total cost of the reinstatement of both electricity and water/drainage supplies by UK Power Networks and Southern Water respectively.

For your further information, my Council does not charge/has never charged the Football Club for the hire of the pitches at the Sportsfield, although a very minimal charge has been made for the periodic marking up of the pitches used.

The Clerk concluded by confirming that she would provide a verbal Report of the Meeting with the County Council and any associated progress made in this regard at the next Committee Meeting on 21 August 2023.

36/23 PUBLIC CONVENIENCES - CHANGING PLACES TOILET

The Deputy Clerk referred to Full Council Minute 111/23 and confirmed that arrangements to utilise the adjacent Church Hall Car Park had been confirmed. She added that the Clerk had contacted The Oak Project with regard to a choice of colour for the “feature wall” in the new Unit and that this information had been relayed to the District Council in their capacity as Project Manager for the development of the Changing Places Toilet.

She also confirmed that the specification for the external doors and the blocking up of windows had been discussed with the Senior Surveyor at Arun District Council. She explained that the expected date for the completion of the Project was now estimated to be February 2024 at the latest, as a result of design delays in respect of Changing Places Toilets being established in other parts of the Arun District.

The Committee NOTED this information.

37/23 ANNUAL PLANTING AND MAINTENANCE OF AMENITY AREAS

(a) Additional Floral Display - Ash Lane

The Deputy Clerk stated that Sarah Wickens, Managing Director of Store Property Investments Limited (SPI), had approached the Council regarding the development of a new floral planting bed on the eastern side of Ash Lane to the front of number 22. She explained that this land had recently been cleared by SPI and that they would now like to enhance the area with landscaping to compliment the established planting on the western side of the road, thus making an attractive and welcoming gateway into the Village. She added that the Committee may like to consider adding this to the existing Council Contract held with Ferring Nurseries to be sponsored by SPI, or alternatively she explained that SPI could undertake its own separate arrangements.

Following a brief discussion, the Committee RECOMMENDED that the new Floral Display in Ash Lane be added to the Council’s Floral Planting Contract. It was further RECOMMENDED that a formal sponsorship arrangement be entered into with Store Property Investments Limited to cover the cost of the installation and ongoing maintenance of the Floral Display.

(b) Summer Planting Scheme

The Deputy Clerk reported that the installation of the Summer Planting throughout the Village was now nearing completion and that the new Hexagonal Wooden Planter (Minute 12/23(a) refers), had been installed on Saturday 10 June 2023.

The Committee was pleased to NOTE this information.

38/23 FESTIVE LIGHTING 2023-2027

The Deputy Clerk referred to Full Council Minute 88/23 and confirmed that a Full Scheme Supply and Installation five-year Contract had now been agreed with Event Power Engineering Limited at an Annual Cost of £14,500.00. She explained that the new Scheme would include the wrapping of the natural trees that lined The Street and that 14 lamp columns would be decorated with lighting boas as opposed to motifs. She added that the Abbotswood Memorial Poppies would be dressed as in previous years along with the uplighting of trees within the St Peter and St Paul Churchyard. She confirmed that Store Property Investments Limited would be contributing to the cost of the Scheme by approximately £8,000.00 per annum.

The Committee was pleased to NOTE this information.

39/23 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 was underway both along the Greensward and at various other locations within the Village and would be continuing throughout the Summer months.

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:-

- 1 x Seat Recreation Ground - Scheduled for installation on 27 June 2023
- 4 x Seats Greensward - Donor requests currently on hold
- 1x Seat Greensward or Broadmark Lane - Donor request on hold - Awaiting completion of survey of all Seats
- Replacement Seat - The Street - Currently being progressed

The Committee NOTED this information.

40/23 BUS SHELTERS

The Clerk reported that a number of the Wooden Bus Shelters had been subject to some graffiti during the Winter months and this had been painted over as a temporary measure. She said that one of the aforementioned Shelters had been repainted inside (In front of Rustington Hall) and the outside of the Shelter would also be repainted within the next few weeks.

She said that the cleansing of the Shelters was continuing to be undertaken by Biffa, with more regular inspections and cleansing of the Beach Shelter being undertaken by the Council's Contractors.

The Committee NOTED this information.

41/23 VILLAGE CLOCK

The Deputy Clerk reported that, unfortunately, the quality of the finish of the clock had begun to deteriorate. She explained that some of the castings had not been finished to the expected standard but following discussion with the Supplier it had been confirmed that their engineers would return, at no additional cost to the Council to site to clean, refill and paint the areas affected on 27 June 2023.

The Committee NOTED this information.

42/23 NOTICEBOARDS

The Deputy Clerk reported that two new noticeboards had finally been delivered and installed, one at the front of The Woodlands Centre and the other adjacent to the “Cook” Shop in the centre of the Village.

The Committee were pleased to NOTE this information.

43/23 USE OF THE SAMUEL WICKENS CENTRE - THE PLATINUM SOCIAL CLUB

Mrs Harris, Finance Manager/RFO referred to email correspondence, previously circulated, from the Co-ordinator of the Platinum Club, Ms Annet Ziraba. She explained that the Platinum Club was requesting additional storage space to facilitate a new Arts and Crafts session in the Community Hall at the Samuel Wickens Centre. Mrs Harris confirmed that the Platinum Club was already utilising a substantial proportion of the storage space available, with the remaining space being retained for other potential future hirers.

Following a detailed discussion, the Committee RECOMMENDED that, unfortunately, the Council could not allocate any additional storage for use by the Platinum Club, due to the limited nature of the space available to accommodate all hirers of the Community Hall.

44/23 EXCLUSION OF THE PUBLIC AND PRESS

The Committee, pursuant to Section 100 of the Local Government Act 1972, RESOLVED that Members of the Public and accredited representatives of the Press be excluded from the Meeting because of the confidential nature of the next item of business to be transacted.

45/23 RUSTINGTON CRICKET CLUB - FUTURE MAINTENANCE OF THE CRICKET SQUARE

The Deputy Clerk referred to Full Council Minute 45/23 and Leisure and Amenities Committee Minute 5/23(a) and reported that she had previously circulated a letter from the Rustington Cricket Club detailing a proposal for future funding, should the Cricket Club retain responsibility for the ongoing maintenance of the Cricket Square.

Following a detailed discussion, the Committee RECOMMENDED that this matter should be REFERRED to the Sports Facilities Sub-Committee to consider the request further, meet with representatives from the Cricket Club, etc., and then report back to the Full Council or Committee as soon as practicably possible.

46/23 DATES OF FUTURE MEETINGS

The Chairman reminded the Committee that the dates for future Meetings had been agreed at Full Council (Minute 103/23 refers) and were as follows:-

21 August 2023 and 13 November 2023

There being no further business the Meeting concluded at 7.35 pm.

Chairman: Date:



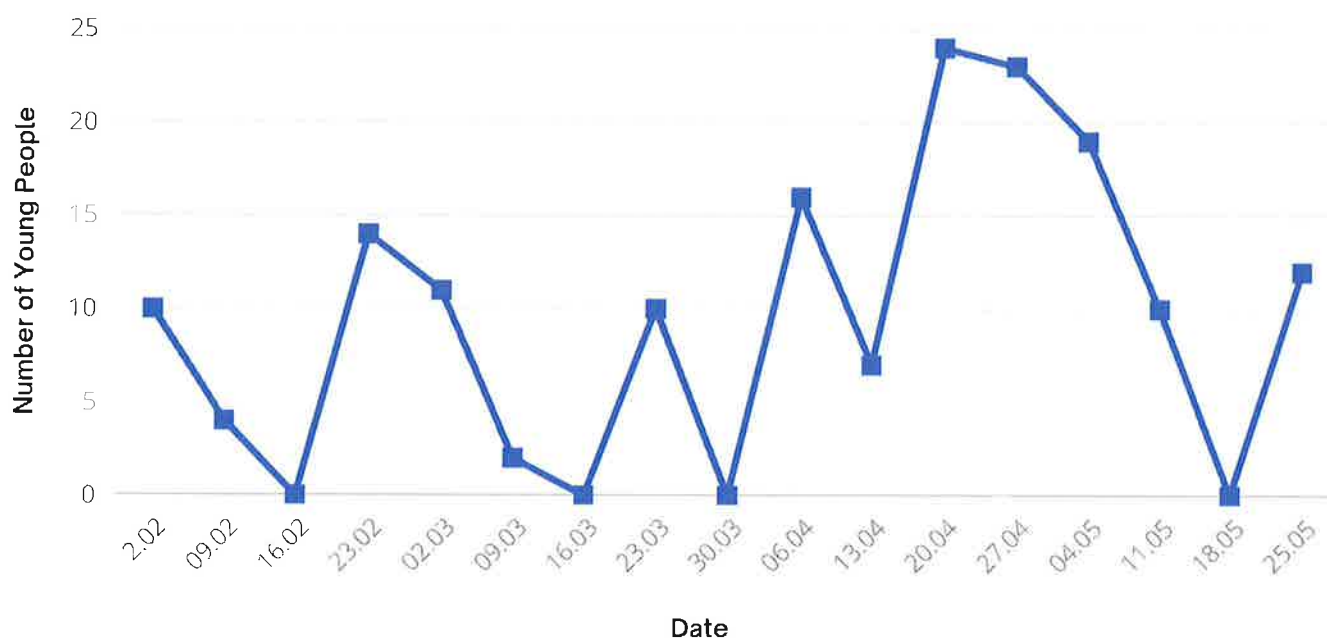
Rustington Youth Centre Update: Feb – May '23

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.

Attendance Data

Every Thursday – School Years 7–11

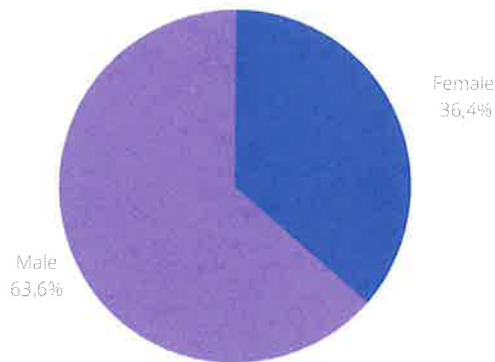


The average attendance across this reporting period is 12, with a high of 24 young people in April after a period of very low attendance throughout February and March. Attendance declines steadily again from the middle of April through May. But does pick up again at the end of the month with 12.

Unfortunately, due to staff illness and absences, this reporting period saw four session closures.

Attendance Data

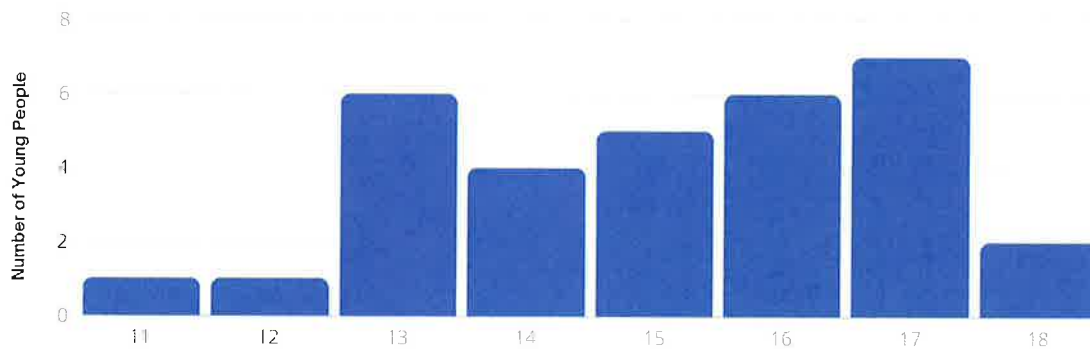
Gender



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 (21).

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

Age



The graph shows the age breakdown of the young people. The graph highlights the highest level of engagement comes from the 13, 16 and 17 year-olds.

In this reporting period:

162 different engagements over 13 sessions.

33 different young people.

14 Young People attended four or more sessions.

Report for Leisure & Amenities Committee – 12 June 2023

Documentation

There are no changes to the entries entered on MODES, although existing entries are being updated with photos and location details. There have been new acquisitions (see Acquisitions Highlights below) and these will be added to the database by volunteers.

All paperwork is up-to-date, and photos are taken of new additions to the Collection to aid future identification.

Grant Application

A grant application has been re-submitted as part payment towards art racking for the store at the Woodlands Centre. The current storage area for art and wall hanging, is no longer suitable and more space is needed. Artworks are stacked on the floor, making access very difficult and risks them being damaged. The art racking will give the art a dedicated area, keeping them safe and improving access to them. Alongside this, it will be an opportunity to fully catalogue the art, take photos and ensure they are covered appropriately with either acid-free tissue or Tyvek covers.

The maximum grant of £1000 is being applied for from South East Museum Development

Disposals

Items for Disposal

There are six items that require consideration for disposal which relate to the WW1 and WW2. They were purchased for previous Exhibitions by the previous Curator and have no connection to Rustington. There are no future exhibitions planned in which these could be used as preference is given to Rustington based artefacts.

A proposed destination is the Shoreham and Littlehampton Forts. They are developing a new Museum exploring military heritage and are interested in collecting items from a variety of eras for the displays. They are also hoping to start working towards gaining Accreditation.

<https://www.shorehamfort.co.uk/>

The Committee Members are asked to approve these disposals.

For photos and details see Appendix B.

Acquisitions Highlights - *For photos of the objects see Appendix A*

New Objects

1. Items relating to the Coronation of King Charles III
2. Photos of The Brough House and its Wendy House from Mr Kim Leslie, taken during the demolition of the house and the Wendy House. Their location is now where The Gilberts Estate on Sea Road is sited.

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. Promotion in the lead up to the Exhibition, that is due to start in mid-June, will begin shortly.

Handling Collection

No additional items

Social Media

Facebook

The Museum's Facebook page continues to grow in support, and the page has 549 followers, up 30 (16 May 2023).

Twitter

The Museum Twitter account, @RustingtonMuse1, has 199 followers, up 18 (16 May 2023).

Website

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

Events

The Talks Series continues to prove popular with the following attendance recorded:

Tim Baldwin	Artists in Sussex	22	15 Feb, 2-4pm
Peter Walton	"Famous Faces" in Littlehampton and surrounding area	40	22 Mar , 2-4pm
Dr Kathryn Ferry	Seaside Architecture	32	19 Apr, 2-4pm
South Down Folk Singers	Evening of singing and the songs history	60	24 May, 7-9pm

The Singers will be hosted in the Community Hall to seat a larger audience and the singers. At time of writing, the event is nearly fully booked!

The Museum had half-term crafts in February (14-16 February, 10-1pm) making paper flowers and wool hearts. The event was very well attended and enjoyed by all. Some comments from the attendees were as follows:

"The activities were fun and accessible – the staff and volunteers were so friendly and patient. Thank you".

"Lots of variety of crafts, friendly".

"Creative activities which suit a wide range of ages".

Forthcoming Talks:

Jo Parker-Smith	History of St Dunstan's and Blind Veterans UK	21 June, 7-9pm
Jim Bagely	Growing up in WW2 Rustington	19 July, 2-4pm
Gary Baines	Littlehampton and Shoreham Forts	16 Aug, 7-9pm
Simon Potter	Sussex Windmills past and present (TBC)	20 Sept, 2-4pm

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

Activities are planned for the summer half term with a Royal theme. The sessions are advertised as "booking advisable" as they can get very busy, though drop-ins are welcome.

It is hoped that in the Summer, there will be a dedicated day for SEN (Special Educational Needs) families. It is planned to use the Wednesday of each week for these sessions. Claire is undertaking research with a Facebook group dedicated to families with SEN children, Reaching Families, to ask how to make the sessions suitable. The question has also been posed on Twitter, linking in Autism in Museums, to gain feedback from people and other Museums. The same crafts would be on offer as the regular sessions. Comments so far have given the following information:

- Less tables in the space to reduce noise/distractions and increase accessibility
- Booking for the sessions, though some flexibility
- Not too early or too late in the day
- A quiet area to break-out to
- Keep the Museum door closed to stop runners

We will be adding an extra volunteer that day to aid families.

Visitor figures

Visitor figures are recorded daily on a spreadsheet and are as follows:

January	548	90	
February		265	Half term crafts, talk on 15th
March		193	Talk on 22nd
April	246*	165	Easter crafts, talk on 19th
May		81 (*as of 23/5)	Half term crafts, talk on 24th
June			

The Half-term events in February ran in the mornings only due to the "Artists in Sussex" Talk. The Easter events were all day for one week of the holidays.

Outreach

A talk was given by Claire to the Littlehampton History Society on 3 March on "A potted history of Rustington".

A group visited the Museum from The Martlets, a Care-Home in East Preston on 14 March. A selection of postcards and items from the handling Collection were used. The session was enjoyed by the visitors, and it is hoped that session may be replicated in the future.

Exhibitions

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 collected material related to King Charles III's Coronation including newspapers published at the time and memorabilia.

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 both of the Charities concerned.

October 2023 – May 2024 - Rustington's Musical Connections: As previously reported 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

Fridge magnets and coasters are now on sale from the RHA using images from the Postcard Collection. If they are popular and once the current stock has been sold, then the Museum will continue to sell them for itself.

Work by Julie

Julie has been organising MODES training for volunteers to help with documentation projects.

Work by Volunteers

Volunteers are being trained on MODES to help with data entry and to help relocate items after Exhibitions.

Some are also involved with helping at the family craft sessions. They help distribute resources and guide people through the activity.

Appendix A

Coronation mug – RUSPC:2023.15



Sash made by Jean Jenkins for events at St Peter and St Paul – RUSPC:2023.19



Photos of Brough House and the Wendy House during demolition – RUSPC:2023.20



Appendix B – Disposals

RUSPC:2014.20 – pith helmet		No record of the purchase or donation
RUSPC:2014.23 – WW1 Officer's toilet kit		Purchased 14.8.2014 for £64.50 by previous curator. Receipt is in the files
RUSPC:2014.42 – bottle in leather holder		Purchased 30.9.2014 with jar below for £20 (total) by previous curator
RUSPC:2014.41 – WW1 war ration jar		Purchased 30.9.2014 with bottle above for £20 (total) by previous curator
No number – brush set		Purchased 30.9.2014 for £19.80 by previous curator. Never accessioned.
No number – powder horn		No record of the purchase or donation