

Charity Committee Agenda

Monday, 11 December 2017 at 6.00 pm

Council Chamber, Muriel Matters House, Breeds Place, Hastings, TN34 3UY.
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For further information, please contact Emily Horne on 01424 451719 or email ehorne@hastings.gov.uk

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Cont/d ...		

Exclusion of the public

To resolve that the public be excluded from the meeting during the consideration of the items of business listed below because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt' information as defined in the paragraphs of Schedule 12A to the Local Government Act 1972 referred to in the relevant report.

11. Public Conveniences Cleaning Contract
(Mike Hepworth, Assistant Director Environment and Place)

55 - 58

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CHARITY COMMITTEE

25 SEPTEMBER 2017

Present: Councillors Beaney (Chair), Batsford, Poole and Forward (as the duly appointed substitute for Councillor Beaney for part of item 3; Mr May, the Protector, and Andrew Colquhoun Chair of Grants Advisory Panel.

1. **DECLARATIONS OF INTEREST**

The following Councillors declared an interest in the minutes:

Councillor	Minute Number	Interest
Beaney	3 – Foreshore Trust Small Grants Programme 2017-18 Counselling Plus Community bid proposal and Love Hastings – Love Yourself proposal	Prejudicial: Works at ‘Counselling Plus Community’ and is a board member of ‘Love Hastings – Love Yourself.’
Forward	3 – Foreshore Trust Small Grants Programme 2017-18 Education Futures Trust proposal	Prejudicial – Education Futures Trust

2. **APOLOGIES FOR ABSENCE**

None.

3. **MINUTES OF THE MEETING HELD ON 26 JUNE 2017**

RESOLVED that the minutes of the meeting held on 26 June 2017 be approved and signed by the Chair as a correct record of the meeting

4. **ADDITIONAL URGENT ITEMS (IF ANY)**

None.

Having declared her prejudicial interest, Councillor Beaney left the chamber and took no part in the discussion and voting relating to Item 5 Foreshore Trust Small Grants Programme report, with the exception of discussion and decision about a grant to the Education Futures Trust. Councillor Poole took the Chair in Councillor Beaney’s absence. Councillor Forward joined the committee for the discussion and decision in relation to the Foreshore Trust Small Grants Programme report with the exception of discussion and decision about a grant to the Education Futures Trust.

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5. **FORESHORE TRUST SMALL GRANTS PROGRAMME**

Councillor Poole, Chair, explained the item relating to 'Education Futures Trust' would be excluded from discussion in respect of Councillor Forward's prejudicial interest.

The Assistant Director, Regeneration and Culture advised that the Grants Advisory Panel had recommended an increase in the level of grant funds as follows:- Small grants up to £60,000 and Events grants up to £30,000. The committee discussed this fully and considered this an affordable increase against the background of future known commitments.

The committee were advised that there were several outstanding issues regarding the potential expansion of the eligible area for the Events Grants Scheme and recommended the matter be brought back to a future meeting once the issues had been resolved.

The Chair of the Grant Advisory Panel gave the committee an overview of the application process of the Foreshore Trust Small Grants Programme and answered questions from members of the committee. He stated that the current round had been heavily oversubscribed. Of the 40 applications received for funding, following a full assessment process, the panel had recommended that 14 applications for funding be approved at various levels and subject to certain conditions.

Councillor Batsford proposed, and Councillor Forward seconded, approval of the recommendations by the Assistant Director, Regeneration and Culture's report with the exception of a grant to the Education Futures Trust.

RESOLVED (unanimously) that –

- 1. Charity Committee accept the small grants recommendations of the Grant Advisory Panel, as set out in Appendix 1 of the Assistant Director, Regeneration and Culture's report (excluding the 'Education Futures Trust' item, and;**
- 2. Charity Committee increase the levels of the Small grants up to £60,000 and Events grants up to £30,000 for 2018/19 onwards.**

The reason for this decision was:

The Grant Advisory Panel has appraised the merits of the applications received for Small Grant support and has made a number of recommendations for grant awards that can be funded from the available 2017-18 budgets.

Changes to the annual budgets were considered affordable.

Councillor Beaney returned to take the Chair and Councillor Forward left. Councillor Batsford proposed approval of the 'Education Futures Trust' grant, which was seconded by Councillor Poole.

RESOLVED (unanimously) that –

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1. **Charity Committee accept the Grant Advisory Panel's recommendations in relation to the 'Education Futures Trust', as set out in Appendix 1 of the Assistant Director, Regeneration and Culture's report.**

The reason for this decision was:

The Grant Advisory Panel has appraised the merits of the applications received for Small Grant support and has made a number of recommendations for grant awards that can be funded from the available 2017-18 budgets.

6. **FORESHORE TRUST - ANNUAL REPORT AND FINAL ACCOUNTS 2016/17**

The Assistant Director, Financial Services and Revenues, presented a report on the 2016/17 annual report and financial accounts.

The report detailed key activities undertaken by the Trust throughout the previous year. The Trust had also allocated significant funding to a range of local organisations in the charitable and voluntary sector through its small grants and events grants programmes.

A surplus (£393,000) was achieved. This was above budget expectation due to the disposal of land at West Marina. Net current assets (cash position) balance is £1,304,676 at March 2017, and total funds (which includes all assets) amount to £2,506,516.

The balance at the end of March 2017 takes into account the outstanding long term loan from Hastings Borough Council. The report also set out expenditure the Trust had committed to in its business plan and its approach to maintain prudent levels of reserves.

The Trust's final accounts 2016/17 had been subject to an external audit, which found that they gave a true and fair view of the charity's affairs as at 31 March 2017.

Councillor Poole proposed approval of the recommendations to the Assistant Director, Financial Services and Revenue's report, which was seconded by Councillor Batsford.

RESOLVED (unanimously) that the annual report and financial accounts for 2016/17 are approved.

The reason for this decision was:

The council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with the Accounting Codes of Practice and the high standards required for the accounting of public money.

The Council as Trustee, through the Charity Committee is required to approve the annual report and accounts by the 30th September each year.

7. **FORESHORE TRUST – FINANCIAL REPORT**

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The Assistant Director, Financial Services and Revenues presented a report which updated the committee on the current year's financial position since the budget was set in March 2017.

The report stated that income was currently above budget due to parking income being higher than anticipated. Expenditure is £50,000 above budget as the anticipated savings in the cleaning contract did not materialise, this applies to the Foreshore Trust and whole Council. The Council has re-tendered. The overall surplus was down by £28,000. The report also set out the current programme of works approved by the Trust. Although the levels of programme spend continued to reduce the cash balances held by the Trust for this financial year, the levels of reserves remained above the specified level identified in the Trust's policy.

The cash balances of the Trust are £1.3 million at 31 March 2017.

Councillor Poole proposed approval of the recommendations to the Assistant Director, Financial Services and Revenue's report, which was seconded by Councillor Batsford.

RESOLVED (unanimously) to agree the current financial position for 2017/18

The reason for this decision was:

The council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with the Accounting Codes of Practice and the high standards required for the accounting of public money.

A surplus slightly above budget expectations is anticipated for 2017/18 in respect of ongoing operations.

8. **NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS**

None.

9. **MINUTES OF THE COASTAL USERS GROUP HELD ON 5 SEPTEMBER 2017**

The notes of the Coastal Users Group meeting held on 5 September 2017 were submitted.

RESOLVED that the minutes of the Coastal Users Group meeting held on 5 September 2017 be received and noted.

(The Chair declared the meeting closed at. 6.20 pm)

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CHARITY COMMITTEE

25 SEPTEMBER 2017

Present: Councillors Beaney (Chair), Batsford, Poole and Mr May, the Protector

1. WELCOME FROM THE CHAIR OF THE CHARITY COMMITTEE, COUNCILLOR SUE BEANEY

The Chair welcomed those present to the committee meeting.

The Chair thanked the previous committee members Councillor Fitzgerald (Chair) and Councillors Cartwright and Forward, who had been replaced by Councillors Poole and Batsford.

She referred to a number of achievements of the Trust, opening of the kiosk; The Source and the beach huts. It was noted the level of grant funding had also been increased.

2. TRUSTEE ANNUAL REPORT AND ACCOUNTS FOR THE YEAR 2016/17

The Assistant Director, Financial Services and Revenues, presented a report for the committee to consider the 2016/17 annual report and financial accounts.

The report detailed key activities undertaken by the Trust throughout the previous year. A surplus of £393,000 (trading activity) for the year was achieved. The balance at the end of March 2017 was £1,304,676 (the cash position), whilst total funds (which includes all assets) amount to £2,506,516. The report also set out expenditure the Trust had committed to in its business plan and its approach to maintaining prudent levels of reserves.

The contingency reserve is set at £900,000, which is the minimum level the Trust should retain at present.

The Trust's final accounts 2016/17 had been subject to an external audit, which found that they gave a true and fair view of the charity's affairs as at 31 March 2017.

3. PUBLIC QUESTION TIME (30 MINUTES)

A notice had been placed in the local newspaper inviting written questions, and two members of the public had submitted questions. Written answers had been provided.

The Chair invited questions from the public gallery on matters relating to the Trust.

Mr Dick Edwards asked 4 questions of the committee, as follows:-

1. It should be easier for a member of the public to raise concerns to members regarding the Foreshore Trust. In response, the Chief Legal Officer advised that the Council's Constitution provides that the Chair of the Charity Committee can be asked

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questions just like any other portfolio holder under Rule 11, Part 4, Public Question Time.

2. He asked when the Charity's conflicts of Interest Policy was last reviewed. The Chief Legal Officer said that it is something that she would review.

Mr Edwards made a number of recommendations:-

3. The meetings of the Coastal Users Group need to be aligned to Charity Committee meetings to give them time to consider issues. Charity Committee should consider increasing grants from £90,000 to £100,000. The extra £10,000 could be earned by investment.

4. Mr Edwards asked for the Foreshore Trust element of the Council's website to be reviewed. The Chief Legal Officer said this would be done.

The Chair thanked Mr Edwards for his recommendation and questions.

Mr Lewcock asked several questions of the committee, as follows:-

5. What plans do the Trust have in expanding the western part of the Foreshore Trust? Is there a strategy document which follows the priorities of the Foreshore Trust? The Assistant Director, Regeneration and Culture said the business plan adopted by the Charity Committee sets out the priorities for the Foreshore Trust. It also deals with issues around maintenance and the repair of assets, and is reviewed on an annual basis.

6. Is there an opportunity for the Foreshore Trust to collaborate with the Council regarding the site at West Marina? The Chief Legal Officer said that the site is currently being marketed. If any development were to come forward the Foreshore Trust would be a consultee.

7. What area of Foreshore Trust Land will the Marina use? The Assistant Director, Regeneration and Culture replied that it is too early to know what land would be affected, if any, and how it might be used. The Harbour Quarter proposal is in a very early investigative stage..

8. Are the repayments on the loan regarding the White Rock Baths paid from the income from the Source? The Assistant Director of Finances and Revenues advised that the original loan to the Foreshore Trust was for £300,000. The Trust receives income from The Source which more than exceeds the cost of the loan to the Trust. In addition the Trust receives income from the Pier Charity for the hub above White Rock Baths. The Assistant Director, Financial Services and Revenues said some parts of White Rock Baths remain a responsibility of the Trust e.g. pumps and structural repairs. There have been unforeseen costs this financial year, resulting in the costs being more than the Trust anticipated. The Assistant Director further advised that the Source has a repairing lease. Mr Lewcock asked how much are they responsible for? The Assistant Director, Financial Services and Revenues said they were responsible for internal repairs rather than the fabric of the building. The building will continue to be subject to water ingress. The loan repayment was for 10 years. Mr

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Lewcock said it would be helpful for committee members to have a breakdown of the £262,000 costs in future reports.

Mr Lewcock further commented that it would be helpful for all to have a breakdown of repair costs.

(The Chair declared the meeting closed at. 7.31 pm)

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Agenda Item 5



Report to: Charity Committee

Date of Meeting: 11 December 2017

Report Title: Finance Report

Report By: Peter Grace
Assistant Director - Financial Services & Revenues
(Chief Finance Officer)

Purpose of Report

To advise on the Foreshore Trust's current year's financial position.

Recommendation(s)

1. To agree the current financial position for 2017/18.
2. To agree that the Trust's monies be invested more widely to achieve a better return (fully complying with the Council's approved Investment Policy)

Reasons for Recommendations

The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus slightly above budget expectations is anticipated for 2017/18 in respect of ongoing operations.

Introduction

1. The Foreshore Trust derives its income mainly from car parking and property leases/licences, the former income stream being quite variable.
2. Appendix 1 attached provides a summarised financial position for 2017/18. The figures identify the annual operating surplus,

Financial Position 2017/18

3. The budget agreed in March 2017 identified budgeted income at £1,335,000 and expenditure at £978,000. The budgeted surplus for the year being £357,000, after direct governance costs, but before distribution of grants, capital charges and before use of Reserves.
4. Income projections are currently in excess of budget by £47,000, with car parking income anticipated to be some £50,000 over the original budget, with interest expected to be £3,000 less than budgeted.
5. Expenditure is expected to be £40,000 in excess of original budget of which £58,000 (estimated £50,000 at June meeting) represents an increase in the cleaning contract costs (a saving had been anticipated). There is a reduction in loan repayments of £14,000 - already reported.
6. The September Charity Committee meeting approved an increase in small grants of £10,000 and event grants of £10,000 from 2018/19. This brings the totals to £60,000 p.a. and £30,000 p.a. respectively.

Investment Options

7. One of the issues raised at the Annual meeting of Foreshore Trust in September 2017, was the level of interest the Trust received on its cash balances. A review has been undertaken with the Council's Treasury advisers (Link Asset Services – known previously as Capita Asset Services)
8. Various options were looked at but many involved the potential loss of Capital. The Council's own Treasury management Policy which follows best practice guidance requires it to consider the factors of Security, Liquidity and thereafter Yield. To this end the advice is that given further potential increases in base rates and falls in the inflation rate next year, the Trust could consider moving monies to make deposits in the same way as the Council does and not retain the majority of its monies in its CCLA (Churches Charities and Local Authorities) account.
9. The rate of interest on the CCLA account was some 0.19% at the end of September 2017. The average rate in 2016 was 0.42%.
10. The Trust would be able to invest a sum of £1m for a fixed term and achieve rates of 0.5% for 6 months, 0.65% for 12 months with high credit rated institutions that are included within the Council's approved investment policy.

11. It is recommended that the appropriate arrangements are made in order to invest the Trusts' monies more widely to achieve a better return.

Business Plan 2017/18

12. The Charity Committee on 20 March 2017 approved an increase in the budget for parking machines of £21,100 to £70,000 and the re-profiling of the Marine Litter project and the landscaping / water feature project. It also approved £10,000 for the Access Audit and £25,000 for Pier/White Rock improvements.
13. The Charity Committee meeting on 26 of June 2017 agreed to the rescheduling of the new signage to RNLI standard and re-profiling for the slippage in the beach front Children's Play Area improvements and the Stade Open Space Landscaping, It also agreed £22,374 for the purchase of 12 new chalets – now in place.
14. The current programme of works will be reviewed and revisions proposed at the Charity Committee meeting on 19 March 2018. This meeting will also consider the Budget for 2018/19.
15. The current programme of works is identified in Appendix 2. The Committee has approved expenditure on all these schemes (subject to further reports in respect of asterisked items).

Reserves

16. The total effective cash balances of the Trust at the 31 March 2017 amounted to £1.3m after providing for the outstanding settlement to Hastings Borough Council (amount owed for 2016/17).
17. The Trust retains reserves above the minimum level identified within the Reserves Policy (£900,000) – subject to no unexpected calls on the reserves and no reduction in the expected levels of car parking and fee income.
18. With the current business plan, the revised cash balances for future years are estimated as follows :-
- £1.34m as at 31st March 2018.
- £1.52m as at 31st March 2019.
- £1.71m as at 31st March 2020.
- £1.88m as at 31st March 2021.
- £2.04m as at 31st March 2022.
19. It should be noted that the business plan does not yet include some of the major liabilities that the Trust will face in future years and for which it will either need to provide for, or borrow for e.g. car park resurfacing, lighting upgrades, building and toilet refurbishments, etc.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

Appendix 1 - Financial Monitoring Report
Appendix 2 - Business Plan - Financial Summary
Appendix 3 - Indicative Forward Plan

Officer to Contact

Peter Grace
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01424 451503

Hastings and St Leonards Foreshore Charitable Trust

Appendix 1

Actual expenditure to 31st October 2017

SUMMARY - MONITORING REPORT

	Outturn 2016-17	Budget 2017-18 Charity Committee March 2017	YTD Actual 2017- 18	Estimate to end of year	Forecast Outturn 2017-18	Variance to Budget	Estimated Budget 2018-19
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Incoming Resources							
Investment Income	(5)	(6)	(1)	(2)	(3)	3	(6)
Incoming resources from Charitable activities	(1,103)	(1,099)	(862)	(287)	(1,149)	(50)	(1,099)
Rental income	(210)	(230)	(185)	(45)	(230)	0	(230)
Profit on disposal of Fixed Asset	(127)	0	0	0	0	0	0
Total incoming resources	(1,445)	(1,335)	(1,048)	(334)	(1,382)	(47)	(1,335)
Resources Expended							
Loan repayments	33	47	0	33	33	(14)	33
Charitable Activities* (excluding Capital charges)	820	738	326	470	796	58	788
Maintenance projects and cyclical repairs	93	84	5	75	81	(3)	81
Governance costs	106	108	24	83	108	0	108
Total resources expended	1,052	978	356	661	1,018	40	1,010
Total Operating (Surplus)/Deficit	(393)	(357)	(693)	327	(364)	(7)	(325)
Grants	50	50	31	19	50	0	60
Events	20	20	15	5	20	0	30
Projects**	138	259	19	240	258	(0)	75
(Surplus)/Deficit	(186)	(28)	(628)	590	(35)	(7)	(160)
Interest Income non HBC	(5)		(5)		(3)		
Transfer to/(from) HBC account							
Total Funds (cash) brought forward		1,304			1,304		1,339
Total funds carried forward		1,332			1,339		1,499

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Business Plan

Appendix 2

Foreshore Trust Spending Plan			2016-2017	2016-2017	2016-2017	2017-2018	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	BUDGET	REVISED BUDGET	UNAUDITED OUTTURN	ESTIMATE	Current	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2017- 2022
			£	£	£	£	£	£	£	£	£	£
Maintenance projects												
5290B020	Pier Area	Area inspections and repairs	3,000	3,000	862	0	0	0	0	0	0	0
5290B020	White Rock Baths	External redecoration/ Building maintenance	27,000	27,000	27,225.86	10,000	750	25,000	10,000	10,000	10,000	65,000
5290B020	White Rock Baths	Alleviate Water ingress		40,850	40,850	10,000						10,000
5290B020	Stade Barriers	Annual maintenance	2,000	2,000	1,486	2,000	1,254	2,000	2,000	5,000	2,000	13,000
5290B020	Cycle route	Contribution to maintenance	5,000	5,000	881		0	5,000				5,000
5290B020	Public Conveniences	Maintenance	6,000	6,000	2,050	6,000		6,000	6,000	6,000	6,000	30,000
5290B020	Car Parks Rock a Nore	Maintenance	6,000	6,000	6,025	6,000	1,753	6,000	6,000	6,000	6,000	30,000
5290B020	Car Parks - Pelham	Maintenance	6,000	6,000	2,689	6,000	771	6,000	6,000	6,000	6,000	30,000
5290B020	Chalets - White Rock & Marina	Maintenance				2,000	64	2,000	2,000	2,000	2,000	10,000
5290B020	Play Areas and Exercise Equipment	Maintenance of equipment				5,000		5,000	15,000	15,000	15,000	55,000
5290B020	Water Play *	Maintenance & operation				12,000		12,000	12,000	12,000	12,000	60,000
5290B020	Winch Road	Maintenance & lighting				2,000		2,000	2,000	2,000	2,000	10,000
5290B020	White Rock Promenade Kiosk	Maintenance						3,000				3,000
5290B020	Signage repairs	Maintenance						1,000	1,000	1,000	1,000	4,000
5290B020	Stade and Stade Kitchen	Maintenance				3,000		3,000	3,000	3,000	3,000	15,000
5290B020	Cycle Hire	Replacement bikes				4,500						4,500
Total of Cyclical Repairs and Redecorations			55,000	95,850	82,068	68,500	4,591	78,000	65,000	68,000	65,000	344,500
												0
5290B020	Beach - Other	Other repairs and renewals beachfront area	12,000	12,000	10,644	12,000	478	12,000	12,000	12,000	12,000	60,000
Total Maintenance Projects			12,000	12,000	10,644	12,000	478	12,000	12,000	12,000	12,000	60,000
Projects (main programme)			£	£	£	£	£	£	£	£	£	£
5292B022	White Rock Promenade Kiosk	Kiosk to be operated by The Source	53,630	53,630	2,410							0
5292B022	White Rock Chalets	Purchase 12 new chalets		14,000	30,460	22,370	18,800					22,370
5293B022	Beachfront	New signage to RNLI standard potential 50% contribution from RNLI	40,000	40,000		40,000	0					40,000
5287B020	Winch road	Winch road upgrade**		3,000			0					0
5293B022	Beachfront	Children's play area	25,000	25,000	19,990	5,010						5,010
5293B022	Stade Open Space Landscaping		5,000	1,000		5,000						5,000
5293B022	Marine litter project*		20,000			20,000						20,000
5287B020	Soakaways re Winch project			10,000	9,630							0
	Access Audit	Implement prioritised actions				10,000		10,000				20,000
5298B022	Resurfacing Robertson Street to Pier/White Rock Promenade improvements	Work with potential Coastal Communities Fund match - additional surveys to complete		103,000	103,000	25,000	0	25,000	25,000	25,000	25,000	125,000
5293B022	Landscaping - adj. to boating lake							15,000	6,000	6,000		27,000
5294B020	Parking machine Upgrades	Upgrade of new machines to cate for new coins and new signage		21,000	0	21,100	0					21,100
5298B022	Landscaping/Water Feature* (Water Feature only)	Work to enhance Coastal Communities funded 4 landscaping. Total costs £180,000 of which the Trust has approved £50,000 and CCF £95,000 .A further £35,000 is being sought*. (35k now from Council	50,000		3,000	85,000	0					85,000
5296B022	Contingency		25,000			25,000		25,000	25,000	25,000	25,000	125,000
Total Programme			218,630	270,630	168,490	258,480	18,800	75,000	56,000	56,000	50,000	495,480

*Further Charity Committee Approval before additional spend

**Fisheries Local Action Group (FLAG) projects

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Hastings and St Leonards Foreshore Charitable Trust

Indicative Forward Plan	2016-17 Outturn	2017-18 Budget	2017-18 Estimate	2018-19 Budget	2019-20 Budget	2020-21 Budget	2021-22 Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Incoming Resources							
Investment Income	(5)	(6)	(3)	(7)	(9)	(10)	(11)
Incoming resources	(1,313)	(1,329)	(1,379)	(1,379)	(1,379)	(1,379)	(1,379)
Profit on disposal of fixed assets	(127)						
Total incoming resources	(1,445)	(1,335)	(1,382)	(1,386)	(1,388)	(1,389)	(1,390)
Resources Expended							
Loan repayments	33	47	33	33	33	33	33
Charitable activities (exc capital charges)	820	738	796	812	828	845	862
Maintenance projects and cyclical repairs	93	84	81	90	77	80	77
Governance costs	106	108	108	110	112	114	116
Total Resources Expended	1,052	978	1,018	1,045	1,050	1,072	1,088
Total Operating Surplus	(393)	(357)	(364)	(341)	(338)	(317)	(302)
Grants	50	50	50	60	60	60	60
Events	20	20	20	30	30	30	30
Projects (Main programme)	138	359	258	75	56	56	50
(Surplus)/Deficit	(185)	72	(35)	(176)	(192)	(171)	(162)
Usable current assets	1,236	1,305	1,305	1,341	1,517	1,709	1,880
Usable current assets carried forward	1,305	1,233	1,341	1,517	1,709	1,880	2,042
Minimum reserves	690	900	900	900	900	900	900

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Agenda Item 6



Report to: Charity Committee meeting

Date of Meeting: 11 December 2017

Report Title: Annual Report of the Grant Advisory Panel 2016/17

Report By: Monica Adams-Acton, Assistant Director, Regeneration and Culture

Purpose of Report

To present the annual report of the Grant Advisory Panel

Recommendation(s)

- 1. That the Charity Committee approve the annual report of the Grant Advisory Panel 2016/17**

Reasons for Recommendations

This is the latest annual report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel was established in March 2011 to advise on and administer the Foreshore Trust grants programme.

Introduction

1. The annual report was adopted by the panel at their annual meeting in October 2017.
2. A copy of the report is attached at appendix A
3. Equalities and Community Cohesiveness – the grant programmes have funded several projects to address equalities issues and improve community cohesion.
4. Environmental Issues - the grant programmes have also funded several projects to address or raise local awareness of environmental issues.
5. Economic/Financial Implications – there are two programmes which are currently funded by the Foreshore Trust totalling £70,000 per year.
6. Anti-Poverty – one of the objectives of the Foreshore Trust is to alleviate poverty and this is addressed through this grant programme.

Wards Affected

All

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	Yes
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	Yes

Additional Information

Officer to Contact

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Officer Telephone Number 01424 451339

Grant Advisory Panel Annual Report 2016-17

Chair's Report

This is the fifth Annual Report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel was established to advise on and administer the Trusts grants programme.

Following various discussions over the year between the Grant Advisory Panel and the Charity Committee it has been agreed to continue to grant making on the basis of the following areas of charitable purpose:

- The prevention or relief of poverty
- The advancement of health or the saving of lives
- The advancement of citizenship or community development
- The advancement of the arts, culture, heritage or science
- The advancement of amateur sport
- The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity
- The advancement of environmental protection or improvement
- The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage
- Any other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

Grant programmes

There were two grants programmes delivered during the year: the Small Grants programme, totaling £50K per year, and the Events Grants programme, totaling £20K per year.

- Events Grant Programme Round 4 - March 2016-17 - £20,000 was available, with a maximum of £2,000 for each grant.
- Events Grant Programme Round 5 - March 2017-18 - £20,095 was available, with a maximum of £2,000 for each grant.
- Small Grants Programme Round 6 - September 2016-17 £50,000 was available, with a maximum of £5,000 for each grant.

Events Grants Round 4

Twenty three applications were received for the grant with the amount being requested totalling £44,384. The Grant Advisory Panel, followed by further additional recommendations by the Charity Committee, recommended 11 applications be approved totaling £19,786.

Events Grants Round 5

Twenty two applications were received for the grant with the amount being requested totalling £38,809. The Grant Advisory Panel recommended 11 applications be approved totaling £20,095. Below are details of some of the projects supported by the Foreshore Trust Events Grants Programme in Rounds 4 and 5.

Small Grants Round 6

Thirty nine applications were received with the total requested amount being £160,746. The Panel recommended 15 applications be approved totaling £50,000. As in previous years, a good spread of projects was funded including different age groups, arts activities, community and community cohesion, disadvantaged groups and equal opportunities. Below are details of some of the projects supported by the Foreshore Trust in Round 6.

Membership of the Grants Advisory Panel

Following Barry Cooper's resignation in July 2016 and Sandra Garner's resignation in November 16 from the GAP the Charity Committee Susannah Farley-Green and Jo Clark were appointed as replacements at the December 2016 meeting.

Thanks

I should like to take this opportunity to thank my fellow Panel members, Charles Sharrod, Steve Manwaring, Judith Monk, Karen Rigby- Faux, Susannah Farley-Green, Richard Lewis and Jo Clark for their contribution and support throughout the year. I should also like to acknowledge the invaluable assistance provided to the Panel by a number of officers of Hastings Borough Council.

Andrew Colquhoun
Chair Grant Advisory Panel
October 2017

Details of projects (selected) supported by the Foreshore Trust grants programme during in 2016-17

Events Grants Round 4

1. Beach Explorers

Being able to offer this group to parents free of charge has allowed it to be a universal experience for all. We aim to have no barriers to attend our groups and believe that the more positive experiences that children are able to have at an early age helps to develop their language skills and emotional wellbeing.

We understand the financial struggle that many families face in our area and how limiting this can make family life. By offering everybody the chance to attend our beach school sessions where we support parents to make positive lifestyle changes such as visiting our amazing free resources, such as the beach, enhances day to day life.

Many families looked at the beach as somewhere to go on a sunny day, after attending our sessions many have said how they now take walks, collect shells to use in art projects with their children and all without letting the weather stop them.



Comment & Feedback

"My 3yr old love this group, it is the one group we attend consistently, always something new to make or learn about" Carla and Eban

"This is a great playgroup, always good ideas of new things to make and play, lovely location and friendly staff – all my children look forward to Monday mornings!" Laura

"We always look forward to beach school; we just wish it could carry on all year round" Helena

"I like the sand and playing with the stones. I like stones" Hadrian (age 3)

"We love playing with all the different activities on the beach and it's lovely to meet other mum's, the staff does a great job!" Kelly and Starla

2. Journey's Dance Festival

The grant enabled 18 Hours to provide a high quality stage and sound system for the (around 30) performers, without which this event would not have been possible. It provided funding to enable the effective production and promotion of the event, via social media, press, posters and flyers ensuring good attendance, reach and outreach opportunities.



Comment & Feedback

The Festival achieved its goal of bringing dance to large public spaces in Hastings and inspiring fresh dance collaborations: Our visiting troupe from Mayotte collaborated with young contemporary dancers from Hastings on Saturday (Phoenix Inferno). Gabiddon Reggae band proved extremely popular with local audiences and the Mayottian Dancers, who danced enthusiastically from start to finish.

There was a very warm and positive reception at the Stade for both the Mayottian Dancers and for Gabiddon Band, with lots of audience participation and enjoyment of different cultural music and dance styles.

The event featured diverse artists, ranging in age from teenagers to those aged 70+ and opened the door for wider cultural and social exchange, with Mayottian and Hastings dignitaries expressing enthusiasm about laying the foundations for an ongoing cultural friendship.

The Stade Hall provided an exceptionally useful backstage area for such a large contingency of performers.

'It was a brilliant thing to have organised - perfect summer tooonz - thank you!' Jonathan Sanders

'This was a pretty special night' Julian Humphries

'Amazing night!' Michael Grant

'Great to see dance from different cultures' Hannah Nekounam

'An international carnival atmosphere' Yvonne Roberts

3. Children's Parade 2016

Funding Leverage: The Foreshore Trust provided essential leverage to attract external funding from Arts Council England to support our wider programme of storytelling events throughout the week.

Parade: Foreshore Trust contributed to the costs of local artists who ran creative workshops with 6 local primary schools, to make banners for the largest ever Children's Parade on the Stade on Sunday 13 November. This art work brought to life 2016's main storytelling themes of circus and displacement. Foreshore Trust funding enabling Hastings Storytelling Festival to extend schools' participation, with two further schools joining the five schools already involved. In response to this demand we were able to increase the children's sessions, including drop-in workshops on the day itself. It helped shape the space at The Stade could be used to welcome and accommodate the increasing number of parade participants. The funding also assisted running and marshalling the parade.

Theatre shows: Foreshore Trust funding contributed to the cost of high profile performers including The Whale by Circo Rum Ba Ba, The Ugly Duckling by Thingamajig Theatre and Wild Tapestry.

Marquees and sound equipment: The Foreshore Trust Funding enabled the Storytelling Festival to provide good quality shelter and sound equipment for artists and performers



Comments

The free Children's Storytelling Festival Day at the Stade is now an established annual family favourite at an otherwise quiet time of year. It is the only event in Hastings programmed specifically for children and their families. Outreach work in 2016 in Ore and at 9 primary schools across Hastings reached a wider spread of families, attracting an increasing number of deprived families from Ore and other parts of Hastings. 2016's event included around 50 artists and performers.

Feedback

"Inspirational creativity! FREE! Enjoyed it - thank you for organising it. The contained format worked well in a small area." Alexis

"Great family happy vibe." Micky

"Wonderful atmosphere. Large number of children attending. Well organised." Ness

Events Grants Round 5

1. St Leonards Festival Reinvented: Beach Zone

The money received from Foreshore Trust has had a very positive effect, on both 111 Collectif, those responsible for delivering the festival, the Festival itself, and everyone who attended. The money allowed us to undertake an ambitious level of activity on the seafront, showcasing both our work in facilitating art as part of community celebration, but also adding a wide variety of activities to the St Leonards Festival for all to enjoy. With the money, we were able to host a world-class performance act, the Giant Balloon man, that was enjoyed by well over 600 people (those we could count!), provide a whole range of activities for young children with the help of In2Play- this had a real positive impact on our ability to provide learning and fun activities for young families. We were also able to host a stage, with music and entertainment throughout the day which was enjoyed by 1000's of audiences, passers-by, both visitors and local. Without this money, the festival as a whole would have seen significantly less activity, and it has also

provided the festival with an impetus to continue to use the seafront, something we were very keen to do, and have been able to, thanks to the Foreshore Trust.



Comment & Feedback

Feedback forms showed an average rating of 4.7 out of 5, for both the quality of performers, and how engaging the festival was.

-78% of respondents said they had seen something new as part of the festival.

-100% of respondents said that staff were friendly and welcoming.

When asked how well the festival was organised, the average rating was 4.6 out of 5.

“The atmosphere was lovely, warm and convivial.”

“Everything I attended was brilliantly done and exceptionally enjoyable!”

“Something for everyone— lovely atmosphere on Kings Road.”

“Excellent festival— superb entertainment for both children and adults.”

2. 1066 Cycling Festival 2017

This grant has helped not only at the 1066 Cycling Festival but with the Walking Festival and future events. The Gazebo was used as a base for the club to start and end their rides, promote the club and cycle routes around 1066 country side and seafront. The treasure hunt was fun for families and adults looking to make their walk along the seafront different. The bugs were a big hit with children not only encourage them to take part in the treasure hunt but helped promote both festivals. The treasure box will be used again for other treasure hunts along the seafront and in the parks by Play Hastings.



Feedback

Good bmxs, reasonable numbers of people around

Great event for Hastings

Good fun
Cool! Bumped into load of pals with kids and they were loving it.
Brilliant family fun
An excellent cycling promotion
Love 1066 handsome bike sportive
Vibrant

3. ÓcaBrazÓka

Without the Foreshore Trust grant we would not have been able to put the festival on! Obviously, we were fortunate enough to be supported by other funders (HBC and Chances4Change) as well as sponsors (Junior Brazilian Café and Advanced Roofing) and donations, however with the Foreshore Trust's support we were able to fund the core elements of the festival which encompassed the music/drumming and dance attractions: the dancers and performers of Brazilis, the internationally acclaimed musicians Adriano Adewale and Marcelo Andrade, and the drumming and capoeira performance and workshops of Dendê Nation. Additionally, we were able to create an arts&crafts hands-on participatory activity area at the Stade Hall for children and families, which enhanced the family focus of the event (we had around 200 children joining in the creative activities and workshops throughout the day). The grant also enabled us to produce essential marketing and promotion material (posters, flyers, website, social media campaign) for the event, which ensured we had a fantastic turn out on the day of around 1,200 people!



Comment & Feedback

We carried out a comprehensive survey with a representative sample of people who attended the event (34 respondents, representing a total of 115 attendees, approximately 10% of the total estimated public who were at the festival throughout the day), and the feedback received was overwhelmingly positive. Tables 4a and 4b attached provide the analysis of the survey results, detailing the respondents' feedback and their suggestions for improvement. Some of the highlights are:

- 96% of responses used positive words to describe the festival and their experience (and even the remaining 4% used words like 'busy', 'noisy' which can't necessarily be interpreted as negative...)
- Some improvements for the future included: provide more stalls like a market with a greater variety of goods (craft) and food on offer; provide seating (deck chairs); better promotion to get even more people to attend; better continuity between acts and activities and improved signage advertising the activities.

Small Grants Round 6

1. ROBOTT [Robsack Offering Brilliant Opportunities To Train]

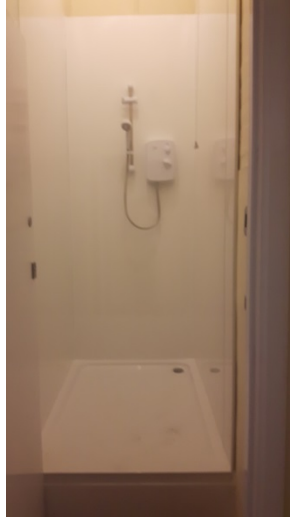
The grant helped to grow the numbers of volunteers contributing to the Robsack Centre to support and increase the footfall and activities within the Centre. 8 Volunteers have helped in a variety of roles including reception, specific project support and assisting with events. In addition to food hygiene and first aid training, some volunteers have extended their portfolio and undertaken further training, including, safeguarding, manual handling and project induction whilst also progressing onto community learning courses whilst volunteering. To widen experiences for volunteers, FSN encourages the sharing of volunteers across the organisation to develop a culture of volunteering. Unfortunately, due to lack of funding the development of a Robsack café did not come to fruition, however volunteers continued to help with refreshments within sessions and at events with food preparation completed at the main FSN building and transported to Robsack.

Comment by service user/volunteer post- support

"Attending the confidence course gave me ideas for feeling more confident. The course showed me how to manage my stress. I started volunteering on the cooking courses after gaining my food and hygiene certificate and then went onto volunteering in reception and the café. Helping people coming into the Centre meant I had to be confident and talk to people I did not know. I am now doing what was my aim from the start – volunteering at the nursery at St Nicks. I feel amazed I have achieved all this in a year. My mother is really proud of what I am achieved."

2. Women Only Shower Project

Previously the women were using the same shower as the men and the shower was situated directly outside the men's toilet. The new shower is placed in the women's toilet area and makes for dealing with personal hygiene separate and more discreet. Previously for safety reasons a member of staff would oversee the shower area when a woman was showering, the new location of the shower has alleviated this pressure from staff.



Comment & Feedback

The women's shower has been in operation since April 3rd and already we have seen the shower being used regularly by 12 different women in the first month. Women have reported feeling 'at ease in the new shower' and one commented 'it's great I can get washed with warm water in a clean place, thank you.'

3. The School SHED Project

The money that TCV received has allowed us to carry out improvements to the grounds of Sacred Heart Roman Catholic Primary School helping create an outdoor education area. Scrub, invasive plants and litter (including old water tanks, iron bed frames, pottery shards and broken glass) have been cleared from the site. The stream has been cleared and a pool created to allow for pond dipping. Steps have been built allowing better access and footpaths cleared. Bird & Bat boxes have been installed to help improve bio-diversity.



**Comment & Feedback**

The improvements made to the grounds of Sacred Heart Roman Catholic Primary School have been significant and has given the school & local community a great resource.

Foreshore Trust Events Grants Programme Round 4			
Project Number	Organisation	Project Name	Amount agreed
FT-E401	18 Hours Ltd	Journey's Dance Festival	£2,000
FT-E404	Creating Community 1066	Hastings & 1066 Country Cartoon Festival	£1,986
FT-E407	Disability Inclusion CIC	Accessible Cookery, Poetry and Storytelling Workshops	£2,000
FT-E409	Hastings Fat Tuesday Ltd	Umbrella Parade & Preservation Sunday 2017	£1,000
FT-E412	Hastings Storytelling Festival Ltd	Children's Parade 2016	£2,000
FT-E414	The Horizons Community Learning CIC	Horizons 'Up and Running' Groups (a Foreshore Project)	£2,000
FT-E416	Hastings Voluntary Action	1066 Cycling Festival	£2,000
FT-E417	Idolrich Theatre Rotto	Danny Fishbone's Dainty Dinners	£2,000
FT-E418	In2play CiC	Beach Explorers	£1,800
FT-E420	Seaview	The Big Sleep	£2,000
FT-E423	Vocal Explosion Community Choir	Vocal Explosion choir performance and workshop	£1,000
Total approved			£19,786

Foreshore Trust Events Grants Programme Round 5			
Project Number	Organisation	Project Name	Amount agreed
FT-E501	111 Collectiff	St Leonards Festival Reinvented: Beach Zone	£1,875
FT-E502	1066 Cycle Club	1066 Cycling Festival 2017	£1,357
FT-E504	Disability Inclusion CIC	Disability awareness workshops	2,000
FT-E505	Energise Sussex Coast	1066 Energy Community Launch Event	2,000
FT-E509	Hastings Storytelling Festival	FT-E509 Kathakali UK tour performance and Children's carnival at the Stade	2,000
FT-E512	Hastings Voluntary Action	'Food for Thought'	£1,863
FT-E514	Idolrich Theatre Rotto	Little Ida's Flowers	£2,000
FT-E517	ÓcaBrazÓka	Brazilian Festival	£2,000
FT-E518	Seaview	Big Sleep 2017	£2,000
FT-E519	St Michael's Hospice	St Michael's Hospice's 30th Anniversary Winter Wonderland	£1,000
FT-E520	Sussex Concepts CIC	Hastings Pirates Day 2017	£2,000
Total approved			£20,095

Foreshore Trust Small Grants Programme Round 6			
Project Number	Organisation	Project Name	Amount agreed
FT602	Age UK East Sussex	Healthy Living Club in Central St Leonards	£3,293
FT603	Bangladeshi Association Hastings & Rother	2 Events: International Mother Language Day and Bengali New Year Celebrations	£2,250
FT607	Counselling Plus Community	Hardship Fund	£2,500
FT608	FSN [Fellowship of St Nicholas]	ROBOTT [Robsack Offering Brilliant Opportunities To Train]	£3,000
FT610	Hastings & St Leonards CAP Debt Advice Centre	Hastings & St Leonards Christians Against Poverty (CAP) Debt Advice Centre	£5,000
FT611	Hastings Arts Forum	The Big Draw 2016 at Hastings Arts Forum - Steam Powered	£1,115
FT619	Hastings Street Pastors	Hastings Street Pastors	£2,500
FT620	HBBS Ltd T/A Hastings Borough Bonfire Society	Hastings Celebrates 950th	£2,500
FT621	Hastings Furniture Service	Intensive support for volunteers with complex needs	£5,000
FT623	Hastings & St. Leonards Voluntary Lifeguard Club	Promoting open water activity and water safety	£905
FT628	Seaview	Women Only Shower Project	£4,900
FT633	Sussex Prisoners' Families	Inside Outside, a group for prisoners' families	£4,600
FT634	The Conservation Volunteers (TCV)	The School SHED Project	£4,937
FT636	The Sara Lee Trust	Specialist counselling and complementary therapy provision	£5,000
FT637	Trash Cannes	HOWL!	£2,500
Total approved			£50,000

Agenda Item 7



Report to: Charity Committee

Date of Meeting: 11th December 2017

Report Title: Lifeguard Service

Report By: Kevin Boorman, Marketing & Major Projects Manager

Purpose of Report

To update the charity committee of the lifeguard activity in 2017, and outline plans for the future

Recommendation(s)

- 1. That a three year contract with the RNLI to provide our beach lifeguard service is entered into, subject to legal agreement.**
- 2. That authority is delegated to the Director of Operational Services or his nominee, in consultation with the Chair of the Charity Committee, to conclude the necessary legal agreements.**

Reasons for Recommendations

Because the RNLI, the 'gold standard' of lifesavers at sea, is able to provide a better service at a lower cost than we can provide in-house, whilst paying the lifeguards more than we were paying them when the service was operated in-house.

Introduction

1. Until the end of the summer 2016 season, Hastings Borough Council and the Foreshore Trust operated an in-house seasonal lifeguard service.
2. For its meeting on 20th March 2017, the charity committee received a paper which explained that following changes to the management of the team in early 2017, it was necessary for the council and trust to make interim arrangements for the upcoming summer season. The charity committee resolved (unanimously) that the council and Foreshore Trust enter into a one season agreement with the RNLI for the RNLI to provide a beach lifeguard service at Hastings for the 2017 season, this operation to be reviewed at the end of the season. The purpose of this paper is to outline this year's operation, and consider next year's.

2017 Season

3. Overall the RNLI lifeguards attended 88 incidents during the 2017 summer, 34 at Marina, 18 at Pelham West, and 36 at Pelham East. Seven of these were classified as 'casualty care', when the casualty has their vital signs assessed and drugs may have been administered, and they have the potential for illnesses and injuries that could be life threatening
4. As noted in the March paper, the RNLI provided their service for an estimated £40 000 (subject to final invoice being received), for providing an enhanced service over that which HBC provided in 2016. On a 'like for like' basis the RNLI charged £27 183, which included training, supervision and management, against an HBC figure of c£54 000 in 2016, which did not include supervision or management. In 2016 HBC paid an additional c£7 500 for training, induction and supervision from our lifeguard consultant. The RNLI also provided, at no cost to HBC, new accommodation and equipment for the lifeguards in 2017. It should be noted that the RNLI pay their staff at a higher hourly rate than HBC did, even allowing for pay increases.

2018 Season

5. For next year, we are looking to increase our lifeguard provision. This would include starting earlier at all three sites (w/c 26th May), so bringing the dates of operation of the pier and Marina sites in line with those at Pelham. The total cost to HBC of this operation is £43 488 (based on this year's level of operation the cost would have been £37 332).
6. It should be noted that, even with us providing a longer season, particularly at the pier and Marina, the costs are c£10 000 lower than we paid in 2016. In addition, the RNLI provide accommodation at Pelham and the pier at no additional cost to us, and a very high standard of lifeguard equipment. As noted above, they provide excellent training and specialist management support, and are widely seen as providing the 'gold standard' of lifeguarding operation.

7. The RNLI have indicated that, given the level of investment they are providing, they would like to enter into a three year agreement with us to provide our beach lifeguarding service. Such an agreement would also provide us with certainty of operation.
8. The procurement arrangements are still to be finalised, and are subject to legal advice. It is expected that this may require formal cabinet agreement because of the sums involved.

Recommendation

9. That a three year contract with the RNLI to provide our beach lifeguard service is entered into, subject to legal agreement.

Wards Affected

All (indirectly)

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness

Crime and Fear of Crime (Section 17)

Risk Management X

Environmental Issues X

Economic/Financial Implications X

Human Rights Act

Organisational Consequences X

Local People's Views

Anti-Poverty

Additional Information

Officer to Contact

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Officer Email Address : kboorman@hastings.gov.uk

Officer Telephone Number Ext 1123

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Agenda Item 8



Report to: Charity Committee

Date of Meeting: 11 December 2017

Report Title: Appointment of Grants Advisory Panel Member

Report By: Chris Barkshire-Jones, Chief Legal Officer and Monitoring Officer

Purpose of Report

To appoint a new member of the Grants Advisory Panel

Recommendation(s)

- 1. To appoint Maria Gonet to the Grants Advisory Panel with immediate effect for a period of three years**

Reasons for Recommendations

The membership of the Grants Advisory Panel is now seven due to a member resigning. The assessment of grant applications takes place in January 2018. As two members assess the same applications it is helpful to have an even number of members.

Background

Under a scheme dated 13 January 2011, Hastings Borough Council became 'the Trustee' to the Hastings and St Leonards Foreshore Trust.

The scheme advocated that there must be a Grants Advisory Panel with no fewer than four and not more than eight members.

The members of the Grants Advisory Panel must be appointed by the trustee on the basis of their knowledge and experience of the voluntary and charitable sector and in particular their knowledge of the voluntary and charitable sector in the area of the Borough of Hastings.

The Grants Advisory Panel must consider and make recommendations in respect of:

- a) the criteria for making grants which the trustee adopts from time to time.
- b) the content and format of grant application forms.
- c) the advertisement of availability of assistance by way of grant from the charity.
- d) individual applicants for grants and proposals of the trustee for making grants.

Process

Earlier in the year the Council put a news release in the Hastings and St Leonards Observer and the Hastings Independent Press in order to attract interest from members of the public to volunteer to be members of the Grants Advisory Panel. Three applications were received. The applicants were interviewed by the Chair of Charity Committee and the Chair of the Grants Advisory Panel, Andrew Colquhoun. Andrew was able to give helpful information on the work of the Grant Advisory Panel. All three candidates had experience of the voluntary sector and gave very strong performances at interview. Subsequently Maria Gonet was offered a position on the Grants Advisory Panel subject to the Charity Committee formally appointing her.

Next Steps

Maria Gonet will meet the other members of the Grants Advisory Panel as soon as possible after being formally appointed by the Charity Committee. The Chair of the Grants Advisory Panel will facilitate this process with the Chief Legal Officer.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

Anti-Poverty

No

Additional Information

None

Officer to Contact

Officer Name Chris Barkshire-Jones

Officer Email Address cbarkshire-jones@hastings.gov.uk

Officer Telephone Number 01424 451731

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Agenda Item 9

NOTES OF

Hastings & St. Leonards Coastal Users' Group AGM

Held on Tuesday, 21st November 2017 @ 1800hrs

East Hastings Sea Angling Association, Hastings

Present:

Paul Carter (Chair) – East Hastings Sea Angling Association
Cllr Kim Forward (Vice Chair) – Deputy Leader / Lead member for regeneration, HBC
Alan Care – Hastings and Rother Disability Forum
Andre Palfrey-Martin – Save Our Heritage Group
Christine Boulton-Lane – West of Haven Beach Users Association
Cllr James Bacon – HBC (Old Hastings Ward)
Cllr Judy Rogers – HBC (Castle Ward)
Cllr Mike Howard – HBC (West St Leonards Ward)
Daniel Hubbart – 1066 Boardriders
Dan Matthews – Hastings Pier Charity
Di Cooke – Hastings Lifeguards
Dick Edwards – Hastings Old Town Residents Association
Kaylass Ramaglan – Southern Water
Kevin Boorman – Hastings Borough Council
Laurence Bell – White Rock America Ground Business Group
Mel Jones – Love Hastings
Sam White – Epic Life/Hastings Windsurfing
Steve Peak – Friends of Hastings Country Park
Tina Matthews – Hastings Pier Charity
Allison Pascual – Hastings Borough Council (notes)

1. WELCOME, INTRODUCTION AND APOLOGIES

Everyone was welcomed to the meeting and introductions were made.

Apologies were received from:

Aaron Woods – Hastings Borough Council
Chief Insp Steve Curry – Sussex Police
Chris Richards – Hastings Adventure Golf
Chrissie Daniels – Blue Reef Aquarium
Cliff Meaden – Epic Life
Colin Dormer – Love Hastings
Paul Joy – Hastings Fishermen's Protection Society
Rob Woods – Love Hastings
Yasmin Ornsby – Stade Partnership

2. ELECTION OF CHAIR AND VICE CHAIR

Three nominations for Paul Carter for the position of chair were received prior to the meeting and he was duly appointed without vote.

One nomination was received for Cllr Kim Forward for the position of vice chair and she was duly appointed without vote.

In the spirit of partnership working, the chair is intending continue with co-chair arrangements as previously but in line with the constitution the above appointments were made.

3. CONSTITUTION AND TERMS OF REFERENCE

The draft amendments to the constitution were circulated prior to the meeting. Di proposed acceptance of the amended constitution. This was seconded by Christine and agreed by the meeting.

4. NOTES OF LAST MEETING (5TH SEPTEMBER)

Accepted as an accurate record

Matters arising:

- Cycle lane – Aaron has continued to chase East Sussex County Council and has been advised that the line will be reinstated in due course
- Rock-a-Nore wheelchair access – progress has been slow as unexpected problems have been encountered
- Winch Road – Kevin advised that the barrier needs replacing and confirmed that the cars do not belong to anyone from the fishing industry. Aaron will be asked to follow up. **Action: Kevin/Aaron**
- Stamco site – Kevin and Christine have discussed following the last meeting
- Coastal Communities Fund round 5 (CCF5) – the round of funding was to be announced this autumn but has been postponed. Discussions continue with potential project partners and an update will be given when available
- Small grants – comments were passed to the Charity Committee and an increase in funding has been agreed
- Deck chairs – franchising a concession is being considered for next year
- Intelligent signage at Rock-a-Nore – has been updated and the messages being shown are now relevant
- Hastings Lifeguards – HBC are happy to help with the logos if needed and colleagues have been asked to spread the word about the work of the organisation
- Management of Stade Hall – the invitation seeking expressions of interest is due to go out tomorrow, alongside a press release. A number of voluntary organisations who may be interested will be invited to tender for the operation and any bonafide not for profit organisation in town is entitled to submit an

expression of interest. Kevin clarified that the management of the Stade Open Space will remain with HBC, but obviously liaising with the Stade Hall management

5. FORESHORE TRUST ITEMS

a. Annual report of the Grant Advisory Panel

The report was noted.

This group is a key consultee for the Foreshore Trust and a recommendation has resulted in the increase in the levels of funding for both the Small grants and Events groups.

It was suggested that the Protector for the Foreshore Trust be invited to supply a written report as part of the annual cycle of reporting to comply with the Charities Commission requirements. It was agreed that request will be put forward although this may not be granted. **Action: Kevin**

b. Lifeguard Service

It was recognised that there has been conflicting information between the RNLI's policy for red flags, which was applied nationally to all RNLI lifeguarded beaches, and that which used to operate in Hastings. It was agreed that one of their senior supervisors will be invited to a future meeting to clarify. **Action: Kevin**

6. COASTAL ITEMS UPDATE

a. Harbour Arms Works

At the last meeting it was reported that the works were delayed as the granite is yet to be delivered. There are only three barges that would be capable of transporting the granite, which were not available. The works have now been postponed until next March.

b. Coastal Communities Fund (CCF4)

Delivery of CCF4 continues:

- Mel has been employed as the White Rock Co-ordinator under the programme and is linking with partners in the White Rock area and Havelock Road
- The Wi-Fi project is being extended
- A marketing campaign to promote the area is also being carried out and material will be published soon
- The White Rock fountain will be refurbished (subject to satisfactory structural survey results) and the consultation opens tomorrow

The Source continues to deliver events and just last night won the Historic England Heritage Angel award for the “best rescue of a historic building” as well as the Historic England Followers’ and Telegraph readers’ People’s Choice Award for a heritage project at an awards ceremony held in the Palace Theatre in London. Although this is good publicity for Hastings, Alan raised the lack of disabled access The Source as an issue. At the consultation stage, assurance was given that the build would be fully accessible, but this did not come to fruition. Kevin agreed to take this point back to ensure that the fountain development will be fully accessible.

Action: Kevin

c. Harbour update

At its September meeting, HBC Cabinet supported the principle of the proposed harbour and agreed to support the development of the business case.

Kevin explained that this is not a council driven project and although support was given, this in no way guarantees that the development will go ahead. A number of feasibility studies will have to be conducted to understand whether the environment is suitable for the development to go ahead. The drawing that was presented was an artist’s impression and in no way the final plan. It was confirmed that HBC has not contributed any funding towards the development at this stage. The developers are currently working on the project plan and timeline and it is not yet known when this plan will be published. It is likely that they will be engaging with local stakeholders at this point.

d. Net shops update

A restoration plan is going to be implemented soon and a site meeting is coming up. The area is being cleaned and will be made to look better and it is hoped this will be completed in the next couple of months.

7. INFORMATION ITEMS

a. Charity Committee Minutes 25th September 2017

The minutes were noted by the meeting.

b. Charity Committee AGM Minutes 25th September 2017

The minutes were noted by the meeting.

8. MEMBER UPDATES / ANY OTHER BUSINESS

- Herring Fair last weekend – was a really successful event. Kevin thanked all who supported it. Lots of positive feedback was received and there was lots of herring available

- Pier – has seen an increase in footfall and social media followers since winning the RIBA Stirling prize and it is hope more will visit following further promotion.
- Hastings Lifeguards – are still struggling despite approaches to various organisations for support. Di has tried to contract the RNLI but has been unsuccessful. The club is booked to cover four major events next year, but its membership and income stream has been hit heavily. Any support will be very gratefully received. The chair has agreed to facilitate the discussion off line between Hastings Lifeguards, RNLI and HBC. **Action: Paul**
- West of Haven – problems had been encountered as the area is very exposed to problems with gates and unwanted visitors. It is recognised that ongoing problems are hard to solve but HBC colleagues Aaron Woods (Resort Manager), Ken Dullaway (Beach Inspector) and Paul Cosson (Parking Enforcement Manager) have been very helpful and Christine would like to have her thanks extended to them.
- Love Hastings – has been busy with the Christmas parade and lights switch on which takes place in Queens Road and around the town centre this coming Thursday
- Miniature railway – celebrates 70 years next year. Happy Harold will be celebrating 90 years
- West St Leonards Bathing Pool – display board is being created in house at HBC
- Bottle Alley – Sam explained that they have received a lot of good feedback on the lights which have been installed. HBC has arranged a formal switch on which will be taking place this coming Saturday at 5pm. Meeting place is at the Pier
- Storytelling Festival – took place the weekend before last and was very well attended. Dick extended his thanks to all who took part and to the Mayor for leading the procession
- Frost Fair – takes place in Kings Road, St Leonards on Saturday, 25th November
- World record Spurdog – was caught in the summer and it has been confirmed as a world record weighing 25lbs, 4oz. This has beaten the old record by 6lbs

9. DATE OF NEXT MEETING

6pm, Tuesday, 27th February 2018 – Muriel Matters House

Meeting closed 19:26

Distribution:

Hastings & St Leonards Coastal Users Group
Charity Committee

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HASTINGS & ST. LEONARDS COASTAL USERS' GROUP

CONSTITUTION AND TERMS OF REFERENCE

1. Name

The name of the Group shall be the "Coastal Users' Group" and, unless the Charity Commission shall have determined otherwise, the Group shall act as the Coastal Advisory Group under the Charity Commission Scheme dated 13 January 2011 (the Scheme).

2. Definitions

- a. The Foreshore is that area of land on the seafront at Hastings and St Leonards which is held on charitable trusts by the Council under Land Registry Title XXXX, as shown on the attached plan.
- b. The Foreshore Trust is the charity registered at the Charity Commission as the Hastings and St Leonards Foreshore Charitable Trust (No. 1105649) (the Charity).
- c. The Council is Hastings Borough Council

3. Objectives

- 1) To provide regular communication between users of the Foreshore and the Council, as trustee of the Charity.
 - b. To act as consultee for matters affecting the Foreshore and to be considered by the Charity Committee, when exercising the Council's function as trustee of the Charity, in particular:-
 - The standards or specifications for the maintenance of the Charity's land;
 - The Charity's policy relating to the activities and events arranged or permitted on the Charity's land; and the arrangement or permitting of any activity or event on the Charity's land which is outside the Charity's policy;
 - The Charity's policy relating to the exercise of any power under the Hastings Borough Council Act 1988 or otherwise to manage, let, sell or otherwise dispose of the Charity's property;
 - The exercise, other than in accordance with its established policies, of any power under the Hastings Borough Council Act 1988 or otherwise to manage, let, sell or otherwise dispose of the Charity's property.
- 2) To act as consultee for matters to be considered by Hastings Borough Council affecting Hastings Borough Council land adjacent to or in close proximity to the Foreshore.
- 3) to provide a forum for discussion of matters of concern or interest to the Group pertaining to or affecting the Foreshore

4. Status of the Group

- a. The Group shall be regarded as an internal body giving advice
 - (i) to the Council, as charity trustee, through its Charity Committee under paragraph 3(1) above;
 - (ii) to the Council in its own right in relation to Council owned land under paragraph 3(2) above;
 - (iii) raising with the Council in either capacity matters discussed under paragraph 3(3) above.
- b. As such, the councillors attending the Group shall not be regarded as sitting on an outside body for the purposes of the Code of Conduct (for Councillors) and having to declare a personal or prejudicial interest when matters relating to or affecting the Group are discussed in the Council.
- c. The Council shall provide administrative services to the Group and reference to the secretary shall be to the administrative officer designated by the Council.

5. Membership of the Group

- a. The Membership is to reflect those groups and organisations which:-
 - use the Foreshore for leisure and pleasure purposes,
 - are engaged in providing leisure for other users,
 - statutory agencies with responsibilities affecting the Foreshore;
 - those with an interest in the Foreshore; Including but not exclusively as follows:-

Councillors and Council Officers	Marketing and Major Projects Manager	Type 1A (non voting)
	Resort Manager	Type 1A (non voting)
	Leader Member – Regeneration and Culture	Type 1A (non voting)
	Ward Councillor – West St Leonards	Type 1
	Ward Councillor – Central St Leonards	Type 1
	Ward Councillor – Castle	Type 1
	Ward Councillor – Old Hastings	Type 1
Statutory Services	Environment Agency	Type 2
	Maritime & Coastguard Agency	Type 2
	Southern Water Services	Type 2
	Sussex Police	Type 2
	Royal National Lifeboat Institution	Type 2
Attractions & Non-Commercial	Old Hastings Preservation Society/Fishermen's Museum	Type 1
	Hastings Shipwreck	Type 1

	Museum	
	Stade Partnership	Type 1
	Save Our Heritage Group	Type 1
	Hastings Pier Charity	Type 1
Representing Commercial Interests	Hastings Fishermen's Protection Society	Type 1
	White Rock & America Ground Business Group	Type 1
	Hastings Arts Forum	Type 1
	Hotel & Tourism Association	Type 1
	Stade Amusements	Type 1
	Blue Reef	Type 1
	Hastings Crazy Golf	Type 1
	St Leonards Town Team	Type 1
	Hastings Area Chamber of Commerce	Type 1
	The Source BMX	Type 1
	Hastings Windsurfing Ltd / Epic Life	Type 1
Leisure – Non-profit	East Hastings Sea Angling Association	Type 1
	Friends of the Country Park	Type 1
	Hastings and District Canoe Club	Type 1
	Hastings and St Leonards Rowing Club	Type 1
	Hastings and St Leonards Sailing Club	Type 1
	Hastings and St Leonards Sub Aqua Club	Type 1
	Hastings Sea Cadets	Type 1
	Hastings Voluntary Lifeguard Club	Type 1
	1066 Board Riders	Type 1
	Hastings and St Leonards Sea Angling Club	Type 1
	Hastings Urban Bikes	Type 1
	West of Haven Fishermen's Association	Type 1
	West of Haven Beach Users Association (Beach Huts)	Type 1
	Hastings Motorboat & Yacht Club	Type 1
Supporting Commercial and Community interests	Love Hastings (BID)	Type 1
Community	Hastings and Rother Disability Forum	Type 1
	Castle Ward Forum	Type 1
	Hastings Old Town Residents Association	Type 1
	West St Leonards Community Centre	Type 1

Note on third column:

Type 1 –full membership with voting rights

Type 1A – as above but without voting rights

Type 2 – limited membership where members are sent agendas and minutes and can be invited or request to be invited for relevant items. No voting rights

Type 3 – additional guest members could be invited for particularly relevant items. No voting rights.

- b. The Membership is not fixed and it may be added to with the agreement of the Group.
- c. Each member shall send one representative or substitute to a meeting of the Group.
- d. Each member shall advise the secretary of the name of its duly authorised representative and substitute.
- e. A person who is a member of the Grant Advisory Panel appointed under the Scheme shall not be eligible to act as representative of a member organisation on the Group.
- f. Failure by a member's duly authorised representative or substitute to attend three regularly convened consecutive meetings may result in expulsion of the member from the Group if this is approved by not less than two thirds of the members present and voting at a subsequent Annual General Meeting.
- g. Each member is expected to
 - contribute positively towards the workings of the Group; and
 - at all times when considering matters under paragraph 3(1) above keep in mind that the Foreshore is held for the common use, benefit and enjoyment of Her Majesty's subjects and the public generally, and for those purposes permitted by the Hastings Borough Council Act 1988.
- h. Membership of the Group is permanent. However, a member may be expelled from membership of the Group by resolution of the Group at a General Meeting, approved by not less than two thirds of the members present and voting, if in their opinion the member has conducted itself in such a way as to compromise or conflict with to the objectives of the Group.
- i. Likewise a member's representative may be removed from the Group and the member will be given the option to appoint a different representative or leave the Group.
- j. In both cases the member will be given the opportunity to answer the allegations before a meeting of the Group, called

with no less than 10 working days' notice to the member concerned.

6. Meetings of the Group

- a. There shall be an Annual General Meeting of the Group at a time and place to be agreed by the Group and not less than 15 working days' notice of the meeting shall be given to members, specifying the business to be transacted. The Annual General Meeting shall be open to the public who may attend to observe.
- b. A member may give notice to the secretary of a proposal which must be seconded by another member and delivered to the secretary within 15 working days of the meeting. The secretary shall then give notice to each member of the extended agenda for the meeting within 10 working days of the meeting.
- c. The Group shall be chaired by a person elected by the Group at the Annual General Meeting from the membership of the Group. Members and officers of the Council are eligible for election. The chair shall be elected in order to fulfil the following requirements:-
 - To maintain a position of impartiality as chair
 - To facilitate an open and balanced discussion where all interested persons have the opportunity to comment:
 - To ensure that the agenda for meetings includes all items which the Council as Trustee or as local authority has notified as required for comment and recommendation from the Group.
 - To determine that the meeting is quorate before commencing consideration of business
 - To ensure that the Group completes the business before it
 - To keep order
 - To summarise the issues arising in the course of discussion and to ensure that the sense of the meeting is properly ascertained by taking a vote where necessary.
 - To approve a draft of the minutes.

The first chair under this Constitution shall be elected at the first ordinary meeting of the Group following adoption of this Constitution by the Charity Committee and shall hold office until the first Annual General Meeting following that election. The term of office of chair shall be one year and there shall be no limit on the number of terms held as chair.

- d. The Group shall elect a vice-chair on the same basis as for the chair. The vice-chair shall take the chair where the chair is either absent or prevented from taking part due to a conflict of interest.

- e. General meetings of the Group shall be held not less than quarterly and additional meetings may be called at any time by the chair or at the request of the Council or on a written request signed by not less than 8 members of the Group stating the item or items for discussion. The agenda shall be agreed by the Chair and shall be sent to the members at least 5 working days before the meeting.
- f. Each agenda shall have an item for "Any other business".
- g. The Group will always try to reach a consensus without taking a vote, though there will be occasions when this will not be possible. With the exception of the Council Lead Member and Council officers, each Type 1 member of the Group shall have one vote, which shall be exercised by the duly nominated representative of the member or substitute. For the avoidance of doubt, councillors attending in their capacity as ward members shall have a vote as representatives of their constituents.
- h. The chair shall have a second or casting vote where there is an equality of voting. Where the chair is a non-voting member of the Group, the chair shall have a casting vote only where this is required to break a tie in voting.
- i. Quorum for meetings shall be 8 members who are entitled to vote.
- j. Minutes of meetings of the Group will be circulated to members and such items as shall be agreed by the Group shall be forwarded to the Charity Committee as a recommendation or for noting.
- k. The Group may set up sub-groups to investigate and report back to the Group on matters referred to the Group for consultation purposes. Any response to consultation by the Charity Committee shall be agreed by the Group in a meeting.

7. Conflict of interest

- a. If any member or a representative of a member present at a meeting has a private or personal financial interest, or his/her employer, partner, business associate, relative or close friend has such an interest in any matter to be considered at the meeting, he/she as soon as practicable after the start of the meeting shall disclose the fact to the meeting. The member affected may make representations to the Group and answer questions from other members of the Group but then shall leave the room and take no part in the discussion or voting.

- b. Failure to abide by the rule in paragraph 7a, may result in action under paragraphs 5g and h above.

8. The Protector

The Scheme provides for a Protector for the Charity and sets out certain powers of the Protector, including the right to attend and speak at meetings relating to the administration of the Charity and to receive notice of meetings and minutes and relevant papers. This applies to meetings of the Coastal User Group and so the Protector should be included as if a member when giving notice of meetings and distribution of agenda and papers and minutes

9. Changes to the Constitution

- a. This Constitution may be amended by a two thirds resolution of those present and voting at the AGM or a meeting convened for the purpose. Notice of the proposal shall be given as in paragraph 6. b. above.
 - b. The Charity Committee is under a duty to keep under review the suitability of the Group as constituted to perform the functions of the Coastal Advisory Group under the Scheme and this Constitution may be changed as a result of such review.
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Agenda Item 11

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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