

Charity Committee Agenda

Monday, 27 June 2016 at 6.00 pm

Council Chamber, Upper Ground Floor, Aquila House, Breeds Place, Hastings, East Sussex, TN34 3UY.

Please enter the building via the Tourist Information Centre entrance.

For further information, please contact Emily Horne on 01424 451719 or email ehorne@hastings.gov.uk

	Page No.
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of the meeting held 21 March 2016	1 - 8
4. Notification of any additional urgent items	
5. Euro Maritime Fisheries Fund - Community Led Local Development (FLAG - Fisheries Local Action Group) <i>(Monica Adams-Acton, Assistant Director Regeneration and Culture)</i>	Verbal Report
6. Finance Report <i>(Peter Grace, Assistant Director, Financial Services and Revenues)</i>	9 - 32
7. Minutes of the Meeting of the Coast Users Group held on 7 June 2016	33 - 36
8. Additional urgent items (if any)	

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Agenda Item 3 Public Document Pack

CHARITY COMMITTEE

21 MARCH 2016

Present: Councillors Fitzgerald, Forward, Cartwright and May, the Protector and Andrew Colquhoun Chair of the Grants Advisory Panel.

The Chair expressed his appreciation for the hard work undertaken by Councillor Hodges former Chair of the Charity Committee.

29. APOLOGIES FOR ABSENCE

None.

30. DECLARATIONS OF INTEREST

None.

31. MINUTES OF THE MEETING HELD 14 DECEMBER 2015

RESOLVED – that the minutes of the meeting held on 14 December 2015 be approved and signed by the Chair as a correct record

32. NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS

None.

33. FORESHORE TRUST - EVENTS GRANTS 2016/17

The Assistant Director Regeneration and Culture presented a report to present the recommendations of the Grant Advisory Panel (GAP) in respect of applications for Events Grants 2016 – 17.

The purpose of the small grants programme is to support organisations delivering a range of activities for local people that address the Charity's objectives and priorities.

The Chair of GAP, Andrew Colquhoun, presented the panel's recommendations to the committee. The small grants programme had been advertised from November 2015 in a variety of web pages and printed publications, and a total of 23 applications for funding had been received. Each grant application had been assessed against the Foreshore Trust's objectives and scored by two members of the GAP, and then jointly reviewed by a meeting of the full panel. The GAP recommended approving eleven grant applications for the 2016/17 programme; totalling £19,786 (two of these were considered for funding at a slightly lower level). A balance of £214 will be carried forward to the next round of Foreshore Small Grants. Each of the successful applications will be subject to monitoring of take up and impact of the project, in line with the Foreshore Trust's equalities policy.

Members of the committee thanked the GAP for their efforts in assessing the applications for funding.

Councillor Cartwright proposed approval of the recommendations to the report, seconded by Councillor Forward.

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RESOLVED (unanimously) to:

That the Charity Committee considers for approval the events grants recommendations of the GAP as set out in Appendix 1

The reason for this decision was:

The Grant Advisory Panel has appraised the merits of the applications received for events grant support and has made a number of recommendations for grant awards that can be funded from the 2016 – 17 budgets. These were rigorously assessed with detailed discussion on each application at the GAP meeting on 2nd February 2016.

34. KIOSK PROPOSAL

The Assistant Director Regeneration and Culture presented a report to update the Charity Committee on the proposal for a seafront catering kiosk to be built as part of the wider White Rock Area improvements and above the White Rock Baths.

A proposal has been received from The Source to operate the kiosk. The Source operates the Source Park BMX and Skateboard facility within the White Rock Baths under a lease granted by the Foreshore Trust. They wish to provide catering and additional services from the kiosk that will complement and add to the Source Park provision as well as other activities in the area. By operating alongside their operations within the White Rock Baths, the kiosk operations would benefit from an existing purpose built kitchen and a large pool of qualified staff. Additional services proposed include: basic tourist information, free water refilling station, high speed wifi, cycle repair kits and wider products (sunscreen etc), and free compressor pump for use by cyclists.

The Source's proposal included an annual rent, profit sharing arrangement and a capital contribution to the costs of fitting-out the kiosk.

Planning permission for a kiosk in this location is in place and all services are located in a convenient position under the promenade to allow connection to fresh water, waste and electricity supply. The construction of the kiosk has been the subject of a tendering exercise.

Based on the lowest construction tender received and the financial proposal from the Source, the capital investment required by the Foreshore Trust to construct the kiosk would be recouped within eight years.

An independent professional valuer's assessment of the Source's proposal has been carried out which confirms that the proposal is on acceptable terms and at a market rate, and represents good value for the Trust.

At its meeting on 17th March 2016, the Coastal Users Group supported the Source proposal. 8 of the 18 members suggested that the scheme should be publically advertised.

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Councillor Cartwright proposed approval of the recommendations to the report, seconded by Councillor Forward.

RESOLVED (unanimously) to:

- 1. Support is given to proceed with the proposal from The Source to operate the White Rock kiosk on the basis of their financial officer, and subject to final confirmation and evaluation of tender prices and taking into account the views of the Coastal Users Group.**
- 2. The project is added to the business plan for 2016/17 and £53,627 is allocated from reserves in 2016/17 budget, subject to satisfactory heads of terms being agreed.**

The reason for this decision was:

A proposal to operate a kiosk above the White Rock Baths has been received directly from The Source and therefore is not subject to a public invitation or tendering exercise. The proposal has been subject to an independent assessment by a professional valuer and offers both financial value and added advantages. The kiosk will be an addition to the Foreshore Trust's assets and the resulting activities are entirely consistent with the Trust's objectives. The support of the Coastal Users Group for the proposal, and the comments in relation to advertising the kiosk, were taken into account.

35. WINCH ROAD IMPROVEMENTS

The Resort Services Manager presented a report to update members of the Committee on the completion of the Winch Road improvement scheme and localised issues of flooding that have subsequently emerged.

The Winch Road Refurbishments have included the upgrade and resurfacing of Winch Road; Improved lighting on the Winch Road to the east of the Stade Open Space and additional crossing points over the miniature railway for pedestrians; pushchairs and wheelchairs and safer crossing for cyclists.

A number of further works are required to include clearing and re-routing the main drain from in front of the RNLI building. There is also an area at the eastern end of the Winch Road where standing water is 'ponding' after heavy rain fall.

Funding has been provisionally allocated in the Foreshore Trust business plan budget for 2015/16; this requires authority from the Charity Committee before it can be spent.

The Coastal Users Group approved this recommendation.

Councillor Forward proposed approval of the recommendations to the report, seconded by Councillor Cartwright.

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RESOLVED (unanimously) that Authority is given by the Charity Committee for officers to spend the £10,000 budget provision for additional works required to the Winch Road.

The reason for this decision was:

The Winch Road project that provided an enhanced surface and additional lighting has been completed successfully.

The improved concrete surface appears to have resulted in some drainage issues for some of the area and buildings adjacent to the road.

A costed solution has been provided by the main contractors in consultation with the Fishermens Protection Society and it is proposed to proceed with these works.

36. CHILDREN'S PLAY AREA

The Resort Services Manager presented a report to seek support for the removal of a small landscaped area within the play area and for it to be replaced with additional piece of play equipment and new safety surface.

£25,000 has been allocated in the Business Plan budget for 2016/17 for the play area. An estimate has been received for £10460 to provide and install the equipment and undertake the landscaping and safety surface works.

The Resort Services Manager advised that its meeting on 17th March 2016, the Coastal Users Group were in support of the play area.

The committee were in support of the proposal and felt that another piece of equipment will add play value.

Councillor Cartwright proposed approval of the recommendations to the report, seconded by Councillor Forward.

RESOLVED (unanimously) that support is given for installation of additional equipment in the Pelham Play area within the 2016/17 budget.

The reason for this decision was:

The play area operates to full capacity at many times and the landscaping is unsightly and difficult to maintain.

We are proposing to replace it with a new piece of climbing equipment.

37. STADE FACILITY MANAGEMENT

The Assistant Director of Regeneration and Culture presented a report to update the Committee on options for the future management of the Stade Facilities.

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Since the ending of FLAG funding, interim management arrangements were set in place to enable the facilities to continue while permanent arrangements were investigated.

Officers have reviewed the past and current use of the Facilities, and external legal advice has been sought. In addition, an independent valuation has been undertaken of the market value and rental value of the Facilities commissioned from GVA Grimley Ltd.

A number of options were proposed in sections 15-18 of the report.

The proposals outlined in the recommendation were supported by The Coastal Users Group at their meeting on 17th March 2016.

Councillor Forward proposed approval of the recommendations to the report, seconded by Councillor Cartwright.

RESOLVED (unanimously) that the Charity Committee endorse the recommendations set out in sections 15-18 of this report.

The reason for this decision was:

Following the ending of external funding for the promotion and organisation of a range of activities in the Classroom on the Coast, Stade Hall and the Stade Open Space (Stade Facilities), interim management arrangements were put in place while further investigations were made to determine options for more permanent arrangements. These investigations are now completed.

38. FORESHORE TRUST 2016/17 BUDGET AND FINANCIAL REPORT

The Assistant Director – Financial Services & Revenues presented a report to advise Members of the Committee on the current year's financial position (2015/16) and to determine the budget for 2016/17.

The Charity Committee had two main income streams, namely car parking and property leases/ licences. Financial Monitoring statements were appended to the report which provided detail of the costs being incurred on major projects within the business plan and income.

In March 2015, the Trust had agreed its budget for 2015/16, with a projected surplus of £248,000 (before grant distribution and use of reserves).

The Assistant Director – Financial Services & Revenues advised that the main variation in the report was the increased income from car parks, providing an estimated surplus of £292,000. New borrowing costs had occurred as a result of the White Rock Baths and a further loan had been made to the Trust at £127,000, this is in place until the land sale/swap is agreed in respect of land at West Marina.

The advice given by the Assistant Director – Financial Services & Revenues was to plan ahead for the future.

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The 2016/17 budget identifies a projected surplus of £232,000 for the year (before distribution of grants, capital charges and use of reserves).

The Protector queried the risk of the sea defences falling on Foreshore Trust land. The Assistant Director – Financial Services & Revenues advised him that funding had changed and the Government will now cover 100% of approved Sea Defence works.

In agreeing the business plan for 2016/17 to 2018/19 it was agreed that of the total sum of £25,000 for play areas, £10,460 would be used for Pelham Play Area, with the balance being available for other schemes.

Councillor Forward proposed approval of the recommendations, as set out in the resolution below, seconded by Councillor Cartwright.

RESOLVED (unanimously) that the Charity Committee:

- 1. Agree the current financial position for 2015/16**
- 2. The allocation of general grants for 2016/17 be set at £50,000 and event grants at £20,000**
- 3. Approve the proposed expenditure funded from Reserves – albeit further Committee approval to proceed is required for one scheme.**
- 4. Approve the budget for 2016/17**
- 5. Financial monitoring reports continue to be presented at each meeting of the Charity Committee.**

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 Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus slightly above budget expectations is anticipated for 2015/16 in respect of ongoing operations. This enables the Committee to establish a prudent level of grant allocations that can be distributed as part of the 2016/17 budget process.

The programmed use of reserves has been determined in accordance with the business plan.

39. STADE AMUSEMENTS SITE

The Assistant Director – Financial Services & Revenues presented a report to seek approval to grant a new lease.

The lease for the Stade Amusements site is due to expire on 31st January 2017. The tenant 'Stade Developments (Hastings) Ltd', had requested to renew the lease for 50 years, but is now seeking to renew the lease for a shorter term of 15 years. During this term they will carry out some improvements on the site. An external surveyor, (Director of Retail, Hotels and Leisure at Bilfinger GVA) has been appointed to

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negotiate the terms for a new lease on behalf of the Trust. The draft Heads of Terms were appended to Part II of the report. The external surveyor has advised that it is in the Charity's interest to enter into a new lease on these terms.

Councillor Forward proposed approval of the recommendations, as set out in the resolution below, seconded by Councillor Cartwright.

RESOLVED (unanimously) that the Charity Committee agrees to grant a new lease of the site in accordance with the Heads of Terms contained in the report Part 2.

The reason for this decision was:

An external Surveyor has advised that the proposed lease terms are considered to be the best that can reasonably be obtained for the Trust.

40. MINUTES OF THE MEETING OF THE COASTAL USERS GROUP HELD ON 17 MARCH 2016

The notes of the meeting of the Hastings and St. Leonards Coastal Users' Group held on 17 March 2016 were submitted.

Councillor Cartwright proposed approval of the recommendations, as set out in the resolution below, seconded by Councillor Forward.

RESOLVED (unanimously) that the minutes of the meeting of the Hastings and St. Leonards Coastal Users' Group held on 17 March 2016 be received and noted.

41. ADDITIONAL URGENT ITEMS (IF ANY)

None.

42. EXCLUSION OF THE PUBLIC

RESOLVED – 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.

Minute No.	Subject Matter	Paragraph No.
43 (E)	Stade Amusements Site	3

43(E) STADE AMUSEMENTS SITE

The Assistant Director – Financial Services & Revenues presented a report to seek approval to grant a new lease.

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Councillor Cartwright proposed approval of the recommendations, as set out in the resolution below, seconded by Councillor Forward.

RESOLVED (unanimously) to grant a new lease in accordance with the Heads of Terms at Appendix 1.

The reason for this decision was:

An external Surveyor has advised that the proposed lease terms are considered to be the best that can reasonably be obtained for the Trust.

(The Chair declared the meeting closed at 6.30 pm)

Agenda Item 6



Report to: Charity Committee

Date of Meeting: 27 June 2016

Report Title: Finance Report

Report By: Peter Grace
Assistant Director - Financial Services & Revenues

Purpose of Report

To advise members of the Committee on the draft financial position for 2015/16 and the current year's financial position, agree revisions to the Trust's business plan and review the Risk Register and Reserves Policy.

Recommendation(s)

1. To agree the current financial position for 2016/17.
2. The Risk Register be agreed (Appendix 4)
3. The Reserves Policy be agreed (Appendix 5)

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.

The reserves policy is reviewed on an annual basis and is undertaken against the uncertainties that are identified within the risk register and the general economic environment.

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 2015/16 and 2016/17. The figures identify the annual operating surplus, and thereafter a deficit /surplus for the year once the distribution of grants and other programmed expenditure (financed from reserves) is taken into account.

Final Accounts 2015/16

3. The draft accounts (unaudited) identify that in 2015/16 the operating surplus was £321,000, thus exceeding the £292,000 revised estimate by £29,000. The final accounts are due to be considered by the Committee at its meeting on 26th September 2016.

Financial Position 2016/17

4. The budget agreed in March 2016 for 2016/17 estimated income for the year at £1,188,000 and expenditure at £956,000. The estimated surplus for the year being £232,000, after direct governance costs, but before distribution of grants, capital charges and before use of Reserves.
5. Income and expenditure projections are currently in line with the budget.

Business Plan 2016/17

6. The Charity Committee on 21 March 2016, approved the rescheduling and commencement of certain schemes e.g. White Rock Promenade Kiosk , Winch Road Improvements and Children's Play Area Improvements. The Winch road upgrade slipped to May 2016 and the Business plan has been amended to reflect this slippage.
7. The level of programmed spend will continue to reduce the cash balances held by the Trust for this financial year. Whilst it is the case that the level of reserves will decrease, the Trust will still retain reserves above the minimum level identified within the Reserves Policy (£690,000) – subject to no unexpected calls on the reserves and no reduction in the expected levels of car parking and fee income.
8. The current programme of works is identified in Appendix 2. The Committee has approved or earmarked expenditure on all these schemes (asterisked items are subject to further reports).

Reserves

9. The total cash balances of the Trust at the 31 March 2016 amounted to £1.27m (unaudited).

10. With the current business plan, the revised cash balances for future years are estimated to be as follows :-

£1.20m as at 31st March 2017,

£1.37m as at 31st March 2018,

£1.53m as at 31st March 2019.

Risk Register

11. The Risk Register is included in Appendix 4. This seeks to identify the potential risks to the Foreshore Trust that could have financial implications, and which necessitate the maintenance of reserves. Now the construction work within the White Rock Baths risk is completed the risk has been deleted. This is now considered to be included with other revenue stream risks rather than one of construction. Members are asked to agree the risk register.

Reserves Policy

12. The reserves policy identifies £690,000 as the suitable level of Reserves to maintain – given the potential risks faced by the Trust.

13. The Reserves Policy is included in Appendix 5 and this will continue to be considered by the Trust on an annual basis in conjunction with the review of risk (more often if circumstances require).

14. Appendix 3 attached provides background information on determining a Reserves policy. This is based on extracts of the Charity Commission guidance on this issue.

Key points about charity reserves:-

- Charity law requires any income received by a charity to be spent within a reasonable period of receipt.
- Trustees should be able to justify the holding of income as reserves.
- Reserves are that part of a charity's unrestricted income funds that is freely available to spend.
- Where the trustees have a reserves policy, this policy must be set out in the trustees' annual report.
- If the trustees have not set a reserves policy, this should be stated in the trustees' annual report.
- A good reserves policy takes into account the charity's financial circumstances and other relevant factors.
- It is good practice to monitor the level of reserves held throughout the year.

- It is good practice to keep the reserves policy under review to ensure it meets a charity's changing needs and circumstances.

15. In summary the Reserves policy (Appendix 5) effectively recommends that Cash Reserves of £690,000 be retained, plus sufficient funds to meet the Repairs and Renewals programme - which remains subject to regular amendment. It is also recommended that the Reserves policy continue to be regularly reviewed.

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 - Reserves Policy (Charity Commission guidance)
Appendix 4 - Risk Register - Foreshore Trust
Appendix 5 - Reserves

Officer to Contact

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Hastings and St Leonards Foreshore Charitable Trust

Indicative Forward Plan	2015-16 Budget Estimate	2015-16 Outturn Estimate	2016-17 Budget Estimate	2017-18 Budget Estimate	2018-19 Budget Estimate
	£'000	£'000	£'000	£'000	£'000
Incoming Resources					
Investment Income	(8)	(8)	(6)	(9)	(10)
Incoming resources	(1,128)	(1,224)	(1,182)	(1,182)	(1,182)
Total incoming resources	<u>(1,136)</u>	<u>(1,232)</u>	<u>(1,188)</u>	<u>(1,191)</u>	<u>(1,192)</u>
Resources Expended					
Loan repayments	0	4	47	47	47
Charitable activities (exc capital charges)	735	749	739	739	739
Maintenance projects and cyclical repairs	50	47	67	45	45
Governance costs	103	110	103	103	103
Total Resources Expended	<u>888</u>	<u>911</u>	<u>956</u>	<u>934</u>	<u>934</u>
Total Operating Surplus	<u>(248)</u>	<u>(321)</u>	<u>(232)</u>	<u>(257)</u>	<u>(258)</u>
Grants	53	53	50	50	50
Events	17	17	20	20	20
Projects (Main programme)	477	357	229	25	25
(Surplus)/Deficit	<u>299</u>	<u>105</u>	<u>66</u>	<u>(163)</u>	<u>(164)</u>
Usable current assets	1,378	1,378	1,273	1,206	1,369
Usable current assets carried forward	1,079	1,273	1,206	1,369	1,533
Minimum reserves	690	690	690	690	690

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DETAILED - MONITORING REPORT

	Budget 2015-16	Indicative Revised Budget 2015-16	YTD Actual 2015-16	Estimate to end of year	Estimated Outturn 2015-16	Variance to revised Budget	Indicative Budget 2016-17
	£	£	£	£	£	£	£
Cost of Charitable activities - by activity							
Car parking - operating costs	215,940	223,610	229,788	0	229,788	(6,178)	224,070
Stade & Foreshore - operating costs	226,510	219,070	239,200	0	239,200	(20,130)	216,240
Stade hall & Stade Open Space MUGA	28,550	28,550	14,250	0	14,250	14,300	34,190
Depreciation**	27,920	44,640	0	44,640	44,640	0	44,640
Other direct premises costs - cleaning	101,020	102,840	103,910	0	103,910	(1,070)	103,270
Other direct costs	63,950	63,150	63,800	0	63,800	(650)	64,690
Street Cleansing	81,270	79,250	78,680	0	78,680	570	80,590
Other Recharges	17,050	15,400	19,330	0	19,330	(3,930)	16,010
Total	762,210	776,510	748,958	44,640	793,598	(17,088)	783,700
Maintenance projects and cyclical repairs							
Maintenance projects (Direct B020)	50,000	50,000	47,490	0	47,490	(2,510)	67,000
Governance costs							
Direct HBC costs- estimated	58,750	58,750	58,760	0	58,760	10	58,750
Auditors remuneration	3,500	3,500	3,500	0	3,500	0	3,500
Protectors fees	10,000	10,000	9,640	0	9,640	(360)	10,000
Legal and Professional fees	12,000	12,000	18,290	0	18,290	6,290	12,000
Responsibility allowance - Chair	6,060	6,250	5,940	0	5,940	(310)	6,060
Insurance	13,000	13,000	13,970	0	13,970	970	13,000
Trustees reimbursement & meeting costs	0	0	0	0	0	0	0
Total	103,310	103,500	110,100	0	110,100	6,600	103,310
Grants							
Grants - Small	0	0	(108)	0	(108)	(108)	50,000
	0	0		0	0		
Education Futures Trust -The Shore Academy	1,946	1,946	1,946	0	1,946		
Citizens Advice 1066	3,630	3,630	3,630	0	3,630		
Radiator Arts	4,800	4,800	4,800	0	4,800		
Counselling Plus Community	2,180	2,180	2,180	0	2,180		
Hastings Chinese Association	1,420	1,420	1,420	0	1,420		
Hastings & District Interfaith Forum	793	793	793	0	793		
BHARA - right to play	5,000	5,000	5,000	0	5,000		
Hastings Furniture Service	5,000	5,000	5,000	0	5,000		
Hastings Intercultural Organisation	2,500	2,500	2,500	0	2,500		
Stay Up Late - Gig buddies	5,000	5,000	5,000	0	5,000		
Trash Canes - HOWL	3,890	3,890	3,890	0	3,890		
Hastings District Woodcraft Folk	2,620	2,620	2,620	0	2,620		
Trasure Tots Art Café	1,486	1,486	1,294	0	1,294		
Xtra Young Peoples Centre	4,380	4,380	4,380	0	4,380		
Hastings and Rother Mediation	2,000	2,000	2,000	0	2,000		
Hastings Fat Tuesdays Mentoring Programme	3,630	3,630	3,630	0	3,630		
Hastings Bonfire Society	3,040	3,040	3,040	0	3,040		
Total	53,315	53,315	53,015	0	53,015	0	50,000
Grants- Events							
18 Hours Ltd- Journeys Dance Festival	2,000	2,000	2,000	0	2,000	0	20,000
Idolrich Theatre Rotto Productions	2,000	2,000	2,000	0	2,000	0	
Labyrinth Arts / Community Bicycle Workshop	1,050	1,050	1,050	0	1,050	0	
Hastings Predators Floorball Club	1,925	1,925	1,925	0	1,925	0	
St Michaels Hospice	2,000	2,000	2,000	0	2,000	0	
The Hastings Storytelling Festival	2,000	2,000	2,000	0	2,000	0	
Central St Leonards Town Team	2,000	2,000	2,000	0	2,000	0	
Womens Voice	1,710	1,710	1,710	0	1,710	0	
Seaview project	2,000	2,000	2,000	0	2,000	0	
Total	16,685	16,685	16,685	0	16,685	0	20,000

** Capital charge are budgeted for but not included as they do not effect the cash position

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Foreshore Trust Spending Plan			2015-2016	2015-16	2016-2017	2017-2018	2018-2019	Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	ESTIMATE	ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2016 - 2019
			£	£	£	£	£	£
Maintenance projects within HBC budget								
5290B020	Pier Area	Area inspections and repairs	3,000		3,000	3,000	3,000	9,000
5290B020	White Rock Baths	External redecoration/ Building mainatance	15,000	22,039	27,000	10,000	10,000	47,000
5290B020	Stade Barriers	Annual maintenance	2,000	976	2,000	2,000	2,000	6,000
5290B020	Cycle route	Contribution to maintenance			5,000			5,000
5290B020	Public Conveniences	Maintenance	6,000	4,545	6,000	6,000	6,000	18,000
5290B020	Car Parks Rock a Nore	Maintenance	6,000	4,198	6,000	6,000	6,000	18,000
5290B020	Car Parks - Pelham	Maintenance	6,000	5,625	6,000	6,000	6,000	18,000
Total of Cyclical Repairs and Redecorations			38,000	37,383	55,000	33,000	33,000	121,000
5290B020	Beach - Other	Other repairs and renewals beachfront area	12,000	10,107	12,000	12,000	12,000	36,000
Total Maintenance Projects			12,000	10,107	12,000	12,000	12,000	36,000
Projects (main programme)			2015-2016	2015-16	2016-2017	2017-2018	2018-2019	Total
			ESTIMATE	ACTUAL	ESTIMATE	ESTIMATE	ESTIMATE	ESTIMATE 2016 - 2019
			£	£	£	£	£	£
5291B022	White Rock Baths	Concrete repairs - general	50,000	50,000				0
5291B022	White Rock Baths	Contribution to allow rental on Baths total project costs £972k being: FST £150K, ESCC £200K plus HBC Contribution	150,000	150,000				0
5291B022	White Rock Promenade Kiosk	Kiosk to be operated by The Source		10,690	53,630			53,630
5293B022	Beachfront	New signage to RNLI standard	0		40,000			40,000
5289B020	Beachfront	Stade Kitchen** Classroom net grants received	0	(20)				0
5287B020	Winch road	Winch road upgrade**	100,000	97,230				0
5286 B020	Fishermen's Fuel tank	Fishermen's Fuel Tank Replacement**	49,000	49,050				0
5285B022	Eco Stade	Environmentally Sustainable Tourism**	0	(110)				0
5293B022	Beachfront	Children's play area		0	25,000			25,000
5293B022	Stade Open Space Landscaping				5,000			5,000
5293B022	Marine litter project*				20,000			20,000
5287B020	Soakaways re Winch project		10,000	0	10,000			10,000
5298B022	Resurfacing Robertson Street to Pier/White Rock Promenade improvements	Work with potential Coastal Communities Fund match	103,000					0
5298B022	Landscaping/Water Feature* (Water Feature only)	Work to enhance Coastal Communities funded landscaping	0		50,000			50,000
5296B022	Contingency		25,000		25,000	25,000	25,000	75,000
Total Programme			487,000	356,840	228,630	25,000	25,000	278,630

* Further Charity Committee Approval before additional spend
 ** Fisheries Local Action Group (FLAG) projects

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Reserves Policy (Charity Commission Guidance)

1. Introduction

In determining the policy in Appendix 5 of this report due recognition has been taken of the Charity Commission guidance on this area (Charities and Reserves (CC19), June 2010). This guidance is written for trustees of all types of charities, whether they are companies, trusts or associations. It explains what is meant by the term reserves, the trustees' responsibility to consider whether their charity needs reserves, and what to bear in mind when developing a policy on reserves.

2. Common Terminology

To understand the rules surrounding the establishment and use of reserves there is a need to understand the terminology used in accounting for charities.

Designated funds are part of the unrestricted funds which trustees have earmarked for a particular project or use, without restricting or committing the funds legally. The designation may be cancelled by the trustees if they later decide that the charity should not proceed or continue with the use or project for which the funds were designated.

Income and income funds means all incoming resources that become available to a charity and that the trustees are legally required to spend in furtherance of its charitable purposes within a reasonable time of receipt. Income funds may be unrestricted or restricted to a particular purpose of the charity.

Programme related or social investment is not 'investment' in the conventional sense of a financial investment. Conventional investments involve the acquisition of an asset with the sole aim of financial return which will be applied to the charity's objects. Programme related or social investments, by contrast, are made directly in pursuit of the organisation's charitable purposes. Although they can generate some financial return, the primary motivation for making them is not financial but the actual furtherance of the charity's objects.

Restricted funds: Restricted funds are funds subject to specific trusts, which may be declared by the donor(s) or with their authority (eg in a public appeal) or created through legal process, but still within the wider objects of the charity. Restricted funds may be restricted income funds, which are spent at the discretion of the trustees in furtherance of some particular aspect(s) of the objects of the charity, or they may be endowment funds, where the assets are required to be invested, or retained for actual use, rather than spent.

Risk is used in this guidance to describe the uncertainty surrounding events and their outcomes that may have a significant financial impact. Risk may either enhance or inhibit any area of a charity's operations.

Unrestricted funds (including designated funds): Unrestricted income funds are income or income funds which can be spent at the discretion of the trustees in furtherance of

any of the charity's objects. If part of an unrestricted income fund is earmarked for a particular project it may be designated as a separate fund, but the designation has an administrative purpose only, and does not legally restrict the trustees' discretion to spend the fund.

3. Understanding reserves and the need for a reserves policy

What are reserves?

Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes. This definition excludes restricted income funds and endowment funds, although holding such funds may influence a charity's reserves policy. Reserves will also normally exclude tangible fixed assets held for the charity's use and amounts designated for essential future spending.

The Charities SORP defines reserves as that part of a charity's income funds that is freely available to spend. Reserves therefore exclude endowment or restricted income funds which have particular restrictions on how the funds may be used. Trustees need to consider how the funds of the charity are held and how they are being used in order to identify those resources that are freely available to spend.

Unrestricted funds

The starting point for calculating the amount of reserves held will normally be the amount of unrestricted funds held by a charity. However, part of the unrestricted funds of a charity may not always be readily available for spending. Examples of this are:

- **Tangible fixed assets:** the Charities SORP specifically allows funds held as tangible fixed assets for charity use to be excluded from reserves. This recognises that certain assets will be used operationally and their disposal may adversely impact on a charity's ability to deliver its aims.
- **Programme-related investments:** where a charity makes programme-related investments solely to further its charitable purposes, then such investments can be excluded from reserves.
- **Designated funds:** where unrestricted funds are earmarked or designated for essential future spending, for example, to fund a project that could not be met from future income alone they can be excluded from reserves. In such cases the reserves policy should explain the nature and amount of the designation and when the funds set aside are likely to be spent. It is never acceptable to set up designations simply to reduce the stated level of reserves.

Why is a reserves policy important?

Deciding the level of reserves that a charity needs to hold is an important part of financial management and forward financial planning. Reserves levels which are higher than necessary may tie up money unnecessarily. Holding excessive reserves can unnecessarily limit the amount spent on charitable activities, reducing the potential

benefits a charity can provide. However, if reserves are too low then the charity's solvency and its future activities can be put at risk.

All charities need to develop a policy on reserves which establishes a level of reserves that is right for the charity and clearly explains to its stakeholders why holding these reserves is necessary.

A good reserves policy will explain how reserves are used to manage uncertainty and, if reserves are held to fund future purchases or activities, it will explain how and when the reserves will be spent. A reserves policy provides assurance that the finances of the charity are actively managed and its activities are sustainable. In particular, a reserves policy can help to:

- give confidence to funders by demonstrating good stewardship and financial management;
- demonstrate the charity's sustainability and capacity to manage unforeseen financial difficulties;
- give voluntary funders, such as grant-makers, an understanding of why funding is needed to undertake a particular project or activity;
- give assurance to lenders and creditors that the charity can meet its financial commitments; and
- manage the risk to a charity's reputation from holding substantial unspent funds at the year-end without explanation.

Developing a reserves policy is also an important part of the internal financial management of a charity. Developing a reserves policy is likely to:

- Assist in strategic planning, for example, considering how new projects or activities will be funded.
- Inform the budget process, for example, is it a balanced budget or do reserves need to be drawn down or built up?
- Inform the budget and risk management process by identifying any uncertainty in future income streams.

The reserves policy will develop in an integrated manner, recognising that strategic and financial planning informs the development of reserves policies and vice versa. For example, the budgets will identify peaks and troughs in cash flow and the reserves policy will need to ensure the troughs in funding can be met from reserves held.

How should a reserves policy be developed?

Trustees need to understand the nature of any restrictions on the use of the charity's funds they hold. Budgets and future plans need to be considered, in particular any

uncertainty over future income or the risk of unexpected calls on the charity's funds. In looking at future plans, projects or other spending needs might be identified that cannot be met from the income of a single year's budget alone. Having identified why reserves might be needed, trustees then need to think about how much might be required and how much is currently held as reserves. The decision made on these matters and the quantification of the amounts that need to be set aside forms a charity's reserves policy.

In more detail

There is no single method or approach to setting a reserves policy. The approach adopted will vary with the size, the nature and complexity of activities and the nature of funds received and held by a charity. However, for all charities, setting a reserves policy will involve:

- Consideration of the nature of the funds received and held by the charity - are the funds unrestricted or restricted income, or expendable or permanent endowment? This understanding allows trustees to identify unrestricted funds which can be spent on any purposes of the charity.
- Larger charities are likely to have a formal risk management process. But all charities need to think about uncertainties they may face in the future and the need to hold some reserves to meet an unexpected call on funds or opportunities that may present themselves.
- Larger charities are likely to have strategic and operational plans. But all charities need to think about their future budgets and future projects or spending plans that cannot be met from the income of a single year.

By working through these steps the trustees will be well placed to identify why reserves might need to be held and to quantify the amounts of reserves needed to operate effectively.

Once a reserves policy is set, it should not be regarded as a static policy. The circumstances of a charity will change with time and we recommend that the policy should be reviewed at least annually as part of a charity's planning processes. The amount held in reserves should also be monitored during the course of the year as part of a charity's budgetary processes.

What level or range of reserves is required?

The charity's target level of reserves can be expressed as a target figure or a target range and should be informed by:

- its forecasts for levels of income for the current and future years, taking into account the reliability of each source of income and the prospects for developing new income sources;
- its forecasts for expenditure for the current and future years on the basis of planned activity;

- its analysis of any future needs, opportunities, commitments or risks, where future income alone is unlikely to be able to meet anticipated costs; and
- its assessment, on the best evidence reasonably available, of the likelihood of each of those needs that justify having reserves arising and the potential consequences for the charity of not being able to meet them.

Trustees who hold reserves without attempting to relate their need for reserves to factors such as these will have difficulty in satisfactorily explaining why they hold the amount of reserves that they do.

What steps should trustees take to maintain and monitor reserves at the target level?

Having set the reserves level or range in which it is desirable to operate, it is important to monitor the reserves actually held to establish the reason for any significant difference with the target level set. If reserves during the year are below target or exceed target, the trustees should consider whether this is due to a short-term situation or a longer-term issue. Action may be needed to replenish or spend reserves.

The trustees' monitoring of reserves should not just be a year-end procedure. How the level of reserves changes during the year can be a good indicator of the underlying financial health of the charity and can be an indicator of potential problems. The level of reserves should be monitored throughout the year as part of the normal monitoring and budgetary reporting processes.

In particular, trustees should:

- identify when reserves are drawn on so that they understand the reasons and can consider the corrective action, if any, that needs to be taken;
- identify when reserve levels rise significantly above target so that they understand the reasons and can consider the corrective action, if any, that needs to be taken;
- identify where the reserves level is below target, consider whether this is due to short-term circumstance or longer term reasons which might trigger a broader review of finances and reserves;
- regard the ongoing review of the reserves level, target and policy as part of managing the charity;
- ensure that the reserves policy continues to be relevant as the charity develops or changes its strategy and activities;
- review the statement on reserves in the trustees' annual report where there have been significant changes in the reserves policy or level of reserves held.

Explaining reserves in the annual report

The Charities SORP requires trustees to include in their annual report:

- a statement of their policy on reserves;
- the level of reserves held and an explanation of why they are held;
- where material funds have been designated, the amount and the purpose of the designation should be explained;
- where designated funds are set aside for future expenditure, the likely timing of that expenditure.

Why might you need reserves for the charity to be effective?

The basis of a good reserves policy is thinking through exactly why you might need to hold back some funds as reserves. In a small charity, with a simple structure and uncomplicated activities, the reasons might include:

- a) The risk of unforeseen emergency or other unexpected need for funds, eg an unexpected large repair bill or finding 'seed-funding' for an urgent project.
- b) Covering unforeseen day-to-day operational costs, e.g. employing temporary staff to cover a long-term sick absence.
- c) A source of income, eg a grant, not being renewed. Funds might be needed to give the trustees time to take action if income falls below expectations.
- d) Planned commitments, or designations, that cannot be met by future income alone, eg plans for a major asset purchase or to a significant project that requires the charity to provide 'matched funding'.
- e) The need to fund short-term deficits in a cash budget, e.g. money may need to be spent before a funding grant is received.

If, after considering the above, you think that reserves are needed please go to question 2. If you conclude that your charity does not need to hold any reserves, then you must explain that in your annual report.

Question 2. How much do you need in reserve?

The reserves level may be a target amount or a target range. For example, for each reason set out in question 1:

- a) An amount might be needed to meet an unforeseen emergency or other unexpected need - consider risks and how much might be needed for such contingencies; this will involve judgement of events that may occur and their likelihood.

b) Look at your expenditure budget - do you need a small contingency fund to meet unforeseen operational costs?

c) Uncertainty over future income might mean having reserves equivalent to a number of weeks of income equivalent to a range of £x to £y, to allow time to develop new sources of income or to cut-back on related expenditure.

d) A planned spending commitment which cannot be met from future income would imply a need for a specific sum to be set aside - often this amount will be included within designations in accounts.

e) An amount might be needed to cover 'troughs' in the cash budget - review budgets to ascertain how much might be needed.

In summary, the financial risks you identify should influence the amount of reserves you target to hold and be explained in your reserves policy.

Setting a reserves policy is not a task undertaken in isolation. A reserves policy is a product of a charity's strategic planning, budgeting and risk management processes. These processes provide trustees with the information they need to establish exactly why they might need reserves and to help them quantify that need. The steps involved in these processes are interrelated with the outcome of one process informing another. For example, identified financial risks will inform both budgeting and the reserves policy. Setting a reserves policy can be approached in different ways.

[Step 1 - Understanding the nature of charitable funds held;](#)

[Step 2 - Identifying functional assets;](#)

[Step 3 - Understanding the financial impact of risk;](#)

[Step 4 - Reviewing sources of income;](#)

[Step 5 - Impact of future plans and commitments;](#)

[Step 6 - Agreeing a reserves policy.](#)

Risk Register - Foreshore Trust (FST)

	Service	Potential Risk	Risk Rating (Likelihood / Impact)	Potential Impact	Responsibility for controls	Steps to mitigate risk, time frame for implementation and latest position
1	FT	Corporate Governance non – compliance with articles of association or Charity Commission rules	Medium / High	<ul style="list-style-type: none"> - Failure to deliver on priorities (reputational and financial) - Financial – legal challenge and costs of that 	- Chief Legal Officer	<ul style="list-style-type: none"> - Protector attendance at Charity Committee. - Providing legal advice as appropriate - Training for Charity Committee members - All on-going
2	FT	<p>Charity Committee administration</p> <p>Statutory publication deadlines missed for agendas and the Forward Plan and meetings have to be cancelled delaying key decisions.</p> <p>Officers/Services miss deadlines for reports.</p>	Low / High	<ul style="list-style-type: none"> - Legal - Leaves HBC open to challenge, for example if Planning Applications are delayed or budget deadlines missed. - Financial – costs of legal challenges. - Reputational – High risk of bad media and public profile. 	- Chief Legal Officer	<ul style="list-style-type: none"> - Professionally trained staff with flexible approach. - Officers frequently chased and reminded about report deadlines.
3	FT	<p>Income</p> <p>Loss of Visitors to Hastings e.g. Major Pollution incident,</p>	Medium / High	<ul style="list-style-type: none"> - Budget deficit - Loss of 6 months income would equate to around 	Assistant Director – Financial Services and	- ensure regular budget monitoring reports distributed followed up by meetings



	Service	Potential Risk	Risk Rating (Likelihood / Impact)	Potential Impact	Responsibility for controls	Steps to mitigate risk, time frame for implementation and latest position
		water quality, major disaster elsewhere in Hastings. Rent arrears/defaults.		£1½m	Revenues Chief Accountant	- report variances to Charity Committee so any budget deficits can be addressed - report variances at each meeting - Maintain adequate Reserves - Checks on potential tenants
4	FT	Maintain Buildings and Infrastructure - Need for a long term repair and renewal programme	Low/Medium	- Build up of urgent and costly repairs (Planned maintenance reduces costs)	Assistant Director Regeneration & Culture	Production, maintenance and regular review of repair and Renewal programme – based on regular inspection of assets. Ensure compliance of lease obligations Maintain and accumulate sufficient funds to finance agreed programme
5	FT	Unforeseen operational expenditure	Medium/High	- Reputation damage - Unable to meet commitments - Legal liabilities	- Assistant Director Regeneration & Culture	- Maintain adequate Reserves
6	FT	Treasury Management - cash flow - Loss of money/fraud/theft - Reduction of investment Interest - Cost of borrowing	Low/Medium Low / High Low / Low Low / Low	- Trust balances of £1.2m	Assistant Director – Financial Services and Revenues	- Use of External Advisers – Capita Asset Services - Ensure staff are well trained - Insurance cover in place for potential fraud and dishonesty and theft - Insurance cover in place for loss of Money - Maintain adequate Reserves
7	FT	Cash collection contract - Firm collapses - Theft by company	Low / Low Low / Low	- Loss of money (up to £200k)	Assistant Director – Financial Services and	- Continue daily monitoring of cash banked - Regular communication with supplier if the contract is not complied with

	Service	Potential Risk	Risk Rating (Likelihood / Impact)	Potential Impact	Responsibility for controls	Steps to mitigate risk, time frame for implementation and latest position
					Revenues	Insurance (A new cash Collection company was employed from November 2013)
8	FT	Uninsured properties / risks	Low / Medium	- Properties not insured Loss of money in the event of uninsured loss	Assistant Director – Financial Services and Revenues	- Ensure thorough renewals process each year - Make sure we liaise with estates/building services to ensure all properties are properly insured.
9	FT	Business Continuity	Low/ High	- Loss of Income, - Payments not made, - Treasury Management – financial loss	- Assistant Director – Financial Services and Revenues - Chief Accountant	- Robust HBC financial systems - HBC business continuity planning
10	FT	Loss of key staff	Medium / High	- Stress - Errors / omissions - Financial loss - Poor advice	- Chief Accountant - Assistant Director – Financial Services and Revenues - Chief Legal Officer - Executive Manager People and Organisational	- Keep staff motivated - Ensure knowledge is shared - Terms and Conditions

	Service	Potential Risk	Risk Rating (Likelihood / Impact)	Potential Impact	Responsibility for controls	Steps to mitigate risk, time frame for implementation and latest position
					Development	
11	FT	Changes in Financial legislation – Financial accounts compliance with Charity SORP	Low / Medium	<ul style="list-style-type: none"> - Failure to produce accounts - Qualified by auditor - Staff time - Staff costs - Reputation undermined 	Assistant Director – Financial Services and Revenues Chief Accountant	<ul style="list-style-type: none"> - Work with Manningtons experienced firm <ul style="list-style-type: none"> - Regular liaison with HBC external auditors (BDO) and also Foreshore Trust auditors (Manningtons) - Train staff
12	FT	Budget settings - No decisions - Late decisions - No processes	Low / High	- Poor Financial management	Assistant Director – Financial Services and Revenues Chief Accountant	<ul style="list-style-type: none"> - Ensure regular budget monitoring reports distributed. - Report variance reporting through performance review - Provide appropriate financial advice to members and officers - Consider Whole life costing of decisions/ projects <ul style="list-style-type: none"> - Consider Revenue Implications of new projects
13	FT	External suppliers - Bankruptcy, Administration	Medium / High	- Depends which contract	- Chief Accountant	- Financial health checks on contracts
14	FT	Unsafe structures leading to Public Liability Claims e.g. injury on trust land	Medium/Medium	<ul style="list-style-type: none"> - Financial Loss - Reputation 	- Assistant Director Regeneration & Culture	<ul style="list-style-type: none"> - Regular evidenced inspections carried out. <ul style="list-style-type: none"> - Proactive works maintenance programme carried out

	Service	Potential Risk	Risk Rating (Likelihood / Impact)	Potential Impact	Responsibility for controls	Steps to mitigate risk, time frame for implementation and latest position
15	FT	Changes in legislation – Charity Law	Low/Medium	- Reputation undermined - Financial penalty	- Chief Legal Officer	- Professionally trained legal staff



Foreshore Trust - Reserves Policy

This policy will be reviewed on a regular basis to take account of changes to the future plans of the Trust and perceived risks. Reserves are maintained for a variety of reasons as identified below. Namely:-

a) An amount might be needed to meet an unforeseen emergency or other unexpected need. This amount is arrived at after considering risks and how much might be needed for such contingencies; this involves judgement of events that may occur and their likelihood.

Policy: £100,000 be retained to meet an unforeseen emergency or other unexpected event.

b) Expenditure budget - a small contingency fund to meet unforeseen operational costs

The expenditure budget is some £956,000. It is suggested that a 10% contingency (say £90,000) be retained for unexpected and unforeseen operational expenditure.

c) Uncertainty over future income. Most well run organisations retain reserves equivalent to a number of weeks or months of income equivalent to allow time to develop new sources of income or to cut-back on related expenditure.

Potential significant loss of income could result from a downturn in economic activity or an increase in fuel costs resulting in fewer tourists, a major disaster in the area, bad weather, pollution incident, or loss of reputation e.g. bathing water deterioration, etc.

It is recommended that the equivalent of 6 months income be retained to cater for this risk which would amount to around £½ million.

d) Planned spending commitments which cannot be met from future income would imply a need for a specific sum to be set aside - often this amount will be included within designations in the accounts.

Given the predicted surplus for each year there is scope to include some of the recurring planned expenditure within the annual budget. There are higher cost initiatives e.g. resurfacing of car parks, roadways, etc, that will necessitate identification and retention of significant sums within the accounts

e) Cash Flow – organisations require a working balance to cover 'troughs' in the cash budget.

Based on the financial year the cash flow is expected to be positive throughout the year i.e. income generated should exceed expenditure. Where significant one off expenditure is incurred e.g. resurfacing, use of reserves would be used to cover any shortfalls. As such no sum is set aside for this specific purpose – especially given the sums detailed above (a to d).

f) In summary the Reserves to be retained amount to :-

Ref.	Risk Area/ Designated Funds	Amount (£)
a)	Unforeseen emergency/event	£100,000
b)	Unforeseen operational costs/contingency	£ 90,000
c)	Uncertainty on Income streams	£500,000
	Total	£690,000
Plus	Planned Spending Commitments e.g. R&R	

Agenda Item 7

Coastal Users Group – notes of 7th June 2016

NOTES OF

Hastings & St. Leonards Coastal Users' Group

Held on Tuesday, 7th June 2016 @ 1800hrs

Council Chamber, Aquila House, Breeds Place, Hastings

Present:

Paul Carter (Chair) – East Hastings Sea Angling Association

Cllr James Bacon – HBC (Old Hastings Ward)

Kevin Boorman – Hastings Borough Council

Christine Boulton-Lane – West of Haven Beach Users Association

Jill Bradley – Hastings Old Town Residents Association

Alan Care – Hastings and Rother Disability Forum

Di Cooke – Hastings Lifeguards

Polly Gifford – Hastings Borough Council

Cllr Mike Howard – HBC (West St Leonards Ward)

Simon Opie – Hastings Pier Charity

Yasmin Ornsby – Stade Partnership

Andre Palfrey-Martin – Save Our Heritage Group

Catherine Parr – White Rock Business Group

Allison Pascual – Hastings Borough Council

Steve Peak – Friends of Hastings Country Park

Cllr Dawn Poole – HBC (Old Hastings Ward)

Cllr Judy Rogers – HBC (Castle Ward)

Nick Sangster – Hastings Borough Council

Anne Scott – Old Hastings Preservation Society

1. APOLOGIES

Laurence Bell – White Rock Business Group

Richard Moore – The Source BMX Park

Barbara Rogers – Hastings and St Leonards Tourism Association

Paul Joy – Hastings Fishermen's Protection Society

Jan Sellers – Fishermen's Museum

Cllr Trevor Webb – HBC (Central St Leonards Ward)

2. INTRODUCTION: Polly Gifford, HBC's Strategic Cultural Development Specialist

- Polly was invited to the meeting to talk about the Root1066 Festival.
- HBC has commissioned the festival to take place in September/October 2016 and to mark the 950th Anniversary of the battle of Hastings.
- It aims to create a major arts event for Hastings and 1066 Country and raise the profile and attract visitors to the area.
- Events planned include:
 - Blacksmiths on the beach – 8th to 10th July
 - Chris Levine – iy_project: the nature of light and sound at Hastings Pier – 10th September

- Feast of the Dead at the Stade Hall – 21st to 24th September
- The Flat Pack Castle – will also be appearing at events around town
- Most of the events are already on the website and will be added in the next couple of weeks at: <http://www.1066contemporary.com/>
- Stade Saturdays kicked off last weekend with the Hastings Jazz Festival. The full programme can be viewed at: http://www.hastings.gov.uk/content/community_living/pdfs/stade/stadesaturdays
- Polly clarified that events can still be added to the website and that interested parties should get in touch with her at: pgifford@hastings.gov.uk
- Restoration of King Harold Statue – Polly clarified that this is not within the remit that she has but this could be looked into. Nick explained that a survey was done around 10 years ago but the costs were deemed too high. The Heritage Lottery Fund (HLF) could be approached and other options will also be looked into. **Action: Polly/Nick**

3. COASTAL ITEMS UPDATE

Blue Flag Award

- Nick advised that Marina St Leonards beach has been awarded a combined Blue Flag and Seaside award and Pelham Beach has been awarded the Seaside award by Keep Britain Tidy.
- He explained that the awards are the international quality mark for beaches and is only awarded to coastal destinations that boast the highest quality of water.

White Rock Promenade

- Nick gave an update on the work that has been carried out to date.
- Resurfacing of the tarmac outside the pier was completed in time for the official opening day. It was noted that pedestrians were able to walk along the promenade even though sections were closed off.
- The works affected operations at The Source BMX Park last week due to falling debris from the roof but this was quickly resolved.
- Nick clarified that there will no longer be a segregated cycle lane once the work is complete.
- It is anticipated that the works will be completed in early August.
- Warrior Square steps – the mural, managed by Hastings Youth Council and painted by local artist Aaron Hosanna has now been completed. The final stage is to agree the dedications and an opening ceremony will be held in late July.
- Improvements to seafront access – audits of the facilities at Pelham have been carried out with Hastings and Rother Disability Forum and Hastings Access to Venue and Events. A further audit will be carried out in St Leonards. Short term solutions will be put in place as necessary this year with a view to carrying out longer term solutions next year. Rock-a-Nore Road will be included in this project and a meeting is taking place with East Sussex County Council later this month.

FLAG 2

- Hastings' expression of interest has been selected to progress to the next round of competitive bidding.
- An initial £10k towards development of the Local Development Strategy has been awarded.
- Thanks were extended to Victoria Conheady, Economic Development Manager at HBC, for all of her work.

4. FORESHORE TRUST ITEMS

Charity Committee Minutes – 21st March

- The minutes had not correctly reported the vote this group had to take on the Kiosk proposal at its last meeting. It should be clarified that of the 18 attendees at the meeting, there were 3 HBC officers (not entitled to vote) and 3 Councillors (who abstained from the vote) present. The Chair of the Charity Commission has asked for the minutes to be amended accordingly.

5. MEMBER UPDATES / ANY OTHER BUSINESS

- HOTRA representation – Jill informed the meeting that she will shortly be moving to the Isle of Wight and Dick Edwards will be taking over as the HOTRA representative. Jill was thanked for her contributions to the work of the group over the years.
- Hastings Pier – Simon informed the meeting that the opening event went well and was well attended. Footfall is averaging 15k each weekend and it is nearing 150k now, the target for the year is 320k. The shareholder offer has been re-opened and the response has been encouraging. Discussions with investors are ongoing. An angling trial is taking place this week and the results of this will determine the way forward.
- Tents on the beach – the issue of people camping on the beach and under the pier was raised. It was recognised that this has been going on for some time now and it was explained that HBC is working with the police and other agencies to resolve the issue. The group agreed to provide its support where it can when required. HBC's Out of Hours Emergency Co-ordinators can be contacted at weekends on 01424 451999.
- Cinque Ports Way and East of Haven – Christine raised the issue with the increase in parking of camper vans and caravans in the area. This situation has previously been raised and no resolution has been met to date. HBC has a Borough Solicitor who should be able to advise on ownership of the land and it was noted that the necessary legal routes would have to be followed. The meeting recognised that there is a problem and will offer its support where required.
- Portable toilets – Alan requested that, when there are events in town, where possible, at least one portaloo for disabled access is put in place.
- Old Town carnival – Anne informed the meeting that this is taking place from 30th July to 7th August.

- Camera obscura – Nick clarified this is currently in storage and will be placed back onto the Stade Open Space. The possibility of placing this on the pier instead will be discussed. **Action: Nick/Simon**
- Net shops – Steve explained that the environment surrounding the shops should be the same as that of the Fishermen’s Museum. It was clarified that the ownership of Rock-a-Nore Road is being looked into this year and an update will be provided in due course.
- Midsummer Fish Fest – Kevin informed the meeting that this is taking place on 25th to 26th June at the Stade Open Space.

6. NOTES OF LAST MEETING (17TH MARCH 2016)

Amendments will be made to the notes of the last meeting as previously advised and these will be re-circulated.

Matters arising:

- None

7. DATES OF FUTURE MEETINGS (Tuesdays, 6pm)

- 6th September 2016 – East Hastings Sea Angling Club
- 22nd November 2016 – East Hastings Sea Angling Club
- 28th February 2017 – Aquila House

Meeting closed: 1913hrs.

Distribution:

Hastings & St Leonards Coastal Users Group
Charity Committee

AP 150616 / NS 150616

Paul Carter Chair approved 170616