

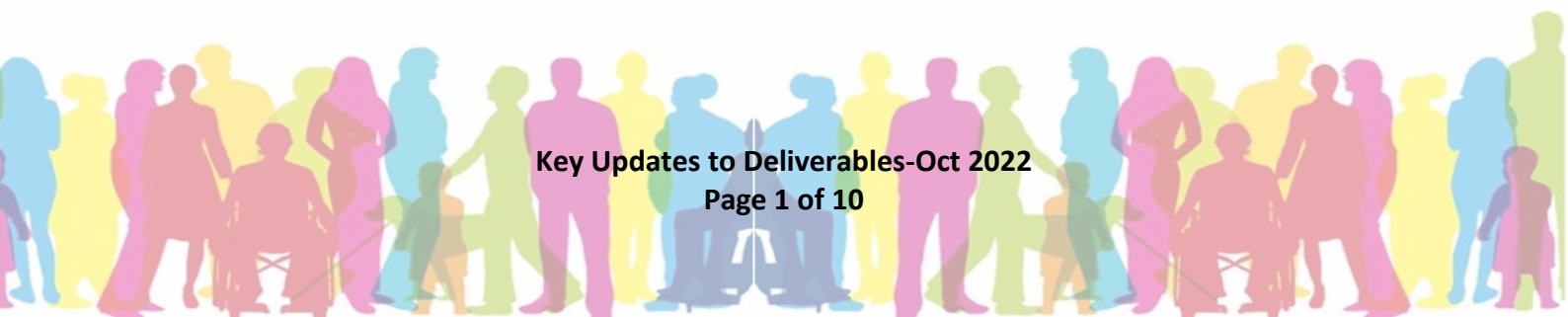
Appendix 3

Selsey Town Council's Key Updates to Deliverables

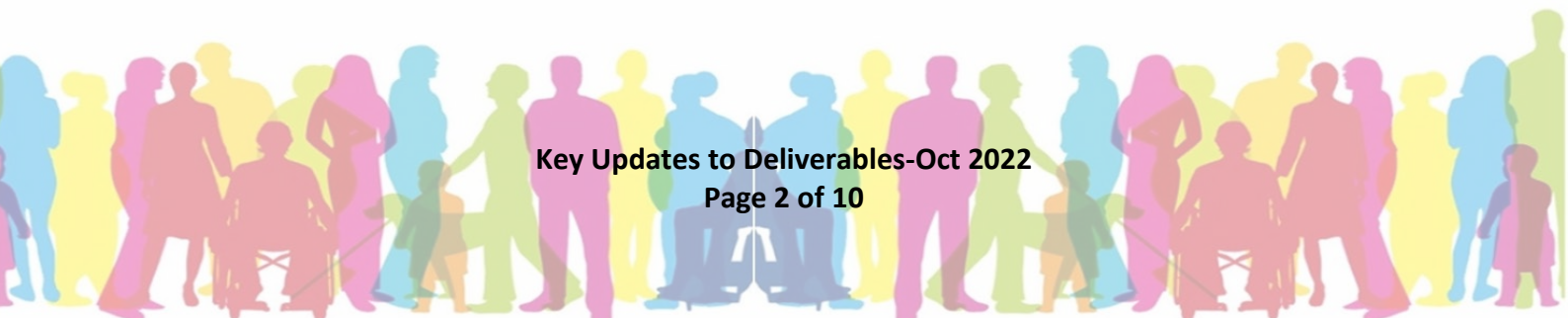
2022-2023

This document reviews the progress of Selsey Town Council's activities over the past financial year, referencing the Strategic Business Plan 2020-2024.

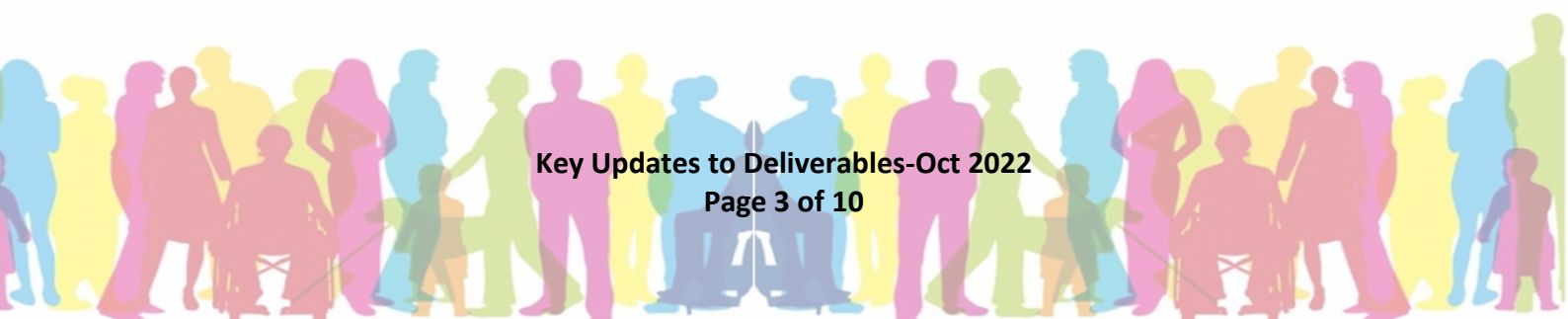
Activity	Update 2022/23	Stra Ref
Demonstrate open & accountable decision making within the legislative framework	<ul style="list-style-type: none"> Published agendas/minutes, meeting schedules according to statutory timeframes. Reviewed/revised policy documents Published financial information Kept updated contact information for Councillors & Officers All can be viewed on www.selseytowncouncil.gov.uk	G2/ G3/E1/E3
Provide accountable & transparent financial management & information	<ul style="list-style-type: none"> Publish financial information in accordance with the Accounts & Audit Regulations 2015 & the Local Government Transparency Code Review & observe financial regulations including adherence to internal control measures Audit 2021/2022 completed on time and signed off by External Auditor without comment 4 Leases under review Telephony & Broadband under review 	G3
Ensure the Council's governance documents are regularly reviewed and updated in line with changes in law	Policies Reviewed/Introduced: <ul style="list-style-type: none"> Standing Orders for England Cllr Code of Conduct Scheme of Delegation Room Hire in Kind Policy Member-officer Protocol IT Security Policy for Staff Information Security Incident Policy Grievance Procedure Financial Regulations Risk Management Policy Risk Management Scheme Internal Audit Terms of Reference Audit Plan Council Representation on Outside Bodies Policy Freedom of Information Policy 	



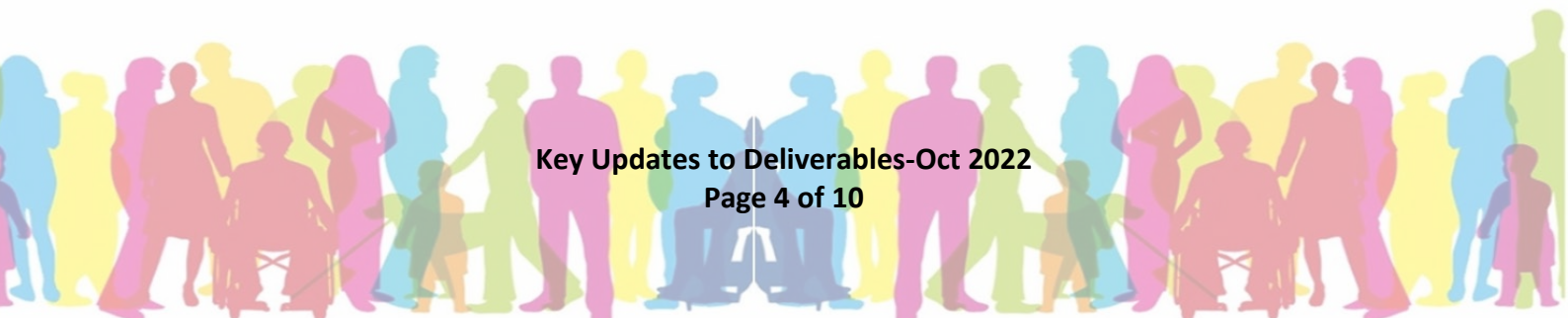
	<ul style="list-style-type: none"> • Project Proposals Policy • Filming of Meetings Protocol • Events Policy • Events Grants Policy & Award Criteria • Community Grants Policy & Award Criteria • Illuminations Policy • Children & Vulnerable Adults Protection Policy • Policy and Protocol for Death of the Sovereign • Dignity at Work Policy • Civility and Respect Pledge • Master of Ceremonies Policy – currently in progress • Beacon Policy - in progress 	
Hold regular meetings & run public consultations	<p>Held statutory public Council meetings in the Town Hall Complex</p> <p>Held Public Consultations:</p> <ul style="list-style-type: none"> • To ascertain residents’ views on community events to enable STC to shape their events award policy and look to produce guidelines for council sponsored events. 	G2/ G3/E3/ CW2
Lobby and respond to consultations on local issues	<p>Selsey Town Council is a consultee on all Planning Applications</p> <p>In addition to:</p> <ul style="list-style-type: none"> • Marjorie Cobby Closure • Constituency Boundary Commissions Consultation including Chair of Council representing STC at the public hearing • WSCC Cycle Route Consultation • WSCC Family Centre Closure • Rampion II 	G1/ G5/E4
Appoint Selsey Town Council representation on external bodies	<p>Councillors represent Selsey Town Council on:</p> <ul style="list-style-type: none"> • Chichester District Association of Local Councils • Selsey Pollinator Highway in partnership with WSCC • Manhood Peninsula Partnership • Sports Dream • Youth Dream • Arts Dream • Selsey Community Forum • Selsey Greenway Group • Selsey Community Nursery • Youth Information Project 	G5
Engage in partnership opportunities with other local authorities including, Parish,	<ul style="list-style-type: none"> • Written contribution to Chichester District Council’s Government funding bid for a Changing Places toilet at the Selsey Centre – successful 	G5/ET1/ET2/ ET4/CW1/C W3



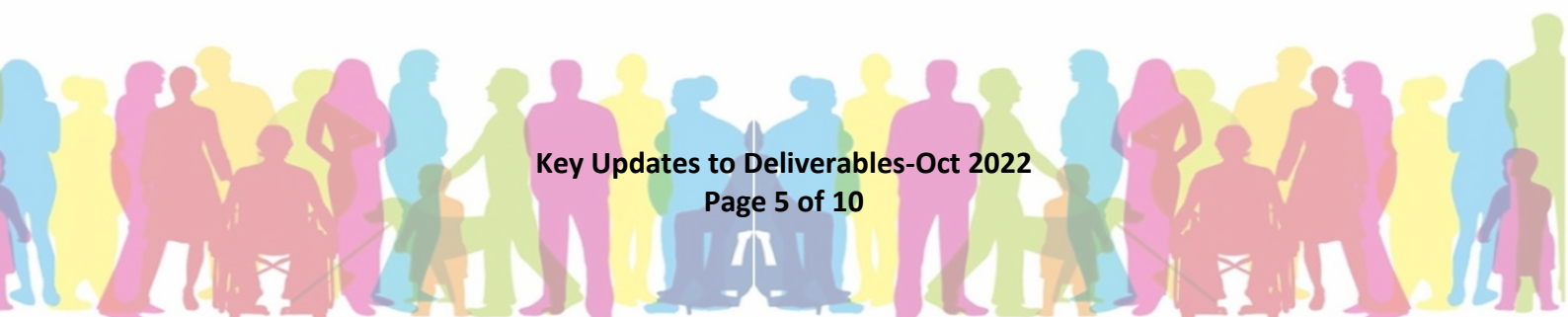
<p>District & County Councils</p>	<ul style="list-style-type: none"> • Written contribution to West Sussex Country Council’s funding bid for Public Wi-Fi at East Beach- Selsey Town Council is the only Town Council in the 6 chosen West Sussex areas to be invited to sit on the steering board for this project from the beginning. – Successful. • Sourcing data for Selsey Coastal defence Feasibility Report • Written proposal for a wayfinding project for Selsey approved for funding from Chichester District Council 	
<p>Provision of an Enquiry line & Reception enquiry desk as a one stop shop</p>	<p>Ongoing</p> <p>To note the reception the Councillors received at Lifeboat Day- “Had some excellent feedback on how the office deal with enquiries and how lovely they are on the phone too” email from the Chair, Andrew Brown</p>	<p>G2/ E2/ ET1/ CW1</p>
<p>Provision of an unofficial tourism office and community information leaflet collection point</p>	<p>Ongoing:</p>	<p>ET1/ET2/ET3 /ET4/AE3/C W1/CW3/CW 4/VS5/VS6</p>
<p>Communicate and engage with Selsey’s community on all Council activities and activities relevant to Selsey</p>	<ul style="list-style-type: none"> • Publish information via a wide variety of formats and places including- STC Website/ STC Facebook and Local Selsey groups pages/ Selsey Life/Noticeboards/email networks • Give regular, clear and concise updates on issues and information affecting Selsey’s residents including traffic and road work updates, public health, wellbeing and business support initiatives, foodbank and voluntary organisations, grants and events and activities. • Exhibited Selsey at The Great Sussex Way Leaflet Exchange Event promoting Selsey as a tourism destination for its heritage, wildlife and seafood • Councillors exhibited and engaged with the community at Selsey RNLI weekend. Staff produced all the marketing literature in house and provided the stand collateral. 	<p>E1/E2/ AE2/AE3/ ET1/ET2/ET3 /ET4/CW4/VS 5/VS6</p>
<p>Selsey Cinema</p>	<ul style="list-style-type: none"> • Successful move of the community cinema service from the Town Hall Complex to the Selsey Centre • Management of licence, choosing and purchasing of films • Purchase of new cinema equipment for the Selsey Centre 	<p>G4/E1/AE1/E T3/CW1/CW 3/CW4</p>



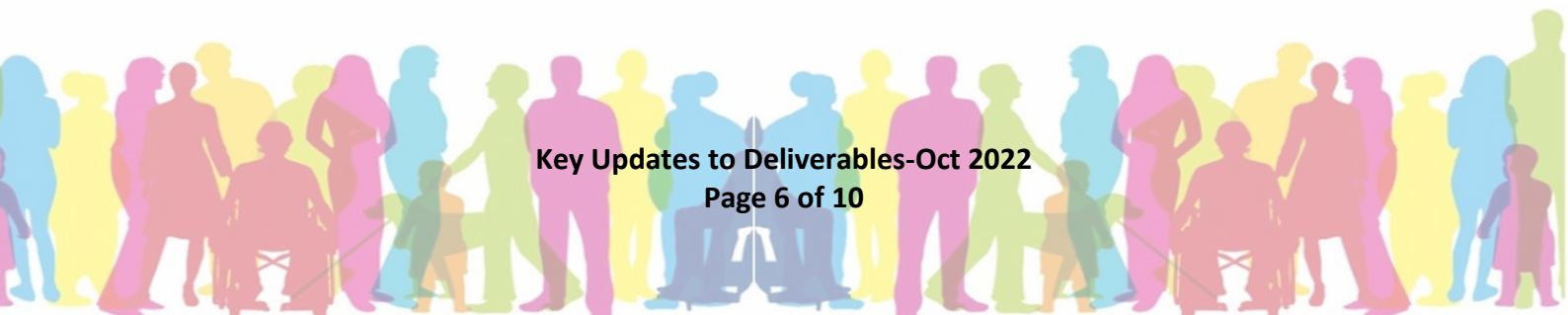
	<ul style="list-style-type: none"> • Production of marketing collateral to promote the cinema including leaflets, Facebook page and posts • Overseeing of the purchasing of tickets and refreshments 	
<p>Held Selsey’s Annual Town Meeting</p>	<p>Designed, planned, coordinated, and managed the Annual Town Meeting which was attended by 180 individuals.</p> <p>Provided a platform to showcase and thank those involved in shaping Selsey; be it visually through the public art Seal project working with young art and media students from Chichester College, collectively with those major contributors to the Destination Selsey project or through the fantastic work of volunteers nurturing Selsey’s health and wellbeing.</p> <p>The work included:</p> <ul style="list-style-type: none"> • The theme – Engage, Encourage and Enable • The layout and schedule of the meeting • Inviting all Selsey’s Community Groups and Charities to exhibit at the meeting • Organised speakers • Promoted the Meeting pan-Selsey to its residents <p>Positive comments included:</p> <p>“Thank you for giving me an opportunity to share our work, particularly the Selsey19 Mutual Aid Group. It was a fabulous event, great turn out and well organised. Well done.” Selsey Community Forum</p> <p>“Well done for last night. It was by far the best one I have ever attended and to see STC reaching out to the community in such a positive way was a delight. An excellent networking activity and definitely something to build on in the future.” Arts Dream</p> <p>“Thank you very much for the invitation to last night's meeting. I thought it was very well received, congratulations to You and your colleagues. Look forward to participating in future events to raise the Selsey profile.” RNLI Selsey</p> <p>“It was a great community evening and lovely to meet many other groups. A few people shared their memories of the Pavilion as a fully functioning cinema which was great to hear.” Selsey Pavilion Trust</p>	<p>G4/E1/E2/ E3/AE1/AE2/ AE3/ET1/ET2 /ET3/ET4/CW 1/CW4/VS5/ VS6</p>



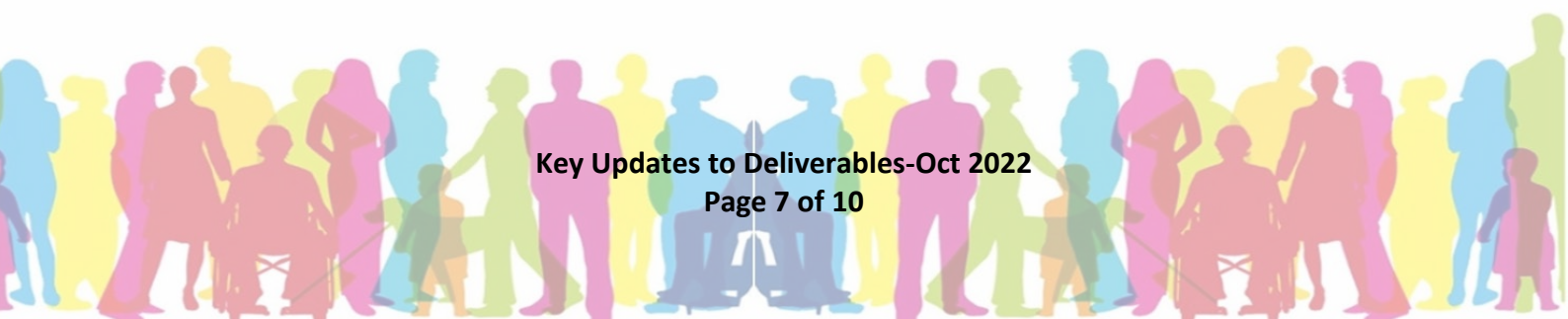
	<p>“A good evening and one to build on for next year I think.” Selsey Football Club</p>	
Support environmentally sustainable improvements to community buildings & facilities	<ul style="list-style-type: none"> • The Town Hall Complex is proceeding with its timetable of updates to improve its energy efficiency -replaced lighting in the Town Hall Complex with LEDs • Updated the heating and air conditioning units within the office • Researching solar panels at community owned buildings • Renewable energy initiatives have been included in the options for the feasibility study for the Selsey Centre • Environmentally sustainable options for lighting at the BMX and Skateboard track are currently being researched 	G4/ AE3/ CW4
Mill Lane Workshop Maintenance	<ul style="list-style-type: none"> • New cladding added 	
Park Lane Allotments	<ul style="list-style-type: none"> • Selsey Town Council no longer leases this land • Dealt with solicitors between the landowners and the Council • It is now in the hands of private management 	
Supply affordable public spaces for hire	<p>Hired the Selsey Town Hall Complex for:</p> <ul style="list-style-type: none"> • Weddings – 8 so far this year • Personal family events • Local community groups and local well-being/leisure businesses <p>Hired the recreation ground for:</p> <ul style="list-style-type: none"> • Burnett’s Funfair • Selsey Carers <p>Hired out Selsey Centre to</p> <ul style="list-style-type: none"> • Local community groups and local well-being/leisure businesses • Events Organisations <p>Reviewed the Council’s hire policy and updated hire fees and terms and conditions</p>	AE1/G4/G1
Encourage take up of wedding provision	<ul style="list-style-type: none"> • Designed and wrote copy to advertise wedding provision in the publication ‘Wedding & Ceremonies in West Sussex’ • Sourced Wedding decoration business to update the wedding offering in the chamber and costings • Updated the Town Hall Complex Garden to be more attractive as an additional outside venue • Wedding package options have been drafted for Full Council 	AE1/AE3/ET1 /ET2/ET4/CW 1/CW3/CW4/ VS6



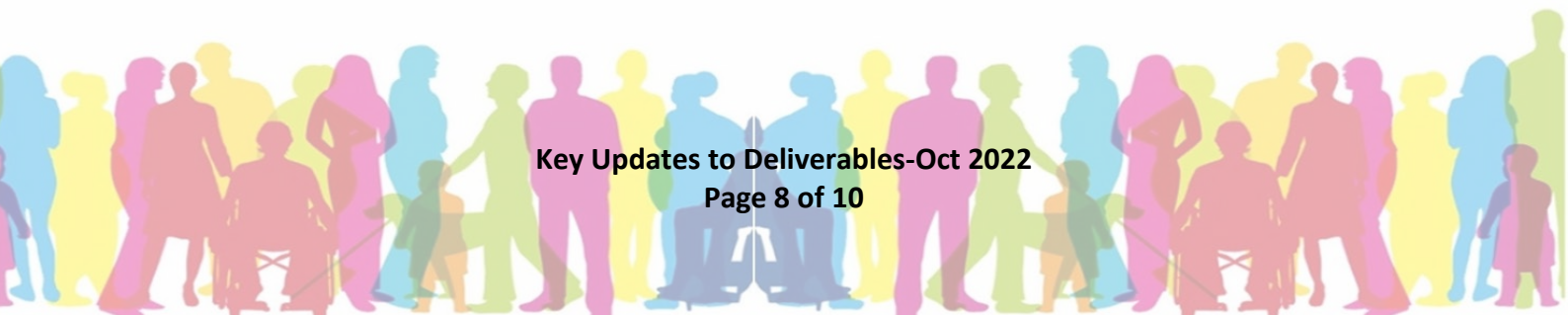
<p>S106 Feasibility Study for The Selsey Centre IBP/313 16/09/20 C168/20</p>	<ul style="list-style-type: none"> • Funded by the New Homes Bonus 2021 • Strategic Definition which includes the strategic brief and Business Plan part completed – awaiting option C from Assets & Amenities Committee • Meetings with Chichester District Council’s legal team regarding the lease agreements with the Selsey Centre • Feasibility study to follow • Concept design and will follow once above completed 	<p>AE1/G4/AE3/ ET2/ET4/CW 1/ CW3/</p>
<p>Changing Places Facilities</p>	<ul style="list-style-type: none"> • Funding has been sourced by Chichester District Council with support from STC and has been awarded • Changing places toilet proposed for the Selsey Centre 	<p>G5/E4/AE1/E T2/ET4/CW3/</p>
<p>Manage the maintenance of 17 acres of Selsey’s open spaces, parks & play areas</p>	<ul style="list-style-type: none"> • Ongoing • Provision of safe, accessible facilities, open spaces & equipment • Annual ROSPA report in place • Recruitment of two new maintenance staff 	<p>AE1/ CW1/ CW3/CW4</p>
<p>Lighting to skatepark and BMX track</p>	<ul style="list-style-type: none"> • Researched alternative, eco-friendly lighting effects • Sourced rechargeable paint as an option • Awaiting meeting confirmation with the skatepark representative 	<p>AE1/AE3/G5/ ET2/CW1</p>
<p>Public Space Enhancements at Hillfield Park Projects C.88/19</p>	<ul style="list-style-type: none"> • Sourced quotes for groundworks • Completed initial groundworks which included the creation of a mound and woodland walk through the copse • Cleared and tidied hedging around the circumference of the park • Removal of antiquated rockers • Sourced quotes for alternative equipment at Hillfield Park playground area • The Town Council received 44 positive responses to the initial groundworks on social media were positive with 44 likes/loves and a comment from a member of the public “lovely, thank you” • Tree saplings are being presently looked after for eventual planting 	<p>G4/G5/E4/AE 1/AE3/ET2/E T1/ET4/CW1/ CW3/CW4/V S6</p>
<p>Public Space Enhancements at Manor Green Park IBP/759</p>	<ul style="list-style-type: none"> • Hedging around the park has been cut back • Ideas have been sourced for enhancements to the park area • Quotes are continuing to be sourced for costings to revamp the whole of Manor Green Park • Cycle access to the park via the PROW has been investigated at WSCC level 	<p>G4/G5/E4/AE 1/AE3/ET2/E T1/ET4/CW1/ CW3/CW4/V S6</p>



Provision of Bark Park /improvements to dog walking enclosures where opportunities arise	<ul style="list-style-type: none"> Bark Park researched by officers Bark Park positioning at Manor Green Park to be put to A&A Committee 	AE1/ET2/CW4/CW1
Work in partnership to part fund the Community Warden & CCTV	<ul style="list-style-type: none"> Contribute to – ongoing STC contribution has been cut by £4k Regular meetings with the CDC department overseeing the Community Wardens continue Regular face to face meetings with the Community Warden continue 	AE2
Encourage ongoing Police Presence in Selsey	<p>Ongoing</p> <ul style="list-style-type: none"> Host Selsey Police Base at the Town Hall Complex Maintain strong relationships with Sussex Police including the Chief Inspector, Sergeant, Officers and PCSO Quarterly meeting with the Police Bi-annual meetings with the Chief Inspector team and Trevor Leggo 	AE2
Improvements to Retail areas	<p>Ongoing Improvement of the Street Scene</p> <ul style="list-style-type: none"> Hanging baskets scheduled to go up year on year May – September. Licences applied for annually from SSE to hang on lampposts Christmas Lighting, maintenance and provision Maintenance & Provision of two bus stops & 5 Parish Notice Boards 	ET1/ET2/ET3 / AE1
Work in partnership with CDC Economic Team	<p>Ongoing</p> <ul style="list-style-type: none"> Introduction of businesses to support initiatives including training and apprenticeships Advice on promotion of Selsey as a business destination Promoted CDCs ShopAppy initiative to support businesses with an online shop. The ShopAppy response to STC's support was "you're the exact type of partner we always pray for at ShopAppy and you didn't disappoint. It was great to see how much the businesses appreciated you both as well- genuinely touching to see how supported they felt. Today was a roaring success. Those businesses are genuinely fortunate to have you both." Place Partnerships & Development Manager, ShopAppy.com 	E1
Public Wi-fi at East Beach	<ul style="list-style-type: none"> WSCC & CDC approached STC requesting data and if Selsey was interested in public wi-fi. STC wrote a section of the submitted bid Six areas in West Sussex have been chosen for the Wi-Fi, Selsey is one of them and is the only Town Council involved 	AE1/E1/ET1/ET2/ET4/ET3



	<ul style="list-style-type: none"> • Have made recommendations of the area for the public Wi-Fi utilising data and the prospective economic development opportunities • Sourced potential local partners on the project • STC are pushing for the pilot to start Spring 2023 through to Autumn. 	
Development of cycle routes around the town	<ul style="list-style-type: none"> • Meetings with WSCC about S106 funding for a cycle route connecting with Chichester Road 	ET1/ET2/AE1 /AE3
Wayfinding	<ul style="list-style-type: none"> • Initial project proposal has been approved by Chichester District Council in May 2022 • Works to be completed by end of the financial year 	ET2/ET3
Pedestrian Crossing facilities across Chichester Road in the vicinity of the Police Station	<ul style="list-style-type: none"> • Conversations have begun with WSCC Highways about utilising S106 funding for this facility 	G1/ AE3
DestinationSelsey.co.uk	<p>Sponsor banner at Selsey Football Club See separate report on successes of the site Phase 2 development – delayed due to staff illness</p>	CW1/CW4/VS5/VS6/ET1/ET2/ET3/ET4/AE1/AE3
StarDisc Memorial to Sir Patrick Moore	<p>StarDisc memorial to Sir Patrick Moore/observatory/outdoor classroom/performance space/meeting space:</p> <ul style="list-style-type: none"> • Proposal has been put together and submitted to a private funding source for decision 	AE1/ET2/CW1/CW3/CW4/VS6/ET3/AE3
Provision of grants in support of community initiatives, events & services	<ul style="list-style-type: none"> • Arts Dream Selsey and Selsey Festival • Selsey Music Group • Selsey Football Club • Full Up • Lifecentre • West Sussex Mediation Service • The Selsey Shantymen • Manhood Wildlife and Heritage Group • Selsey Community First Responders • Selsey Women’s Institute • Selsey Jubilee Jamboree Committee • Selsey Community Events 	G3/ G4/ VS5/ CW4
Public Consultation on Selsey Events and the Jubilee event	<ul style="list-style-type: none"> • Put together consultation collateral • Evaluated and disseminated information from the results 	G5
HSE (DSE) Assessment in the offices of Selsey	<ul style="list-style-type: none"> • Assessment showed a need for the replacement of specific office equipment 	G1



Town Council complex and Selsey Centre		
Update and replacement of IT Equipment	<ul style="list-style-type: none"> • Server replaced • IT phones • Cost analysis • Potential opportunities • Enhancement ideas 	G4/ G3
Staffing	<ul style="list-style-type: none"> • Recruitment of two new Maintenance Staff • Advertisement for a Selsey Centre Assistant • Staff Appraisals 	G1/ G4
Staff Training	<ul style="list-style-type: none"> • Health & Safety Training for All Staff • Legionella Training- Completed by two Officers which is enabling the Clerk to review STC policies and procedures • Seaside & Coastal Regeneration Conference 2022 • Staff induction training for new maintenance staff members 	G1
Councillor Training	<ul style="list-style-type: none"> • New Councillor Training • Pension Training • Crisis Management Training • Governance & Compliance • Local Plans & Plan Making • Role of Parish Councillors • Community Advocacy and Engagement • Introduction to Planning • The Local Plan and Making Planning Decisions • Further Considerations to Making Planning Decisions • Enforcement • Changing Policy Guidance and Legislation 	G1/E4

