

## **RUSTINGTON PARISH COUNCIL**

### **LEISURE AND AMENITIES COMMITTEE**

**MINUTES:** of the Meeting held on 2 June 2025

**PRESENT:** Councillors Mrs A Cooper, A Cooper, G Lee, Mrs S Partridge, D Rogers and P Warren

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

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#### **18/25      ELECTION OF CHAIRMAN**

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

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

#### **19/25      ELECTION OF VICE-CHAIRMAN**

It was proposed that Councillor Jamie Bennett be elected as Vice-Chairman for the ensuing year.

The Committee RESOLVED that Councillor Jamie Bennett be elected as Vice-Chairman for the ensuing year.

#### **20/25      APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs V Allen (Holiday), J Bennett (Personal), Ms L Lloyd (Work Commitment) and Mrs C Stevens (Indisposition).

#### **21/25      DECLARATIONS OF INTEREST**

There were no declarations of interest by Members.

#### **22/25      MINUTES**

The Minutes of the Meeting held on 3 March 2025 were signed by the Chairman as a correct record.

#### **23/25      APPOINTMENT OF REPRESENTATIVES ON THE SPORTS FACILITIES SUB-COMMITTEE**

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

Councillors Bennett, Mrs Cooper, Cooper, Lee and Rogers

#### **24/25      WOODLANDS RECREATION GROUND**

##### **(a)      Rustington Football Club**

The Deputy Clerk referred to Full Council Minute 74/25 and confirmed that the following decisions had been relayed to Rustington Football Club:-

- (a) No additional pitches to be considered for Rustington Football Club at either site

- (b) Rustington Football Club be confirmed as the priority user at Woodlands Recreation Ground, (Home Ground), and in turn that Rustington Otters Football Club be confirmed as the priority user at Woodland Park Sportsfield, (Home Ground)
- (c) Rustington Football Club be encouraged to seek alternative pitches for its Youth Section Matches that cannot be accommodated either at the Woodlands Recreation Ground or the Woodland Park Sportsfield, with the Council awarding a grant of £1,000.00 towards the pitch hiring fees at alternative sites for the 2025/2026 Season
- (d) Consideration be given to continuing with the above-mentioned grant on an annual basis, once the benefit of the financial support to the Club's Youth Football Section could be assessed, towards the end of the 2025/2026 Season
- (e) Rustington Football Club be reminded that neither Training Sessions nor "warm ups" were permitted, under any circumstances, on the Cricket Outfield or the area between the main pitch and the fence line to the south of Rawson Villas.

She added that further understanding, regarding the aforementioned Minute, had been sought by the Club which she stated had been clarified via email correspondence. She explained that the offer of grant funding had not yet been taken up and that the Club was still trying hard to find venues to accommodate teams, incorporating at least 40 young people, that did not, to date, have a venue at which to play. She added that the Club had once again expressed its frustration at not being able to utilise the North Field for additional youth pitches and had conveyed that sadly it felt that Rustington Otters Youth Football Club was being favoured over Rustington Football Club.

She then advised that White Meadows Primary Academy in Wick, had been able to offer the Club some limited pitch space to accommodate some 9v9 matches. In addition, the Club's Mens First Team, had reached an agreement with Wick Football Club to play its home matches from the ground located in Coomes Way, Littlehampton, as this would provide the facilities that were deemed necessary by the Football Association in order for the Club to progress to a higher League.

The Committee NOTED this information.

**(b) Half-Term Active Play Session**

The Deputy Clerk reported that the Active Communities Team, at Freedom Leisure, had approached the Parish Council with the offer of the provision of a session during the May Half-Term at no cost. She explained that Freedom Leisure was working in partnership with Arun District Council to offer some additional Active Play events across the Arun District and that the Woodlands Recreation Ground had been put forward as a suitable venue, as the Parish Council was considered as a positive partner to work with. She added that despite the inclement weather the morning had been a success with 55 children and families in attendance.

The Committee were pleased to NOTE this information.

**(c) Summer Holiday Active Play Sessions**

The Deputy Clerk referred to Minute 60/24(d) and reminded Members that the Parish Council had booked six Freedom Leisure Active Play Sessions to take place weekly, on Thursdays, throughout the School Summer Holidays.

She explained that families attending the events had previously enquired about refreshments being available at the sessions. She explained that the Parish Council had been approached by an Ice Cream Van Concession regarding attendance at the Summer Holiday Sessions and asked if Members would consider this as an addition to this year's offer. She added that she would recommend that a pitch fee was secured from the proprietor of the Ice Cream Van.

Following a brief discussion, the Committee RECOMMENDED that the Ice Cream Concession and a separate local Hot Drinks Concession should be approached with a proposal of £20.00 per session for each pitch fee. The Committee further RECOMMENDED that each Concession should be asked to be in attendance for all six sessions and be invoiced accordingly.

**(d) UK Shared Prosperity Fund (UKSPF) - Replacement MUGA**

The Deputy Clerk referred to Minute 11/25 and confirmed that the installation of the Basketball Court/Multi-Use Games Area had been completed in March 2025. She said that the new equipment had been well received and was proving to be very popular.

The Committee were pleased to NOTE this information

**(e) Use of Recreation Ground Access by Hirers of Council Facilities**

The Deputy Clerk clarified that the Grasscrete access, secured by a locked half height metal gate and two bollards running adjacent to the Village Memorial Hall, was deemed as emergency access only. She explained that in the past this access had been made available to some hirers but that this had been restricted over the past 18 months due to damage to the grass by vehicles and also the threat of access by an illegal encampment. She added that the Committee's views were sought as the Council had once again been approached by a regular hirer requesting access, despite the aforementioned hirer not requiring it to date.

The Deputy Clerk explained that following her attendance at a mock Health and Safety Criminal Trial, hosted by the Council's HR Consultants, it had become clear that the previous arrangement that permitted some hirers entry along the emergency access 'road' was ill advised due to the lack of physical separation, e.g., barriers, between pedestrians and vehicles. She confirmed that Health and Safety Executive Guidance emphasised that the best approach was to separate vehicles from pedestrians entirely wherever possible. In addition, she explained that the lack of option for vehicles to turn around, without travelling off of the Grasscrete, meant that drivers were required to reverse out of the area which in turn could increase the risk of collision.

Following a detailed discussion, the Committee RECOMMENDED the following:-

- (a) The Emergency Access way is not permitted for use by Hirers of the Council's Buildings
- (b) The Girl Guides be contacted advising that when using the roadway to access their Hall, that they should do so with extreme caution, travelling at a maximum speed of 5mph with hazard warning lights in operation at all times, and where possible with a colleague acting as a banksman to ensure the safety of any pedestrians using the footpath. Confirmation should also be gleaned in relation to the scope and liability of any individual's insurance if they were to be involved in a collision, with a pedestrian or animal, whilst on private land
- (c) All Parish Council Contractors, requiring vehicle access to the Youth Centre or Recreation Ground itself, be advised that they should do so with extreme caution, travelling at a maximum speed of 5mph with hazard warning lights in operation at all times, and where possible with a colleague or member of Council personnel acting as a banksman to ensure the safety of any pedestrians using the footpath.

**25/25 THE WOODLANDS CENTRE**

**(a) Current Lettings**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 2 May 2025 was currently above the 2025/2026 Estimate of £60,000.00 at 2%.

She said that the total income to the aforementioned date was £5,101.08 which represented 8.2% of the Budget.

She also reported that the final income figure in respect of The Woodlands Centre hirings for 2024/2025 had been £70,693.55, some £8,693.55 over Budget.

The Committee was pleased to NOTE this information.

**(b) Replacement/Upgrade of the PA System for the Village Memorial Hall**

The Finance Manager/RFO referred to a Report, which had been previously circulated. The Report included a Quotation from ShowTec Lighting and Sound for the replacement and upgrading of the aged PA/Sound System within the Village Memorial Hall. She explained that the existing system was causing issues with hirers not being able to access it properly, not being able to use their own music system, and was also now producing intermittent feedback.

She added that the Finance/Administrative Officer and herself had been to view the same system, supplied and fitted by ShowTec Lighting and Sound, at the West Chiltington Village Hall and that they had been most impressed by its versatility and ease of use.

Following a further discussion, the Committee RECOMMENDED that:-

**(a) The Council's Financial Regulation 5.8 to 5.12, namely:-**

*5.8 Where the value is between £5,000 and £9,999 excluding VAT, the Clerk, Deputy Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.*

*5.9 For smaller purchases, the Clerk Deputy Clerk or RFO shall seek to achieve value for money.*

*5.10 Contracts must not be split to avoid compliance with these rules.*

*5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:*

- i. specialist services, such as legal professionals acting in disputes;*
- ii. repairs to, or parts for, existing machinery or equipment;*
- iii. works, goods or services that constitute an extension of an existing contract;*
- iv. goods or services that are only available from one supplier or are sold at a fixed price.*

*5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.*

Should be waived, in view of this being a niche market coupled with the standard of service received in connection with the stage lighting installation, and also in the interests of Best Value.

**(b) The Quotation received from Showtec in the sum of £9,500.00 exclusive of VAT be accepted.**

**26/25 SAMUEL WICKENS CENTRE - CURRENT LETTINGS**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 2 May 2025 was currently above the 2025/26 Estimate of £15,500.00 by approximately 36%.

She said that the total income to the aforementioned date was £1,759.01 which represented 11.35% of the Budget.

She also reported that the final income figure in respect of the Samuel Wickens Centre hirings for 2024/2025 had been £14,886.67, some £113.33 under Budget.

The Committee NOTED this information.

## **27/25      RUSTINGTON YOUTH CENTRE**

### **(a)      Current Lettings**

The Deputy Clerk gave a progress report on the Lettings against Budget and said that the income for the period from 1 April 2025 to 2 May 2025 was currently above the 2025/2026 Estimate of £20,000.00 by approximately 44%.

She said that the total income to the aforementioned date was £919.00 which represented over 4.6% of the Budget.

She also reported that the final income figure in respect of the Youth Centre hirings for 2024/2025 had been £15,932.00, some £4,132.00 over Budget.

The Committee NOTED this information.

### **(b)      Youth Club - Arun Youth Projects**

The Deputy Clerk referred to the Arun Youth Projects Annual Report, previously circulated from Matt Pollard, Arun Youth Projects (AYP) Youth Service Manager for the period February to April 2025.

She explained that there had been several incidents of poor and disrespectful behaviour which had resulted in the Chairman of the Committee, the Clerk and Deputy Clerk meeting urgently with Jon Jolly, Executive Leader of Arun Church to express concern. The Deputy Clerk reported that she had subsequently met with Matt Pollard who had provided assurances that the individual young people concerned would receive a short-term ban from attendance at the Youth Club.

The Deputy Clerk then confirmed that the existing Service Funding Agreement between the Council and Arun Church had expired on 30 April 2025 but that a three-month extension had since been granted until 31 July 2025. She explained that the extension had been granted in order to provide AYP with the opportunity to bring forward proposals for the potential future provision of the Service. She confirmed that the aforementioned document had been received that afternoon.

The Committee RECOMMENDED that a meeting of the "Review of Youth Provision" Working Party be promptly arranged and a full report, including recommendations by the Working Group, be presented to the July Meeting of the Full Council at the latest.

The Committee NOTED the Report, a copy of which is attached and forms a part of these Minutes.

## **28/25      RUSTINGTON MUSEUM**

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

She then explained that the Museum Manager was seeking approval for the disposal of a framed set of 25 photographs from a 2013 Exhibition called "Future Focus", as detailed within her Report, which were not deemed to have a link to Rustington and did not fall within the Museum's Collections Development Policy. She added that all of the photographs were stored digitally and that it been very unusual for an exhibition, including frames, to have been accessioned into the Collection.

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

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

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

**29/25      WOODLAND PARK SPORTSFIELD - EXTENSION OF LEASE AND ISSUE OF LICENCE TO RUSTINGTON OTTERS YOUTH FOOTBALL CLUB**

The Clerk referred to Minute 6/25 and said that the Council's Solicitor was chasing the County Council on a regular basis, but was still waiting to hear back as to whether the proposed Licence to Rustington Otters Youth Football Club was acceptable. She said that as soon as this had, hopefully, been approved by the County Council, the new Lease should be able to be issued to the Council.

The Committee NOTED this information.

**30/25      PUBLIC CONVENIENCES - LOO OF THE YEAR AWARDS**

The Deputy Clerk reported the receipt of an invitation to, again, enter the Loo of the Year Awards and reminded the Committee of the outstanding results received in the 2024 Competition in respect of the Parish Council's four Public Toilet Units. She said that the cost was £158.00 per entry, which would equate to a total expenditure of £632.00.

Following a brief discussion, the Committee RECOMMENDED that the four Public Toilet units should again be entered in the 2025 Loo of the Year Awards.

**31/25      REMOVAL OF HORSE CHESTNUT TREE - THE STREET**

The Deputy Clerk referred to Minute 51/24(c) and explained that the large Horse Chestnut Tree located at the front of the Changing Places Facility had been felled, in April, to a safe level following a recommendation from the Council's Arboriculture Contractor. She explained that the tree's removal had been necessary due to Fungal Disease and had only been completed following formal approval from the District Council's Planning Department.

The Committee NOTED this information.

**32/25      WAR MEMORIAL**

The Deputy Clerk referred to correspondence, including Quotations, previously circulated from the War Memorial Conservation Company in relation to the installation of a Wreath Wire System and some urgent conservation works.

She explained that following the 2024 Remembrance Commemorations the stormy weather and high winds had meant that many of the poppy wreaths had been blown across the area and were subject to some damage. She added that the panels which had been used in the past had now deteriorated beyond repair and, therefore, an alternative permanent solution had been sought. She confirmed that the suggested Wreath Wire System had been used extensively as a trusted way of securing and displaying memorial poppy wreaths.

She then explained that the Memorial Stone itself had begun to show signs of deterioration and was in need of urgent attention. She confirmed that the works previously undertaken in 2020 had held up well but were considered a short to medium term solution. She added that this approach could be applied once again providing immediate protection for up to five years whilst a Quotation for a longer term, more invasive solution is secured.

Following a detailed discussion, the Committee RECOMMENDED the following:-

- (a) That the Quotation received from the War Memorial Conservation Company for the installation of the Wire Wreath System in the sum of £1,875.25 plus £120.00 for fitting excluding VAT be ACCEPTED subject to its installation not compromising any conservation works to the main memorial stone
- (b) That the Quotation received from the War Memorial Conservation Company for the application of a "shelter coat" in the sum of £848.00 excluding VAT NOT be ACCEPTED but that further Quotations be sought in respect of a long term, conservation solution
- (c) That the Wire Wreath System installation be scheduled for early Autumn 2025
- (d) As no provision had been made for this work in the Committee's 2025/2026 Budget, this expenditure should be borne from the Council's balances
- (e) That opportunities for external grant funding to facilitate the long-term conservation of the Memorial be sought.

### **33/25      PUBLIC SEATS - PROGRESS REPORT**

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

- 5 x Seats - Greensward - Donor requests currently on hold
- 1 x Seat - Greensward - Currently discussing possible replacement of removed damaged seat with ADC
- 1 x Seat - Greensward or Broadmark Lane - Donor request currently on hold
- 1 x Seat - Greensward - Replacement seat - Under discussion with current donor family
- 1 x Seat - Broadmark Lane - Possible replacement seat - Under discussion with potential donor
- 1 x Seat - Holmes Lane Triangle (junction with Milton Avenue) - Replacement seat on order (Donor - Rustington-In-Bloom Committee)
- 1 x Seat - Outside The Quill - New seat - On Order (Donor - Owner of site land)
- 1 x Seat - Greensward - Progressing/Awaiting payment - Order to be placed imminently - Donor aware
- 1 x Seat - The Street - Parish Council purchasing - Highway Authority approached for Licence - Order placed

The Committee NOTED this information.

### **34/25      BUS SHELTERS AND BEACH SHELTER**

#### **(a)      Beach Shelter Renovation**

The Clerk referred to Minute 13/25 and advised the Committee that the major renovation of the Beach Shelter at the junction of Sea Lane and Sea Road had been completed, with many complimentary comments being received from members of the local community and visitors alike.

She then referred to the Committee's previous decision that, in addition to the Quotation already received, two further Quotations should be obtained for the total replacement of the roof and advised that she would have these available for the Meeting of the Committee scheduled to be held on 20 October 2025, when the 2026/2027 Estimates were due to be considered.

The Committee NOTED this information.

#### **(b)      Bus Shelter - Sea Road (Opposite Harsfold Road)**

The Clerk advised the Committee that whilst a small amount of repairs had been undertaken on the Bus Shelter in 2024, further damage (due to adverse weather conditions) had occurred to the roof, floor and structure through the Winter months.

She said that following an inspection by the Council's general maintenance Contractor, it was now evident that the Shelter was either in need of complete replacement, or a major renovation. She said this Shelter was the oldest wooden Shelter throughout the Village and had not been replaced for over 30 years, to her knowledge.

Following a detailed discussion, the Committee AGREED that the Clerk should obtain Estimates for both the cost of the purchase and installation of a new Shelter, and for a major renovation of the existing Shelter for consideration at the next Meeting of the Committee.

The Clerk said that, in the meantime, she would make arrangements for the missing shingles to be replaced on the roof, which should only equate to a minimal cost.

**(c) Bus Shelters - Refurbishment**

The Clerk advised the Committee that whilst a number of the Wooden Bus Shelters throughout the Village had been refurbished during the previous financial year, there were a number that were in dire need of refurbishment. She said that she was hoping that some of these would be able to repainted, etc., during the Summer months, within the budgeted provision.

The Committee was pleased to NOTE this information.

**35/25 FAMILY FUN FAIR 22-28 APRIL 2025**

The Deputy Clerk referred to Minute 14/25 and confirmed that the Showtime Amusements Family Fun Fair visit had progressed as planned and that the operational days had been a success.

The Committee was pleased to NOTE this information.

**36/25 DATES OF FUTURE MEETINGS**

The Deputy Clerk asked the Committee to consider changing the date of the August Meeting.

Following a brief discussion, the Committee RECOMMENDED to change the date from 4 August 2025 to 18 August 2025 to commencing at 7.00 pm.

The Chairman reminded the Committee that the date for the remaining future Meeting had been agreed at Full Council (Minute 261/24 refers) and was as follows:-

20 October 2025

**There being no further business the Meeting concluded at 7.48 pm.**

**Chairman: ..... Date: .....**



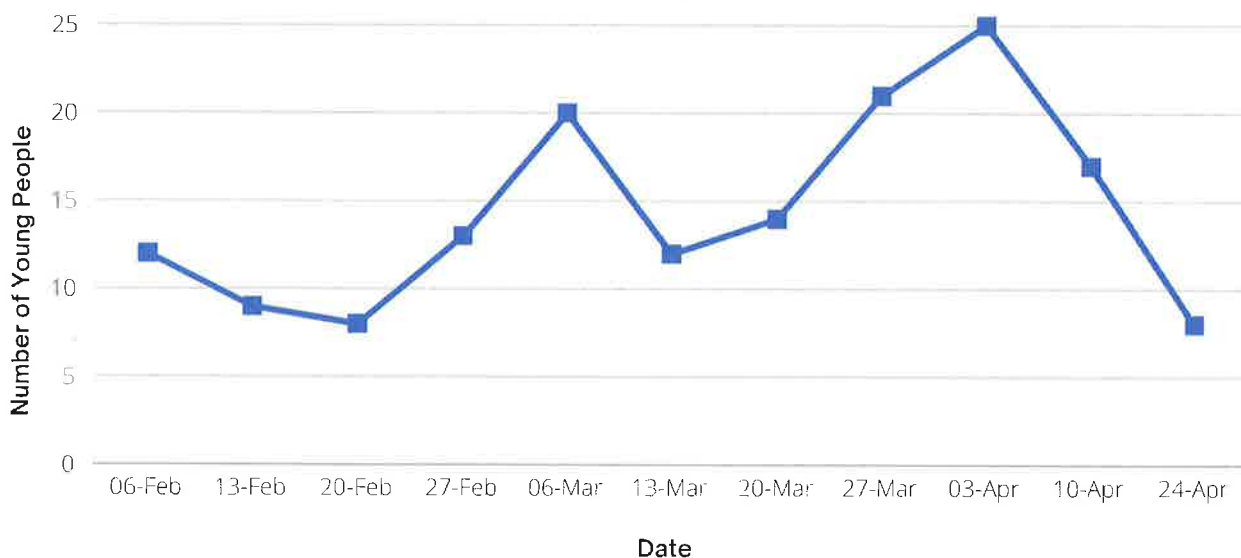
## Rustington Youth Centre Update: Feb-April '25

### Introduction

The report will provide information on the current Rustington Youth Club sessions, including attendance data, the number of sessions delivered, the number of different young people attending sessions, as well as a breakdown of attendance by age and gender for the period between February and April 2025.

## Attendance Data

Every Thursday 6:30–8:30pm – School Years 7–13



The average attendance of young people across this reporting period (February to April 2025) is 15, with the highest attended session having 25 young people on 3rd April. 10 or more young people attended 9 of the 11 sessions delivered in this period. There was one session closure during this quarter due to poor behaviour on the 10<sup>th</sup> April.

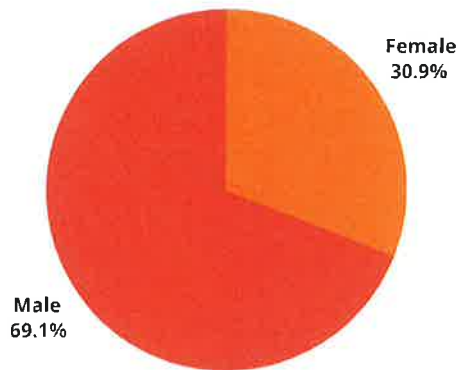
When comparing attendance with the previous quarter (November 2024 to January 2025), we see a notable improvement:

- The average attendance rose from 9 to 15 young people per session.
- Sessions with 10 or more attendees increased from 6 out of 11 to 9 out of 11.
- The lowest attended session this period was 8, compared to 0 and 1 in the previous quarter.

Overall, attendance has significantly increased, reflecting successful efforts to re-engage young people after the winter period. We will continue to build on this momentum and further strengthen participation through ongoing outreach and school partnerships in the term ahead.

# Attendance Data

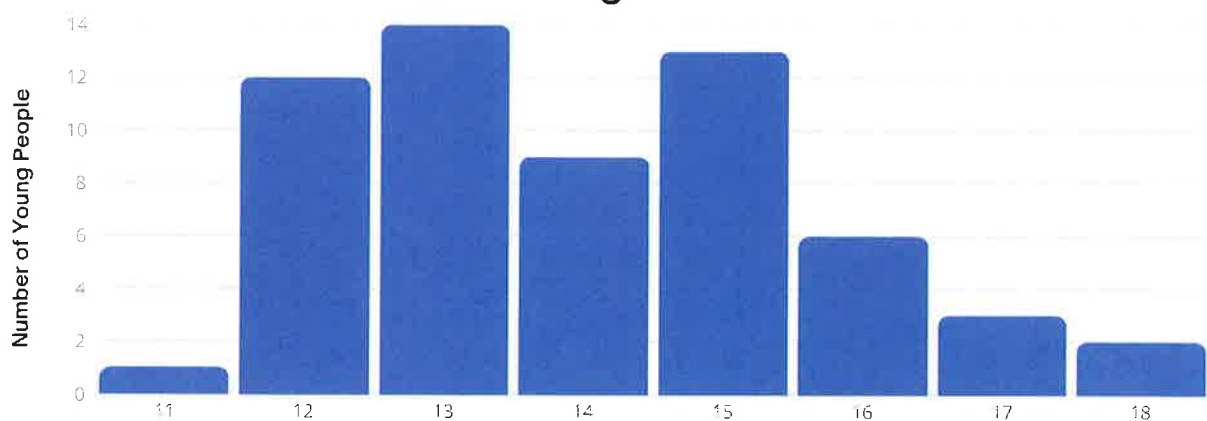
## Gender



The chart shows the gender breakdown of the young people attending the RYC sessions. The data shows a similar trend to gender data present in other AYP sessions, with the majority of young people attending RYC identifying as male (38).

17 young people who identify as female attended sessions in this reporting period. This represents a slight increase from previous quarters, where female attendance had remained consistent at 13.

## Age



The graph shows the age breakdown of the young people attending our sessions. The data highlights that 13- and 15-year-olds have the highest level of engagement, with 14 and 13 attendees respectively. 12 and 14-year-olds also show strong participation, with 12 and 9 attendees.

There is a smaller but consistent presence from 16-year-olds (6 attendees) and 17-year-olds (3 attendees).

### During this reporting period:

159 different engagements over 11 sessions.

5 new young people joined a session.

55 unique young people.

12 Young People attended 5 or more sessions.

# YOUTH CLUBS - WHATS ON



Day	Location	Time	Age Group (School Year)
Monday	Angmering Community Centre	5-6:30pm	Year 7-13
Tuesday	Southfields Jubilee Centre	7-9pm	Year 7-9
Wednesday	K2 Youth & Community Centre	4-5:30pm	Year 4-6
Wednesday	K2 Youth & Community Centre	7-9pm	Year 10+
Thursday	Rustington Youth Centre	6:30-8:30pm	Year 7-13
Friday	K2 Youth & Community Centre	6-8pm	Year 7-9
Tues-Fri	AYP Connect, Littlehampton High Street	3-5:30pm	Year 7-13

Sessions are funded by Rustington Parish Council, Littlehampton Town Council, Angmering Parish Council and National Lottery

## TARGETED PROVISIONS

What	Why	Location	Age Group
Mentoring	We want all young people to thrive in their communities. During mentoring a youth worker will support a young person to develop their social and emotional language to be more confident and aware of their support networks and where to go for specialist support.	School-based	Year 7+



## FIND US



**Website**

**[arunchurch.com/ayp](http://arunchurch.com/ayp)**



**Bursary Applications**

**[arunchurch.com/bursary](http://arunchurch.com/bursary)**



**Social Media**

**[@arun youth projects](https://www.instagram.com/arun youth projects)**



**Email**

**[ayp@arun youth projects.com](mailto:ayp@arun youth projects.com)**



**Telephone**

**01903 782744**

## **Museum Report – Leisure & Amenities Committee – June 2025**

### **Documentation**

MODES: Entries onto the system had previously been regularly undertaken by two dedicated volunteers. Since the last report one volunteer has now left the Museum and the second is currently convalescing. It is hoped that following the recruitment to the Assistant Manager post and the return of the aforementioned convalescing volunteer that this aspect of the Museum's work will regain its momentum.

### **Disposals**

The Committee is asked to approve of the following disposal (photo attached):

- Framed set of 25 Photographs from a 2013 Exhibition called "Future Focus"

For reference "Future Focus" was a collaborative photography project between the Museum and a Youth Project called Blueprint 22, which we understand is no longer in existence. One of the aims of the original project was to create a new photographic collection for use by the Museum. All of the photographs created at the time are now stored digitally by the Museum and are easily accessible for any future use. The exhibition frames and photos were accessioned into the Collection in 2013, this would be deemed as unusual.

### **Collection Care and Storage**

A further 4 boxes of the Archaeology Collection have been moved to the Fishbourne Roman Palace Storage Facility. There is more storage available within the bay at Fishbourne should further items of the Collection require re-location.

The Stores in the Woodlands Centre and at the Museum have both been tidied, cleaned, re-organised.

### **Acquisitions**

The Museum welcomed a visit from Terry Summers, on Monday 12 May, who has donated a further selection of the historic Old Cottage Dolls Collection – the Museum, as a result, is now in possession of nearly the entire collection. Mr Summers had previously researched and written a book (stocked in the Museum Book Shop) called "The Old Cottage Dolls". This publication is a guidebook dedicated to the dolls produced by the Fleischmann Family of Old Cottage Toys of Rustington. The story of the Old Cottage Dolls features in the Museum's permanent local history gallery. It is hoped that a future opportunity to meet with Mr Summers, will be arranged, at which to record his story as part of the Museum's Oral History archives.

## **Social Media**

The Museum Facebook page continues to grow and now has 725 followers.

## **Events**

The Talk Series is scheduled for 2pm on the 3<sup>rd</sup> Weds of every month, and we are now pleased to be able to have increased our offer from 10 talks per annum to 12.

DATE	No of attendees	Talk Title
Feb 19 <sup>th</sup>	48	Sussex Coast Smuggling by Chris Hare
March 5 <sup>th</sup> (rearranged)	10	Rustington Players by Colin Bolton
April 16 <sup>th</sup>	23	Rachel Poulton Photography
May 5 <sup>th</sup>	60	Graeme Taylor
<i>SAT' May 10<sup>th</sup> 1pm</i>	60	<i>Sussex Wildlife Trust Opening Event</i>
June 18 <sup>th</sup>		Chris Hare - Folklore
July 16 <sup>th</sup>		Sussex Wildlife Trust
August 20 <sup>th</sup>		How to Run A Museum with Tamlyn
September 17 <sup>th</sup>		Worthing Philharmonic Orchestra
October 15 <sup>th</sup>		tbc
November 16 <sup>th</sup>		tbc
December 17 <sup>th</sup>		tbc

**New for 2025** - In keeping with good practice, via Sussex Museums Group, the Museum is encouraged to involve the public in the Museum's organisation. With this in mind, I am exploring the development of a monthly *Collection Surgery*, which will be open to the public and whereby miscellaneous artefacts are brought from storage to display and their potential display/access be reviewed and discussed with members of the public. It is hoped that this will increase engagement with aspects of the Collection that are rarely seen and help to evolve future exhibition ideas etc.

We are also pleased to be hosting a Sussex Geological Society Day on Saturday 26<sup>th</sup> July. This event is open to all ages and a chance for the public to bring in rocks, fossils and minerals for identification.

## **Visitor figures**

January 2025	93	January 2024	156
February 2025	171	February 2024	244
March 2025	74	March 2024	185
April 2025	163	April 2024	232

## **Outreach**

Families – The Museum Team attended the St Peter's & St Pauls Church Easter Crafts session on Thursday 19<sup>th</sup> April. This was a shared event that provided an opportunity to promote the Museum within a community setting. It has since been agreed that the Museum continue to collaborate with the Church's children's 'Chatterbox' group and an additional adult group whereby Church staff bring groups to the Museum itself for an onsite visit and activities.

## **Talks to Community Groups**

I gave my first public talk on behalf of the Museum to the Women's Institute in East Preston.

Two talks have been created in readiness for any future requests for the Museum Manager to attend a group or organisation as their guest speaker:

- The Rustington Convalescent Home
- How To Run a Museum

## **Exhibitions**

It is hoped that the Exhibition Programme will follow a quarterly 'home' then 'away' pattern of Curation:

"Home" – generated by the Museum collections and staff. Where possible in relation to our developing Cultural Calendar.

"Away" – e.g. Northbrook, whereby a Rustington or West Sussex Community exhibit is hosted within the Temporary Exhibition Gallery. This will not impact the Museum budget and should support new audiences as well as refresh existing audiences. Family Activities will be developed to relate to all exhibitions.

Mon 24 <sup>th</sup> March – Sun 15 <sup>th</sup> June 2025 12weeks	'At Home In Rustington' mostly Rustington Heritage Association and Museum Collection displays grouped in themes.
Mon 16 <sup>th</sup> – Thurs 20 <sup>th</sup> June	De-install & install
Mon 23 <sup>rd</sup> June – Sun 21 <sup>st</sup> Sept 2025 12weeks	Northbrook Art & Design Graduate show. Selection from 15 Degree Courses.
Mon 22 <sup>nd</sup> – Thurs 25 <sup>th</sup> Sept	De-install & install
Mon 28 <sup>nd</sup> Sept – Sun 21 <sup>st</sup> Dec 2025 12weeks	Rustington Ceramics to showcase a range of local contemporary artists and makers.

The Museum has also been proud to host, for the first time, the Sussex Wildlife Trust 2025 Marine Photography Competition entries as a mini-Exhibition. In return the Sussex

Wildlife Trust are providing a public talk in July. This initiative has encouraged a new audience into the Museum.

#### **Work by Museum Assistant**

Julie retired from her role in the Museum as of 30<sup>th</sup> April 2025 following a detailed handover and many years of tireless commitment to Rustington Museum.

Following a review of the Museum Administrative Assistant role, a new Assistant Museum Manager Post has been created and recruitment initiated.

#### **Work by Volunteers**

A new cycle of Volunteer recruitment for multiple roles will be instigated once the new Assistant Museum Manager is appointed and in post.

An experienced and talented Photographer has been recruited and will be instrumental in the continuation of ensuring detailed entries are added to MODES.

We continue to be supported by a small team of dedicated volunteers who, in particular, assist with the ever-popular school holiday activity sessions.

**Tamlyn Smithers, Museum Manager**

**13<sup>th</sup> May 2025**



