



Established 1894

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MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD ON MONDAY 13 JANUARY 2025 AT THE ANGMERING VILLAGE HALL, KING SUITE

Present: Councillors Sylvia Verrinder, Alison Reigate (Vice Chair), Alan Evans, Carey Bennett and Paul Bicknell

In Attendance: Katie Herr (Clerk), Tracy Lees (Committee Clerk), WSCC Cllr. Deborah Urquhart, ADC Cllr. Andy Cooper and 4 members for the public

Acronym: Angmering Parish Council – APC; West Sussex County Council – WSCC; Arun District Council – ADC; Angmering Community Land Trust – ACLT; Planning & infrastructure Committee – PI; Community, Leisure, Environment & Wellbeing Committee – CLEW; Neighbourhood Plan – NHP; Traffic Regulation Order – TRO. Angmering Flood Alleviation Scheme – AFAS; Tree Protection Order - TPO

AGENDA ITEM	MINUTE NO.	AGENDA POINT	ACTION FOR
1	24/158	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllrs. John Oldfield, Norma Harris, Matthew Want, David Marsh and Nikki Hamilton-Street	
2	24/159	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	24/160	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee from Monday 9 December 2024 were agreed by all and signed by the Chair.	
4	24/161	PUBLIC CONSULTATION One member of the public wanted to raise his concerns over the speed traffic was now travelling along the A259. He felt vehicles were not adhering to the 50mph speed limit and along with the increase in traffic it was making it increasingly difficult to cross the road safely especially at crossing points where there were no traffic lights, examples were given. Noise issues were now being experienced due to the amount of vehicles travelling at excessive speed. A discussion took place with the member of the public suggesting a lower speed limit of 40mph and more appropriate signage, he also asked what, if anything, was/could be done.	

The Vice Chair mentioned the work that was being looked into re the railway crossing points between East Preston and Angmering and the Clerk commented that the police do not like putting in cameras due to costs etc. Cllr. Urquhart talked about the issues with speed cameras and the Safer Roads Partnership which sadly the police had pulled out of but hoped it would start again in some form.

The member of the public was encouraged to keep reporting these issues to Operation Crackdown as the more times a report was submitted the chances for something being done improved.

5 24/162 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:

The Clerk asked if there were any questions regarding her report, none were asked.

She then went on to advise the committee that herself, the Office Manager and the Chair would be attending the upcoming meeting (with Rustington Parish Council) regarding the Zachary Merton and will report back.

The Parish Office is still closed due to water damage and would have to remain so for at least another month. When more is known an update will be given.

Cllr. Bicknell asked about item 4 on the Clerks report regarding TROs however there was no further update to be given and recycling was touched on re where to recycle items now the office was not open – items should now be taken to Angmering Community Centre.

6 24/163 CHAIR'S REPORT

The Vice Chair introduced the Chairs report in her absence and asked if there were any questions, none were asked.

7 24/164 REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

Cllr. Urquhart started by wishing everyone a happy New year and then talked through her report:

- I've picked up the rumors about the no.9 bus. I requested an update from WSCC as to whether they were aware of any plans to change the timetable of no9 for Angmering and their response was that there are no plans that they are aware of.
- The gritters have been busy during these cold periods. Pls encourage residents to report any potholes.
- Your 'Waste Wednesday' idea is a great one, just to let you know the West Sussex Recycles newsletter & Facebook page has lots of information on it.
- Our 25/26 Draft budget is about to be published. It is a balanced budget that considers increased demand for Adults & Children's social care, the impact of increases to National Living Wage and employers NI, no cuts to services and increased spending on highways. The proposal is for a 4.99% council tax rise.

- Devolution – it doesn't affect town and parish councils, if anything, it may give them more responsibility in certain circumstances.

Cllr Urquhart also mentioned the 20mph speed limit in Dappers Lane and that this was being relooked at, and it could result in all of Dappers Lane becoming 20mph. An update will be given when more is known.

8 24/165 REPORT FROM THE ARUN DISTRICT COUNCILLORS

Cllr. Cooper also wished everyone a happy New Year and gave a short report which included that SWEP (SWEP is a temporary response to a heightened risk) was still in place due to the current cold weather. That it had been agreed by ADC that Section 106 monies can be used for social housing although not all were in full agreement and that ADC have to find £18 million to put towards sea defenses, this is ongoing and nothing has yet been decided.

Cllr, Cooper also said he was looking into the funding for footpaths at Swallows Gate and stressed again that continuous reporting to Operation Crackdown was the only way to get things looked into.

Cllr. Evans asked about the newly proposed recycling bins and what would happen to the old ones. The answer was unknown, and a short discussion took place.

No further questions were asked and both Cllr. Cooper and Cllr. Urquhart left the meeting at 20:01.

9 24/166 NEIGHBOURHOOD PLAN

The Vice Chair advised that there were no updates.

10 24/167 2025/2026 PRECEPT APPROVAL

The Clerk talked through the supporting paper for **Items 10 and 11**. A short discussion then took place and the following was agreed:

RESOLUTION: Cllr. Bicknell **PROPOSED** to approve the 0% raise in precept and keep it at £107.87 per Band D property for 2025/2026. Cllr. Evans **SECONDED** and **ALL AGREED**.

11 24/168 2025/2026 BUDGET APPROVAL

After discussion the following was agreed:

RESOLUTION: Cllr. Bicknell **PROPOSED** the budget for 2025/2026 subject to any changes that will be reported to the council before the start of the 2025/2026 financial year was approved. Cllr. Evans **SECONDED** and **ALL AGREED**.

12 24/169 APC CHARITY OF THE YEAR 2025/2026

The Vice Chair read out the list of charities that had been put forward for consideration. Each charity was discussed with reasons for and against given. All councillors felt that all charities were worthy of being charity of the year but agreed only one could be chosen. Therefore the following was agreed:

RESOLUTION: Cllr. Verrinder **PROPOSED** that WADARS should be chosen as APCs Chairty of the Yeat 2025/2026. Cllr. Evans **SECONDED** and **ALL AGREED**.

13 24/170 COMMUNICATIONS AUDIT

The supporting paper was presented and the reason given as to why this had come about which was feedback from the recent community survey. The Clerk gave the background to the communications expert and why she felt this would be a good option to explore so APC can look to improve communications with Angmering residents. It was also explained that an initial meeting would take place with the communication expert, the Clerk, the Office Manager and the Chair to explore ways forward to achieve better communication. A lively discussion then took place with various questions being asked but ended with all agreeing undertaking this audit would be a good starting point – therefore the following was agreed:

RESOLUTION: Cllr. Evans **PROPOSED** that APC should instruct a Communications Expert to carry out an audit on our current processes and suggest improvements. Cllr. Bennett **SECONDED** and **ALL AGREED**.

14 24/171 COMMUNITY GRANT APPLICATIONS

The 2024/2025 budget for Community Grants is £5,000. Eight grants have been awarded so far this year, leaving an available budget of £2,665.00.

No grant requests were received this month.

A request was made to all councillors to encourage applications, especially from those that have not previously applied, to come forward.

15 24/172 2024/2025 FINANCIAL REPORT

The reports were presented, no questions were asked. Cllr. Verrinder signed the reconciliations for December 2024.

16 24/173 QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES, REPRESENTATIVES ON OTHER ORGANISATIONS OR NOTES ON OTHER MEETINGS ATTENDED

None. Cllr. Verrinder commented that herself and Cllr. Bennett would be attending an upcoming SDNP meeting and will report back.

17 24/174 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

The Planning and Infrastructure Committee – None.
CLEW Committee – None.
Governance & Oversight Committee – None.

18 24/175 TO CONSIDER ANY URGENT MATTERS, FOR INFORMATION ONLY, ARISING SINCE THE PREPARATION OF THIS AGENDA

None.

DATE OF NEXT MEETING

The Committee's next meeting will be on **Monday 10 February 2025** at 7:30pm in the King Suite, Angmering Village Hall.

The meeting concluded at 20.28.

.....
Chairman

Date.....

DRAFT



Clerks Report February 2025

Agenda Item 5

- 1) A meeting was held on 05/02/2025 between officers from ADC and Cllr. N Hamilton-Street and the Clerk. This meeting was to discuss the current lease on the sports field and next steps around the Sports Hub. A verbal update will be given at the meeting on 10 February 2025.
- 2) The office still remains closed with a dehumidifiers on site. There is still damp in the office and the machines will remain in place for at least 10 further days, when the company will come back and recheck damp levels.
- 3) Bike Repair Station – the missing part has been received and fitted by the Groundsman.
- 4) The Clerk has received funding for the CCTV cameras at the centre and these have now been fitted. There are a few teething problems with the cameras which the suppliers are arranging to remedy.
- 5) The bus stop just north of Verbena Drive has been fitted and lots of comments were received regarding it. As such we will be looking into other locations such as Station Road and Arundel Road in order to site a further shelter/bench. If councillors have any comments, please forward these to the Clerk.
- 6) The staffing team visited our 2025/26 charity of the year – WADARS. We saw the cats waiting to be homed and had a tour of the property. We also spoke about how the dog show would run and how WADARS could be involved in a variety of our events. The meeting was very positive and WADARS are thrilled to be our charity of the year for 2025/26.
- 7) One of the solar lights in Mayflower Park is not working. A replacement head has been ordered and should be fitted in the next 10 days.
- 8) Mayflower Way – we are currently waiting for one of the land owners to come back to the office regarding repair work needed to the lane – North/South section only.
- 9) Information has already been sent out about the Angmering Flood Alleviation Scheme and the fact that the planning application has run out and will need to be applied for again. Hopefully Cllr. Deborah Urquhart will have an update for us during the meeting.
- 10) The office are still working on a replacement feeder pillar for the electric supply on the green. Turns out it is a lot more complicated than first thought.
- 11) Mayflower Park – Work on the new bike track has commenced on Mayflower Park. This track was co funded between the UK Shared Prosperity Fund and Angmering Parish Council. This track is aimed at our younger residents to enable them to get used to tracks before progressing to the BMX track.
- 12) A lot of work has started on arranging this years events. If you are able to assist at these events, please advise Tracy – who will no doubt be in touch soon.



Chair's report February 2025

Congratulations to Matt & Kayleigh Want on the birth of their son Esra, who despite arriving early is doing well. Cllr Want will not be attendance at the meetings, whilst he supports his family at this time.

Whilst we await confirmation on works to the office after the water ingress, thanks must go to Rustington Parish Council, who have kindly allowed us to use their facilities this month to host a number of external meetings.

Eastern Arun Parishes met earlier in the month to discuss the recent letter with reference to the future of Zachary Merton Community Hospital and community health care. As with all things relating to the NHS are complicated, all parishes agreed that whilst it may not be financially viable to save the building, that the services and support is vital to be retained. Cllr's Alison Cooper & Shaun Gunner, are looking to produce a leaflet, survey and petition to be circulated to all residents, to understand their concerns and needs, before representation is taken to the Integrated Care Board. Updates will be shared as we learn more.

The Community Hub Working Group, met to look at recent correspondence from the Community Centre Trustees, and to understand their concerns. A meeting with all Trustees has been arranged, and an update will be brought to Council to consider.

Angmering Advisory Committee, was convened to update on strategic developments in the parish. Case Officers are working hard to ensure developers are compliant and are delivering high quality projects. Recent focus has been on South of Water Lane, where BDW are looking to complete later this Spring. We requested particular focus is given to the agreed planting and landscaping, and that these are delivered. We requested any updates on the application for West of Bewley Road. The applicant is considering feedback from statutory consultees, including the report from our Transport Consultants, all of this will be considered by the Case Officer, prior to their report to the Planning Committee. It is expected that this meeting will be April at the earliest. Concerns were raised about uncertainty for the community, and a request for a clear public response on the current situation shared. Cllr Andy Cooper agreed to update the Save WoBR Group, and follow up with the Head of Planning.

The minutes of the recent ADALC meeting have been shared with Councillors. The meeting welcomed a number of parishes that who have not previously engaged with the group, which I feel is a positive move. Dawn Hudd ADC CEO, joined the meeting to give a brief update on Local Government Reform and Devolution. Whilst all Councils have agreed devolution would be positive for Sussex, the timeframe remains uncertain, but will be at pace.

I attended a Communications and Marketing Review for the Parish Council with our Clerk and Office Manager. Mandy Jameson comes with vast experience in local government and the public sector. Her initial observations that as a parish council, we are at the fore front of how we communicate with our residents and stake holders, congratulations must go to our Office Team. She will produce a report with recommendations of small changes, that may have a greater impact and reach.

I have asked our Clerk to request a meeting with Dr Beccy Cooper MP, and Arun Neighbourhood Policing Team. I feel that as our incumbent MP, it is important that Beccy Cooper understands all the issues Angmering and its residents are experiencing, not just the issues that those who shout loudest raise. We

will advise you all of the date, when her office confirms. In the meantime, any issues that you feel should be raised, please email myself and our Clerk.

I have also requested a public meeting with representatives from our NHP Team, to address the increase in local burglary and vehicle crime, and the public's perceived fear of crime and anti-social behaviour. We still await a response.

Nikki Hamilton-Street

COMMUNICATIONS REPORT FOR ANGMERING PARISH COUNCIL

The report has been compiled following a meeting with Katie Herr, Tracy Lees and Cllr Nikki Hamilton-Street along with research into the council's website and social media presence.

1. Introduction

In many ways the parish council is doing everything right in terms of communication: - proactive staff who do their best to get messaging across to residents, an excellent website, an electronic noticeboard in the parish council window, frequent social media posts, a centre page spread in the monthly 'All About Angmering' magazine, posters displayed and five noticeboards around the village.

The Angmering Community Network group is used to disseminate information about events or general village activities.

The annual and popular 'Angmering Revealed' event in September – a village fair to exhibit what Angmering has to offer - is also used as a vehicle to promote the council and engage with residents.

The parish council has trialled using local radio; they share events with local schools and have also carried out door to door leaflet drops.

Almost every possible avenue of opportunity to communicate with residents seems to have been tried and the parish council staff have to be applauded for that.

However, there is a concern that much of the messaging is failing to reach residents and that there is apathy where the parish council is concerned (eg. the recent community survey where only 87 responses were received out of a total pool of over 8,000 residents).

Lack of engagement with the parish council may well be down to a basic lack of understanding about what the council is for – what it does and why it's important to the village.

Most residents across the UK are unaware of the role of a town or parish council unless it's made relevant to them and explained in very basic terms. The Vicar of Dibley effect – where people picture Dawn French's vicar sitting with her sleepy or confused colleagues around a table in a church hall – means that the words 'parish council' often conjure up associations of elderly people and religious affiliations.

Additionally, the term 'parish council' may sound old fashioned; therefore many younger residents take no heed of attempts at communication as they feel it's irrelevant to them.

Unless it is specifically explained, the role of a parish council (PC) and its importance in the local community is easily misunderstood (or ignored by) residents. To mitigate this, a targeted awareness-raising campaign could be extremely beneficial to promote what Angmering PC does and how it affects local people's lives.

2. Awareness-raising campaign

i) **Slogan/strapline**

Angmering Parish Council could devise a simple slogan or strapline – something like **Working for Our Village** which immediately leads residents to think it relates to them. This slogan could be added to the council's logo (or used close to it on visual publicity) so residents get used to seeing it. Subliminally they will start to understand that the parish council is there for the village and has nothing to do with the church! Another idea could be **At the Heart of Angmering** (although that might need a heart logo to be fully exploited) or **Your Local Voice for Angmering**.

ii) **Mission statement**

A simple explanation of what the parish council does would usefully sum up its purpose and aims. The underlying message is 'What the Parish Council does for YOU!' It's important local residents realise that the council's work affects their quality of life. This can be backed up (where space allows) with a summary of what the PC is not responsible for. The website home page currently explains where the parish council is based and how often it meets, along with mentions of committees etc, but there's no basic explanation of what the council is for and what it does.

Sample text – for illustrative purposes

- Angmering PC is based in the centre of the village and works to maintain a good quality of life for our residents.
- We raise a sum of money every year (currently £ ?) through the parish precept which each household pays as a small part of their council tax.
- This is used to maintain local amenities such as *Mayflower Park and other green spaces, street lighting, bus stops and shelters, the village hall.....
** I've made suggestions here but obviously you would choose the wording!*

I believe the parish council already signposts residents to other services where necessary, but this type of summary may be a useful reference (sample wording only):

- **Planning:** the parish council liaises at County and District levels to represent Angmering's interests, aiming to limit development due to pressure on local services.
- **Refuse collection, environmental health, housing and leisure services** are managed by Arun District Council (Arun DC)
- **Schools, roads, trading standards, libraries and adult social care** - along with other social services - are managed by West Sussex County Council (WSCC).
- **Anti-social behaviour** is tackled by Arun District Council in partnership with local police and the Community Wardens (*if applicable*).

iii) Other ideas to promote the parish council's 'brand' and raise awareness

- In all publicity about Angmering PC, simple and relatable language should be used such as 'We're the team behind xxxx' (highlighting tangible projects).
- A high quality, short video (possibly animated) could be produced for use on social media and the website.
- Infographics with key facts/ statistics about the PC's achievements could be included on the video as well as on social media. Simple, colourful graphics are very impactful.
- Ideally, all imagery promoting Angmering PC would feature both younger and a reasonable number of diverse faces. It may be that new photographs need to be taken.
- Publicising how much effort the parish council makes to communicate with residents seems worthwhile; the range of methods is very impressive and might inspire people to take more notice.
- To help raise awareness of the PC and its role at the heart of the local community, posters showcasing the mission statement alongside some (new?) local photos could be displayed in the windows of the parish council office. The same content can be tailored for social media and local print media etc.

Once residents start to understand more about the role of Angmering PC and take an interest in its work, they will become much more engaged with the organisation.

3. Social media

- Engagement vs. broadcasting

The communication channels are well used, but ideally there would be increased two-way communication. Again, insufficient resident engagement could be improved by the awareness raising campaign which will encourage the community to become more involved with the parish council's activities.

- Information overload

With extensive communication, residents may tune out messages that don't feel immediately relevant. The maxim of 'less is more' probably applies here (see next para).

- Suggestions to increase online engagement

The Facebook posts are all pertinent and appropriate. However, the frequency of posting is a little overwhelming and probably would be more effective if reduced. A solution could be to amalgamate some posts; for example, upcoming events could be showcased together in a regular post once a week rather than having a separate post for each event.

To accompany any new awareness-raising campaign, it would be an ideal opportunity to promote the Facebook page (once a plan to streamline it has been put in place).

Facebook would ideally be used for community conversations where local issues involving the parish council are talked about in a positive way. Short, digestible updates can be produced to highlight residents' stories (eg, 'How the council helped Sarah's playgroup'). Additionally, interactive polls could be run to inspire constructive discussions about local issues affecting the village.

4. Website

The Angmering PC website is sleek and attractive. Aside from adding the content mentioned in section 2 of this report, it is difficult to identify other improvements without knowing how people are currently engaging with the website. To ascertain that, it would be necessary to use a tool such as Google Analytics and analyse a report.

5. Summary

The council is doing many things right in its attempts to communicate with residents; however, the proposals contained in this report will help to improve residents' engagement and their understanding of Angmering PC's objectives.

Mandy Jameson, February 2025





**ANGMERING PARISH
COUNCIL
LOST CHILDREN AND
VULNERABLE ADULTS
POLICY AT APC EVENTS
2025**

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2025
Version: 2**

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Policy Aims

Angmering Parish Council are committed to the safety of everyone attending any of their events.

The following procedure will be communicated to all event staff at the event and will be reviewed regularly. The purpose of the following procedure is to ensure that children or vulnerable adults lost or missing during the event are taken to a place of safety and reunited as soon as possible with their family.

The lost persons point will be within an APC gazebo/table at the event. This will be clearly marked with a sign. The gazebo/table will be manned throughout the event by at least one adult. In the event of a lost child or missing person being brought to the gazebo/table a second adult will remain so that there are always two adults present.

Children / Vulnerable Adults Found Without Their Parent / Guardian

Any children or vulnerable adults found to be lost at the event should be taken to the APC gazebo/table where they should remain until they have been reunited with a parent or guardian. The child / vulnerable adult should be asked their name, who they are with, the name(s) of people they are with and where they last saw them.

If the name of the parent / guardian is known an announcement should be made over the PA system “This is a public announcement, could the [Name of Parent] come to the APC gazebo/table, please”

If the name of the parent / guardian is not known the announcement should be “This is a public announcement, if you have been separated from a family member, please come to the APC gazebo/table, thank you.”

The announcement should not mention the name of the child/vulnerable adult and they should be kept out of public view whilst they await collection. When a parent/guardian arrives to collect they should not be able to view the child / vulnerable adult. They should be asked to provide details of the child/vulnerable adult and their relationship to them.

If the collector is an older child and you are not convinced they will ensure the child’s safety, then you should hold the child until an adult can be contacted.

If a child or vulnerable adult is reluctant to go with a collecting adult then you may decide to inform the police.

Parent / Guardian Reporting Lost Child / Vulnerable Adult

Any persons reporting a child/vulnerable adult missing should be directed to the APC gazebo/table. At the gazebo/table details of the missing person should be taken, as well as those details of the person reporting the lost child/vulnerable adult.

One steward should report to other stewards at the event details of the missing person and a search should be conducted.

If the parent / guardian decide to search too they should be encouraged to return regularly to the APC gazebo/table and to update APC ASAP if anything changes.

When the child / vulnerable adult is found they should be taken to the gazebo/table to be reunited.

Reuniting

If a child / vulnerable adult is not reunited with their parent / guardian after a passage of time (considering length of time missing, what steps have already been taken, location, individual circumstances of the missing person) then the Police should be informed. If the child/vulnerable adult is non verbal then the police should be called immediately.

If there is any doubt as to the validity of the reuniting adult (parent/guardian) then the police should be called immediately.

A log should be kept of any incidents to include name, age etc of lost person, details and length of the search and conclusion. This should also include a photograph of a piece of identification (including address) of the responsible adult if they collect the lost child from the APC gazebo/table. The log should be returned to the Parish Council after the event and disposed of once it is no longer of use.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	No

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 3 years.

Meeting policy was approved at: Full Parish

Date: 10/02/2025

Date of next review: Feb 2028



ANGMERING PARISH COUNCIL HOME WORKING POLICY

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Date Updated: February 2025

Version: 3

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Policy

The Council recognises the advantages of home-based working although it doesn't suit everyone, and some job roles may not be appropriate to undertake at home. There may also be times, such as a Pandemic, when home-based working is the only option available in order to keep the Council functioning. This policy describes the working arrangements and expectations that will apply if you work from home.

Scope of this policy

It applies to all staff who are home-based on occasion whether full time, part time or fixed term.

Safe working environment

Health and safety for home-based staff applies in the same way as office-based staff, insofar as is reasonably practicable, that you work in a safe manner and that you follow all health and safety instructions issued by the Council.

Some of the most important considerations include:-

-
- If possible, an area should be set aside from the rest of your living space to ensure that you are able to work from home without distractions
 - Your home office space should have adequate space for you to work safely and comfortably
 - Your desk should be large enough to accommodate your equipment and paperwork
 - You should have sufficient storage and your workspace should be organised so equipment is close to hand
 - Your work area should be well lit, with natural lighting if possible
 - Equipment and sockets should be situated to avoid potential trip hazards, and,
 - You must also ensure that you visually check the cables of any electronic equipment supplied to you regularly and report any defects.

We reserve the right to visit you at home at agreed times for work-related purposes, including health and safety matters and to inspect, service or repair equipment (e.g. for PAT testing).

Facilities and equipment

The Council will provide you with the following equipment for you to work from home and we will maintain and replace these items when necessary.

- Laptop computer, keyboard, mouse and printer (as applicable)

It is your duty to ensure that proper care is taken of the equipment provided to you and to let the Clerk know of any need to maintain or replace the equipment. Should a risk assessment identify any further equipment that is necessary, please discuss this with the Clerk.

All equipment provided by the Council is for you to work safely and effectively at home and cannot be used for personal use by you or your family.

All equipment will belong to the Council and you will be required to return it promptly should you leave the Council's employment. If the Council is unable to make suitable arrangements, it may collect the equipment and any documents before your last day.

Hours of work

As a home-based worker, your Contract of Employment will specify the hours when we expect you to be at work and contactable by telephone or email. There may be times during the working day when you are not available in which case these should be flagged to the Clerk (or the Chair of the Council) with prior authorisation.

You must be mindful to take adequate rest breaks which should be, as a minimum:

- A break of at least 20 minutes during each working day over 6 hours,
- A daily rest break of at least 11 continuous hours, i.e. the time between stopping work one day and beginning work the next day, and,
- At least one complete day each week when no work is done.

Potential conflicts of interest

During your hours of work, the Council expects that your work environment enables you to work effectively and that you are not distracted by domestic matters.

If there is an emergency and you need to attend to a non-work matter, then you should notify the Clerk.

Data protection

As a home-based worker you are responsible for keeping all documents and information associated with the council secure at all times. Specifically, homeworkers are under a duty to:

- Keep all documentation belonging to the Council in a secure place at all times except when in use,
- Set up and use a unique password for the laptop computer, and,
- Ensure that documents are saved to the server rather than the laptop computer's hard drive.

Furthermore, the laptop computer and other equipment provided by us must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose.

If you have a telephone conversation where you are discussing confidential work matters, you should ensure that such calls take place in privacy to avoid inadvertent breach of confidentiality.

Insurance, mortgage or rental agreements

Whilst our Employer’s Liability Insurance extends to home based staff, and any Council equipment installed in your home will also be covered, you should ensure that any agreement with your landlord or mortgage lender allows you to work from home, and that your Home Buildings and Contents Insurance will not be invalidated by you working from home.

This is a non-contractual procedure which will be reviewed from time to time.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 3 years.

Meeting policy was approved at: Full Parish

Date: 10/02/2025

Date of next review: Feb 2028



ANGMERING PARISH COUNCIL BRANDING POLICY 2024

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2024
Version: 3**

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Our Logo

All material produced by us must carry our logo. It is the cornerstone of our visual identity and provides a simple ‘trademark’ to signal the wide range of services we provide.

The logo should always be positioned in the **top left** corner where possible. The size should be relevant to the document it is being used for. The logo should be reproduced in colour as shown below.



Typography (Font)

Typography should always look good but remember it's a functional tool. Use it to communicate, not decorate. We use **Calibri** for all documents.

Calibri
ABCDEFGHILKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
The quick brown fox jumps over the lazy dog
1234567890

Accessibility Rules

Use a minimum font size of 11pt for main areas of text. Main text should always be aligned left with ragged right margin. Turn hyphenation off. Use sentence case, even for headings. Block capitals should be used sparingly as they make the shape of the word harder to recognise. Use a plain background behind text. Do not place images behind text and stick to a pale background with a dark font. Avoid using reversed-out text for large areas of body. You may use it for very small areas of text, but always make sure that there is a maximum contrast between text and background.

Using Type

Shorter headers can attract attention.

Typography should suit the purpose – for example, clear and rational for information, dynamic and animated for promotion.

Create a clear information hierarchy – three sizes of type is a good rule of thumb.

Where possible, avoid the underlining of text.

Never justify text except for formal letters sent by Angmering Parish Council and reserve centering text for headlines only.

Leaving some areas of a layout with white space can increase the impact of the message and make things easier to read.

Use accent colours sparingly to highlight areas of information.

Use size, weight and colour to create contrast and guide the reader. Employ a thoughtful use of elements.

Less is often more.

Colour

A black type face should be used for all documents. Greens for headers should be the first choice for printed materials unless there are compelling reasons otherwise. Percentage tints of a single colour can be used to give a little more subtlety, or to reduce the number of inks used and, therefore, cost.

Templates

Examples of templates include Noticeboard Sheets and What's On posters. The templates have been developed in line with the look of our brand. Templates are designed in A5 and A4 size.



Newsletters

A printed Newsletter in All About Angmering magazine is a cost effective way of delivering communications to all the residential properties within Angmering.

All editions of the Newsletter must carry the following sections:

- Main Header to include our logo and month of newsletter.
- This month's Parish Council meetings: To include a grid showing dates and venues.
- Meet your Councillor: When a new councillor joins.
- Noticeboard: An update on anything we think the village should be aware of plus links to information that may be useful.
- What's On: to list out any events taking place that month.
- Have your say: Information on how to contact Angmering Parish Council, include email address, web address, Facebook page, address and phone number.



Angmering Parish Council wish you all a very happy and prosperous New Year

Angmering Parish Council's office is right in the centre of the village. It is open daily to the public where you will find a very warm welcome. Katke, Tracy, Tara and Sam are our friendly and approachable team based at the office, as well as Roy our fabulous Groundsman, who can be seen all around the village.

If you have a question regarding anything from a local planning application to a query regarding a local park or even an idea for a new event – the

team are there to listen and answer your questions. So, pop in and have a chat with our community focused team who are only too willing to offer advice and assistance, all with a friendly smile. Please follow the Angmering Parish Council Facebook page for updates on events, meetings, local weather/travel warnings and other useful information. Please visit our website for further detail; www.angmeringparishcouncil.gov.uk



This month's Parish Council meetings

Mon 13th	Full Parish Council at Kings Suite, Angmering Village Hall	• Housing, Transport and Planning (HTP) which meets 3 weekly.
Tue 14th	HTP* Planning at Kings Suite, Angmering Village Hall	• Community, Leisure, Environment and Wellbeing (CLEW) which meets monthly.
Wed 29th	CLEW* Committee at Angmering Baptist Church	• Governance and Oversight (Gov) which meets quarterly.

All meetings are open to the public and we do encourage you to attend – you are able to make your views known at the meetings. Dates, venues and agenda are also available on our website.

The Full Parish Council, which meets once month, has its responsibilities and activities managed by 3 Committees:-

In addition we hold an annual Parish meeting or a Parish assembly. The first assembly for some time was held in May this year, it proved to be very popular and we intend to hold another in May 2020.

*HTP- Housing, Transport & Planning Committee / CLEW- Community, Leisure, Environment & Well-Being Committee.



Meet your councillors...

This month please meet John Oldfield, Chairman of Angmering Parish Council.

I became a Parish Councillor seven years ago and have been its chairman for the past two years. My wife and I together with our daughter, grand daughter and two dogs moved from Ilford, West London to West Drive eleven years ago. By profession I am a Chartered Civil and Structural Engineer. After retiring as Head of Engineering of a London Borough I became the Manager of a GP Practice and still help them with their business affairs on a part time basis. After National Service in the Royal Engineers I served in the Reserve Army for twenty four years.

As this is the first edition in the New Year may I, on behalf of the Parish Council, wish you all a very Happy 2020.



...and now the Council

Parish Councils are that part of Local Government that have the most immediate and close contact with its electors – you the villagers. We are made up of thirteen Councillors and have a staff of five headed by the Parish Clerk. Councillors are volunteers and are elected four yearly at the same time as the District Council elections.

Notice board

Each month we will update you on anything we think you should be aware of plus links to information you may find useful.

We are commencing a review of our Neighbourhood Plan and will shortly be seeking your ideas and aspirations for the future of the village, the existing plan and the need for the review can be found on our website, please do take a look at them. This review will be an important activity over the coming months affecting us all.

We will communicate with you through our Facebook page, our website, our notice boards - situated throughout the village - and notices in our office window. In addition, we have now arranged for a two page article to be included in all future editions of "All about Angmering."




Got a question for us? Then just ask! Got a comment for us? Then please tell us! There are various ways you can contact us: give us a call, check out our website, leave us a comment on Facebook or pop in and see us!

T: 01903 772124 • www.facebook.com/AngmeringPC
Our address: The Corner House, The Square, Angmering, West Sussex, BN16 4EA

Letterhead

Our stationery could be the first contact people have with us. It is important it projects a professional image.

The A4 letterhead provides a standardised look. You can download the electronic template from the folder (type 'APC letterhead template' into the search bar). These templates MUST be used. Pre-printed stationery is not permitted. This is to save costs by preventing wastage when addresses, job titles and other information changes.



Established 1894

Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex BN20 4EA
Telephone: 01293 771134
E-mail: admin@angmering-pc.gov.uk
Website: www.angmeringparishcouncil.gov.uk

Number and Road
Angmering
West Sussex
Post Code

Day Date-Month Year

Dear Sir or Madam,

Add letter title here:

Text for letter here

Yours Faithfully or Your Sincerely if you don't know them

Kate Herr
Clerk to Angmering Parish Council

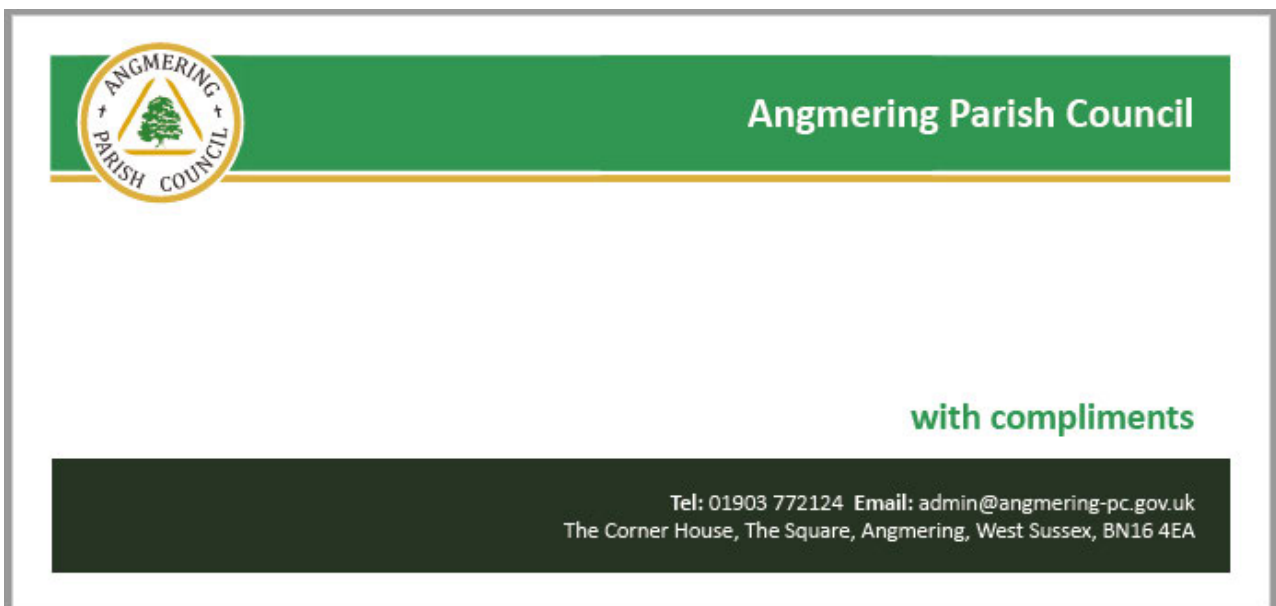
Business Cards

The use of first names, not initials, is the standard. Job titles should also be listed. Please order your cards through the Office Manager.



Complement Slips

Complement slips should be generic and can be used by staff and Councillors. Please order your complement slips through the Office Manager.



Email Signatures

It is important all staff and Councillors use a consistent approach to email signatures. Standard email signatures should be arranged as shown in the example below. Professionally designed email signatures will ensure your signature is presenting the organisation in the best light.

If achievements have been received, these logos should be added to the signature and signed off by the Clerk.

First Name Surname

Job Role - Angmering Parish Council

Telephone: 01903 772124

Alternative email: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk



Angmering Parish Council

The Corner House

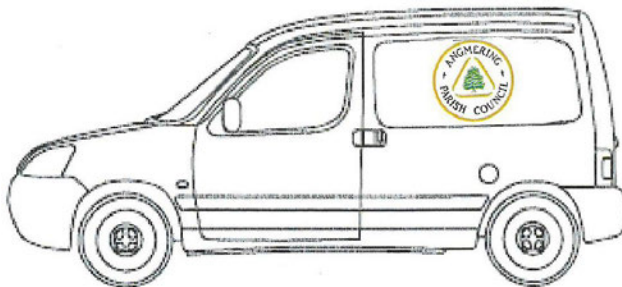
The Square

Angmering

West Sussex BN16 4EA

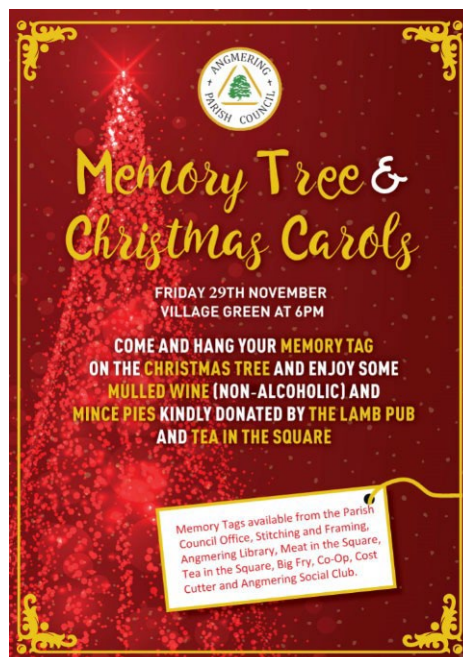
Vehicle Livery

The livery should be the corporate pantone colors. The minimum requirement is for the full logo and office telephone number to appear on both sides of the vehicle and where practicable on the rear of the vehicle.



Event Posters/Flyers

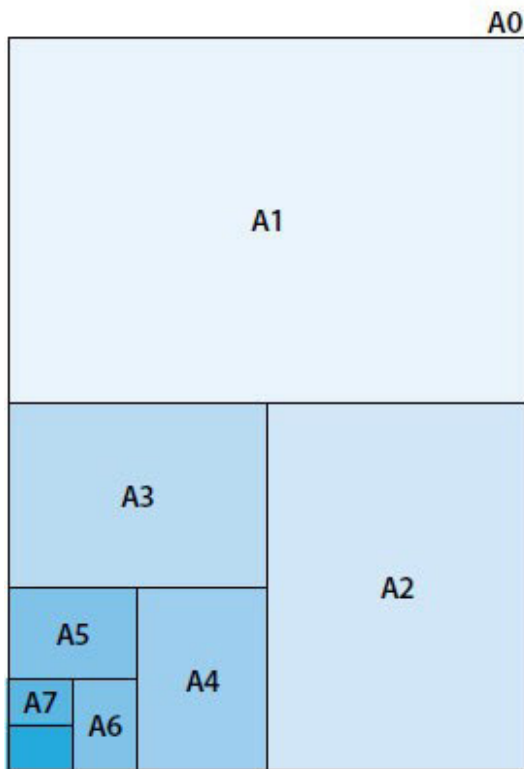
Event posters and flyers should represent the event and the design should reflect this. The only requirement is that the design includes the Angmering Parish Council logo.



Paper, Envelope and Paper Folds

Examples of common paper sizes, envelopes and paper folds.

ISO paper sizes



A0 - 841mm x 1189mm
A1 - 594mm x 841mm
A2 - 420mm x 594mm
A3 - 297mm x 420mm

A4 - 210mm x 297mm
A5 - 148.5mm x 210mm
A6 - 105mm x 148.5mm
A7 - 74mm x 105mm

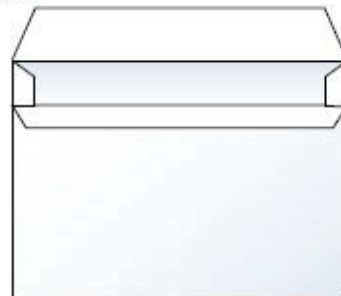
Common envelope sizes

- C4** - 229mm x 324mm (to hold A4 sheets)
- C5** - 162mm x 229mm (to hold A5 sheets)
- DL** - 110mm x 220mm (to hold A4 folded to DL)
- C6** - 114mm x 162mm (to hold A6 sheets)

Pocket style



Wallet style



Paper Folds



Concertina fold

Paper zig zags like a concertina. Sometimes referred to as 'Z' fold'



Roll fold

Has two or more parallel folds which fold in on each other.



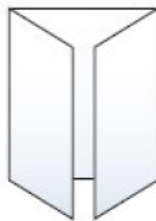
Half page fold

Paper folds in half and then folds in half again.



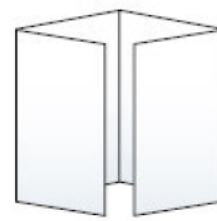
Map fold

Paper zig zags like a concertina then folds in the middle.



Open gate fold

The two parallel folds fold in to meet in the middle without overlapping.



Closed gate fold

The two parallel folds fold in to meet in the middle without overlapping, then folds at the middle.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	No

Based on the above assessment the overall risk is classed as medium priority and should be assigned a review period of 3 years.

Meeting policy was approved at: Full Council

Date: 10/02/2025

Date of next review: Feb 2028



ANGMERING PARISH COUNCIL CODE OF CONDUCT 2024

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2024
Version: 3**

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Joint statement issued by the Local Government Association on the adoption of the LGA Model Code of conduct 2020

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Please note that this Code of Conduct runs alongside Angmering Parish Councils pledge to follow the Civility and Respect Pledge which was signed up to in 2022.

Introduction

Angmering Parish Council (the authority) has adopted this Code of Conduct in accordance with the Localism Act 2011 to promote and maintain high standards of behaviour by its members and co-opted members whenever they are acting in their capacity as a member of the authority.

As an elected or co-opted member of Angmering Parish Council, councillors have a responsibility to represent the community and work constructively with the Council's staff and partner organisations to secure better social, economic and environmental outcomes for all.

Definitions

For the purposes of this Code of Conduct,

“councillor” means a member or co- opted member of a local authority or a directly elected mayor.

“co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) **is a member of any committee, sub-committee working group of the authority, or;**
- b) **is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;**

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

“meeting” means any meeting organised by or on behalf of the authority including:

- any meeting of the Council, or a Committee, Sub-Committee, Working Group, Working Party or Panel constituted by the Council
- any individual meetings with residents, businesses and organisations
- any briefing by officers
- any site visit.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- **I act with integrity and honesty**
- **I act lawfully**
- **I treat all persons fairly and with respect; and**
- **I lead by example and act in a way that secures public confidence in the role of councillor.**

In undertaking my role:

- **I impartially exercise my responsibilities in the interests of the local community**
- **I do not improperly seek to confer an advantage, or disadvantage, on any person**
- **I avoid conflicts of interest**
- **I exercise reasonable care and diligence; and**
- **I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.**

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

-
- you are acting in your capacity as a councillor and/or as a representative of your council
 - you are claiming to act as a councillor and/or as a representative of your council
 - you are giving the impression that you are acting as a councillor and/or as a representative of your council
 - you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's

identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support

-
- **stationery**
 - **equipment such as phones, and computers**
 - **transport**
 - **access and use of local authority buildings and rooms.**

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and declare my interests.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011. Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality.

However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which affects –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to declare under Disclosable Pecuniary Interests

you must disclose the interest.

9. Where the matter affects the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]

Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12- month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy (b) or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and b) either— i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;

Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations.

These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Parish Council Meeting

Date: 10.02.2025

Date of next review: February 2027



ANGMERING PARISH COUNCIL

Health and Safety Policy

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Version: 2

Date Updated: February 2025

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Overview

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

1. Statement of Safety Policy

- 1.1 Angmering Parish Council recognises and accepts its duty as an employer to provide a safe and healthy workplace and working environment for all employees.
- 1.2 The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:-
 - (a) providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
 - (b) ensuring that the use, handling, storage and transport of articles and substances is done in a safe manner without risks to health;
 - (c) providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work;

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- (d) maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition;
 - (e) providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment;
 - (f) undertaking and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses all matters relating to occupational health as it affects employees.
- 1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.
- 1.4 The Council will provide competent technical advice on safety and health matters when this is necessary.
- 1.5 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Act 1974,
- (a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;
 - (b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-
 - i) complying with all statutory regulations and any relevant code of practice;
 - ii) maintaining working areas in a tidy condition;

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- iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
 - iv) wearing appropriate protective clothing;
 - v) operating in accordance with any safe system of working laid down by the Council;
- (c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;
- (d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

2. Organisation

- 2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.
- 2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.
- 2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer.
- 2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.
- 2.5 The Clerk will be responsible for:-
 - (a) collating accident reports;

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- (b) organising training in safety matters for existing staff and all new entrants;
 - (c) arranging risk assessments where necessary.

3. Implementation of Safety Policy

- 3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.
- 3.2 The Council will be responsible for:-
 - (a) the promotion of accident prevention measures, advice and training;
 - (b) the identification and elimination of potential hazards;
 - (c) the development of safe working methods and environments;
 - (d) regular inspection of work environments to check compliance with established regulations.
- 3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.
 - (a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.
 - (b) The Clerk will refer the matter to the Chairman of the Council.
 - (c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.
- 3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.
- 3.5 The Clerk will be responsible for inspecting and maintaining First Aid Boxes.
- 3.6 This Statement of the Council's Safety Policy will be reviewed and

added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

- 3.7 Detail of risks, risk assessment, risk management and Health and Safety Executive guidance will be kept in a separate file as an addendum to this Policy.
- 3.8 A Copy of this Statement and supplements will be issued to all employees.

4. Health & Safety Regulations

- 4.1 **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- 4.2 **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.
- 4.3 **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs). As amended 2002
- 4.4 **Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.
- 4.5 **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.
- 4.6 **Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.

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- 4.7 **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.
 - 4.8 **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.
 - 4.9 **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.
 - 4.10 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.
 - 4.11 **Noise at Work Regulations 2005:** require employers to take action to protect employees from hearing damage.
 - 4.12 **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
 - 4.13 **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.
 - 4.14 **The Health and Safety (consultation with employees) Regulations 1996:** (as amended) consultation with employees not covered by trade Union safety raps.
 - 4.15 **The Regulatory reform (Fire Safety) Order 2005:** Fire precaution measure.
 - 4.16 **The Work at Height Regulations 2005:** Prevent death and injury caused by a fall from height

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council Meeting

Date: 10/02/2025

Date of next review: February 2027