



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone/Answerphone: 01903 772124

E-mail: admin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 12 DECEMBER 2016

Present: Councillors Bill Evans; Susan Francis (Chairman); Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith; Mike Jones; David Marsh; Steven Mountain; John Oldfield; Roger Phelon; Peter Thompson.

In Attendance: Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; 11 members of the public.

Action

16/148

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Lee Hamilton-Street (work commitments), County Councillor Deborah Urquhart, District Councillor Andy Cooper, and District Councillor Dudley Wensley.

Councillor Bicknell was absent.

16/149

DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA

None.

16/150

APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 NOVEMBER 2016

The minutes of the Parish Council Meeting held on 14 November 2016 were **AGREED** as a correct record and signed by the Chairman.

16/151

THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA

The Clerk referred to the updated action list previously circulated to members of the Council.

The Clerk reported on the following additional matters:

Community Centre Car Park Landscaping: this had been completed earlier in the day.

Community Land Trust: confirmation had been received earlier in the day that a grant of £10,000 had been awarded towards further planning work for the scheme envisaged for the Mayflower Way site. This would enable full public consultation to take place, following which planning pre-application work could be undertaken. A further £40,000 of grant funding was available to get to the grant of permission.

Russet Playground Netting: this was now complete and the swings were due to be reinstalled in the week commencing 19 December 2016.

Schools Works Proposals: clarification had now been received that the consultation on a possible expansion of St Wilfrid's Catholic Primary School was in addition to, and not instead of, the scheme being proposed by Schools Works elsewhere in the village.

Bus Shelters: Councillor Thompson had done considerable work on this matter. Conflicting information had been received from WSCC about the availability of grant funding; the final position, as relayed by County Councillor Urquhart, was that no funding was in fact available. The matter would now be passed back to the CLEW Committee for further consideration.

16/152

CHAIRMAN'S REPORT

The Chairman referred to her report, circulated prior to the meeting, and reproduced below:

"As it is discussed elsewhere I have no intention of talking about the planning applications granted by Arun District Council in total disregard to our neighbourhood plan or the areas identified by Arun District Council for future developments.

Within the parish I attended the Annual General Meeting of the Twinning Association on 18th November. The fortieth anniversary went very well, everyone was very pleased.

On the 26th November I had the great pleasure to attend the Angmering Chorale's excellent concert of the Verdi's Requiem.

On the 2nd December we celebrated the Memory Tree. Approximately one hundred people attended and it was a great success. I would like to thank everyone who contributed to this event. I would also like to remind everyone that they may hang their memory tags on the tree right up to Christmas.

Just a reminder that the Community Christmas Day Lunch will be held on 25th December, if you would like to join us just let the office know."

Councillor Thompson referred to the Memory Tree event on 2 December and noted that improvements needed to be made to the sound system as it had been difficult to hear the carol singing and reading.

The Chairman noted that this was being addressed, although the principal difficulty lay in overcoming the noise of passing traffic.

The Chairman adjourned the meeting for public consultation.

16/153

PUBLIC CONSULTATION

Mr Aucott asked whether contact had been made with Nick Herbert MP concerning the matter of Angmering's Neighbourhood Plan and the actions taken by ADC.

The Clerk confirmed that Mr Herbert was fully aware of these matters and supported the Parish's position.

Councillor Oldfield referred to a recent press release on the Neighbourhood Planning Bill currently before Parliament – Nick Herbert MP, and 14 others, had tabled an amendment insisting on the status of Neighbourhood Plans as part of the Development Plan for a district, even where there was no five-year land supply.

In response to a question about timescale, Councillor Oldfield noted that the Neighbourhood Planning Bill was currently before Parliament and was due to have its third reading during the course of the week.

Councillor Mountain noted that there was a degree of comfort to be drawn from the fact that there was support in Parliament for neighbourhood plans. These amendments – there were two – provided for the involvement of the Secretary of State where planning applications were made that were not in accordance with a made Neighbourhood Development Plan.

The Clerk noted that the tabled amendments to the Bill were in line with the comments made by the Secretary of State with regard to the Yapton decision.

Mr Gibbs wished to raise a concern regarding flood risk and surface water drainage. WSCC had been the statutory consultee since 2015 on matters relating to surface water runoff from major developments. ADC, as the Local Planning Authority, gave every impression of ignoring the risk entirely. With particular regard to the recent application at Boradless, Dapper's Lane, WSCC had not objected, but had left all drainage matters to be dealt with by way of condition and later approval by ADC engineers, the condition only being discharged prior to occupation. Managing surface water at the site would be challenging – it would have been better to resolve before approval rather than leave to subsequent condition, which gave considerable scope for the matter to be fudged.

Councillor Oldfield noted that he agreed with what Mr Gibbs had to say, but regrettably it was apparent that ADC did not think that way. The Parish Council had on every occasion raised objections due to concerns with the drainage aspects of the scheme, but had been ignored.

Mr Gibbs noted that the Flood and Water Management Act 2010 complicated things. Another concerning factor was that the relevant WSCC and ADC officers did not appear to possess any civil engineering qualifications and therefore their level of expertise in these matters was potentially insufficient.

Councillor Thompson noted that the Neighbourhood Planning Bill required, among other things, consideration to be given by Local Planning Authorities to environmental objectives. This appeared to acknowledge that Local Planning Authorities were overstepping the mark.

The meeting reconvened.

16/154

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart had presented her apologies for the meeting.

16/155

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

District Councillors Cooper and Wensley had presented their apologies for the meeting.

16/156

UPHOLDING THE NEIGHBOURHOOD PLAN POLICIES

The Clerk gave an update on discussions with APC's solicitors, and noted that the next stage was to obtain Counsel's opinion on whether the contemplated action against ADC had merit.

The advice sought could be summarised as three questions, which were were as follows:

- 1) Did ADC officers have the power unilaterally to strike down a made

Neighbourhood Plan, which (along with the NPPF) formed the Development Plan for the Parish in the absence of a Local Plan?

2) Did ADC officers have the power unilaterally to determine whether individual policies in a made Neighbourhood Plan were 'out of date' in terms of the weight to be afforded to them?

3) Did ADC officers have the power to determine, using delegated powers, amendments to planning applications already considered by the Development Control Committee, where those amendments were so material as to go to the root of the application itself?

The Clerk noted that the Parish Council's position on these questions was that ADC officers were acting outwith their powers in each case.

The Clerk explained that there was a 6-week period running from the publication of the decision notice in which Court proceedings for judicial review could be commenced. At the time of the meeting, the decision notice had not yet been issued and it was to be noted that the applicant had agreed with the planning officer that an extension to 7 January 2017 could be given for that.

The Clerk confirmed that a meeting had been arranged with senior ADC officers for 21 December 2016, in an attempt to resolve matters.

Ms Williams noted that, with the next meeting of the Development Control Committee due to take place on 4 January 2017, the concern was that there were two further planning applications in the offing which might find their way to DCC before any further action could be taken with regard to the existing matters.

The Clerk noted that the Parish Council and its lawyers were aware of that possibility and would act accordingly.

Councillor Thompson asked whether any representation had yet been made to those responsible for ADC's governance.

The Clerk confirmed that no representation had yet been made; efforts were being concentrated for the time being on the matters of rather wider impact.

The Chairman noted that she was not personally aware of any procedure existing by which concerns about ADC Committee chairmen could be addressed.

It was noted that the Parish Council needed formally to agree on its next actions. Matters therefore proceeded to a vote, as follows:

On a proposal by Councillor Marsh, Seconded by Councillor Oldfield: That the Parish Council proceed with a view to bringing suitable legal proceedings, subject to Counsel's advice – unanimously **AGREED**

Clerk

On a proposal by Councillor Thompson, seconded by Councillor Jones: The the Clerk be directed to take all necessary steps to pursue the matter as per the above without further reference to Council – unanimously **AGREED**

Clerk

16/157

THE ADC CLERK'S MEETING AND THE HOUSING AND EMPLOYMENT LAND AVAILABILITY ASSESSMENT (HELAA)

The Chairman referred to the report prepared by the Clerk and circulated prior to the meeting.

The Clerk drew Councillors' attention to the following points:

- ADC's thought process behind this exercise was, put as gently as possible, somewhat muddled.
- The definition of a "small" site was now confirmed to be one on which fewer than 300 homes could be built.
- ADC had confirmed that, in order to get its delivery of new housing back to the point it considered it needed to reach, it needed to deliver around 1,400 new homes every year for the next five years.
- Given that the highest number of new homes ever delivered in a single year in Arun was around 720, the required number of 1,400 was unachievable to the point of being preposterous.
- In view of this, it would be quite reasonable to ignore this requirement. However, Angmering remained a target for new development as (whether we liked it or not) it was regarded by planners as being the most sustainable location in the District from an infrastructure perspective; certainly, when compared with other sites earmarked for development such as Littlehampton West Bank, it was a better proposition.
- The community as a whole therefore needed to be proactive in identifying where additional housing could be put; this was the best option for avoiding (so far as possible) large-scale speculative developments. This exercise needed to be carried out without delay.

The Deputy Clerk noted this exercise would anticipate the consultation exercise announced by District Councillor Ricky Bower at the Local Plan Sub-Committee Meeting on 6 December 2016, as a last-minute amendment to the recommendation to be made by the Sub-Committee to the full District Council for consideration at the January 2017 District Council meeting.

Councillor Thompson asked why, in that case, the land north of the Spotted Cow public house was being shown as strategic, when the scheme that was proposed and publicly exhibited earlier in the year provided for only 170 dwellings.

The Clerk noted that ADC appeared to be considering this site in combination with land on the opposite side of Water Lane in its assessments.

The Clerk also noted that the HELAA presentation, despite its name, did not once mention employment. This was not being pushed forward. Clearly developers would see these sites and think about housing.

The Clerk noted that ADC's view of the statutory "duty to co-operate" with other authorities in the housing market area seemed to be to give in to whatever demands were made. There was plainly not enough room for ADC's own housing requirements, but notwithstanding that, the District would have to take everyone else's too.

The Chairman noted that the standard response from District Councillors was to blame central Government. There was no acknowledgement of ADC's own manifold failings in this process.

Councillor Mountain noted that ADC needed to challenge the number they were being given by the Government. They did not have the land to build the 18,000 houses they claimed to need.

Councillor Mountain noted that District Councillor Ricky Bower had done an excellent job of protecting his own Parish [East Preston]. Land to the east of that Parish and north of Kingston Gorse was sufficient for 1,000 houses but was excluded to 'preserve the gap'.

The Clerk noted that the HELAA map classified the site as 'not being promoted' even though it was well known that Worthing Rugby Club had been interested in it at one point.

Councillor Mountain stated that that interest had stalled because those interested in the site, and the landowner, had not been prepared to assume liability for cost overruns for the proposed railway bridge, which had been insisted on by Network Rail.

Councillor Oldfield noted that at the Local Plan Sub-Committee Meeting there had been some District Councillors present who were not members of the Sub-Committee, and who had addressed the meeting to stand up for their parishes. Neither Councillor Bicknell nor District Councillor Wensley had been present; District Councillor Cooper was present but had remained silent.

Councillor Mountain noted the Parish Council had previously been asked to help identify sites; it had responded by asking ADC to clarify what its requirements were. The risk now was that this would be portrayed by ADC as the Parish Council having failed to work with ADC.

It was noted that the Parish Council's response to the HELAA position required consideration in advance of the next scheduled meeting.

On a proposal by Councillor Thompson, seconded by Councillor Harris: That the Parish Council meet at the earliest convenient date to discuss this – unanimously **AGREED**.

16/158

2017/2018 BUDGET & PRECEPT

The Chairman noted that the decision on budget and precept figure for 2017/18 could not be made before January 2017 as the position regarding legal action was not yet clear; the Parish Council's reserves policy and the aspirations in the Neighbourhood Plan would be impacted by this.

On a proposal by Councillor Hill-Smith, seconded by Councillor Oldfield: That agreement of the 2017/2018 Budget and Precept be deferred to the Parish Council's meeting on 16 January 2017 – unanimously **AGREED**.

16/159

COMMUNITY GRANT APPLICATIONS

No grant applications had been received since the last meeting.

The 2016/2017 budget for Community Grants was £3,000 and grants allocated to date amounted to £2,029, leaving a balance available of £971 for the remainder of the year.

16/160

QUESTIONS ON THE ALREADY CIRCULATED NOTES OF MEETINGS OF PARISH COUNCIL WORKING PARTIES AND REPRESENTATIVES ON OTHER ORGANISATIONS

- a) The ASRA Joint; Library; and St Nicholas' Working Parties, and
- b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group

The Chairman noted that a letter had been received from the Village Hall management committee with regard to the Christmas Market.

The Chairman noted that the Traders Evening, which had taken place on Wednesday 7 December 2016, had benefited the Library. Two volunteer librarians had been on duty on the night of the Traders Evening, along with the library cluster manager, Jane Chilton, and one of the employed librarians. Over 200 people had called in, and three new members had been signed up.

Councillor Mountain noted that the minutes of the last JEAAC Highways & Transport meeting had full details of the matters dealt with at that meeting. Items of note were:

- A259 route improvement scheme: detailed design work would commence in April 2017 and construction in April 2018.
- Angmering Traffic Management Scheme: this would proceed to formal consultation in early 2017.
- Yellow hatched boxes on the Station Road roundabout: these were unfortunately illegal in the absence of traffic lights there. A white KEEP CLEAR box would be put in instead.
- A259 cycleway surface disturbance: on investigation, this was due to mare's tail weed coming up through the tarmac. This species of weed was similar to Japanese knotweed in terms of its effects. WSCC are going to destroy it, then resurface the cycleway.
- Rustington Golf Centre: some discussion took place with regard to the effects of the planned expansion on the roundabout. This would be taken up with planners.

Councillor Nikki Hamilton-Street noted that the Gazette had reported that the Park Surgery was to be moving at the Morrisons site at Wick Roundabout.

Councillor Mountain noted that the former Littlehampton Hospital site was now earmarked for housing. Any new provision elsewhere would be a day surgery/minor injuries unit.

Councillor Oldfield noted that the Healthcare Advisory Group had done absolutely nothing since its last meeting (or indeed at all) and was now effectively moribund.

16/161

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following Committees:-

- a) The Housing, Transport & Planning Committee meetings held on 22 November 2016.
- b) The Governance & Oversight Committee held on 9 November 2016.

There were no questions.

16/162

2016/2017 FINANCIAL REPORT

Councillor Thompson noted that the situation with the Allotment Association and rent payments needed to be put on a proper footing.

16/163

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

None.

16/164

DATE OF NEXT MEETING

The next scheduled Meeting of the Parish Council was on Monday 16 January 2017, at 7.30pm in the Village Hall.

Councillor Mountain presented his apologies for the meeting.

The meeting finished at 21:21.

.....
Chairman

Date.....

DRAFT

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
11 July 2016	16/057 a)	Angmering Traffic Management Scheme	Further Discussion with WSCC	Meeting arranged	Advertise formal consultation process.	Formal consultation process to start 'in the new year'
11 July 2016	16/057 b)	Community Centre Car Park	See project through to the end	Lineage painted and invoice paid Direction arrows painted Dragon's Teeth now installed	Landscaping Scheme being organised	Now Complete
11 July 2016	16/057 e)	Telephone Box	Continue to pressurise BT to replace	Emails sent to BT, no response	Keep in contact	BT contacted and are aware and will be replacing phone and box, but would not say when
11 July 2016	16/063	Twinning	Contact new Head Teacher at Angmering School	Await new Head Teacher		To promote school involvement
11 July 2016	16/065	Annual Fair planning team	Set up meetings to plan for next year	Yet to be set up	Set up meeting, arrange for feedback	
8 August 2016	16/081	Sussex Police	Ask whether Arun Safer Communities Team would come to a meeting		A meeting was held between Matt Rookes ADC Antisocial caseworker and the Clerk	Nothing further

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way	£10,000 Grant from Locality for consultation plans now received	The CLT has two live proposals and whilst the West End Nursery scheme is currently treading water the Mayflower Way proposal is being actively worked on and is looking very promising	Report to the Council is on agenda
12 September 2016	16/102	Play Area Refurbishment	Spend up to £5,000 on play area refurbishment			Swings still yet to be installed
10 October 2016	16/112	Primary School	Meet with Schoolsworks	Meeting held with Schoolsworks at which the proposals for a possible Freeschool were outlined	Following the announcement that WSCC were looking to consult on the possible increase in size for St Wilfrid's the Clerk contacted Schoolsworks	Schoolsworks proposal rejected by DfE as there is not enough evidence to support the need for additional places
10 October 2016	16/114	Bus Shelters	To review the possibility of siting bus shelters	Cllr Thompson has subsequently volunteered to carry out a review on possible sites	Cllr Thompson presented a report to the Community Facilities Sub-Committee in which he has suggested 9 possible sites for bus shelters	Grant sources are still being investigated

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
14 November 2016	16/134	Planning Issues	To set up meeting with Nigel Lynn & others to question why the status of the Neighbourhood Plan is being compromised	Meeting with Karl Roberts confirmed that ADC position was unchanged	Update on agenda	
14 November 2016	16/137	Community Centre Floor	To make a contribution	Work completed		
14 November 2016	16/142	Community Grant Applications	Grant of £750 for radiator covers for Village Hall	Grant paid		



REPORT TO COUNCIL

Date: 16 January 2017
Prepared by: Rob Martin
Subject: Future Development in Angmering

ANGMERING – FUTURE DEVELOPMENT PROPOSALS

Background

1. As part of the process of producing the Local Plan, Arun District Council has produced its HELAA map and suggested that a list of 'small sites' be drawn up to take up the difference between what it has determined is needed and what the identified strategic sites will deliver.
2. Because there is a need for a 5-year list of potential sites to be delivered and ADC believes that it can only demonstrate 2.1 years currently, some of the developers that are straining at the leash to obtain planning permission will be urged to bring their schemes forward more urgently.
3. The need for more housing in the Arun District has been communicated widely, and it is apparent that some of the extra housing land will be in Angmering. It is also apparent however that, even when the Local Plan is in place, the problem is not going to go away. The current thoughts are that ADC need to devise a plan to build up their land supply towards the required 5-6 years level over the next 5 years. The result of this is that the required number of planning permissions required will rise from the current 585 to 1471 a year for the first 5 years of the local plan with 1,000 a year needed after that.
4. This level of activity is unprecedented and will not be achieved, with the result that ADC will never have the required land bank available. What this will mean is that the whole system will still be completely in the hands of developers who will be free to develop where they want without much regard to the Local Plan. All sites identified as 'developable' will just be used for housing, regardless of the loss of other amenities or jobs. This is **unsustainable**.
5. In any case, over the time of the plan, the level of actual build will need to catch up with planning permissions and the maximum number built in any year in modern times has been 722, only half the annual target. (Karl Roberts is apparently proud of the fact that in the year ended March 2016, 909 were built – still a third short). This is **unachievable**.
6. The danger is that the proposed changes to the Local Plan will not close the door on speculative development because of the flaws in the approach highlighted above, so the need to have a legally binding Neighbourhood Plan is going to be more essential than ever.

The problems

7. The Parish Councils in Arun have been asked to identify 'smaller sites' within their area, having regard to the current version of the Housing and Employment Land Availability Assessment (HELAA).
8. I would suggest that due regard should also be given to the **Angmering Neighbourhood Plan**, which did highlight sites for future housing development needs in its Map A8, which was based on the original SHLAA, and which formed the basis of the rejected draft of the Local Plan.
9. ADC is currently speeding headlong into the production of the housing part of the Local Plan, with little or no regard for the effect on local businesses or livelihoods or other facilities. This

AGENDA ITEM 11

is apparent when the HELAA is studied, whereby the curiously disjointed 'strategic' area in Angmering is made up of three discrete areas of land one of which was rejected in the Neighbourhood Plan and a large section of another that was not even considered at all.

10. The effect of this designation is that the area being actively considered as important for future flood defence mechanisms (south of Water Lane) and an employment area (Oval Race-Track) are both contained, as is what ADC itself identified in the previous analysis as the most sustainable area in ADC for employment.
11. Whilst there is a nominal nod to employment in the description on the HELAA, the arguments being brought forward by builders relating to the 5-year requirement will mean that such land will have no employment element. This needs to be corrected.

Solutions

12. **Strategic** planning should be just that; *planning, with a clear strategy*. This should include more than just making the housing numbers stack up.
13. It is therefore suggested that the Parish Council takes the lead in producing a form of **Masterplan** that takes the current information and converts it into a strategic set of proposals and aspirations, whilst still satisfying ADC's need for more housing.
14. It would be easy to ignore the fact that the Arun District Local Plan is now being worked up using much higher numbers than the assumptions being made at the time of the drawing up of the Neighbourhood Plan, but this would devalue the NP that is already in place.
15. The Neighbourhood Planning Bill is currently going through Parliament and this will give the opportunity to revise neighbourhood plans that has not been available to date.
16. The time needed however is not there to wait for this Bill to become law before we act, by which time the Local Plan will be set in stone. The parish council must act urgently to get its thoughts together in time to influence the Local Plan production.
17. It is expected that the proposed **Masterplan** will morph into the required NP revision, which will require it to be carefully produced to be able to stand the test of Inspection.

Detailed Analysis

18. Turning to the HELAA areas denoted as 'developable', the sort of problems that immediately stand out are that Dappers Lane is included with its numerous **businesses**, as is an area also rejected in the Neighbourhood Plan to the north of Palmer Road Recreation Ground. Apart from the jobs and businesses on this site, the area next to this site was supposed to be being secured by ADC for the **Angmering Sports Hub**.
19. The recent permission granted on adjoining land, along with the underlying disregard of the Neighbourhood Plan in the wording of district council reports has made the potential sports field liable to be developed for housing instead.
20. The experience of the past and the little knowledge that we have about developers' intentions in Angmering all lead us to believe that where a site is indicated on the Availability Assessments as being available in any way, it will all be put forward for housing whatever the detailed wording says. ADC are not in a position to defend this.
21. The attached analysis indicates that the current sites being considered, split by Map A8 category, would add a further 800 to the overall number, if they were accepted by the community.
22. A site by site analysis is also attached to relate each proposed site with the original Map A8 conclusion to the current situation, in a logical and strategic way.

The Way Forward

23. The Parish Council should set up a **Masterplan Working Party** with secondments from the former Neighbourhood Plan Steering Group to work through the detail of this and to propose an agreed small site list for submission to ADC.

AGENDA ITEM 11

24. The parish council could sit back and let the district council compromise the future of the village, without challenge, or it can put together a masterplan for the future which takes into account the matters that will be missed if the Local Plan is constructed just looking at the housing numbers and not properly dealing with all other aspects of life.
25. The proposal is that a masterplan is put together with reference to the Neighbourhood Plan, the HELAA behind the Local Plan and a common sense reaction to the need for more houses than originally planned for.
26. When the legislation is in place, the masterplan can then be used as a basis for the revisions to the Neighbourhood Plan that will make sure it is not considered 'out of date' in the future. It will also however determine a limit to the development that can be undertaken and include the requirement to provide facilities for the future.
27. The masterplan should make a great play of making sure that development is balanced and provides the necessary infrastructure. The content should perhaps include:-
 - Strategic site expectations – not just housing, but have a truly community-based holistic approach.
 - The parish council's reasoned arguments for the provision of small sites (and exclusions) for housing.
 - Adequate provision for businesses and jobs – either new or as replacements for those built on.
 - Sports Facilities/fields – allocate land, which is excluded from housing development
 - Affordable housing policies – first offer on any site should be to CLT, which could be bid for or could be refused on the basis that the need was not there.
 - Flooding prevention requirements – a contribution is needed for the major scheme
 - Highway aspirations – village centre changes, footpaths, car parking facilities, A280 link road etc.
 - Community Centre facilities – as population grows, the need gets greater as does that for youth facilities, nursery school facilities etc
 - North/South road bridge to East Preston – was to be provided by the proposal for the Rugby Club move to the south-east corner of Angmering. Housing here would provide for this, potentially.
28. It is clear that, once this has been built into the masterplan, then into the Neighbourhood Plan revision, the Built-up area will need to be changed to match what is in the plan. Once set in this way, there will be no argument for allowing anything outside of it.

Conclusions

29. The Parish Council is asked to confirm that a working party should be set up and that it should consist of those councillors that wish to take part. It should be confirmed that selected non-councillors should be invited to take part to encompass a wider perspective.
30. The basic starting point should be the Angmering Neighbourhood Plan, taking into account the likely requirements of the emerging Local Plan in terms of overall housing numbers.
31. The resultant masterplan, or whatever title it should be given, should include consideration of matters such as the extra infrastructure needs; schooling; sports provision; employment provision, both protecting existing, or providing new opportunities; as well as looking at additional housing land.
32. The target should be to produce a report for production in time for the 13th March 2016 parish council meeting.
33. To confirm that the intention is to produce a document that can be adapted to provide a revision to the Neighbourhood Plan when this is provided for within the emerging

AGENDA ITEM 11

Neighbourhood Planning Act legislation.

Council/Committee Meetings 2017/2018

Committees	Clerked by		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Parish Council	Rob/Paul	Mon	8th	12th	10th	14th	11th	9th	13th	11th	15th	12th	12th	9th
HTP Planning	Paul	Tues		5th & 27th		8th & 29th		10th & 31st		12th	9th	20th	13th	24th
HTP Full Meeting	Paul	Tues	16th		18th		19th		21st		30th			3rd
Highways Sub-committee	Paul	As & When												
Major Developments Sub-committee	Paul	As & When												
Governance	Rob/Paul	Wed	10th			2nd			1st			7th		
CLEW	Claire	Wed		28th		30th		25th		13th		21st		25th
Community Facilities Sub-committee	Claire	Wed	31st		26th		27th		29th		24th		28th	
Resilience Sub-committee	Claire	Wed	24th		22nd		23rd		22nd		17th		21st	

Meetings of the Parish Council, and the HTP Committee will be in the King Suite, Angmering Village Hall

The above meetings will all commence at 7:30 pm



REPORT TO COUNCIL

Date: 12 December 2016
Prepared by: Rob Martin
Subject: 2017/2018 Budget & Precept

2017/2018 BUDGET & PRECEPT

Reserves

1. The analysis presented at the last meeting showed the effect of fully applying the principles for the management and use of reserves would work out in budgetary terms, with a shortfall against the current precept of £36,200.
2. Whilst the principle of bringing the **General Reserve** up to the level of 50% of the precept can be achieved, it was acknowledged that the remainder of reserve policy might take some time to achieve.
3. The need to have sufficient general reserves has been demonstrated with the events that have now transpired, in that the need to legally challenge the current Arun District Council position on the Angmering Neighbourhood Plan will result in significant costs, estimated currently at up to £40,000. This is why the benchmark is set that way.

Precept Matters to Consider

4. In the scheme of things this means that there is a need to look to cover the potential cost of that legal action when setting the precept for next year. It would probably be prudent to wait to see how far the case goes, and how much is spent as a result, and make a decision finally based on the information known at the time.
5. The latest time-scale for the notification of precept requirements to ADC is early February 2017, so there is time to wait until the next Parish Council meeting on 18th January 2017 before setting the final requirement.
6. The Government has introduced for the first time a control mechanism on Town/Parish Council precepts, requiring them to conduct a referendum on any increases in the precept charge (£88.03 for Angmering in the current year) of more than 2% and exceeds £5. This is being restricted to councils with a precept of over £500,000 (Angmering £272,290) and a charge of £77 or more and whilst this parish has a greater charge, its precept is not a large enough figure to be caught.
7. In this case it means that the need for a referendum is avoided, whatever increase is decided upon. There is no guarantee however that the criteria for needing a referendum will not be changed next year, so there is a case for getting any major necessary increases in precept in place this year, rather than phasing it in over more than one year.
8. The problem with requiring a referendum, is that it comes at a cost as well, so the increase has to include the cost of the mechanism to allow it to happen.

Conclusions

9. On the basis of the evidence to hand currently, it might be prudent to look to increase the precept by £10 (11.3%) per year per band D, which would bring in an extra £32,000. This

would then allow the parish council to fund its legal action without compromising its ability to satisfy the expectations of the community.

10. Councillor's thoughts are requested.

Rob Martin,

5 December 2016



REPORT TO ANGMERING PARISH COUNCIL

Date: 14 November 2016
Prepared by: Rob Martin
Subject: Budget 2017/2018
Ref:
Policy Number

Budget Preparation and Precept for 2017/2018

1. The draft Budget as summarised below has been based on the continuation of policies unchanged, except for the introduction of the asset repairs and renewals policy considered elsewhere.
2. The analysis below shows the comparison of the 2017/2018 draft budget with the 2016/2017, split by activity as explained in the report to the parish council on 10 October 2016.

	2016/2017 Budget	2017/2018 Draft Budget	Variation
	£	£	£
Income			
Precept	(272,290)	(272,290)	-
Grants	(5,800)	-	5,800
Interest & Investment Income	(12,200)	(10,100)	2,100
Other Income	(1,300)	(1,300)	-
TOTAL INCOME	(291,590)	(283,690)	7,900
Office Expenditure			
Employee Direct Costs	122,500	128,150	5,650
Training	700	750	50
Office Running Costs	3,100	3,250	150
Office Improvements	5,000	-	(5,000)
Office equipment, Stationery and day-to-day costs	4,620	4,600	(20)
Photocopying	3,300	3,300	-
Newsletter	5,000	5,200	200
Publications & Subscriptions	2,500	2,700	200
IT	5,000	4,800	(200)
Audit & Legal	1,450	1,650	200
Recycling Collection	300	300	-
Insurance Premium	10,000	10,000	-
Room Hire, Bank Charges & Adverts	345	745	400

Maintenance Team

Employee Direct Costs	41,850	45,050	3,200
Training	550	500	(50)
Tools & equipment	2,000	1,700	(300)
Van Running Costs	3,220	3,150	(70)
Operational Equipment	1,400	1,500	100
Rubbish Collection	1,700	2,100	400

Councillors

Allowances	5,200	3,500	(1,700)
Training	2,500	1,500	(1,000)
Hospitality	-	700	700

Maintenance

Dog Bin Collection	1,400	500	(900)
Winter Maintenance	50	-	(50)
Palmer Road	1,400	1,400	-
Flower Beds	7,800	7,800	-
Christmas Tree & Lights	450	450	-
War Memorial	500	500	-
St Nicholas Gardens	1,300	1,300	-
Fletcher's Field	500	500	-
Water Lane	600	600	-
Twittens	500	500	-
Street Lighting	5,600	6,000	400
Verges	300	300	-
Mayflower Park	500	500	-
Play Areas	2,400	600	(1,800)
Skatebowl	150	150	-
BMX Track	1,100	100	(1,000)
Outdoor Gym	400	100	(300)
Community Centre	3,000	3,000	-

Events

Christmas Meal	2,000	1,000	(1,000)
Annual Fair	2,850	3,800	950
BMX/Skatebowl Jam	3,000	1,000	(2,000)

Support Other Organisations

Village Hall Broad band	750	500	(250)
Community Grants	3,000	3,000	-
Community Land Trust	2,000	2,000	-
Allotment Association	825	825	-

Reserve Contributions

Contributions/(Reduction)	26,980	58,322	31,342
---------------------------	--------	--------	--------

TOTAL EXPENDITURE	291,590	319,892	28,302
--------------------------	----------------	----------------	---------------

NET EXPENDITURE	-	36,202	36,202
------------------------	----------	---------------	---------------

3. All known changes have been taken into account, summarised as follows:-
 - The loss of **grants** figure (£5,800) brings to an end the support offered to offset the loss of precept raising ability caused by the government changes brought in to move the burden of housing benefit to local taxpayers rather than central ones. ADC have reduced the amount of grant over the last 4 years and have removed it altogether from 2017/2018.
 - The budget for **investment income** has been reduced because of the effect of the Brexit vote on interest and investment income and the fact that using reserves reduces the amount that can be invested.
4. There are unavoidable increases in **employees** costs, both office and groundstaff and these are caused by national pay increases and increments (if awarded). In addition, there is an increase in the rate of National Insurance caused by the fact that, where formerly the people in the LGPS were contracted-out of part of the state pension scheme, this has now ceased. In addition, the employers' contribution rate for the LGPS will increase by around 1%.
5. The **events** reductions are reflecting the council decision to reduce the commitment to these.
6. The reduction in councillors' allowances is due to the fact that the budget reflected the position a year ago, and one recipient of these has now left the council together with a reduction in the budget for training, which was increased in the first year after the election because of the perceived needs of the new councillors.
7. The overall increase is almost solely down to the increase in contribution to the reserves which is dealt with in a separate report. This is where there is a real choice of whether this is matched, and how would that be financed, or if the shortfall is made up over time. This is the main matter to be considered when the question of the precept for 2017/2018 is considered.

Analysis of Budget Variations	£	£
Income		
Loss of Grant		5,800
Loss of Investment Income		2,100
Employees Costs		
Inflation	3,310	
Increments	2,350	
National Insurance, Contracted out change	1,840	
Superannuation 1% increase	1,350	
Total Employees		8,850
Events		(2,050)
Councillors Allowances & Training		(2,000)
Transfers to Reserves	31,342	
Less:		

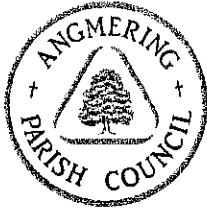
Maintenance Budgets 2016/2017	(3,650)	
Office Improvements	(5,000)	22,692
Other Variations		810
Total Variations		36,202

2017/2018 Precept Considerations

8. The 2016/2017 precept was based on an overall requirement for £272,290 which is then divided by the **Tax Base** of 3,093 band D equivalent homes, resulting in a basic charge of £88.03.
9. The precept income level shown above for 2017/2018 is the same as the previous year. The **Tax Base** is calculated by Arun District Council once a year, in November, and is based on the number of properties occupied at the designated date. There is no adjustment for further occupations between November and the year of account.
10. There will be a natural growth in this number between the November 2015 and November 2016 calculations, given the housebuilding that has occurred in that time, and ADC have verbally indicated this will be at least an extra 92, making 3,185 in total. The exact number to be used will be known at the beginning of December 2016.
11. It is likely therefore that, without increasing the charge per property, a natural increase of £8,100 in precept income will occur, leaving £28,000 still to be found. If raised by increasing the charge, this would result in an increase of £8.75 (per year) per household, or just less than 10%.

Conclusions

12. The Governance & Oversight Committee will have considered this matter at their meeting on 9 November, and a report from the Committee Chairman will be made.
13. The Council is requested to consider the budget detailed above, and attached, and agree this as a basis for the next year subject to being able to afford to fully fund the contribution to the Renewals Reserve.
14. To agree how much of the shortfall is to be met and by what mechanisms.
15. To consider agreeing a parish precept for 2017/2018.



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: rob.martin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

15a

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2016-2017

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	Victim Support (Sussex Area)
-----------------------------	------------------------------

Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	X
A2	An existing local group or organisation providing services available to residents of Angmering.	
A3	A new group or organisation, wishing to provide services for the residents of Angmering	

Section B

	<u>Which criteria will your application fulfil?</u>	Tick relevant box(es)
	Reaching new people	
B1	Increasing group membership and/or widening participation	
B2	Starting up new activities and/or expanding existing services for residents of Angmering	X
B3	Organising community events and activities	
B4	Bringing the community together	
	Developing Services and supporting the local economy	
B5	Organising one-off events to increase visitors to Angmering	
B6	Activities aimed at developing skills for local unemployed	

	people and assisting them to gain employment	
B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	
	Encouraging community growth and self-reliance	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	

Section C

	<u>Supporting information required</u>	<u>Tick relevant box(es)</u>
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	X
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	Approx 200 in Sussex with volunteers allocated to Angmering
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	298028

Section D

	<u>Conditions and Exclusions</u>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.
D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used

	appropriately
--	---------------

Section E

Name of contact for grant purposes	Mrs Sue Bartlett
Position of contact	Volunteer Fundraiser/Adminstration
Full contact postal address, including postcode.	Victim Support Unit 11 Riverside Business Centre, Brighton Rd. Shoreham by Sea BN43 6RE
Email address and website (if applicable)	sue.bartlett@victimsupport.org.uk
Telephone number of contact	01273 456151 (Jo Wills Extension)
Total Project Cost	£700 per new volunteer for 1 st year
Amount of grant applied for	Up to £100
Where is the remainder to be financed from?	Other donation from Parish Councils and local grants/fundraising
Cheque to be made payable to	Victim Support
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	Recruit, train and supervise new volunteers for their first year and increase the services to victims and witnesses of crime.
How many Angmering residents in organisation?	There are volunteers allocated to support residents in Angmering should they be affected by crime
How many Angmering residents will benefit from the grant?	Anyone affected by a crime either as a victim or witness would be eligible.
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	N/A
Signature	SD Bartlett
Date	13 December 2016



Grant Application

I have enclosed my letter about the work of Victim Support in Sussex. There are currently approximately 200 volunteers in Sussex and if none live in your Parish, there will be members allocated to visit the Parish residents if required.

As you are probably aware, Victim Support is now a national charity divided into areas throughout the country. Each area is responsible for its own fundraising budget and all funds raised are allocated to individual areas.

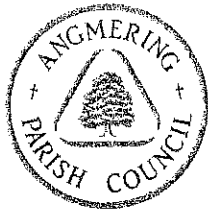
In order to minimise accountancy costs, one set of accounts is now produced for all areas nationally and not individual areas, although our budgets and fundraising targets are based on individual areas. I have enclosed a list of donations from Parish councils which has been circulated.

Although Victim Support has become a national charity we are very much committed to the support of victims and witnesses of crimes at a local level and have local offices and training for Sussex to ensure this takes place.

Yours sincerely

Mrs Sue Bartlett
Volunteer Fundraising
Victim Support Sussex

January 2016



Established 1894

RECEIVED 03 JAN 2017

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

E-mail: rob.martin@angmering-pc.gov.uk

Website: www.angmeringparishcouncil.gov.uk

156

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2016-2017

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	Home-Start Arun
-----------------------------	-----------------

Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	✓
A2	An existing local group or organisation providing services available to residents of Angmering	
A3	A new group or organisation, wishing to provide services for the residents of Angmering	

Section B

	<u>Which criteria will your application fulfil?</u>	Tick relevant box(es)
	Reaching new people	
B1	Increasing group membership and/or widening participation	✓
B2	Starting up new activities and/or expanding existing services for residents of Angmering	✓
B3	Organising community events and activities	✓
B4	Bringing the community together	✓
	Developing Services and supporting the local economy	
B5	Organising one-off events to increase visitors to Angmering	
B6	Activities aimed at developing skills for local unemployed people and assisting them to gain employment	✓

B7	Raising the profile of the village and its community	
B8	Improvements for the Angmering community infrastructure and developing community held assets	
	Encouraging community growth and self-reliance	
B9	Helping groups and organisations to develop their initial or starting assets and/or resources to support future financial independence	
B10	Helping the community to influence the planning and delivery of local services.	
B11	Protecting the environment and promoting sustainable local development	


Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	✓
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	Members = 10 Volunteers = 50 Beneficiaries pa = 418 19 of these came from Angmering
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	✓
C4	Charity Number, if applicable	1132416

Section D

	<u>Conditions and Exclusions</u>
D1	Typically, awards will not be given for general running/administration costs
D2	Awards must be seen to be for the benefit of a significant number of Angmering residents
D3	Awards will not generally be given to individuals
D4	Awards must be used for or towards the specific project or item applied for.
D5	Awards will not be given retrospectively.
D6	Upon completion of the project, evidence must be provided that the award was used appropriately

Section E

Name of contact for grant purposes	Bridget Richardson
Position of contact	Manager
Full contact postal address, including postcode.	Unit 5C Park Farm Chichester Road Arundel West Sussex BN18 0AG
Email address and website (if applicable)	bridget@home-startarun.org.uk
Telephone number of contact	01903 889707
Total Project Cost	£789.30
Amount of grant applied for	£789.30
Where is the remainder to be financed from?	If unsuccessful we will apply to another Trust or Foundation who will recognise Angmering in their criteria
Cheque to be made payable to	Home-Start Arun
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	We have specifically identified the costs relating to training of volunteers and annual safeguarding training that all volunteers living and working in the Angmering Parish will need to undertake. Our Business Plan and Annual Review for 2015/16 are attached.
How many Angmering residents in organisation?	There are currently 19 Angmering residents directly involved in the running of our Charity or receiving support
How many Angmering residents will benefit from the grant?	The grant is specifically for training 3 new volunteers from Angmering in 2017: Core training (40 hours), and modules in Supporting School Readiness (8 hours) and Working With Fathers (2 hours).
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	We did not receive any monies during this period.
Signature	
Date	12/12/16

Home
START

Support and friendship
for families

Home-Start
Arun
Business
Plan
2017



Approved by the Board of Trustees

November 2016

Introduction

This is Home-Start Arun's business plan for January to December 2017. It sets out:

- Our seven desired outcomes for the next three years and the measures that will help us understand if we have achieved these outcomes.
- The specific targets for 2017, by outcome.
- The actions we need to take to achieve our 2017 targets, the person accountable for each action and when the action needs to be done by. These actions are presented by outcome and categorised as either 'ongoing work' or 'new developments'.
- The staff structure.

The detailed planning for each action is the responsibility of the lead person. This operational detail will be overseen by Bridget, the Scheme Manager and will not normally be shared with the trustees.

Once agreed by the Board in November 2016, the plan will be communicated to staff and translated into their work objectives for the year.

The Manager will review progress against the plan every month, with her team, and report progress to the board every two months using a Red, Amber or Green indicator – enabling the board to understand how the plan is progressing overall and focusing its attention on those issues flagged with a Red or Amber indicator.

The plan is likely to need updating in April, when we have completed the sustainability review with external consultants.

Our desired outcomes for the next three years (1 Jan 2017 to 31 Dec 2019)

Outcome 1 – Improved parental capacity

We will have improved parental capacity to contribute positively to their child's early years development becoming resilient with ambition to improve life chances.

Outcome 2 – Improved children's school readiness

Children will have improved readiness for starting nursery/school to enable them to have the best start in life.

Outcome 3 – Improved life skills and experience for parents and volunteers

Through greater knowledge acquired via learning and development programmes, parents and volunteers will have improved life-skills and experience.

Outcome 4 – Volunteers

We will have enough skilled and committed volunteers, from diverse backgrounds, to deliver our services and achieve our family targets.

Outcome 5 – Staff

We will have the skilled and committed staff we need to deliver our plans and meet our targets.

Outcome 6 – Sustained services in Worthing & Adur

Parents in Worthing & Adur will have increased their capacity to contribute positively to their child's early years development becoming resilient with ambition to improve life chances.

Outcome 7 – Sustainability beyond the Big Lottery

The services provided by HS Arun (in Arun, Worthing & Adur) will be sustainable in the long term.

Outcomes 1-3 Have been set by our Big Lottery grant agreement and include Children in Need targets.

Outcome 4-7 Have been set by the trustees.

How we will measure the three year outcomes

Outcomes	3 year outcome measures
1 Parental capacity	30 Fathers will report an improvement in their involvement in their child's early years development having received FRED training.
	30 Migrant parents will report feeling more positively able to integrate with local community groups to support their child's development.
	264 Families will report stronger relationships with a focus on collective learning and development to increase aspirations.
2 School readiness	352 Children will achieve improved personal and social development to deal with changing situations in preparation for starting nursery/school, as observed by parents and/or volunteers.
	176 Children will benefit from increased parental interest and involvement in their early years education, as reported by parents and/or volunteers.
	352 Children's speech and language skills will improve through focused reading, writing, speaking and listening linked activities, as reported by parents and/or volunteers.
3 Life skills & experience	132 Parents will report greater confidence in their understanding and response to their child's behaviour.
	182 Parents and volunteers will access a curriculum that fosters post 16 education and report increased participation.
	30 Migrant families will be given help to improve their access to support services within our local infrastructure including education and English language development.
	30 parents will be better able to cope with day-to-day life as a result of receiving counselling for their anxiety or trauma.
4 Volunteers	The number of active volunteers will be sufficient to support the number of families we plan to work with.
	85% of volunteers will be satisfied with their experience of volunteering for Home-Start.
5 Staff	All roles will be filled with appropriately skilled and motivated staff.
	All staff will have the development they need to fulfil their role.
	All staff will be satisfied with working at HS Arun.
6 Worthing & Adur	85 families in Worthing & Adur will report things have improved as a result of home-visiting.
7 Sustainability	We will have raised at least £284k funding to match fund the 3 year Big Lottery grant.
	We will have met all our monitoring & evaluation obligations to the Big Lottery and other funders.
	We will have a sustainable model for providing HS services in Arun, Worthing & Adur beyond the 3 year Big Lottery grant.
	We will have maintained an appropriately skilled and committed trustee board of 10 people.
	Public awareness of Home-Start will have significantly improved.

What we are aiming to achieve in 2017

Outcomes	2017 targets
<p style="text-align: center;">1 Parental capacity</p>	<p>100 families will be assessed and where appropriate supported by a home visitor or group.</p> <p>85% of supported families will report coping better as a result of Home-Start support.</p> <p>3 staff and 12 volunteers will be trained to deliver Fathers Reading Every Day.</p> <p>8 fathers will have participated in the FRED programme.</p> <p>15 volunteers (number tbc) will be trained to utilise language translation tools.</p>
<p style="text-align: center;">2 School readiness</p>	<p>5 staff and 25 volunteers will be trained to deliver BHBF school readiness programme.</p> <p>90 children will show improved P&SD (reported by parents and observed by volunteers & staff)</p> <p>46 parents will demonstrate increased interest in child's early years (reported by parents and observed by volunteers)</p> <p>90 children will show improved S&L skills (reported by parents and observed by volunteers)</p>
<p style="text-align: center;">3 Life skills & experience</p>	<p>32 parents will report greater confidence in understanding their child's behaviour having taken the Solihull Parenting Course or from learning via their volunteer</p> <p>20 parents and 30 volunteers will engage in educational activities (excluding the Prep Course) either directly or accessed via HS Arun.</p> <p>8 migrant families will report improved access to support services</p>
<p style="text-align: center;">4 Volunteers</p>	<p>We will have 40 active home-visiting volunteers.</p>
<p style="text-align: center;">5 Staff</p>	<p>All staff posts will be filled with suitably skilled and committed people.</p> <p>All staff will have a personal development plan and an appraisal - with 360 degree input.</p>
<p style="text-align: center;">6 Worthing & Adur</p>	<p>20 families will be assessed and where appropriate supported by a home visitor.</p> <p>85% of families supported will report that things have improved as a result of Home-Start.</p> <p>We will have raised at least £75k (excluding CiN) to match fund the Big Lottery grant.</p>
<p style="text-align: center;">7 Sustainability</p>	<p>We will hold £100k in free reserves (equivalent to about 6 months operating expenditure).</p> <p>We will have met all our monitoring & evaluation obligations to the Big Lottery; and our quality assurance obligations to Home-Start UK.</p> <p>We will have identified a sustainable model for providing services beyond the 3 year Big Lottery grant and successfully piloted at least one new source of income.</p> <p>We will have implemented at least one significant step towards integration with other Home-Starts in West Sussex.</p> <p>We will have 10 committed and skilled trustees.</p> <p>We will have identified a way of measuring public awareness of Home-Start.</p>

1 Parental capacity plan

Ref	Action	Lead	Support	By when
	Ongoing work			
1.1	Maintain our relationship with referrers so we get enough of the right type of referrals.	Charlotte	Orgs.	Ongoing
1.2	Keep abreast of issues affecting referral trends and be proactive in addressing threats and opportunities.	Bridget	Charlotte	Ongoing
1.3	Manage home-visiting and group services to meet the 2017 targets.	Charlotte	Orgs.	Ongoing
	New developments			
1.4	Recruit and induct 1 new Organiser and 1 new Administrator	Bridget	GT for Admin Trustee & Charlotte interviews	In post by Jan 2017
1.5	Coordinate the development and implementation of the Fathers programme including hiring the Fathers Institute to deliver FRED training; recruiting staff and volunteers for the training; reviewing the promotional material and forms; recruiting fathers (direct and referrals) to participate; and briefing existing volunteers about the programme and how they can help.	Jane	Admin support. Orgs. & Bridget	Training by Feb 2017 (dependent upon FRED availability) Launch by Apr 2017
1.6	Develop and implement the process for using Tablets to improve communication with migrant families – including training for volunteers.	Bridget	Orgs. to promote to volunteers	Training May & Oct 2017 (with some 1-2-1)

2 School readiness plan

Ref	Action	Lead	Support	By when
	New developments			
2.1	Redesign the Prep. Course to incorporate BHBF	Charlotte	All Orgs Bridget	Jan 2017
2.2	Run 2 BHBF training events for existing volunteers and staff (delivered by ourselves or HS UK).	Charlotte	Bridget (or HSUK)	Apr & Sep 2017
2.3	Build relationships with schools, nurseries and C&FCs to get enough appropriate referrals.	Charlotte	All Orgs Bridget	Ongoing/Oct 2017 for 6- weeks in
2.4	Manage the BHBF home-visiting and group services to meet the 2017 targets.	Charlotte	Emma Jo All Orgs	Ongoing/Dec 2017
2.5	Maintain BHBF resources.	Charlotte	Gabrielle	Ongoing
2.6	Market and deliver BHBF training for teachers and other relevant professionals to generate additional income.	BDM	Charlotte	Oct 2017

3 Life skills plan

Ref	Action	Lead	Support	By when
	New developments			
3.1	Liaise with CFCs to provide parents with Solihull training.	Linda	Bridget	Jan 17
3.2	Run 1 Solihull course for volunteers	Charlotte	Hilda	Oct 17
3.3	Carry out a personal development needs analysis with parents and volunteers (making suggestions for those unable to identify needs).	Linda	Bridget/Orgs	Mar 17
3.4	Source appropriate free/low cost development solutions to address parents' and volunteers' needs (including training, peer support, groups etc).	Linda	Bridget & Orgs	Apr 17
3.5	Define the processes needed to support the recording and evaluation of parents and volunteers development experiences (likely to involve MESH).	Bridget	Gabrielle	Use current s/sheet. MESH when released by HSUK
3.6	Define the processes needed to support the recording and evaluation of migrants' experiences (likely to involve MESH).	Bridget	Gabrielle	Jan 2017 Use MESH project
3.7	Brief volunteers about the life skills programme and how they can help.	Bridget	All Orgs	Jan 2017 At vols thank you lunch
3.8	Develop and implement the process for following up families after they have stopped being supported by HS.	Gill	Linda M & Bridget	Apr 2017
3.9	Examine the feasibility of providing counselling support to families.	Claire	Charlotte	End Feb 2017

3 Volunteers

Ref	Action	Lead	Support	By when
	Ongoing work			
4.1	Run 3 Prep. Courses - Bognor - Littlehampton - Worthing	Charlotte Jane Linda		Jan-Mar Sep-Nov Apr-Jun
	New developments			
4.2	Devise and implement a volunteer recruitment campaign using a range of sources and involving everyone in HS.	Bridget	All	Jun 2017
4.3	Run a campaign to attract more male volunteers.	Bridget	Jane	Jun 2017
4.4	Recruit a pool of volunteers to help out in the office (may be existing or new volunteers).	Gabrielle	Bridget/Charlotte	Mar 2017
4.5	Develop a systematic approach to evaluating volunteer satisfaction with volunteering from HS; and to finding out why volunteers leave.	Jean	Gill B	Mar 17

4 Staff plan

Ref	Action	Lead	Support	By when
	Ongoing work			
5.1	Continue to build relationships between staff and trustees including reviving the joint awayday, joint working on the QA etc.	Trustee TBC	Bridget	Early 17
	New developments			
5.2	Implement a pension scheme to comply with the new statutory requirements.	Dawn	Bridget	Dec 17
5.3	Review our approach to personal development plans and appraisals; and introduce identified improvements.	Bridget	Charlotte Board	Apr 17
5.4	Review IT hardware, software and support requirements and act on the findings (using external supplier).	Bridget		Jun 17
5.5	Review our working practices, process and workload allocation as part of the sustainability review.	Bridget	Consultant	Jun 17
5.6	Continue to recruit social work students	Charlotte	Chris	Dec 16
5.7	Reconfigure the office layout to accommodate the larger staff team.	Bridget	Staff and Phil	Dec 16

5 Worthing & Adur plan

Ref	Action	Lead	Support	By when
	Ongoing work			
6.1	Retain and recruit enough volunteers to support 20 families in Worthing & Adur.	Linda	Gabrielle	Dec 17
6.2	Run 1 Prep. Course in Worthing & Adur	Linda	Volunteer Gabrielle	Jun 17
6.3	Refresh our relationships with Worthing & Adur referrers; ensure they understand the work we do, the types of families we can support and how the process works.	Linda	Charlotte	Ongoing til Dec 17
	New developments			
6.4	Look for opportunities to win funding to sustain and grow the service in Worthing & Adur	Bridget	BDM	Aug 17

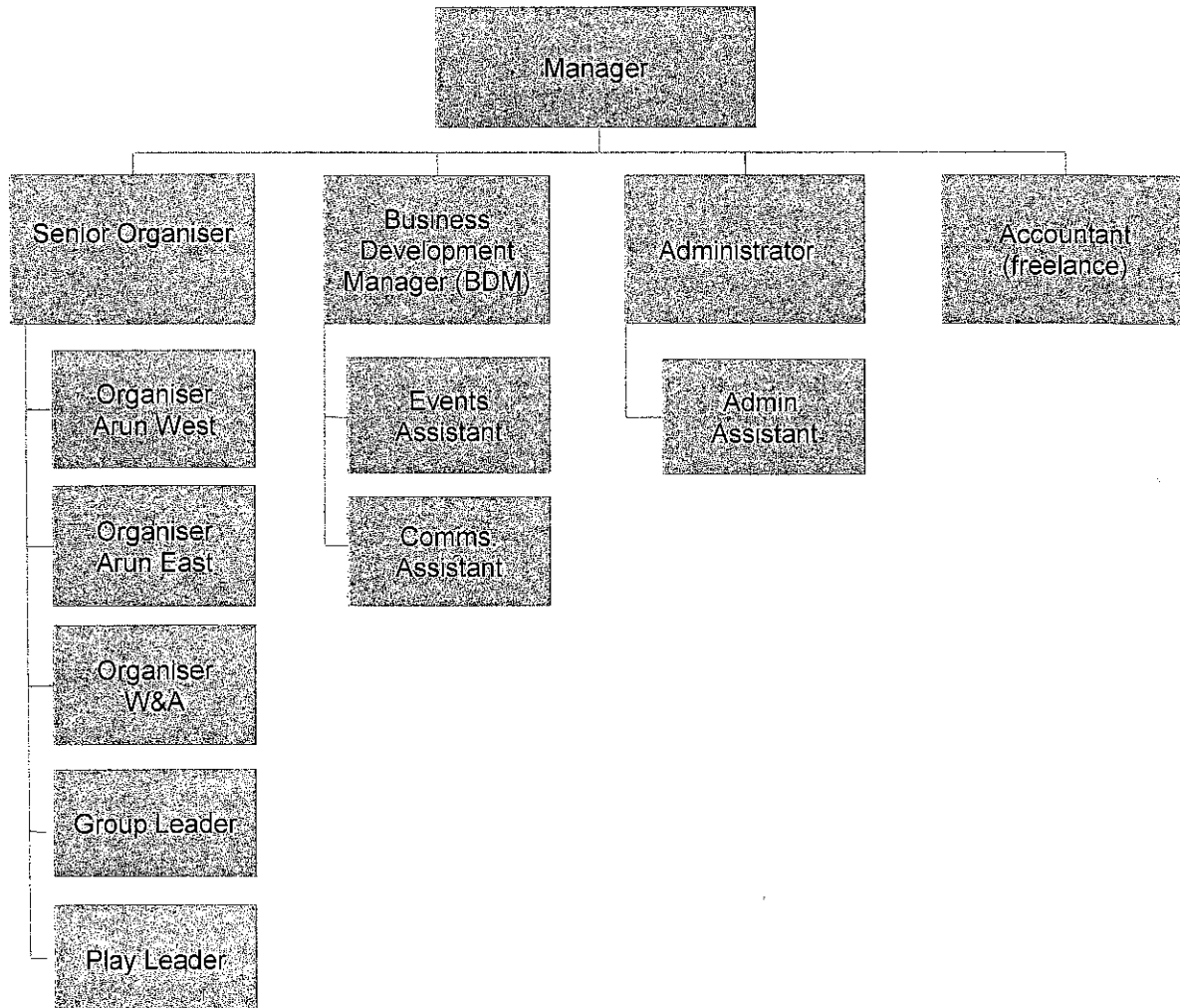
7 Sustainability plan

Ref	Action	Lead	Support	By when
	Ongoing work			
7.1	Complete the second cycle of the full HS UK QA review; and complete the annual health check.	Pete	Bridget	Dec 17
	Produce the 2018 business plan.	Carole	Trustees, Bridget	Nov 17
	New developments			
7.2	Produce an interim fundraising plan for 2017.	John	Jan Bridget	Dec 16
7.3	Appoint a consultant to carry out a sustainability review and oversee their work.	Carole	Bridget	Appoint by Nov 16. Review Jan-Mar
7.4	Act on the findings of the sustainability review and update this 2017 business plan accordingly.	TBC		Jan 17 onwards
7.5	Recruit, induct and set objectives for three new posts: <ul style="list-style-type: none"> - Business Development Manager - Events Assistant - Communications Assistant 	Bridget	Trustees/Gabrielle/ Charlotte	In post by Jan 17
7.6	Produce and implement a PR plan.	Comms. Assistant	John / BDM	Plan ready by Apr 17
7.7	Refresh the trustee skills audit – what do we need? What have we got? Where are the gaps we need to fill?	Carole	Pete	Nov-Dec 2016
7.8	Run a trustee recruitment campaign to fill the skills gaps.	Carole	Comms Assistant	Jan-Feb
7.9	Induct new trustees	Carole	Bridget	Feb-Mar
7.10	Review the governance processes and trustee roles (after new trustees recruited).	Carole	Pete	Apr-Jun
7.11	Continue to pursue the opportunity for a charity shop.	BDM		Ongoing
7.12	Continue to systematically scan for grant opportunities and submit relevant applications.	BDM	Bridget	Ongoing
7.13	Follow up the Castle event.	Pete	Bridget	Oct-Dec 2016
7.14	Build better relationships with Sussex Community Foundation.	Pete	BDM	Dec 16
7.15	Fulfil our monitoring and evaluation obligations to BLF and other funders.	Bridget	BDM	Ongoing
7.16	Respond to CHAMS request for integration discussions and form a sub-group to focus on this, while others progress the rest of the business plan.	Pete	Carole Bridget	Oct 2016 onwards

Staff structure

- Organisers will continue to have a geographic patch and lead on a theme.
- The Senior Organiser role will be developed to have line management responsibility for the Organisers.
- The Business Development Manager will report to the Manager. They will line manage the Events Assistant and the Communications Assistant.
- The Administrator will line manage the new Administrative Assistant.
- All staff, except the Manager, are part-time.

The amended staff structure will be as follows:



HOME-START ARUN

(A COMPANY LIMITED BY GUARANTEE)

**ANNUAL REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31ST MARCH 2016**

CHARITY REGISTRATION No: 1132416

COMPANY REGISTRATION No: 07007031

Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton
West Sussex
BN18 0AS

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31ST MARCH 2016**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1132416
COMPANY REGISTRATION NUMBER	07007031
START OF FINANCIAL YEAR	1st April 2015
END OF FINANCIAL YEAR	31st March 2016
DIRECTORS AT 31ST MARCH 2016	Peter Crowe (Chair) Pauline Allen M.B.E. Claire Cole Ian Graham John Paton Chris Warren-Adamson
COMPANY SECRETARY	Pauline Allen M.B.E.
REGISTERED ADDRESS	5c Park Farm Chichester Road Arundel West Sussex BN18 0AG
DATE OF INCORPORATION	2nd September 2009
GOVERNING DOCUMENT	Memorandum and Articles of Association
BANKERS	Barclays Bank Plc 17 High Street Bognor Regis West Sussex PO21 1RL
INDEPENDENT EXAMINERS LTD	M J Easton BSc (Hons) MBA Independent Examiners Ltd Sovereign Centre Poplars Yapton Lane Walberton West Sussex BN18 0AS
OBJECTS	[a]. To safeguard, protect and preserve the good health, both mental and physical of children and parents of children. [b]. To prevent cruelty to or maltreatment of children. [c]. To relieve sickness, poverty and need amongst children and parents of children. [d]. To promote the education of the public in better standards of child care within the area of Arun and its environs.

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016**

Incorporating Income and expenditure account

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2016/2015 £	TOTAL 2015/2014 £
INCOME						
Income from Generated Funds						
Donations and Legacies	3a	5,572	0	101,046	106,618	137,106
Other Trading Activities	3b	15,549	0	0	15,549	19,010
Income from Investments	3c	48	0	0	48	43
TOTAL INCOME		21,169	0	101,046	122,215	156,159
EXPENSES						
Expenditure on Generating Funds						
Expenditure on Raising Funds	4a	5,812	0	11,728	17,540	10,700
Expenditure on Charitable Activities	4b	15,240	0	129,236	144,476	138,994
TOTAL RESOURCES EXPENDED		21,052	0	140,964	162,016	149,694
NET INCOME/ (OUTGOING)		117	0	(39,918)	(39,801)	6,465
Total Funds Brought Forward		6,499	78,000	44,983	129,482	123,017
TOTAL FUNDS CARRIED FORWARD		6,616	78,000	5,065	89,681	129,482

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 6 to 11 form part of these financial statements.

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AS AT 31ST MARCH 2016**

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	31-Mar-16 Total £	31-Mar-15 Total £
Fixed Assets						
Tangible assets	2	1,597	0	2,433	4,030	4,393
Current Assets						
Debtors	6	2,231	0	0	2,231	2,961
Cash at bank and in hand		8,915	78,000	2,632	89,547	130,499
Total Current Assets		11,146	78,000	2,632	91,778	133,460
Creditors: amounts falling due within one year	7	6,127	0	0	6,127	8,371
NET CURRENT ASSETS		5,019	78,000	2,632	85,651	125,089
TOTAL ASSETS less current liabilities		6,616	78,000	5,065	89,681	129,482
Creditors: amounts falling due in more than one year	8	0	0	0	0	0
NET ASSETS		6,616	78,000	5,065	89,681	129,482
Funds of the Charity						
General Funds		6,616	0	0	6,616	6,499
Designated Funds	14	0	78,000	0	78,000	78,000
Restricted Funds		0	0	5,065	5,065	44,983
Total Funds		6,616	78,000	5,065	89,681	129,482

Directors' Responsibilities:

The directors are satisfied that for the year ended on 31st March 2016 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 12.

The director(s) acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the Directors on the 24th **OCTOBER 2016**

Signed on their behalf by Director Peter Crowe

Print Name: Mr Peter Crowe (Chair).

Company Registration Number : 07007031

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016**

1. ACCOUNTING POLICIES

Basis of preparation:

The financial statements have been prepared in accordance with Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) effective from January 2015.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

Incoming Resources

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the Directors are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

Incoming Resources with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

Grants and Donations

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Tax reclaims on Donations and Gifts

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

Contractual Income and Performance Related Grants

This is only included in the SOFA once the related goods or services has been delivered.

Gifts in Kind

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

Donated Services and Facilities

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Volunteer Help

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

Investment Income

This is included in the accounts when receivable.

Investment gains and losses

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

Expenditure and liabilities

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Governance Costs

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2016**

Changes in Accounting policies and previous accounts

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year, and no changes to the previous accounts.

Grants payable without performance conditions

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

Support Costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Assets

Tangible fixed assets for use by the charity

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

Investments

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a reducing balance over their estimated useful lives. The rates applied per annum are as follows:

Equipment 25%

2. TANGIBLE FIXED ASSETS

		Unrestricted £	Restricted £	Total £
EQUIPMENT				
Cost	01-Apr-15	12,393	9,419	21,812
Additions		687	294	981
Cost at	31-Mar-16	13,080	9,713	22,793
Depreciation	01-Apr-15	10,950	6,469	17,419
Charge		533	811	1,344
Depreciation at	31-Mar-16	11,483	7,280	18,763
Net Book Value	31-Mar-16	1,597	2,433	4,030
Net Book Value	31-Mar-15	1,443	2,950	4,393

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st March 2016 : None

31st March 2015 : None

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2016**

3. INCOME

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	TOTAL 2016/2015 £	TOTAL 2015/2014 £
a) Donations and Legacies					
Big Lottery Fund			74,258	74,258	101,980
Donations	4,672		4,000	8,672	3,587
Grants	900		22,788	23,688	31,539
	5,572	0	101,046	106,618	137,106
b) Other Trading Activities					
Fundraising	15,549			15,549	19,010
	15,549	0	0	15,549	19,010
c) Income from Investment					
Bank Interest	48			48	43
	48	0	0	48	43

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2016**

4. EXPENSES

	Unrestricted Funds	Designated Funds	Restricted Funds	TOTAL 2016/2015	TOTAL 2015/2014
	£	£	£	£	£

a) Expenses on Raising Funds

Fundraiser	5,671		11,342	17,013	7,273
Fundraising Costs	141		386	527	3,427
	5,812	0	11,728	17,540	10,700

b) Expenditure on Charitable Activities

Administration Salaries	1,247		17,925	19,172	17,536
Advertising & Promotion	99		20	119	261
Consultancy Costs (P2K)			1,147	1,147	182
Depreciation	1,344			1,344	1,466
Family Group 1 - Felpham			10,269	10,269	7,626
Family Group 2- Littlehampton			6,995	6,995	7,626
General Admin Expenses (Inc PPS)	41		3,573	3,614	5,177
Governance					
-Governance/Head Office			88	88	122
-Independent, Examiners Fee	33		723	756	723
Hardship	800		455	1,255	261
National Insurance Employers				0	3,642
Payroll Costs	120		380	500	415
Professional Fees	1,032		4,161	5,193	4,361
Property	107		1,871	1,978	1,633
Redundancy	3,005			3,005	0
Rent / Rates / Utilities	483		7,398	7,881	7,970
Salaries	6,892		62,998	69,890	69,862
Telephone & IT	5		2,119	2,124	2,027
Training & Recruitment (Inc CRB)			3,132	3,132	1,735
Travelling - Staff	32		3,415	3,447	3,784
Volunteers			2,492	2,492	2,153
Website Costs			75	75	432
	15,240	0	129,236	144,476	138,994

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2016**

5. RESTRICTED FUNDS

	Balance 01-Apr-15 £	Income £	Expenditure £	Balance 31-Mar-16 £
Advertising Fund	0	2,500	0	2,500
Arun Grant - family groups	45	5,500	4,732	813
Blg Lottery Fund	11,121	74,258	84,877	502
Body Shop	4,840	0	4,832	8
Children In Need	4,222	1,988	6,205	5
Family Fund- bank account	1,080	0	456	624
Garfield Western Foundation	0	4,000	3,937	63
Henry Smith - Salaries	0	5,000	5,000	0
Pagham Parish Council	400	0	0	400
Roddick Foundation	8,000	0	8,000	0
Sussex Community	3,951	5,000	8,896	55
Town/Parish Council - Volunteers	1,480	0	1,480	0
University of Brighton	0	2,800	2,709	91
West Sussex County Council	9,844	0	9,840	4
	44,983	101,046	140,964	5,065

The restricted funds are wholly represented by cash reserves of the charity

6. DEBTORS AND PREPAYMENTS

	Unrestricted Fund £	Designated Funds £	Restricted Fund £	Total 31-Mar-16 £	Total 31-Mar-15 £
Home-Start West Sussex	450	0	0	450	450
Prepayments	1,781	0	0	1,781	2,511
	2,231	0	0	2,231	2,961

**7. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE
WITHIN ONE YEAR**

	Unrestricted Fund £	Designated Funds £	Restricted Fund £	Total 31-Mar-16 £	Total 31-Mar-15 £
Accruals	498	0	0	498	2,206
Creditors: Short Term	2,318	0	0	2,318	3,802
PAYE/NI Liability	2,576	0	0	2,576	1,640
Independent Examiners Fees	735	0	0	735	723
	6,127	0	0	6,127	6,371

**HOME-START ARUN
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2016**

**8. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE
IN MORE THAN ONE YEAR**

Home-Start Arun does not have any Creditors or accruals falling due in more than one year.

9. STAFF COSTS AND NUMBERS

	31-Mar-16 £	31-Mar-15 £
Gross Wages and Salaries	89,062	87,398
Employer's National Insurance Costs	0	3,642
Pension Contributions	89,062	91,040

Employees who were engaged in each of the following activities:

	31-Mar-16 TOTAL	31-Mar-15 TOTAL
Activities in furtherance of organisation's objects	7	7
Supporting programmes		
Management and administration	3	3
Total	10	10

No employees received emoluments in excess of £60,000. Staff are paid through the PAYE system

10. DIRECTORS AND OTHER RELATED PARTIES

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

11. RISK ASSESSMENT

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

12. RESERVES POLICY

The directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

13. PUBLIC BENEFIT

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

14. WINDING DOWN DESIGNATED FUND

The trustees have reviewed the charity's needs for reserves last year in line with the guidance issued by the Charity Commission and consider it prudent that designated reserves should be sufficient to cover:

1. Six months running costs in order to negate any problems with cash flow due to late payments of grants etc. to ensure there will be no interruption to the service provided to the families.
2. All necessary expenses for the closure of the scheme in the event that this proves necessary - to include staff redundancies, outstanding rent on the office accommodation and other associated closure costs.

The Trustees believe that reserves should be at least at this level to ensure the charity can run efficiently and meet the needs of the beneficiaries. Trustees monitor the level of unrestricted reserves at each Management Board meeting.

INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of Home-Start Arun on the accounts for the year ended 31st March 2016 set out on pages 2 to 11.

Respective responsibilities of trustees and examiner

As described on pages 3 and 5, the Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to Independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to:-

- examine the accounts (under section 145 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect, the trustees requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice: Accounting and Reporting by Charities.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M J Easton BSc (Hons) MBA
Independent Examiners Ltd
Sovereign Centre
Poplars
Yapton Lane
Walberton.
West Sussex
BN18 0AS.



Date: 26th October 2016.

ANGMERING PARISH COUNCIL

Balances Outstanding as at:	31-Dec-16	
	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	41,958.29	
Lloyds Bank 12-month Deposit Account	150,000.00	
Lloyds Bank Current Account	48,245.00	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
	465,203.29	
 Petty Cash Imprest Account		
	10.01	
 TOTAL BANK BALANCES AVAILABLE		465,213.30
 Public Works Loan Board		
Outstanding Debt - Office		-

2016/2017 Budget Monitor

31 December 2016

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(272,290)	(272,290)	100%	
Grants & Donations	(5,800)	(6,000)	103%	
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(12,200)	(4,686)	38%	
Other Income	(1,300)	(5,824)	448%	Items in expenditure heads, covered by insurance income here
Total Income	(291,590)	(288,800)	99%	
Expenditure				
Employees Direct				
Salaries, NI & Pensions	164,350	128,603	78%	
Employees Indirect				
Staff Travel, Subsistence & Training	1,250	1,127	90%	
Supplies & Services				
Office Building Running Costs	2,750	1,609	58%	
Office Maintenance, Improvements & Equipment	6,050	451	7%	
Office Running Costs	8,970	7,542	84%	
Newsletter	5,500	1,034	19%	
Books Publications & Subscriptions	2,500	3,024	121%	
Protective Clothing, Tools & Equipment	1,500	2,172	145%	Includes £1,036 for Defibrillator and box, not budgeted for.
Bank Charges	20	8	38%	
Room Hire	300	762	254%	Using the library and holding more meetings has increased costs.
Event Costs	7,000	2,151	31%	
Advertising	25	-	0%	
IT Support, Software and Equipment	5,000	6,268	125%	
Insurance	11,000	11,366	103%	No more to come
Audit Fees	1,400	1,300	93%	
Professional & Legal	2,050	345	17%	CLT Contract for AIRS to be paid for.
Councillors				
Allowances	4,700	3,265	69%	
Chairman's Allowance	300	300	100%	
Courses/Conferences	2,000	(210)	-11%	
Official Hospitality	700	446	64%	
Other Expenditure				

2016/2017 Budget Monitor

31 December 2016

Revised Budget £ Actual to Date £ Proportion of Total £ Comments

	Revised Budget £	Actual to Date £	Proportion of Total %	Comments
Election Costs	-	(240)	0%	Yet to be invoiced
Community Grants	3,000	1,621	54%	Does not yet include the village hall radiator cover grant
Allotment Rent Paid	825	(1,238)	-150%	Not been invoiced for 18 months
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	3,900	6,854	176%	
Buildings	3,500	5,302	151%	Includes replacement sliding door mechanism for Community Centre
Christmas Tree & Lights	400	163	41%	
Street Lighting	5,600	(5,047)	-90%	Still awaiting invoice for £5,000 to cover Downs Way light replacement from 2014.
Dog Fouling & Waste Bins	1,400	-	0%	
Village Maintenance	14,900	15,504	104%	
Vehicles & Equipment	3,720	3,663	98%	
Loan Charges	-	-	0%	
Transfers to Reserves	26,980	-	0%	
Capital Improvements	-	42,988	0%	
Total Expenditure	291,590	241,132	83%	
Total Net Expenditure/(Income)	-	(47,668)	0%	

General Reserve				
Balance b/f	(92,492)	(95,961)		
Less: Net Expenditure/(Income)	-	(47,668)		
Balance c/f	(92,492)	(143,630)		

RECEIPTS AND PAYMENTS SCHEDULE

Dec-16

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
02/12/2016	CCLA	BGC	5.79	-	5.79 Interest
09/12/2016	Lloyds	BGC	3.78	-	3.78 Interest
TOTAL RECEIPTS			9.57	-	9.57

Dec-16

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
01/12/2016	City & Guilds	Card0901	10.00	-	10.00 Certificate
01/12/2016	Focus IT Services	DD0910	90.00	15.00	75.00 Annual Fee
02/12/2016	Mark Williams	Faster0901	68.98	-	68.98 Peggy's Walk
06/12/2016	Arun Driveways	OL011216	960.00	160.00	800.00 Skatebowl Tarmac Repair
06/12/2016	Angmering Village Hall	OL011216	56.00	-	56.00 Room Hire
06/12/2016	Biffa	OL011216	227.59	37.93	189.66 Waste Removal
06/12/2016	Ferring Nurseries	OL011216	761.78	126.96	634.82 Flower Bed Maintenance
06/12/2016	Fresh Air Fitness	OL011216	91.20	15.20	76.00 Fitness Equipment Repairs
06/12/2016	Mark Williams	OL011216	322.72	-	322.72 Peggy's Walk
06/12/2016	Employee	OL011216	39.99	-	39.99 Travel Expenses
06/12/2016	Playdale	OL011216	4156.68	692.78	3,463.90 Russet Play Net Replacement
06/12/2016	Ron Hanmore	OL011216	1086.16	-	1,086.16 Emergency Pavilion Repairs
06/12/2016	Society of Local Council Clerks	OL011216	260.00	-	260.00 Subscription
06/12/2016	Travis Perkins	OL011216	182.46	30.41	152.05 Equipment
07/12/2016	Conxserv	DD0909	42.00	7.00	35.00 Website Hosting
12/12/2016	WSCC Library	005935	228.00	-	228.00 Room Hire
12/12/2016	AirS	SO	50.00	-	50.00 Subscription
13/12/2016	Land Registry	Card0902	27.00	-	27.00 Register Searches
13/12/2016	SAGE	DD0901	36.65	6.10	30.55 Payroll
14/12/2016	Allstar	DD0902	32.50	5.42	27.08 Van Fuel
15/12/2016	Angmering Village Hall	OL121216	38.50	-	38.50 Room Hire
15/12/2016	Lorna Passfield	OL121216	84.00	-	84.00 Office Cleaning
15/12/2016	Mark Williams	OL121216	260.48	-	260.48 Peggy's Walk
15/12/2016	Viking	OL121216	103.85	17.31	86.54 Stationery
15/12/2016	The Monumental Company	005936	169.00	28.17	140.83 War Memorial Maintenance
16/12/2016	SAGE	DD0912	54.00	9.00	45.00 Accountancy
20/12/2016	Employees	OL201216	7642.28	-	7,642.28 Salaries
20/12/2016	HMRC	OL201216	2805.15	-	2,805.15 Tax/National Insurance
20/12/2016	WSCC Pension Fund	OL201216	2838.39	-	2,838.39 Pension Contributions
20/12/2016	BNP Paribas	DD0911	515.22	85.87	429.35 Photocopier Lease
20/12/2016	Sprint t/a SCS	DD0914	85.98	14.33	71.65 Telephones
21/12/2016	Vodafone	DD0906	44.10	7.35	36.75 Mobile Phones
21/12/2016	BT	DD0907	88.80	14.80	74.00 Village Hall Broadband
23/12/2016	The Spotted Cow	Card0903	110.25	18.37	91.88 Christmas Meal
23/12/2016	Focus IT Services	DD0913	323.17	53.86	269.31 IT Support
25/12/2016	BT	DD0908	25.44	4.24	21.20 Village Hall Broadband Line
28/12/2016	Allstar	DD0903	50.60	8.43	42.17 Van Fuel
29/12/2016	DH Group	OL211216	1794.00	299.00	1,495.00 Skatebowl Light Repair
29/12/2016	Garden House Design	OL211216	2658.00	443.00	2,215.00 Community Centre Car Park Landscaping
29/12/2016	HR Services	OL211216	780.00	130.00	650.00 Advice Time in Advance
29/12/2016	Mark Williams	OL211216	35.04	-	35.04 Peggy's Walk
29/12/2016	Newman Business Services	OL211216	579.61	96.60	483.01 Photocopies
29/12/2016	Travis Perkins	OL211216	45.01	7.50	37.51 Equipment
30/12/2016	Utility Warehouse	DD0905	170.91	8.43	162.48 Energy
31/12/2016	Giffgaff	DD0904	5.00	0.83	4.17 Emergency Mobile
TOTAL PAYMENTS			30,036.49	2,343.89	27,692.60