



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](mailto:admin@angmering-pc.gov.uk)  
Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### **MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 16 OCTOBER 2017**

**Present:** Councillors Bill Evans; Nikki Hamilton-Street; Mike Jones; David Marsh; John Oldfield (Vice-Chairman); Roger Phelon.

**In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk; County Councillor Deborah Urquhart; District Councillor Andy Cooper; 2 members of the public.

**Action**

**17/095 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from the Chairman; Councillors Lee Hamilton-Street; Norma Harris; Mike Hill-Smith; Mike Jones; Steven Mountain (all personal business), and also from District Councillor Dudley Wensley.

**17/096 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS  
IN AGENDA ITEMS**

None.

**17/097 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 11 SEPTEMBER 2017**

The minutes of the Parish Council Meeting held on 11 September 2017 were **AGREED** as a correct record and signed by the Chairman.

**17/098 COUNCILLOR VACANCY CO-OPTION**

The Chairman welcomed co-option candidate Rhys Evans to the meeting.

Mr Evans confirmed that he had lived in the local area for 12 years and in Angmering for the past year. He welcomed a chance to participate in local affairs rather than simply talking about them.

On a proposal by Councillor Oldfield, seconded by Councillor Marsh: That Rhys Evans be co-opted as a Parish Councillor – unanimously **AGREED**.

*Councillor Rhys Evans signed his declaration of acceptance of office and took his seat among the councillors.*

**17/099 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM  
PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**

The Clerk referred to the action list circulated prior to the meeting, and noted that his activities had been concentrated mainly on planning matters and the response to the Arun Local Plan.

Councillor Marsh asked whether the grass cutting undertaken by the WSCC contractors had been completed satisfactorily. The Clerk confirmed that he was broadly satisfied with the results; he was due to have a meeting with Councillor Nikki Hamilton-Street (as Chairman of the CLEW committee) to discuss how this might best be handled in future.

Councillor Phelon asked whether there was any further update regarding the Traffic Management Scheme and its implementation. The Clerk noted that, on present information, the works were due to be commenced in January 2018. County Councillor Urquhart noted that the contractors were due to arrange a meeting with the Parish Council to provide more details.

**17/100**

#### **CHAIRMAN'S REPORT**

The Chairman had circulated the following brief report prior to the meeting:

##### *"Chairman's Networking Day*

Unfortunately due to illness I was unable to attend the Chairman's Networking Day but fortunately Councillor John Oldfield was in attendance and I am sure he will update council on this.

##### *"Twinning Shuffleboard Evening*

The Twinning Association held a Shuffleboard fund raising evening with bangers from our lovely butchers, mash and baked beans, perfect. I was delighted to attend and join in. It was great fun and an excellent social evening.

##### *"Volunteers Library*

The Volunteers Library has run the short story competition this year and I am delighted to say we have received sixteen entries. Our wonderful judges are in the process of reading and considering the result.

"The final decision will be announced at the Writer's Club on 3rd January, when we will have a social evening. I would like to emphasize the delay is not due to the judges taking a long time to read the entries but purely due to time constraints on the run up to Christmas.

"I would like to thank our wonderful judges for all the time they are giving to us on this, it is very much appreciated."

The Chairman noted in addition that she had now met the new headteacher at St Margaret's School. She had also been invited to St Wilfrid's School to celebrate Father David Rea's 80<sup>th</sup> birthday and the dedication of the new classroom buildings in memory of the late Paul Real.

The Vice-Chairman noted that he had attended the Chairs' Networking Day, which had been most informative.

*The Chairman adjourned the meeting for public consultation.*

**17/101**

#### **PUBLIC CONSULTATION**

Concerns were raised with regard to the Arun Local Plan examination, ADC's approach to determining the south of Water Lane application (A/99/17/OUT) and the inspector's report. It was apparent that, with particular regard to flooding issues, the statutory consultees might not have fully appreciated the risks.

The Clerk noted that these matters were covered in the reports he had prepared for agenda items 10 and 11 (minutes 17/104 and 17/105) and (with the Chairman's agreement) proceeded to expand upon the content of the reports.

Councillor Bicknell asked what the current position was regarding events in the lead-up to Christmas, and the Christmas Day community lunch which had taken place in previous years. It was noted that these were matters proper to the Community, Leisure, Environment, and Wellbeing Committee and would be laid before that Committee at its meeting on 25 October 2017.

*The meeting reconvened.*

**17/102**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart noted the following:

- With regard to the release of Section 106 monies for education purposes, the Parish Council would be best advised to contact Stephen Gee.
- To the best of her knowledge the Traffic Management Scheme works would, as noted earlier, commence in January 2018.
- The Community Initiative Fund still had money available for applications, as did Operation Watershed.
- Traffic Regulation Orders – bids needed to be prepared for requested schemes, including the issues raised in relation to dangerous parking near the Arundel Road/A27 junction.
- Libraries – there was a need to start using these as community hubs and opening them up to community groups.

The Chairman noted that concerns had been raised by residents with regard to the width of pavements near St Margaret's School.

**17/103**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Cooper noted the following:

- Local Plan Examination – this was ongoing and he had little to add which had not already been covered by the Clerk in his reports.
- A/99/17/OUT - regrettably he could not pass comment on live planning applications.
- ADC services continue to cost each resident only £3 a week.
- Social housing – this was developing well in Arun as a whole. The target was to provide 30 new council houses per annum.

The Chairman asked how the construction of the new leisure centre was progressing. District Councillor Cooper was pleased to note that the works were going well, with the piling well advanced. The works overall were currently on target for the agreed delivery date.

Regarding Section 106 matters, it was important for the Parish Council to consider what it wanted to see provided as part of any future development schemes.

**17/104**

**LOCAL PLAN INSPECTION**

*This item and the following item were dealt with as part of the public consultation session, as they were relevant to questions asked.*

The Clerk referred to his report, circulated before the meeting.

With regard to the Inspector's interim findings, a response had been sent to the Inspector today with further comments.

**17/105**

**FUTURE DEVELOPMENT PROPOSALS**

**South of Water Lane application (A/99/17/OUT)** – the Clerk noted that, on present information, this was due to be considered by ADC's Development Control Committee in November 2017. It was notable that the Inspector had stated that ADC "...[might] be reluctant to grant permission on strategic allocations before adoption..."

**List of Projects**

The Clerk noted that this would feed into ADC's infrastructure plan when it was eventually elaborated.

It was not clear what had become of some of the monies that had been earmarked for specific matters in the Section 106 agreements for the large Roundstone Lane developments and this needed to be clarified with ADC.

**17/106**

**COMMUNITY GRANT APPLICATIONS**

No further grant claims had been made since the last meeting.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £1,725, which left a balance available of £1,575 from which to fund grants.

Councillor Nikki Hamilton-Street noted that it might be worth approaching local community groups and inviting applications, as these groups might not necessarily be aware that there was funding available.

Councillor Rhys Evans asked what the criteria were for community grants. The Deputy Clerk noted that applicants needed to show demonstrable benefit to the community of Angmering and that requests for funding to help defray general operating expenses would not normally be accepted.

The Clerk noted that the criteria needed to be reviewed. Councillor Marsh noted that this was a matter for the CLEW committee to consider in early course.

**17/107**

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

It was noted that the ADALC conference was due to take place on 2 November.

The Chairman noted that the Village Hall would be undertaking fundraising to help meet the cost of essential refurbishment and redecoration.

The Vice-Chairman noted that the health action group had no senior people attending its meetings, which was clearly undesirable. The local NHS body was still in special measures.

**17/108**

**QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

There were no questions.

**17/109**

**2017/2018 FINANCIAL REPORT**

The reports were noted.

**17/110**

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

None.

**17/111**

**DATE OF NEXT MEETING**

The next Parish Council meeting was scheduled to be on Monday 13 November 2017, at 7.30pm in the King Suite of the Angmering Village Hall.

**The meeting finished at 21:05.**

.....  
Chairman

Date.....

**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.	<b>Start date to be 20<sup>th</sup> March 2018</b>
11 July 2016	16/063	Twinning	Contact new Head Teacher at Angmering School	Await new Head Teacher		To promote school involvement
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way		The CLT is applying for support funding, from the both Locality and the Community Housing Funds held by ADC These applications have been successful	<b>Agreement with Crayfern and Building Plans are being prepared</b>
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	<b>To be financed from Section 106/CIL in future</b>
16 January 2017	16/171	Future Development Proposals	To set up the Working Party	Small sites letter sent to ADC	The Local Plan response was hand-delivered on 30 <sup>th</sup> May 2015	When the Local Plan gets nearer to completion, a revision to the Neighbourhood Plan will be started.



**ANGMERING PARISH COUNCIL ACTION LIST**

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
12 June 2017	17/035	Mayflower Way Telecoms Mast	To rectify the land registry position with respect to the area containing the mast	Liaison with the other parties has taken place and the ball is in their court.		No response yet
14 August 2017	17/066	Parking at north end Arundel Road	To investigate the TR0 process for introducing parking restrictions where Arundel Road emerges onto the A27	The question has been asked of WSCC highways. To date no response		

**Rob Martin**

---

**From:** Mark Mulberry <mark@mulberryandco.co.uk>  
**Sent:** 20 July 2017 11:57  
**To:** Rob Martin  
**Subject:** RE: Parish Council Internal Audit

Dear Rob

Thank you for your email as part of a range of services I offer town and parish councils I offer an internal audit service. This is conducted in accordance with current guidelines and accounting practices.

Generally I conduct two audits a year as a minimum. The first concentrates on the policies and procedures of the council and deals with much of the non- financial aspects of the audit. (Financial Regulations, Standing Orders, Risk assessments, codes of conduct, planning etc)

The second part focuses on the financial aspects and the information being submitted to the external auditors. I would envisage with Angmering that I would attend site 2 times per annum.

I have been conducting and providing training on local authority internal audit for over 10 years, I am a registered auditor and chartered certified accountant and chartered tax advisor; and I currently undertake circa 60 audits per annum from small councils to larger councils such as Lewes and Littlehampton.

I am currently charging councils £75per hour + VAT and travel cost at £0.45p per mile. I don't charge for travel time. I would estimate that a full year's auditing would be conducted in 6 hrs circa £450 per annum

All my reports are delivered via a secure on-line portal that only the clerk has access to. These reports will be in .pdf format and can be printed or emailed as desired. Included with the report will be a detailed plan, competence and independence questionnaire and action plan for the council to complete (if necessary)

I look forward to hearing from you

Kind regards

Mark

**For Mulberry & Co**  
**Direct Line 01483 423 054 Mobile 07710 410 552**

WARNING: This message is intended only for the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient of this message you are requested to destroy it immediately. Unauthorised use of this communication and its attachments is not permitted. When addressed to our clients any opinions or advice contained within this communication are subject to the terms and conditions expressed in the engagement letter.

Mulberry & Co Chartered Certified Accountants, Registered Auditors & Chartered Tax Advisers. 9 Pound Lane, Godalming, Surrey, GU7 1BX

---

**From:** Rob Martin [mailto:rob.martin@angmering-pc.gov.uk]  
**Sent:** 14 July 2017 12:49  
**To:** Mark Mulberry <mark@mulberryandco.co.uk>  
**Subject:** Parish Council Internal Audit

Mark,

Angmering Parish Council has been appointing Rachel Hall as its Internal Auditor for the last eight years and I was requested by the Governance and Oversight Committee to investigate an alternative. I would like to discuss with you the service that you could provide in this respect and the cost of doing so. I understand that you would need information from me in order to assess this, so would request that you send me a list of the information you need to do this.

Many thanks

Rob Martin,  
Clerk to Angmering Parish Council  
01903 772124  
[admin@angmering-pc.gov.uk](mailto:admin@angmering-pc.gov.uk)  
[www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)





**REPORT TO THE PARISH COUNCIL**

**Date:** 13<sup>th</sup> November 2017  
**Prepared by:** Rob Martin  
**Subject:** Budget 2018/2019  
**Ref:**  
**Policy Number**

**Budget Preparation and Precept for 2018/2019**

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 2017/2019 draft budget with the 2016/2017, split by activity.

	2017/2018 Budget	2018/2019 Draft Budget	Variation
	£	£	£
<b>Income</b>			
Precept	(316,800)	(326,200)	(9,400)
Grants	-	-	-
Interest & Investment Income	(10,100)	(10,600)	(500)
Other Income	(1,300)	(1,330)	(30)
<b>TOTAL INCOME</b>	<b>(328,200)</b>	<b>(338,130)</b>	<b>(9,930)</b>
<b>Office Expenditure</b>			
Employee Direct Costs	128,150	144,600	16,450
Training	750	800	50
Office Running Costs	3,450	3,520	70
Office Improvements	-	-	-
Office equipment, Stationery and day-to-day costs	5,100	4,870	(230)
Photocopying	3,300	3,000	(300)
Newsletter	6,000	5,350	(650)
Publications & Subscriptions	2,700	3,100	400
IT	4,800	5,100	300
Audit & Legal	1,650	2,800	1,150
Recycling Collection	300	300	-
Insurance Premium	10,000	11,400	1,400
Room Hire, Bank Charges & Adverts	745	945	200
<b>Maintenance Team</b>			

**AGENDA ITEM 12**

Employee Direct Costs	45,050	38,300	(6,750)
Training	500	500	-
Tools & equipment	1,200	1,200	-
Van Running Costs	3,150	3,450	300
Operational Equipment	1,500	2,100	600
Rubbish Collection	2,100	3,300	1,200
<b>Councillors</b>			
Allowances	3,500	3,900	400
Training	1,500	1,500	-
Hospitality	700	700	-
<b>Maintenance</b>			
Dog Bin Collection	500	500	-
Winter Maintenance	-	-	-
Palmer Road	900	800	(100)
Flower Beds	7,800	8,500	700
Christmas Tree & Lights	400	500	100
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	6,000	6,000	-
Verges	300	300	-
Mayflower Park	500	500	-
Play Areas	600	6,700	6,100
Other Equipment	400	3,500	3,100
Community Centre	3,000	5,000	2,000
<b>Events</b>			
Christmas Meal	1,000	1,000	-
Annual Fair	3,000	2,500	(500)
BMX/Skatebowl Jam	1,000	1,000	-
<b>Support Other Organisations</b>			
Village Hall Broad band	500	500	-
Community Grants	3,300	3,300	-
Community Land Trust	2,000	-	(2,000)
Allotment Association	825	825	-
<b>Reserve Contributions</b>			
Contributions/(Reduction)	58,322	49,570	(8,752)
<b>TOTAL EXPENDITURE</b>	<b>319,892</b>	<b>335,130</b>	<b>15,238</b>
<b>NET EXPENDITURE</b>	<b>(8,308)</b>	<b>(3,000)</b>	<b>5,308</b>

3. The main assumptions within this analysis are summarised as follows:-

## AGENDA ITEM 12

- The precept level has been raised from £98.02 to £100.93 to reflect the inflationary pressures during the year, just under 3%. This, of course is flexible and takes no account of any increase in the **Tax Base**, which is basically a measure of how many Band D equivalents there are in the parish. There is a likelihood that the Roundstone Lane developments will add around 100 to the tax base, but this will not be known until December 2017.
- The arrangement by which Danni Mariner is full-time in the office, supporting the Groundsman as and when necessary, has been consolidated into this budget.
- The cost of a further half-post has been added to the groundsman's salary line, pending a review of the methodology to be used next year for improving the service provided.
- The Legal fees budget for the current was originally set at just £50, this was blown apart by the Judicial Review costs in both 2016/17 and 2017/18. There will be a need to provide a budget for the legal work to be undertaken for the access agreement due to be entered into with Crayfern Homes for Mayflower Way. It is hoped that agreement can be reached to have these costs reimbursed by Crayfern as part of the deal but £1,000 has been added.
- The Asset Review carried out by the office earlier this year revealed a number of items that were not covered within the asset total, which has been rectified, resulting in a higher premium. This is allowed for.
- An increase in the Landfill Tax and prices charged by our contractor have increased the refuse disposal budgets.
- A budget has been included for refurbishment of equipment, alongside the need to employment of contractors as part of the maintenance review. The refurbishment work has been taken from the reserves set up for this purpose.
- Now that the Community Land Trust is starting to stand on its own feet, financially, it will not need the grant set aside for some years to get it off the ground. This budget has been removed.
- The result is a budget that is balanced, and makes a small contribution to the General Reserve, which will need to happen for a few years in order to take its balance back towards the targeted 50% of the precept following having to finance the Judicial Reviews. It is for this purpose that the income resulting from the increase in house numbers might be used.

<b>Analysis of Budget Variations</b>	<b>£</b>	<b>£</b>
<b>Income</b>		
Increase in Precept		<b>(9,400)</b>
<b>Employees Costs</b>		
Inflation	1,700	
Increments	3,800	
Additional half-post	4,200	
Total Employees		<b>9,700</b>

## AGENDA ITEM 12

Audit & Legal		1,150
Insurance Premium		1,400
Rubbish Disposal		1,200
Play Areas & Other Equipment	11,100	
Less: Funded from Reserve	<u>(8,752)</u>	
		2,348
Community Land Trust		(2,000)
Other Variations		910
		<u>5,308</u>
<b>Total Variations</b>		<b>5,308</b>

### 2018/2019 Precept Considerations

4. The 2017/2018 precept was based on an overall requirement for £316,800 which is then divided by the **Tax Base** of 3,232 band D equivalent homes, resulting in a basic charge of £98.02.
5. The precept income level shown above for 2018/2019 is the same as last year's, plus an inflation allowance of 3%.
6. 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.
7. There will be a natural growth in this number between the November 2016 and November 2017 calculations, given the housebuilding that has occurred in that time. On the basis of no more than a hunch, I estimate that this will amount to an extra 100, which will add approximately £10,000 to the total received over and above that included to date.

### Conclusions

8. The Parish Council is asked to consider the methodology outlined above and offer comments and guidance on it and the numbers that have emerged.

Rob Martin

27 October 2017

2016/2017 Actual Outturn	2017/2018 Original Budget	2017/2018 Revised Budget	2018/2019 Budget	2017/2018 Revised Original	2018/2019 Variation cf 2017/2018	2018/2019 Variation cf 2017/2018
£	£	£	£	£	£	£
(272,290) Precept	(316,800)	(316,800)	(326,200)	-	(9,400)	(9,400)
(5,800) Grants	-	(12,390)	-	(12,390)	-	-
(10,130) Investments & Interest Income	(10,100)	(10,500)	(10,600)	(400)	(500)	(500)
(9,906) Other Income	(1,300)	(4,977)	(1,330)	(3,677)	(30)	(30)
(298,126) TOTAL INCOME	(328,200)	(344,667)	(338,130)	(16,467)	(9,930)	(9,930)
170,438 Employees	174,450	166,250	184,200	(8,200)	9,750	9,750
3,498 Office Running Expenses	3,950	3,905	4,020	(45)	70	70
8,780 Office Operating Expenses	8,700	7,920	8,220	(780)	(480)	(480)
2,465 Newsletters	5,700	2,600	5,000	(3,100)	(700)	(700)
3,238 Books & Subscriptions	2,700	3,000	3,100	300	400	400
1,511 Clothing & Equipment	1,200	1,200	1,200	-	-	-
1,040 Other Expenditure	745	945	945	200	200	200
2,691 Events	5,000	1,400	4,500	(3,600)	(500)	(500)
7,536 IT Support, Software & Equipment	4,800	4,950	5,100	150	300	300
11,366 Insurances	11,500	12,450	12,900	950	1,400	1,400
22,112 Audit, Legal & Professional Fees	3,650	33,300	2,800	29,650	(850)	(850)
4,109 Councillors Allowances & Training	5,700	5,100	6,100	(600)	400	400
- Elections	-	-	-	-	-	-
3,261 Community Grants	3,300	7,300	3,300	4,000	-	-
825 Allotments	825	825	825	-	-	-
9,758 Play Area Inspection & Maintenance	800	6,400	6,900	5,600	6,100	6,100
7,387 Building Maintenance & Improvements	3,500	5,500	5,500	2,000	2,000	2,000
498 Christmas Lights & Tree	400	500	500	100	100	100
1,003 Street Lighting	6,000	6,000	6,000	-	-	-
461 Dog Fouling	500	500	500	-	-	-
15,884 Maintenance by Contractor	12,600	34,290	16,300	21,690	3,700	3,700
3,926 Rubbish Disposal	2,400	3,600	3,600	1,200	1,200	1,200
5,280 Maintenance Equipment	3,150	4,050	4,050	900	900	900
(76,332) Transfers to Reserves	58,322	47,956	49,570	(10,366)	(8,752)	(8,752)
46,599 Capital Expenditure	-	-	-	-	-	-
257,333 TOTAL EXPENDITURE	319,892	359,941	335,130	40,049	15,238	15,238
(40,793) Net Expenditure/(Income)	(8,308)	15,274	(3,000)	23,582	5,308	5,308



## REPORT TO COUNCIL

**Date:** 13<sup>th</sup> November 2017  
**Prepared by:** Rob Martin  
**Subject:** Volunteer Bank

### PROPOSED ANGMERING VILLAGE VOLUNTEER BANK

1. There are many groups of volunteers within the parish which support specific causes about which they feel strongly, and this is absolutely brilliant.
2. There are however a number of organisations, such as the parish council, that need volunteers to provide their energy and time for specific events or actions and it would like to hear from anybody that would be prepared to give their time, as and when necessary, by forming an **Angmering Village Volunteer Bank (AVVB)**. This would not preclude those that already volunteer, but would give us a list from which to draw willing people.
3. The Parish Council would need to keep a database of people that offer their services in this way, but as the formal Information Officer for the parish council, the Clerk would be appropriately set up to provide confidentiality confidence.
4. In addition, all volunteers for the parish council are covered by the parish **insurance** policy, both for public liability and as 'employees'.
5. It would therefore be appropriate for the database to be organised through the office.
6. **Participants** would have to be reassured that this is on a **non-committal basis**, and that they would only be expected to volunteer when it suited them.
7. The availability of people on an ad hoc basis, rather than having a volunteer commitment is likely to be popular. It is not envisaged that this would just be for the use of the parish council, but would be able to be used by **other organisations** where they have a shortfall or have a special event at which they need more volunteers.
8. It might also help for the people in the new houses to feel as though they can contribute to well-being of the village and truly become part of it.
9. Councillors are requested to consider the idea formally and to agree to publicising the idea, to judge whether it likely to get off the ground.

Rob Martin  
2<sup>nd</sup> November 2017



## ANGMERING PARISH COUNCIL

Balances Outstanding as at:

31-Oct-17

	£	£
<b>Long Term Investments</b>		
Consolidated Stock		96.00
 <b>Bank Accounts</b>		
Lloyds Bank Business Account	115,805.93	
Lloyds Bank Current Account	48,145.65	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
Hampshire Trust Bank	70,000.00	
United Trust Bank	80,000.00	
	538,951.58	
 <b>Petty Cash Imprest Account</b>		
	63.90	
 <b>TOTAL BANK BALANCES AVAILABLE</b>		<b>539,015.48</b>
 <b>Public Works Loan Board</b>		
Outstanding Debt - Office		-

## 2017/2018 Budget Monitor

31 October 2017

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

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(316,800)	(316,800)	100%	
Grants & Donations	-	(12,390)	0%	Operation Watershed work to be done in 2017/2018
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(10,100)	(5,619)	56%	
Other Income	(1,300)	(4,989)	384%	
<b>Total Income</b>	<b>(328,200)</b>	<b>(339,798)</b>	<b>104%</b>	
<b>Expenditure</b>				
<b>Employees Direct</b>				
Salaries, NI & Pensions	173,200	96,052	55%	
<b>Employees Indirect</b>				
Staff Travel, Subsistence & Training	1,250	563	45%	
<b>Supplies &amp; Services</b>				
Office Building Running Costs	2,900	1,190	41%	
Office Maintenance, Improvements & Equipment	1,050	357	34%	
Office Running Costs	8,700	4,367	50%	
Newsletter	5,700	10	0%	
Books Publications & Subscriptions	2,700	2,266	84%	SSALC Subscription is the main one, paid at 1st April for the year.
Protective Clothing, Tools & Equipment	1,200	411	34%	
Bank Charges	20	8	38%	
Room Hire	700	446	64%	
Event Costs	5,000	1,377	28%	
Advertising	25	-	0%	
IT Support, Software and Equipment	4,800	2,767	58%	
Insurance	11,500	12,425	108%	Increase in Insurance due to additional cover being sought to take into account everything insurable on the Assets Register
Audit Fees	1,600	1,500	94%	
Professional & Legal	2,050	30,470	1486%	Judicial Review Costs
<b>Councillors</b>				
Allowances	3,500	1,791	51%	
Chairman's Allowance	500	300	60%	
Courses/Conferences	1,000	-	0%	
Official Hospitality	700	-	0%	

**2017/2018 Budget Monitor**

31 October 2017

Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
<b>Other Expenditure</b>				
Election Costs	-	-	0%	
Community Grants	3,300	5,725	173%	Includes £1,225 against £3,300 budget and £4,000 for the CLT as Match-Funding
Allotment Rent Paid	825	-	0%	
Christmas Day Event	-	-	0%	
<b>Maintenance Committee</b>				
Play Areas	800	2,892	362%	Additional Swing Replacement after vandal damage
Buildings	3,500	4,571	131%	
Christmas Tree & Lights	400	-	0%	
Street Lighting	6,000	(299)	-5%	Always a year behind payment, negative balance is provision for last year
Dog Fouling & Waste Bins	500	-	0%	
Village Maintenance	15,000	16,354	109%	Looks out of step because the payment for the pitch maintenance programme was made in one lump - to be financed from reserves
Vehicles & Equipment	3,150	1,297	41%	
Loan Charges	-	-	0%	
Transfers to Reserves	58,322	-	0%	
Capital Improvements	-	-	0%	
<b>Total Expenditure</b>	<b>319,892</b>	<b>186,840</b>	<b>58%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>(8,308)</b>	<b>(152,957)</b>	<b>1841%</b>	

**General Reserve**

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	(8,308)	(152,957)	Assumes adjustment agreed to bolster General Reserve
Balance c/f	(100,800)	(245,450)	

## RECEIPTS AND PAYMENTS SCHEDULE

Oct-17

## Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
03/10/2017	CCLA	BGC	3.62	-	3.62 Interest
09/10/2017	Lloyds	BGC	5.06	-	5.06 Interest
27/10/2017	HMRC	BGC	10,647.99	-	10,647.99 VAT Refund
31/10/2017	CCLA	BGC	2,552.88	-	2,552.88 Dividend
TOTAL RECEIPTS			13,209.55	-	13,209.55

Oct-17

## Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
29/09/2017	Costco	CARD0708	26.40	4.40	22.00 Membership
02/10/2017	Land Registry	CARD0705	18.00	-	18.00 Land Searches
02/10/2017	Conxserv	CARD0702	42.00	7.00	35.00 Website Hosting
03/10/2017	Land Registry	CARD0706	12.00	-	12.00 Land Searches
03/10/2017	Allstar	DD0708	50.54	8.42	42.12 Van Fuel
05/10/2017	Cash	TRANS	150.00	-	150.00 Imprest Reimbursement
05/10/2017	Apple Products	CARD0703	57.00	9.51	47.49 Charger Cables
06/10/2017	ASRA	005951	500.00	-	500.00 Grant for Goalpost Replacement
06/10/2017	Mark Williams	005952	199.97	-	199.97 Peggy's Walk
13/10/2017	Land Registry	CARD0707	6.00	-	6.00 Land Searches
13/10/2017	SAGE	DD0702	35.06	5.84	29.22 Payroll
16/10/2017	Arun Mowers	OL051017	254.32	42.39	211.93 Mower Maintenance
16/10/2017	Biffa	OL051017	285.33	47.55	237.78 Rubbish Collection
16/10/2017	Ferring Nurseries	OL051017	808.90	134.82	674.08 Flower Bed Maintenance
16/10/2017	Grasstex	OL051017	866.40	144.40	722.00 Grass Cutting
16/10/2017	John Oldfield	OL051017	36.90	-	36.90 Travel Allowance
16/10/2017	Newman Business Supplies	OL051017	196.36	32.73	163.63 Photocopies
16/10/2017	Sovereign Alarms	OL051017	1127.70	187.95	939.75 Community Centre Alarm Service
16/10/2017	SSALC	OL051017	156.00	26.00	130.00 Training Course
16/10/2017	Stubbs Copse	OL051017	132.80	22.16	110.64 Green Waste
16/10/2017	Viking	OL051017	252.73	42.12	210.61 Stationery
16/10/2017	SAGE	DD0701	59.40	9.90	49.50 Accounts
18/10/2017	Vodafone	DD0706	53.11	8.85	44.26 Mobile Phones
18/10/2017	Allstar	DD0709	56.55	9.42	47.13 Van Fuel
18/10/2017	Apple Products	CARD0704	38.00	6.34	31.66 Charger
19/10/2017	Rabbit Skips	CARD0710	258.00	43.00	215.00 Purchase Payment
20/10/2017	Employees	OL201017	8062.20	-	8,062.20 Salaries
20/10/2017	WSCC Pension Fund	OL201017	2926.44	-	2,926.44 Pension Contribution
20/10/2017	HMRC	OL201017	2720.61	-	2,720.61 Tax & National Insurance
23/10/2017	SCS	DD0705	61.94	10.32	51.62 Telephones
24/10/2017	GIFFGAFF	CARD0701	5.00	0.83	4.17 Emergency Mobile
25/10/2017	Focus	DD0707	323.17	53.86	269.31 IT Support
25/10/2017	Alpha Training	DD0709	132.00	22.00	110.00 Course Fees
26/10/2017	Susan Francis	Faster0501	206.40	-	206.40 Councillor's Allowance
26/10/2017	BT	DD0703	28.44	4.74	23.70 Village Hall Line
31/10/2017	Utility Warehouse	DD0704	101.17	5.11	96.06 Energy
TOTAL PAYMENTS			19,429.26	799.55	18,629.71