



Established 1894

## Angmering Parish Council

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### MINUTES OF THE MEETING OF ANGMERING PARISH COUNCIL HELD IN THE KING SUITE OF THE ANGMERING VILLAGE HALL ON MONDAY 13 NOVEMBER 2017

- Present:** Councillors Paul Bicknell; Bill Evans; Rhys Evans; Susan Francis (Chairman); Nikki Hamilton-Street; Mike Hill-Smith; Mike Jones; David Marsh; John Oldfield (Vice-Chairman).
- In Attendance:** Rob Martin, Parish Clerk; Paul Barley, Deputy Clerk
- Action**
- 17/112 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillors Lee Hamilton-Street and Norma Harris (both illness), Steven Mountain and Roger Phelon (both personal business); and also from County Councillor Deborah Urquhart.
- 17/113 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
None.
- 17/114 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16 OCTOBER 2017**  
The minutes of the Parish Council Meeting held on 16 October 2017 were **AGREED** as a correct record and signed by the Chairman.
- 17/115 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk reported on the following matters:
- **ADC liaison with Town and Parish Councillors** – ADC had circulated proposals on future liaison arrangements, following the ADALC Conference in October 2017, which had been circulated to Councillors. A formal response would be laid before the December 2017 meeting of the Parish Council for consideration.
  - **Angmering Advisory Group** – the scope and terms of reference of this body were being significantly revised, in order to turn it into a genuine point of liaison between the Parish Council, ADC and the developers of the Roundstone Lane and other sites on the delivery of Section 106 obligations. It was intended to bring in WSCC officers as there had been little co-ordination between WSCC and ADC hitherto. The Group would also consider Section 106 requirements for any future major development proposals, to ensure as far as possible that appropriate mitigation would be obtained.
  - **Parish Newsletter** – this was expected to be back from the printers by Friday 17 November with distribution to commence over the weekend.
  - **Deposit interest** – the recent increase in the Bank of England base rate had been reflected in the deposit rates for the new accounts, which had gone from 1% to 1.25%.
- Clerk**

17/116

## **CHAIRMAN'S REPORT**

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

### **Library**

"On the 17<sup>th</sup> October I had a meeting with Vicki Davey, the Cluster Manager of the libraries in the Littlehampton area. We reviewed the position of the library to date and how the WSCC library and volunteers could work even more closely together to promote the facilities in Angmering. A get together is being organised for all volunteers in January for updating and training on the new areas, not to mention the cakes!

"The Writer's Club were very pleased to welcome Trevor Bowles to hear the conclusion of the cold case he had investigated and hear the versions the members had put together. His input to the group was very well received and very much appreciated.

### **St Wilfrid's School**

"As advised at the previous Parish Council meeting I had the honour of attending the opening of the new classrooms at St Wilfrid's School on 19<sup>th</sup> October. The weather was kind to us and whilst out in the open the wind and rain stayed away. It will be a very welcome addition to the school and I know will get a great deal of use.

### **Remembrance Sunday**

By the time of the meeting we will have attended the Remembrance Service in both the church and at the Memorial. It has proved very hard for the organiser this year to get volunteers to help. This is a very important part of our national heritage. We need to remember the past to try and ensure we do not make the mistakes again. Thousands of people gave their lives in many wars to protect this country and try and maintain world peace, they deserve our respect. If anyone can help next year please let the Parish Council Office know."

The Chairman also wished to extend sincere thanks to Denise Newman for her efforts in organising the Remembrance Day commemorations; to the volunteers manning the road closures; and to St Margaret's Church for organising the orders of service.

The Chairman was disappointed to note that a significant amount of verbal abuse had been directed at the volunteers; it was difficult to understand why this had happened, as the road closures had been well-advertised and the inconvenience caused had been minimal.

*The Chairman adjourned the meeting for public consultation.*

17/117

## **PUBLIC CONSULTATION**

There were no members of the public present.

Councillor Marsh noted that the remembrance ceremony at the war memorial had been overly religious, which would put off some members of the public. It was noted that this was a matter for the organisers.

Councillor Bicknell noted that he had received a complaint from a member of the public concerning the surface condition of the tarmac between St Wilfrid's School and the adjacent cemetery. This would be reported to WSCC in due course.

*The meeting reconvened.*

**Office**

17/118	<p><b>REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR</b> County Councillor Urquhart had presented her apologies for the meeting; she had advised via e-mail that there were no matters of any note on which to report.</p>	RE
17/119	<p><b>REPORTS FROM THE ARUN DISTRICT COUNCILLORS</b> There were no District Councillors present.</p>	
17/120	<p><b>COMMITTEE MEMBERSHIP FOR NEW COUNCILLOR</b> Councillor Rhys Evans noted that he wished to give some further thought to matter of which committees he wished to join. Further consideration of this was therefore deferred to a future meeting.</p>	
17/121	<p><b>APPOINTMENT OF INTERNAL AUDITOR</b> The Chairman noted that the Parish Council was being requested to:</p> <ul style="list-style-type: none"> <li>a) consider the reappointment of RS Hall &amp; Co as the Internal Auditor for the 2017/2018 financial year, or</li> <li>b) consider the appointment of Mark Mulberry as Internal Auditor (as per the exchange of emails circulated prior to the meeting)</li> </ul> <p>The Clerk noted that Mark Mulberry was the preferred consultant to SSALC and came highly recommended. The pool of available (and suitable) auditors who specialised in this type of work was very small; the Parish Council needed to decide whether to stay with RS Hall &amp; Co for the time being, or consider changing. RS Hall &amp; Co had done an excellent job up to now.</p> <p>Following discussion, on a proposal by Councillor Bicknell, seconded by Councillor Jones: That RS Hall &amp; Co be reappointed for 2017/2018, and Mark Mulberry be appointed for the three years 2019/2020, 2020/2021, and 2021/2022, subject to satisfactory performance – unanimously <b>AGREED</b>.</p>	Clerk
17/122	<p><b>GOVERNANCE &amp; OVERSIGHT COMMITTEE</b> The Chairman noted that the Parish Council needed to consider how to make this committee operate, as it had not met formally since February 2017 due to twice not being quorate.</p> <p>The position had been aggravated by the fact that the Committee now only had two members following the resignation of Peter Thompson. Mr Thompson had done a great deal of work on governance matters during his time as a Councillor.</p> <p>The Chairman noted that the Committee needed a new member or members with sufficient expertise in matters of finance to give an appropriate level of oversight. Councillors were asked to consider this and the matter would be revisited at the December 2017 meeting.</p>	All
17/123	<p><b>BUDGET &amp; PRECEPT 2018/2019</b> The Clerk referred to the report circulated prior to the meeting and noted that no decision was required immediately on this; questions were invited.</p> <p>Councillor Bicknell queried the assumption in the report with regard to the anticipated increase in the tax base from occupation of new dwellings on the Roundstone Lane sites. The Clerk noted that this figure would not be known until the end of the year, and a cautious assumption would be an increase of 100. The numbers in front of councillors did not include this element of income which might bring in a further £10,000 in precept</p> <p>Following discussion, it was noted that the decision on the 2018/2019 precept would be made at the December 2017 meeting, by which time the tax base would be known.</p>	Clerk

17/124

#### **FUTURE DEVELOPMENT PROPOSALS**

To hear a report on the correspondence with Arun District Council on:-

- a) **South of Water Lane application, A/99/17/OUT** – the Clerk noted that ADC had indicated that this would not be pushed forward for determination until such time as the landscape issues raised by the Parish Council, CPRE, and SDNPA had been resolved.

The Clerk cautioned that if the Local Plan inspector ruled in favour of the inclusion of the site, this development would go ahead in its current form, which was why attention needed still to be given to the content of the Section 106 agreement.

17/125

#### **COMMUNITY GRANT APPLICATIONS**

No further grant claims had been made since the previous 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.

17/126

#### **ANGMERING VILLAGE VOLUNTEER BANK**

The Chairman referred to the report circulated prior to the meeting and invited comments.

The Clerk explained that this idea had come out of the preparation of the last newsletter, in which volunteers had been required for at least four separate matters. It was stressed that any bank of contact information assembled as part of this exercise would be subject to extremely strict data protection requirements.

Following further discussion, on a proposal by Councillor Marsh, seconded by Councillor Bicknell: That the volunteer bank proposal be carried forward – unanimously **AGREED**.

Office

17/127

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

- **ADALC:** the Chairman noted that Councillor Oldfield had been compelled to attend the last few meetings as the amount of notice given to the Chairman for the meetings by the Secretary was insufficient. The Clerk noted that he would raise this with the Secretary.
- **ASRA:** no meeting had been held.
- **JEAAC and JEAAC Highways & Transport:** the main Area Committee was next due to meet on 14 November 2017. The Highways & Transport Working Group was not due to meet in the near future.

Clerk

*Councillor Nikki Hamilton-Street left the meeting.*

17/128

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

Regarding the Housing, Transport and Planning Committee meeting held on 31 October 2017, it was noted that ADC had in fact refused a planning application by upholding a Neighbourhood Plan policy; this was believed to be the first time this had happened.

17/129

#### **2017/2018 FINANCIAL REPORT**

The reports were noted.



17/130

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

None.

17/131

**DATE OF NEXT MEETING**

The next Parish Council meeting was scheduled to be on Monday 11 December 2017, at 7.30pm in the King Suite of the Angmering Village Hall.

**All**

**The meeting finished at 20:53.**

.....  
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.	Start date to be 20 <sup>th</sup> March 2018 <b>Now sometime in January 2018!</b>
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	Agreement with Crayfern and Building Plans are being prepared
10 October 2016	16/114	Bus Shelters	To review the possibility of siting bus shelters	Clr Thompson has subsequently volunteered to carry out a review on possible sites	Clr Thompson presented a report to the Community Facilities Sub-Committee in which he has suggested 9 possible sites for bus shelters	To be financed from Section 106/CIL in future
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 TRO process for introducing parking restrictions where Arundel Road emerges onto the A27	The question has been asked of WSCC highways. To date no response		

## ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
13 November 2017	17/115	ADC Liaison with Parish Councils	Consultation response	On the 11 <sup>th</sup> December 2017 agenda		
13 November 2017	17/115	Angmering Advisory Group	Response to request to draw up parish version of Section 106 document	On the 11 <sup>th</sup> December 2017 agenda	Response prepared and sent to Michael Eastham on 1 <sup>st</sup> December 2017	
13 November 2017	17/115	Parish Newsletter	To be written and sent out	Newsletter written and delivered by 28 <sup>th</sup> November 2017		
13 November 2017	17/121	Appointment of Internal Auditor	To continue with Rachel Hall for 2017/2018 and to appoint Mark Mulberry for the following 3 years.	Both auditors notified of the decision		
13 November 2017	17/122	Governance & Oversight Committee	To consider how to make the committee work for the future	On the 11 <sup>th</sup> December 2017 agenda		
13 November 2017	17/123	Budget & Precept 2018/2019	To further consider the needs for the next year.	On the 11 <sup>th</sup> December 2017 agenda		
13 November 2017	17/126	Village Volunteer Bank	To set up how this would work.	To advertise it as part of the office contribution to Trader's evening on 6 <sup>th</sup> December 2017.	On the 11 <sup>th</sup> December 2017 agenda	



## REPORT TO COUNCIL

**Date:** 11<sup>th</sup> December 2017  
**Prepared by:** Rob Martin  
**Subject:** ADC Liaison with Parishes

### FUTURE LIAISON ARRANGEMENTS BETWEEN TOWN AND PARISH COUNCILS AND ARUN DISTRICT COUNCIL - CONSULTATION

1. As can be seen from the attached letter, the proposal is to set up a new mechanism for liaison, to do this by splitting in to seven clusters and hold those meetings twice a year.
2. At the same time, the district is proposing that it takes no further part in the joint committees such as the one attended on Angmering's behalf, JEAAC.
3. The Arun District Association of Local Councils (ADALC) discussed this at their last meeting and there was a general feeling that ADC had decided to do this and were looking for local councils to fall in line.
4. The problems identified were:
  - ADALC have had to push for the conference, ADC have been reluctant to set it up
  - ADC have been accused, and have acknowledged that they do, tend to talk-down to parishes in supposed consultation meetings. They acknowledge this in the letter, but the suspicion is that nothing will change.
  - The main problem is ADC pulling out of the Joint Area Committees because the parishes believed that these worked well and gave them a voice that produced results.
  - The concept of the clusters, based on the split of parishes in the joint committees, appears to be an exercise in divide and separate. This means that different mixes of parishes will get to hear different things and there will be tendency to play one against the other.
  - They will want the meetings in the working daytime.
  - What are **Place Plans**? Is it not enough that we Neighbourhood Plans in place and most of us are committing to revising these when the Local Plan is settled?
  - Why are Towns more complicated than Parishes? Angmering and 10 other parishes are bigger than Arundel.
  - Poling is included with the Littlehampton Cluster, when it is clearly more relevant to be in ours.
5. The Joint Eastern Area Committee is a meeting once every four months that considers local issues for all of the parishes on the Eastern side of Arun. It started life as just a County Local Committee (CLC), of which there are many in West Sussex. In ADC it was decided that, rather than having separate meetings between the District Council and parishes as well as the CLC, it would be better to have joint meetings involving



## Agenda Item 10

councillors from both principal authorities. This is how the joint committees were set up, of which JEAAC is one of three.

6. The final result is that we would need to attend the County Local Committees because there are real benefits, as they have Community Initiative Funds to give away and they deal with minor highways requirements. County Councillors have delegated powers to make certain decisions on the CLC.
7. District Councillors do not have any delegated powers within the auspices of the Joint Committee.
8. This would all mean that there would then be more meetings to attend, not less as both sets of meetings would take place.
9. The Joint Committees also have Highways & Transport sub-committees which are again very useful to the parishes on them because they give the opportunity to put detailed projects and TROs to the County in a formal way. The County is talking about having to pay for their staff's attendance at these which also brings up a number of questions.
10. Attached is a copy of the consultation form which the Clerk has completed with a set of responses, for councillors to discuss and comment on, following which it will be sent back to ADC.
11. The broad conclusion the Clerk has drawn is that these arrangements should not be changed from the current ones.

Rob Martin  
30<sup>th</sup> November 2017

10

Arun District Council  
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To:  
ALL ARUN TOWN & PARISH COUNCILS  
(Via email)

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DX: 57406 Littlehampton

e-mail: [jackie.follis@arun.gov.uk](mailto:jackie.follis@arun.gov.uk)

1 November 2017

Our Ref: JF/sjz

Dear Chairman

### **Future liaison arrangements between Town and Parish Councils and Arun District Council**

For some time we have been considering whether or not our liaison arrangements with local councils within the Arun District are as effective as they could be. We are aware that there are limited opportunities for parishes to meet with the District Council and engage in meaningful discussion on a range of topics. Clearly 'liaison' is a two way exercise and we are therefore consulting you on what alternative arrangements might look like and what Towns and Parishes would like to see in the future. You should also be aware that Arun District Council is considering withdrawing from the Joint Arun Area Committee Meetings at the end of the current meeting cycle in the interests of establishing more positive and constructive local arrangements.

We started this process on 18<sup>th</sup> October 2017 when we (Councillor Mrs Gill Brown, Nigel Lynn, Karl Roberts and Jackie Follis) attended the Arun District Association of Local Councils (ADALC) Conference at Arundel Town Hall, and presented some initial thoughts for discussion. This was a useful meeting and a range of views were expressed which have helped to shape the proposals set out in this letter. The proposals which are set out below are, however, just that and we are keen to hear views from every council within the District.

#### Proposals for Liaison Meetings:

1. Arun District Council will host an annual conference for all Towns and Parishes. Agendas will be determined by what is most appropriate at the time, based on feedback from Towns and Parishes, Arun Members and Officers, particular District wide or national issues etc. This should also be an excellent networking opportunity and allow time for workshops and informal discussion as well as formal presentations. Feedback on suitable topics would be welcome.

2. Current meeting arrangements with Town Councils remain as now, with 3 meetings per year. This would be on the basis that the nature of the Town Councils means a greater volume of, and more regular business with, the District Council which would probably dominate the agenda if they met with the District at the same time as parishes.
3. There will be two more local liaison meetings each year with 'clusters' of parishes. This could be based on the previous three Area Committees, possibly with some minor adjustments? Feedback on regular agenda items and suitable topics would be welcome.
4. Regular Membership from Arun would be The Leader, Chief Executive, and Group Head of Policy with other Officers attending as appropriate.
5. Regular membership from the parishes to be determined.
6. Are there any other parties who should be asked to do regular updates – we need to be mindful of their time commitments, especially if they will continue to attend the Area Committees. Perhaps some of this could be done by a session at the annual conference instead? Any ideas on this are welcome.
7. Should meetings be public or private (with informal notes so that Councils can report back to their Members)? Experience with the Town Council meetings suggests that a more open and constructive dialogue is possible with a private meeting. Practically, if the meetings are to be held in public, there will be more administration and less flexibility but this should not be the overriding issue.
8. Any new arrangements should start in the new council year with meetings likely to start in June 2018. Once we have agreed the structure of the new arrangements we can look at this. The new arrangements would be subject to review towards the end of the year.
9. One suggestion from the ADALC Conference was that (depending on how the 'clusters' work) parishes may be able to host meetings and potentially take notes. What are your views on this?

#### Establishment of Place Plans

In addition to the above, the Council is exploring the idea of creating a series of 'Place Plans' based on clusters of Parish & Town Councils to help capture the ambition of your areas in terms of creating better 'Places'. A set of slides from a presentation on this subject given at the recent ADALC conference is attached (Appendix 1). You will see that amongst the objectives listed is the intention is to develop a 'Place Plan' which assists in identifying the infrastructure that is proposed for a given area, what might be the future needs of the area, and how these additional needs might be funded.

Whilst the suite of Neighbourhood Plans we have are positive in many ways, they were generally light in terms of setting out ambitions for new infrastructure. It is hoped that these Place Plans will become a mechanism to inform the latest set of Neighbourhood Plans and the Local Plan which we have to review within 5 years of adoption. To illustrate the type of topic that might appear in a Place Plan, we might expect the plan to set out

the type of topic that might appear in a Place Plan, we might expect the plan to set out how safer journeys to school are going to be facilitated (cycleways etc) to support both existing and new communities. Across the District, it is anticipated that 9 new primary schools and a secondary school will be needed. In another area, a community may have a desire to deliver a multi-use games area.

The Council would welcome your Council's view on whether you support the concept outlined in the slides and whether your Council has any views on the geographical arrangement of the proposed clusters. Unfortunately, we simply don't have the resources to produce a Place Plan per parish. The 7 clusters have been derived from our broad understanding of how you work with your neighbours. However, we are open to requests for changes.

This concept has yet to be put before the Council's Cabinet and so we would encourage every Parish & Town Council to express their views.


#### Response to Consultation

It is important to establish a closer working relationship with towns and particularly parishes, an important part of which is for us to have more regular contact in a format that makes sense for our respective issues. We believe that the proposed changes will support this and are looking forward to receiving your comments

We are aware that each of you has a different meeting timetable so are requesting formal responses to the consultation, addressed to myself, by 31<sup>st</sup> December 2017. To help with this I attach a summary of the questions as Appendix 2, any other feedback is very welcome. We expect that this timing will enable you to discuss the matter as part of your normal meetings schedule.

If you have any questions at this stage please contact either myself or Shirley Zeman ([Shirley.zeman@arun.gov.uk](mailto:Shirley.zeman@arun.gov.uk); 01903 737601)

Yours sincerely



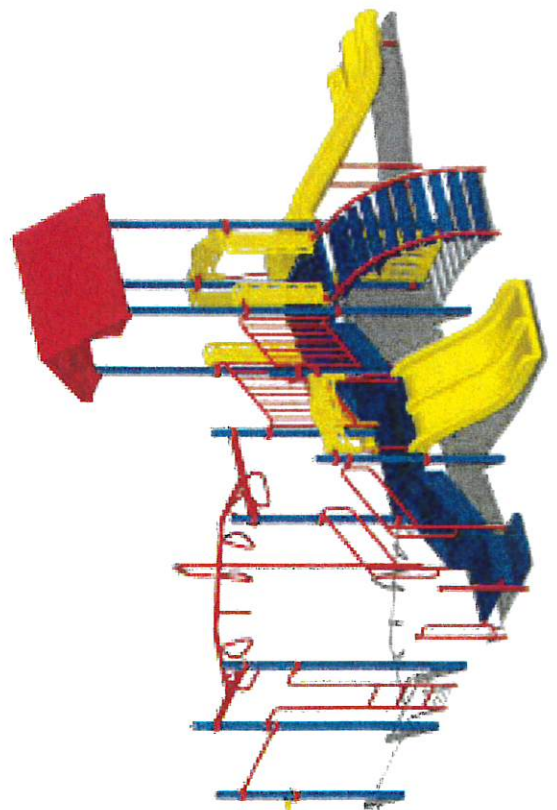
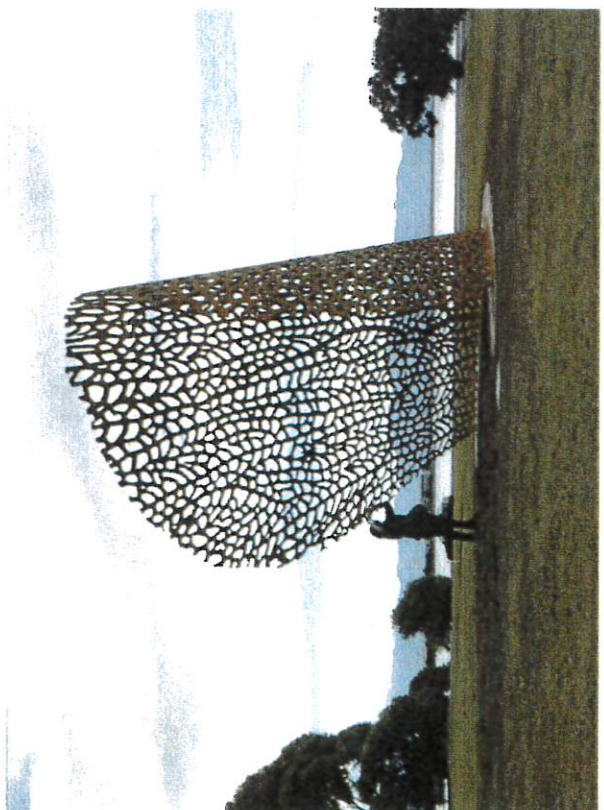
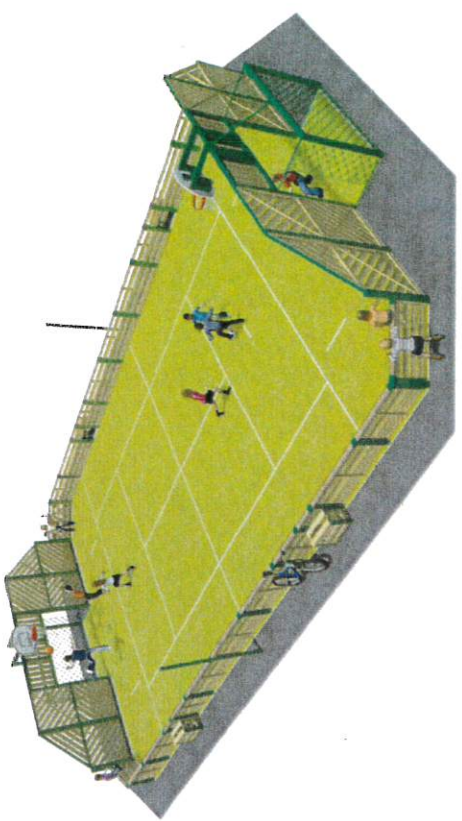
Jackie Follis  
Group Head of Policy



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# Karl Roberts

## Place Plans



# Objectives

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- Support delivery of Local Plan - ensuring new development is supported by the necessary infrastructure, including identifying requirements for development contributions (including CIL, S106 and on site design).
- Assist in informing planning decisions - forming a material consideration for planning applications.
- Inform local partnership working - ensuring an agreed set of local priorities, co-ordinating actions and informing difficult decisions on where future resources should be targeted
- Assist with external funding bids - providing evidence of local investment needs and priorities.



## Objectives (2)

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- Provide a focus to target service delivery at locally identified priorities.
  - Provide transparency to local communities - identifying where local investment is being targeted.
  - Provide an area based resource of local information and evidence - designed to help inform and shape future decisions by all concerned with addressing important local issues
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# Content

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Each Place Plan is divided into two main sections:

## **1. Development and associated infrastructure requirements**

- Summary of the development plan for the area, as identified in Local Plan & Neighbourhood Plans.
- The associated infrastructure needs and priorities required to ensure this growth is sustainable.
- A plan of how these infrastructure requirements may be delivered.

# Content (2)

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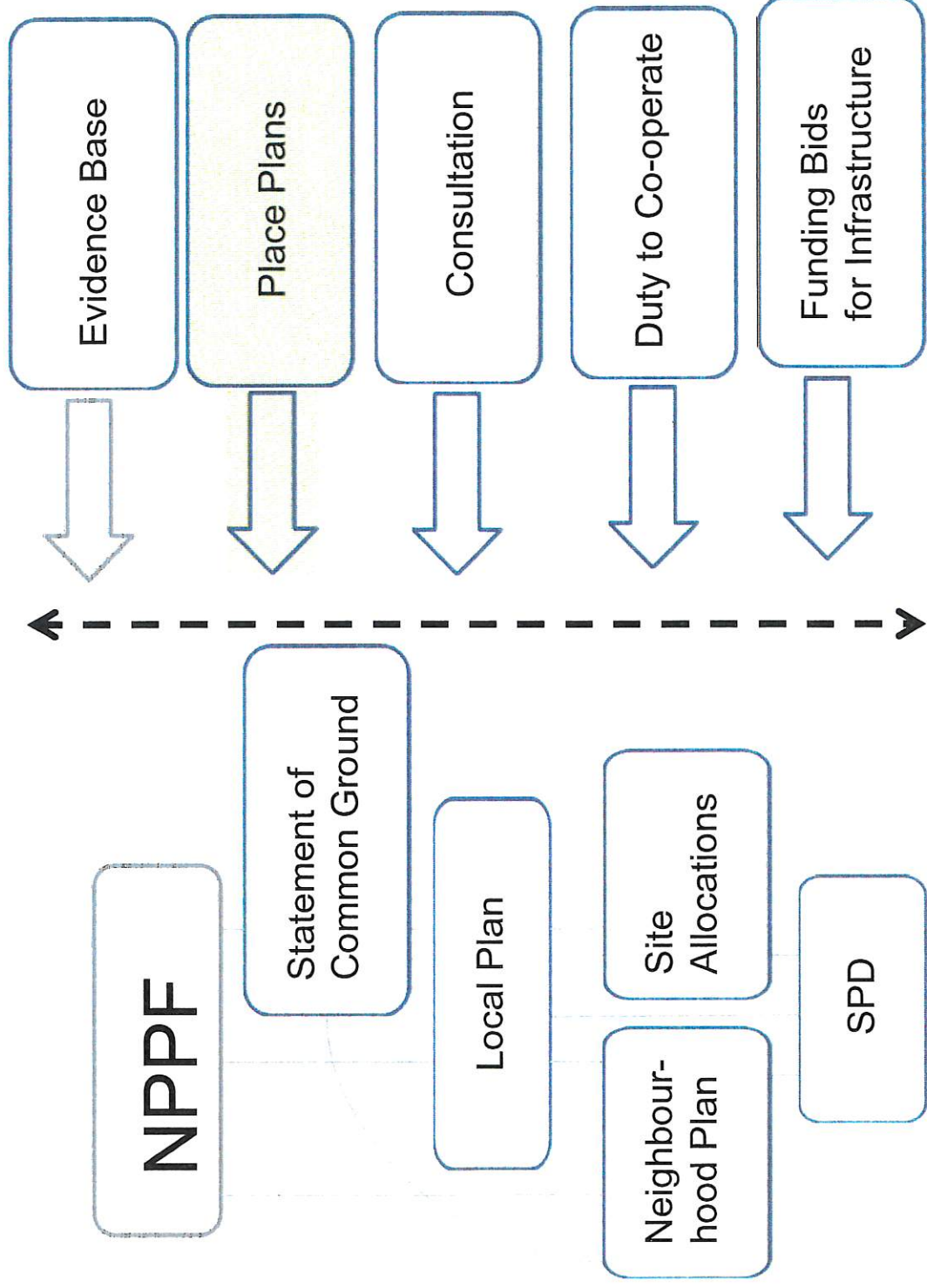
## **2. Wider investment priorities**

- Summary of the identified investment needs and priorities (irrespective of any new development) required to support the wider sustainability of communities within the Place Plan area.
- A plan of how these investment requirements may be delivered.
- As part of a 'bi-annual conversation', we ask partners to review both sections and consider the following:

- 
- **Development related infrastructure**  
What are the infrastructure needs within your area which are associated with new development and how would you prioritise these? Which of the infrastructure items do you consider should form a focus of monies received from new development (e.g Community Infrastructure Levy).
  - **Wider investment needs**  
What are the investment needs within your area (irrespective of development) and how would you prioritise these?
  - To help inform the ‘annual conversation’ each Place Plan also includes some background information:
  - **Community led planning within the Place Plan area**  
Summary of the community vision and priorities within the Place Plan area identified through community led plans and wider consultation work with the local community.
  - **Place Plan Profile**  
Summary of key data for the Place Plan area, to provide background context to the locality and assist in informing future decision making on infrastructure and investment priorities.
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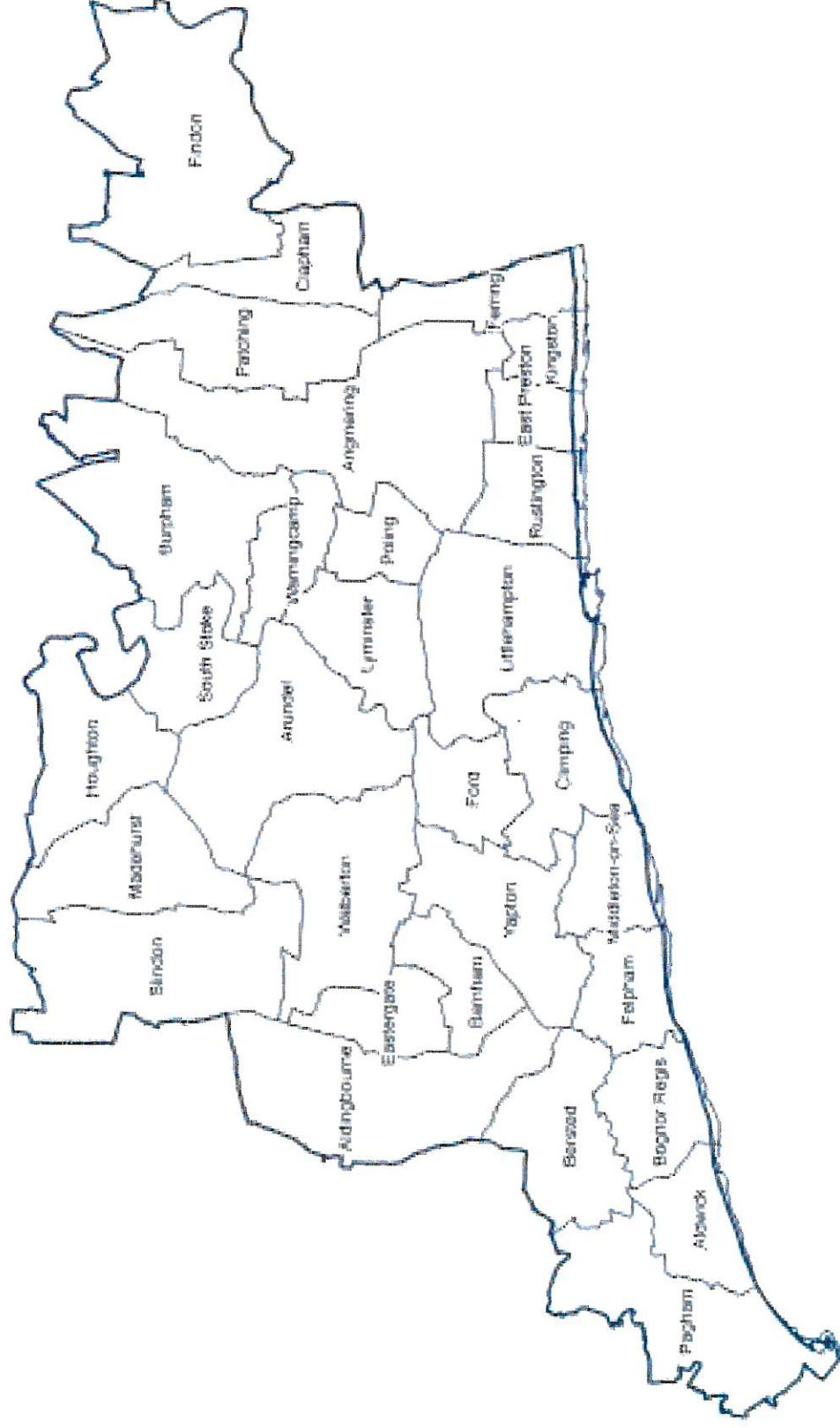


How does this fit into the scheme of things?

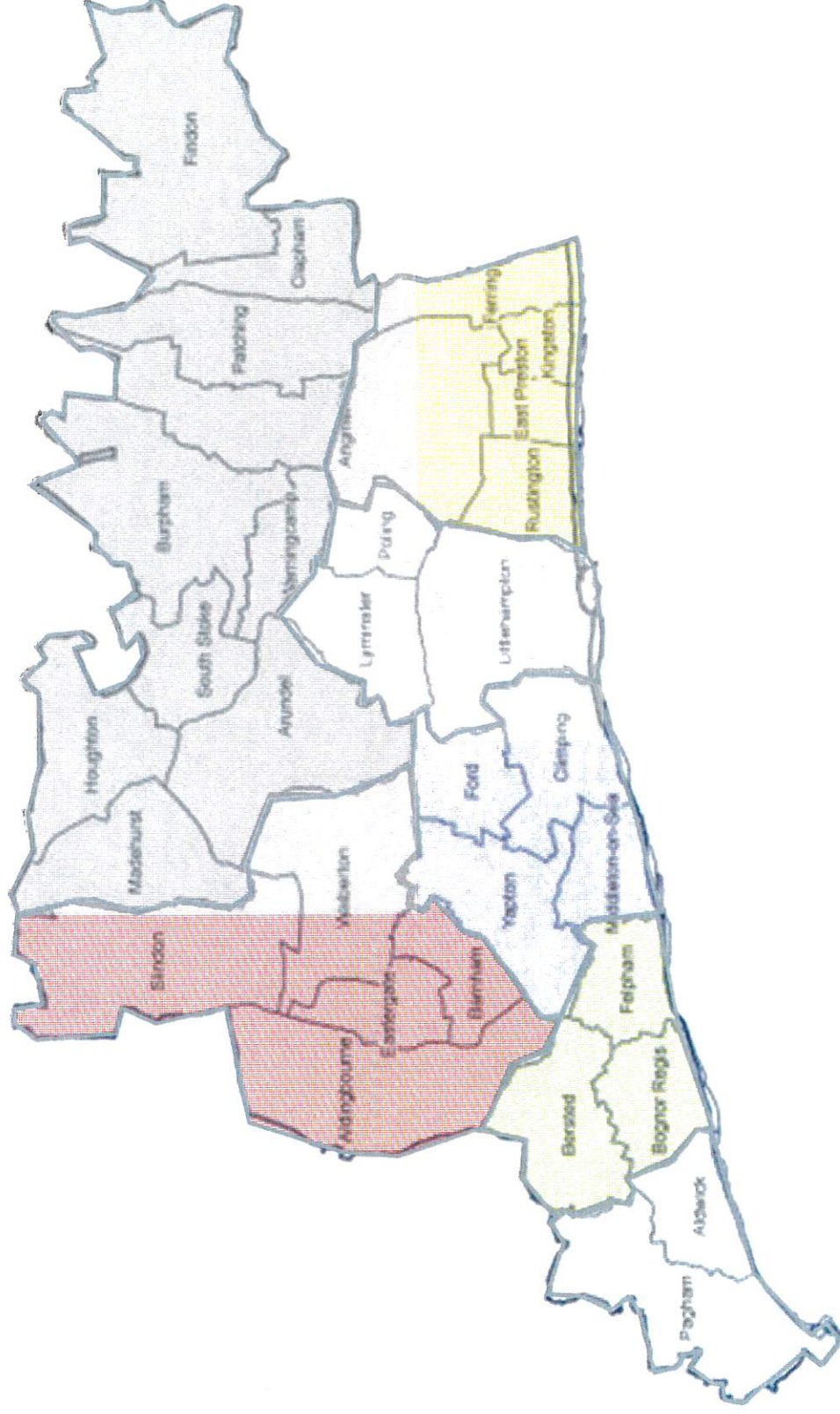




# Parish & Town Councils



# Suggested Clusters



# Questions to consider?

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- Do you support this approach?
- Are the clusters right?

**RESPONSE TO CONSULTATION**

**RE: FUTURE LIAISON ARRANGEMENTS**

Response from \_\_\_\_\_ Council

STATEMENT	COMMENT
<p>1. Arun District Council will host an annual conference for all Towns and Parishes. Agendas will be determined by what is most appropriate at the time, based on feedback from Towns and Parishes, Arun Members and Officers, particular District wide or national issues etc. This should also be an excellent networking opportunity and allow time for workshops and informal discussion as well as formal presentations. Feedback on suitable topics would be welcome.</p>	
<p>2. Current meeting arrangements with Town Councils remain as now, with 3 meetings per year. This would be on the basis that the nature of the Town Councils means a greater volume of, and more regular business with, the District Council which would probably dominate the agenda if they met with the District at the same time as parishes.</p>	
<p>3. There will be two more local liaison meetings each year with 'clusters' of parishes. This could be based on the previous three Area Committees, possibly with some minor adjustments? Feedback on regular agenda items and suitable topics would be welcome.</p>	
<p>4. Regular Membership from Arun would be The Leader, Chief Executive, and Group Head of Policy with other Officers attending as appropriate.</p>	

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10. Any comments on the establishment of Place Plans?	



**RESPONSE TO CONSULTATION**

**RE: FUTURE LIAISON ARRANGEMENTS**

Response from ANGMERING PARISH Council

STATEMENT	COMMENT
1. Arun District Council will host an annual conference for all Towns and Parishes. Agendas will be determined by what is most appropriate at the time, based on feedback from Towns and Parishes, Arun Members and Officers, particular District wide or national issues etc. This should also be an excellent networking opportunity and allow time for workshops and informal discussion as well as formal presentations. Feedback on suitable topics would be welcome.	THIS ANNUAL CONFERENCE IDEA CAME FROM SALC/ADALC AND WAS HELD ON 18 OCTOBER 2017. THIS SHOULD BE REPEATED WHATEVER HAPPENS IN REGARD TO OTHER MEETINGS
2. Current meeting arrangements with Town Councils remain as now, with 3 meetings per year. This would be on the basis that the nature of the Town Councils means a greater volume of, and more regular business with, the District Council which would probably dominate the agenda if they met with the District at the same time as parishes.	WHAT MAKES TOWN COUNCILS SO SPECIAL? 10 OF THE PARISHES ARE BIGGER THAN ARUNDEL. THEY ONLY GET REGULAR BUSINESS BECAUSE ADC ENGAGE MORE WITH TOWNS THAN PARISHES
3. There will be two more local liaison meetings each year with 'clusters' of parishes. This could be based on the previous three Area Committees, possibly with some minor adjustments? Feedback on regular agenda items and suitable topics would be welcome.	IF THIS IS IN PLACE OF ADC? ATTENDANCE AT JEAC THEN NO! APART FROM JEAC LOCAL COUNCILS WOULD HAVE MORE MEETINGS TO ATTEND AS JEAC WOULD JUST REVERT TO A COUNTY LOCAL COMMITTEE.
4. Regular Membership from Arun would be The Leader, Chief Executive, and Group Head of Policy with other Officers attending as appropriate.	UNTIL SOMETHING MORE IMPORTANT OCCURS - WHAT ABOUT DISTRICT COUNCILLORS FOR THE PARISHES - THEY SHOULD ATTEND

5. Regular membership from the parishes to be determined.	DETERMINED BY WHOM?
6. Are there any other parties who should be asked to do regular updates – we need to be mindful of their time commitments, especially if they will continue to attend the Area Committees. Perhaps some of this could be done by a session at the annual conference instead? Any ideas on this are welcome.	AS IS SAID, THIS ALREADY HAPPENS. WHAT IS THE TRUE VALUE OF SPLITTING FROM JEAAC? THIS JUST LOOKS LIKE A TICK-BOX WINDOW DRESSING IDEA.
7. Should meetings be public or private (with informal notes so that Councils can report back to their Members)? Experience with the Town Council meetings suggests that a more open and constructive dialogue is possible with a private meeting. Practically, if the meetings are to be held in public, there will be more administration and less flexibility but this should not be the overriding issue.	PRIVATE IS GOOD FOR GETTING THINGS DONE, HOWEVER THAT MEANS THAT YOU NEVER MEET THE PARISHES IN OPEN SESSION, AS IS THE CASE WITH JEAAC.
8. Any new arrangements should start in the new council year with meetings likely to start in June 2018. Once we have agreed the structure of the new arrangements we can look at this. The new arrangements would be subject to review towards the end of the year.	SO ITS A DONE DEAL. THE CONCEPT OF REALLY ASKING WHAT WE WANT HAS NOT OCCURRED. WHO WOULD REVIEW IT? STAYING WITH SOMETHING THAT IS WORKING IS MORE SENSIBLE - MAYBE CHANGING THE WAY ADC WORK AT JEAAC TO BE MORE INCLUSIVE WOULD
9. One suggestion from the ADALC Conference was that (depending on how the 'clusters' work) parishes may be able to host meetings and potentially take notes. What are your views on this?	YES, BUT WHO WOULD SET THE AGENDA? ALREADY DONE FOR THE JEAAC HIGHWAYS + TRANSPORT GROUP.
10. Any comments on the establishment of Place Plans?	ANOTHER PLAN! WHERE DOES THIS FIT INTO THE LOCAL PLAN / NEIGHBOURHOOD PLAN SCENE?

BE BETTER



Rob Martin

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**From:** Smaller Authorities Audit Appointments <admin@saaa.co.uk>  
**Sent:** 22 November 2017 18:57  
**To:** Rob Martin  
**Subject:** Notification of external auditor appointments for the 2017-18 financial year

**Notification of external auditor appointments for the 2017/18 financial year**  
**Angmering Parish Council**

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

## **Exempt authorities**

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

## **The Annual Return**

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in *'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide'*, and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

National Association of Local Councils and County Associations - [www.nalc.gov.uk](http://www.nalc.gov.uk)

Society of Local Council Clerks - [www.slcc.co.uk](http://www.slcc.co.uk)

Association of Drainage Authorities - [www.ada.org.uk](http://www.ada.org.uk)

Yours faithfully,

**Smaller Authorities' Audit Appointments Ltd**

## **Appendix**

**Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22**



On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details of the specific appointments by County area for opted-in authorities are detailed below.

### Audit appointments by area for 2017-2022

MAZARS LLP		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
MOORE STEPHENS		
Oxfordshire	West Sussex	
PKF LITTLEJOHN LLP		
Avon	Hampshire	Northamptonshire
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
Cambridgeshire	Humberside and East Riding of Yorkshire	Shropshire
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
Cumbria	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey
Devon	Leicestershire	Warwickshire and West Midlands
Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire
Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

APPOINTED AUDITORS CONTACT DETAILS		
Mazars LLP  Salvus House, Aykley Heads,	Moore Stephens (East Midlands)  Rutland House, Minerva Business Park,	PKF Littlejohn LLP SBA Team, 1 Westferry Circus,

Durham DH1 5TS	Lynch Wood, Peterborough PE2 6PZ	Canary Wharf, London E14 4HD
<a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a>	<a href="mailto:east.midlands@moorestephens.com">east.midlands@moorestephens.com</a>	<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>
0191 383 6348	01733 397300	020 7516 2200

## Scales of Fees 2017-18 to 2021-22

The following fees have been determined by SAAA following consultation for the Audit Years 2017-18 to 2021-22.

### Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

**Table1 - Scale of fees for bodies subject to limited assurance review**

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0 (see note)
25,001 - 50,000	200
50,001 - 100,000	300
100,001 - 200,000	400
200,001 - 300,000	600
300,001 - 400,000	800
400,001 - 500,000	1,000
500,001 - 750,000	1,300
750,001 - 1,000,000	1,600
1,000,001 - 2,000,000	2,000



2,000,001 - 3,000,000	2,400
3,000,001 - 4,000,000	2,800
4,000,001 - 5,000,000	3,200
5,000,001 - 6,500,000	3,600

**Note:** An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable will be £200.

## Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

## Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

**Table 2 - Maximum hourly rates for additional work at smaller authorities**

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

## **Value Added Tax**

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

## **SAAA - Smaller Authorities' Audit Appointments Limited**

77 Mansell Street, London E1 8AN   [www.saaa.co.uk](http://www.saaa.co.uk)

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**REPORT TO COUNCIL**

**Date:** 11<sup>th</sup> December 2017  
**Prepared by:** Rob Martin  
**Subject:** Governance & Oversight Committee

**GOVERNANCE & OVERSIGHT COMMITTEE**

1. The Governance & Oversight Committee has only had one meeting in the last year, with the others cancelled because it has not been quorate.
2. A copy of the Terms of Reference for the committee is attached for information.
3. The councillors needed for this committee do not have a very big commitment, it is only once a quarter, but need some time to read the reports that can be quite involved.
4. The current rules indicate that the council nominates up to four councillors for the committee, but with a quorate set at 3, it does not take much for the quorum not to be met.

**Decisions Needed**

5. Should the nominated number of councillors be increased to 5?
6. Who wishes to put themselves forward for this committee?

Rob Martin  
30<sup>th</sup> November 2017



## GOVERNANCE & OVERSIGHT COMMITTEE (GOC)

### TERMS OF REFERENCE

#### Objectives

1. To monitor the work of the Parish Council Officers to ensure the annual Governance Statement is fully compliant.
2. To monitor the parish council **Staffing** matters, including disciplinary and grievance procedures, and make recommendations to full council.
3. To monitor **Professional Standards** in all aspects of parish council activities, including both staff and councillors.
4. To monitor that the Council has up to date **Policies and Procedures** in place to meet the demands of the future and advise officers if deficiencies are found.

#### Membership

5. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year, or at a Full Council during the course of the year, if necessary.
6. Membership of the GOC should be no more than 5 in number.
7. The Chairman of the Parish Council may sit on the Governance & Oversight Committee, but may not be its Chairman.

#### Meetings

8. Meetings should be quarterly, and at other times if deemed necessary by either this Committee or Full Council. Sub committees can be set up under GOC.

#### Detailed Role

##### Governance

9. To implement financial internal control systems that monitor to prevent and detect fraud and corruption and review their effectiveness.
10. To monitor that there are effective arrangements of financial management and that the accounting statements are produced in accordance with the latest set of Accounts & Audit Regulations.

- 11.To monitor and make recommendations so that the parish council has the relevant power to fulfil its responsibilities and that it has complied with proper practices.
- 12.To monitor and make recommendations so that all persons interested can have access to whatever financial information is required within the law.
- 13.To monitor and make recommendations so that appropriate risk assessments are carried out and Parish Council staff are suitably trained in Health and Safety.
- 14.To employ an appropriately qualified and experienced person to carry out internal audit, and to monitor that action suggested by either internal or external auditors is acted upon.
- 15.To monitor that where appropriate, all financial matters that are disclosed.
- 16.To monitor that the budget is prepared and presented to Council in a timely and understandable manner, representing the financial position of agreed policies and plans.
- 17.Overall monitoring of financial matters and use of reserves against the approved budget for the Council.
- 18.To monitor the Initial consideration of the Final Accounts and Annual Return, prior to the Clerk advising the Full Council on their contents.

### **Staffing & Personnel**

- 19.To monitor staffing matters, in conjunction with the Clerk, and to make recommendations to the full council where necessary.
- 20.To consider unresolved employee Disciplinary & Grievance matters as the final stage as laid down in both policies.
- 21.To monitor the committee and sub-committee support workload on the Parish Clerk and his team, and make recommendations to the Full Council if any concerns arise.
- 22.To monitor and assist with the co-option process of new Councillors.

### **Professional Standards**

- 23.To make recommendations to the Full Council to encourage and facilitate the development of all councillors' individual knowledge, experience and capability across the full spectrum of Parish Council responsibilities.
- 24.To consider matters of compliance with the Code of Conduct.
- 25.Subject to the restrictions made necessary under data protection and confidentiality controls, the GOC is able to ask for any required information.

### **Policies & Procedures**

- 26.The GOC should monitor the Parish Council's Standing Orders & Financial Regulations.
- 27.The GOC should monitor the Parish Council's committee structure and make recommendations to the Full Council for appropriate changes.
- 28.The GOC should monitor the reviewing of the other policies of the Parish Council, making recommendations for their adoption, and monitoring their compliance.

### **Scheme of Delegation**

- 29.The Full Council delegates the above roles to the GOC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
- 30.The GOC is to advise the Full Council on the necessary steps required to ensure the continuing probity and legality of its actions.

### Definition

To **monitor**: to periodically sample various pieces of work to help build a picture of the efficiency, productivity and compliance of the Council.





**REPORT TO THE PARISH COUNCIL**

**Date:** 11<sup>th</sup> December 2017  
**Prepared by:** Rob Martin  
**Subject:** Budget 2018/2019  
**Ref:**  
**Policy Number**

**Budget Preparation and Precept for 2018/2019 – Part 2**

The report below was presented to the last meeting, detailing the proposed budget for next year. At the November meeting, the consensus was that the precept should be increased by an amount equivalent to inflation to £100 or thereabouts per band D property.

At the time, the expectation was that the increase in the tax base would be around 100, but news hot off the press is that this will be 3,355 for 2018/2019, an increase of 123. The precept being raised making these assumptions would be £335,500.

AS far as the budget is concerned, there will be a need to add elements for the implications of the Data Protection requirements, the effect of which have not yet been worked out. It is not expected that this will increase the budgeted spend by more than £1,000, but this will only become apparent when it is worked out.

The final budget will be presented for final approval at a future meeting.

**Decisions Required**

- a) To approve the precept at £100 per band D property, an increase of £1.98 per year (2.0%) over the current rate of £98.02 to reflect inflation occurred over the last year.
- b) To approve the budget as it stands, subject to any changes that will be reported to the council before the start of the 2018/2019 financial year.

## **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>			
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	-

## AGENDA ITEM 13

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:-

- 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.

## AGENDA ITEM 13

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



**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



Established 1894

# Angmering Parish Council

The Corner House  
The Square  
Angmering  
West Sussex BN16 4EA

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Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

## APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2017-2018

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	4Sight Vision Support
----------------------	-----------------------

### Section A

	<u>What type of organisation are you?</u>	Tick relevant box(es)
A1	A Charity providing services available to residents of Angmering	Y
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)
	<b>Reaching new people</b>	
B1	Increasing group membership and/or widening participation	Y
B2	Starting up new activities and/or expanding existing services for residents of Angmering	Y
B3	Organising community events and activities	Y
B4	Bringing the community together	
	<b>Developing Services and supporting the local economy</b>	
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	
	<b>Encouraging community growth and self-reliance</b>	
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

	<b><u>Supporting information required</u></b>	<b>Tick relevant box(es)</b>
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	Y
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	Around 3,000 members and 11 in Angmering
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	
C4	Charity Number, if applicable	Charity No. 1075447


### Section D

	<b><u>Conditions and Exclusions</u></b>
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	Anna Sherwood
Position of contact	Community Fundraiser
Full contact postal address, including postcode.	36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE
Email address and website (if applicable)	<a href="mailto:anna.sherwood@4Sight.org.uk">anna.sherwood@4Sight.org.uk</a> <a href="http://www.4sight.org.uk/">http://www.4sight.org.uk/</a>
Telephone number of contact	01243838001
Total Project Cost	To offer our services free of charge to individuals, it cost £166 per person, per year. With 11 people registered with us living in Angmering, that comes to a total of £1826. This includes services such as a newsletter, home visits, phone calls and social clubs.
Amount of grant applied for	£400
Where is the remainder to be financed from?	We have an active fundraising community programme and apply to several Trusts and Foundations, hold community events, have individual supporter and volunteer committees around the country to support raising funds for the charity to deliver services.
Cheque to be made payable to	West Sussex Association for the Blind 4SIGHT
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	<p>Since we have abolished Membership fees within the last year, this means residents of Angmering can access most of our services for free. They can become part of social clubs, access information and guidance, advise on low vision equipment, newsletters and support for themselves and family members.</p> <p>All of this helps:</p> <ul style="list-style-type: none"> <li>• Reduce the risk of mental health problems such as depression</li> <li>• Participate actively with 21<sup>st</sup></li> </ul>



	<p>Century technology and improves access and opportunity of employment or education</p> <ul style="list-style-type: none"> <li>• Reduces the risk of further sight loss deterioration</li> <li>• Them adjust to sight loss in positive and proactive ways</li> <li>• Develops self-esteem, maintains and increases wellbeing after sight loss</li> <li>• Safe mobility and increased independence</li> <li>• Give confidence and independence to participate actively in their community and family lives</li> </ul> <p>The purpose of the grant is to enable residents of Angmering to able to continue access these services.</p>
How many Angmering residents in organisation?	11
How many Angmering residents will benefit from the grant?	Anyone living with or facing sight loss in the local community.
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	<p>We received a grant in July 2014 of £250 which went towards the costs of our services.</p> <p>A home visits cost around £15 per person to do. The newsletter cost around £2 per person for the year. A phone call is around £3 per person, per call.</p> <p>The money was used towards these costs that the Angmering community used over the last 3 years.</p>
<b>Signature</b>	
<b>Date</b>	17/11/2017

**REGISTERED COMPANY NUMBER: 3740647**  
**REGISTERED CHARITY NUMBER: 1075447**

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2017  
for  
West Sussex Association for the Blind**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**West Sussex Association for the Blind**

**Contents of the Financial Statements  
for the Year Ended 31st March 2017**

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**Report of the Trustees  
for the Year Ended 31st March 2017**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

West Sussex Association for the Blind (known as 4SIGHT) has the charity registration number 1075447. The objects of the Association remain to promote the welfare of the blind and partially sighted people living in the area of benefit.

Our key aims are to support vision impaired people, and enable them to:

- Adjust to sight loss
- Make the best use of low vision
- Combat social isolation
- Access appropriate information and advice
- Maintain independence
- Participate actively in their communities and family life
- Access rural and urban facilities and open spaces
- Access high quality personal social care and clinical services, and a range of appropriate and timely choices
- Influence service provision, commissioning and planning
- Make informed choices about their own health and wellbeing

4SIGHT also;

- Campaigns to remove the barriers to independence and inclusion experienced by blind and partially sighted people
- Ensures that blind and partially sighted people participate fully in the governance of 4SIGHT.

**Current activities**

The charity supports people through service provision, information, guidance and support and a county-wide network of social activity/leisure Clubs and Area Committees. Our key activities are summarised below:

**4SIGHT Resource Centres**

These are three key Resource Centres for provision of our services and outreach. During 2016-17 the three Centres in operation were situated at The 4SIGHT Bradbury Centre, Bognor Regis (the charity's headquarters), the Midhurst 4SIGHT Centre, Midhurst and The Shoreham 4SIGHT Centre, Shoreham by Sea. These fully equipped and staffed Centres provided access to a range of services, and a base for outreach. In addition to the three main Centres, outreach and resources have been available from a drop-in Centre in Burgess Hill Town Hall once a month throughout this financial year.

Our main administration and resource support functions, and an audio-library, puzzle service and audio/transcription studio are based in the 4SIGHT Bradbury Centre, which enables us to transcribe documents and other printed material into the format of choice - Braille, audio tape, audio CD, electronic files and large print formats. We also provide a commercial service for other organisations. We produce regular newsletters for members and volunteers with a wide circulation.



## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The ongoing need to re-establish Resource Centres in the north and north-east of the county was highlighted in last year's Trustees Report. The Trustees have acknowledged feedback received on this important matter from 4SIGHT members via the Membership & Stakeholder Survey 2016, identifying the gap in service provision in these areas. In response to the feedback, the Trustees are pleased to report that work undertaken in the Strategic Review carried out in January 2017, includes plans drawn up with the Chief Executive and the staff team to find high-quality, cost-effective solutions to meeting the gap in services in the north and north-east of the county, which will be implemented during the next financial year.

### **Sight Care Advisors**

In line with national best practice, 4SIGHT Sight Care Advisors support people from the moment that they receive a diagnosis of sight loss; a model of practice similar to the use of Eye Care Liaison Officers (ECLOs) in other parts of the country. For the last 18 years, 4SIGHT has deployed highly-skilled ophthalmic nurses as our Sight Care Advisors and they are based primarily in the Eye Clinics at Worthing and St. Richard's Hospitals, working to support, guide and refer people at the point of diagnosis and during their time of need. The Sight Care Advisors work includes making referrals to 4SIGHT, Worthing Society for the Blind, the West Sussex County Council (WSCC) Rehabilitation officers for the Visually Impaired (ROVI) team, and other agencies who contribute to supporting visually impaired people. In total, the Sight Care Advisors directly supported 590 people and made a total of over two and a half thousand contacts in 2016-17.

This financial year has been no exception and, as in the previous 18 years, 4SIGHT has continued to resource this service as a priority. We believe it is vital to support people at such a critical juncture in their lives, and, as well as this direct action on our part being in line with the recommendations of the England Vision Strategy (<http://www.ukvisionstrategy.org.uk/get-involved-england/what-england-vision-strategy>), it also extends and adds value to the service currently available in the NHS. Whilst many of the NHS organisations and commissioners in both the Hospital Trusts and Clinical Commissioning Groups continue to give low priority to Eye Health services and fail to recognise the value that voluntary sector organisations like 4SIGHT have to offer, we have as a priority, managed to source other funding from Charitable Trusts and Foundations to extend and support this service provision.

During this financial year, the Trustees are pleased to report that our Sight Care Advisor service has continued to be commissioned by BMI Healthcare for delivery at Goring Hall Hospital, and also, that Low Vision Clinics are continuing to be commissioned by the Surrey and Sussex Healthcare NHS Trust (SASH) for delivery by 4SIGHT at Horsham and Crawley hospitals - a service that is being delivered in partnership with Sight For Surrey, who provide the equivalent service in Surrey. In total, 128 people were supported through direct contact with our Sight Care Advisor service at Goring Hall in 2016-17 and 311 Low Vision Assessments (LVAs) were carried out in Crawley and Horsham Hospitals during 2016-17. Of equal importance to the numbers of people seen in Crawley and Horsham hospitals, the Trustees would like to note the impact that this service has had, helping to reduce waiting times for an LVA at those two Eye Clinics from 15 months at the start of the contract, to just a few weeks wait during this financial year - credit for which goes to the 4SIGHT and Sight For Surrey staff teams involved.

We have continued to work proactively with other Eye Health partners as part of the Surrey and Sussex Local Eye Health Network (LEHN) which provides the opportunity for the eye health professionals - together with patients and voluntary sector organisations - to show leadership, identify priorities and re-design services and pathways to meet patient and population needs. In this regard, the Trustees were pleased to welcome the Chair of the Sussex & Surrey LEHN, Sarah Canning MSc BSc (Hons) MCOptom Dip TP(IP) to the 4SIGHT AGM 2016 where she took part in an informative and lively debate on the future of eye health services in West Sussex, along with Lauren Williams from the England Vision Strategy, Alison Oliver, Chief Executive, Visionary and 4SIGHT Vice-Patron and Chief Ophthalmologist at the Western Sussex Hospitals NHS Foundation Trust, Masoud Teimory MD DO FRCOphth. The debate, chaired by Mid Sussex Area Chairman Phil Revis, was attended by over 75 people - many of whom were 4SIGHT members - and a summary transcript of the debate was sent to both Nus Ghani MP, then Chair of the All Party Parliamentary Group on Eye Health and Visual Impairment, and Mims Davies MP for their information and consideration.

## **ACHIEVEMENT AND PERFORMANCE**

### **Clubs and Membership Services**

A key part of 4SIGHT's work in helping its members maintain their independence and overcome social isolation comes through the organisation's 5 affiliated Area Committees and 36 specialist leisure/activity clubs and groups which meet regularly in a variety of community settings across West Sussex - from Selsey to East Grinstead, Shoreham to Crawley and at many other locations in between. We work with a number of other sight loss sector organisations such as The Macular Society, Guide Dogs UK, Action for Blind People, The RNIB and Blind Veterans UK for example, who work with us to provide the best information, guidance and support as we can for our members. During this year, 331 Club members and 201 Club volunteers attended the Clubs, gaining the benefits of friendship, enjoyment, sharing, learning and fun from what is a long-standing and vibrant '4SIGHT community'. The Clubs provide vital social interaction between members and provide a peer-to-peer support network, which can often be the only contact which some people have. Clubs are part of 4SIGHT's internal governance framework, and they link to one of the seven Districts, which are co-terminus with local authority boundaries. Club leaders/area volunteers attend Area Committee meetings which are held during the year, and these provide a platform for sharing ideas, resources and best practice as well as ensuring that 'member voice' is relayed directly to the Trustees via the 5 Area Chairs.

Members are also supported by free telephone information and advice, volunteer Home Visitors /telephone Befrienders, and other subsidised visits from Outreach staff if required. Of the total number of people who are 4SIGHT members and Club members, 76% of them are over 80 years old and, as the Membership & Stakeholder Survey this year has revealed, the average age of 4SIGHT members is 80.7 years old, which makes the need for 4SIGHT services even more important when considering how, in the UK, we best ensure that people in our communities are living well in their later life.

### **Community and Outreach Services**

As with our Sight Care Advisor Service, our Community and Outreach Services form a key part of 4SIGHT's core mission, and they provide practical, responsive and direct support to people living with the often debilitating and devastating effects of sight loss. Despite the difficulty in securing ongoing funding in recent years, we have strived to develop, improve and extend what we offer and at present, these services include our Outreach Worker team, a growing range of adaptive technology to help with communication needs, rehabilitation support & advice (in partnership with the WSCC ROVI team) and Low Vision Assessments (LVAs) in our Resource Centres and where appropriate, at people's homes.

Using a new methodology of reporting based upon work we have been doing with the WSCC Public Health Team for the last 12 months, the Trustees are pleased to report that 4SIGHT's Outreach team made 2,252 individual contacts in 2016-17 (which is a 25% increase on the previous year), and several thousand phone/email contacts over and above that, to ensure ongoing support for our beneficiaries. In addition, the Outreach Workers are actively engaged in promoting 4SIGHT services to people in their local communities, by attending and presenting information and/or talks at many events, club and group meetings.

At present, our Outreach Workers are based in Bognor Regis, Midhurst and Shoreham but their remit is to offer county-wide support, and it is pleasing to note in that regard, that the Resource Centre in Midhurst is going from strength to strength helping to support our members in more rural areas. In addition, the monthly drop-in session at Burgess Hill Town Council Help Point has continued to build on the number of members it supported last year. This year, we have continued our discussions with other voluntary sector partners such as Age UK West Sussex and Age UK Horsham to explore the potential benefits of co-locating outreach services in their/and our centres in order to add value to each other's services and reduce running costs. However, those developments have been somewhat frustrated by the lack of new commissioning opportunities in adult social care funding streams as managed and deployed by WSCC. However, we remain optimistic that opportunities will present themselves in the 2017-18 financial year that will enable us to re-establish 4SIGHT's presence in Crawley, Hayward's Heath, Horsham and East Grinstead.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

During this financial year, 4SIGHT has continued to work in partnership with a range of organisations in the public, private and third sectors, to raise sight awareness, deliver joint training sessions and deliver services. We have a formal link with Sight for Surrey through the SASH NHS contract as mentioned above, and link in to the local West Sussex Community & Voluntary Action groups, i.e. Voluntary Action Arun & Chichester, Horsham & Mid Sussex Voluntary Action, Crawley Community and Voluntary Service, Voluntary Action Worthing and Adur Voluntary Action. We are also a founder member of the 'Supporting Community Based Solutions' (SCBS) consortia with Age UK West Sussex, Carers Support, Crossroads Care, Aldingbourne Trust, and Independent Lives. SCBS is a consortium of county-wide service providers that deliver preventative health and wellbeing services in West Sussex and through the consortia, aim to bring together their collective skills, knowledge, expertise, information, insight and understanding to effectively contribute to and influence strategic commissioning of services, through local authorities, NHS and the local Health and Wellbeing Board and local prevention and wellbeing strategies.

### **Health & Wellbeing: Hub and Kitchen Services, Social, Leisure & Activity Clubs**

Improving the Health and Wellbeing of members is a key aim of 4SIGHT and this year, thanks to the 200-strong volunteer team across the County that tirelessly supports our members at the Clubs, we have been able to maintain an extensive range of 4SIGHT Club activity that promotes and encourages health & wellbeing, such as Rambling, Tai Chi, Cookery, Bowling, Book Reading, Music & Movement, Walking, Macular, Lunch, Handicrafts and Self-Help groups amongst many others. With the strengthening of our Area Committees across the County during the last 12 months, and subject to securing funding where we can, 4SIGHT will continue to build on these essential front-line community services going forward. As last year, the Trustees would like to wholeheartedly express their thanks to the many Club Leaders and volunteers that help to support and deliver this vital grass-roots aspect of the charity's work. Not surprisingly, in the Membership & Stakeholder Survey conducted this year, members said that they 'loved the 4SIGHT Clubs', a statement that expresses very succinctly how highly valued the Clubs are amongst the membership.

### **Fundraising activities**

4SIGHT has benefitted over the years from the very generous support of a broad range of funders, whether that be Charitable Trusts & Foundations, statutory funders such as County, District, Town and Parish Councils or the various philanthropic organisations such as local Rotary, Lions, Freemasons, and other groups (some of whom are listed below). We are very grateful to them for their continued support and we thank them for enabling us to fulfil our mission to support and improve the lives of visually impaired people in West Sussex. Equally, the Trustees would like to note their sincere thanks to the regional 4SIGHT fundraising committees, Area Committees, local businesses, schools, universities, colleges and the many individuals who choose to set up, run, or participate in a fundraising event in aid of 4SIGHT each year. Without the support of this ever-growing supporter and donor base, 4SIGHT would simply not be able to fulfil its objectives. To illustrate that, here below are just a few examples of the incredible community fundraising activity that has taken place this year within the 4SIGHT community;

The Mid Sussex Tandem Ride (Mid Sussex), Sound4SIGHT Music & Family Fun Day (Chichester), the Chichester Cathedral Festival of Flowers, the REPLAY Beach Party (Littlehampton), The Rustington Tea Dances, The Seaford College Chapel Choir Christmas Carol Concert (Shoreham), The Supporters Carol Service (Shoreham), The Angmering Amble, various Fish & Chip or Cheese & Wine Quiz Nights, Murder in The Music Goring Regional Players Ensemble music & drama evening (Barnham).

In addition, there have been numerous street and store collections held by supporters and volunteers across the county, and countless anonymous donations made through our static boxes dotted around West Sussex. It is a vital part of the collective fundraising effort and the Trustees wish to extend their thanks to all persons involved.

## **ACHIEVEMENT AND PERFORMANCE**

### **Fundraising activities**

This year, the Trustees would also like to acknowledge the generous support of the following organisations:

Argus Appeal, Assheton-Smith Charitable Trust, Barnham Parish Council, Bassil Shippam & Alsford Trust, Bowerman Charitable Trust, Broadbridge Heath Parish Council, Burgess Hill District Lions Club, Chichester Lions Club, Clymping Parish Council, Dixie Rose Findlay Charitable Foundation, Ernest Kleinwort Charitable Trust, Felpham Lodge (5413), Fishbourne Parish Council, Fitton Trust, Francis Winham Foundation, Friarsgate Trust, H A Holliday Charitable Settlement, Ian Askew Charitable Trust, Lady Blakenham's Charity Trust, Lindfield Parish Council, Lizzie Bingley Trust Foundation, Lynn Foundation, Marsh Christian Trust, Mildred Duveen Charitable Trust, Morrison's Foundation, NHS Coastal West Sussex CCG, R H Scholes Charitable Trust, Reuben Foundation, Roger Raymond Charitable Trust, Rotary Club of Midhurst & Petworth, Singleton Parish Council, Souter Charitable Trust, Stella Symons Charitable Trust, Upper Beeding Parish Council, West Chiltington Parish Council, West Grinstead Parish Council, West Sussex Travel Society Charity, Windruff Charitable Trust, Yorkshire Building Society Charitable Foundation, WSCC Adults Services Prevention & Wellbeing Grants, West Sussex County Council (Public Health Grant), the Events Degree Students of The University of Chichester and the various County Local Committees that have chosen to support our work.

Again, this recognises the confidence that many others have in the work of 4SIGHT and the Trustees are grateful to the above-mentioned organisations for their support.

## **FINANCIAL REVIEW**

### **Financial performance**

The Trustees recognise and appreciate the excellent efforts of the 4SIGHT staff team this year, who have again worked tirelessly and very flexibly to maintain our breadth and quality of services throughout the year and this is reflected not only in the increase in output across all key service areas, but also in the charity's financial health, which has been improving steadily for the last 3 years as a result and evidence of which can be seen in the figures below.

We started the year with a surplus of £115,800, which was a 37.5% increase on the previous year's surplus of £84,146. This increased surplus was achieved in the 2015-16 year by (i) continued careful management and deployment of resources, (ii) an 8% increase in Grants receivable income and the receipt of unanticipated Legacy income.

Throughout the 2016-17 year however, the financial picture has become more complex and, despite there being some very welcome successes - including the receipt of new and significant Legacy income for this year, increased revenue from other trading activities and other miscellaneous income - the Trustees note that there have also been reductions in Grants receivable, revenue from sales of appliances and equipment and a small reduction in membership income. More specifically, the Trustees note that Grants Receivable, including Trust and Foundation income, has fallen by just over 8% to £134,906 this year which reflects in part, a decrease in our Grant income from WSCC. The Trustees also note that there has been a marginal reduction in membership income again this year, dropping to £8,450 for the year which is a fall of approximately 5%.

On the plus side, charity shop income has again risen by just over 5% to £59,209 for the period, which is positive news in the relatively harsh and competitive economic climate in the charity retail sector and in this regard, the Trustees would like to note their thanks to the Shop Managers and their dedicated teams of volunteers for their continued hard work, as well as to the Charity Retail Consultancy for their advice and support.

Of particular significance this year, the Trustees would like to acknowledge their thanks to two recently deceased 4SIGHT members who have very generously remembered 4SIGHT in the wills; one being a single donation of £15,000 and the other being a single donation of £550,601 from a member of our East Preston Club. The charity often receives thanks in the form of donations from its members for the good work that the charity has carried out over the years and which is appreciated by our members, but in these cases - which are without question the exception and not the norm - the donations are very gratefully received this year, as they have been over the many years that we have been fortunate enough to receive legacies from our members and supporters.



**Report of the Trustees  
for the Year Ended 31st March 2017**

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**FINANCIAL REVIEW**

**Financial performance**

Once again, our fees and pricing policies have remained at 2012 levels except for the audio-library service and puzzle service which were changed from £24 per year to £12 per year in September, a drive to encourage take-up of both services and which will be reviewed in the coming year. There are currently no plans to increase any other fees or change pricing policies as the Trustees are committed to ensuring that help is available for people facing financial hardship who wish to access 4SIGHT services, and a discretionary system is in place so that membership and other charges can be waived for those unable to afford it, including those in full time education.

As reported last year, we continue to work in a positive spirit of partnership with West Sussex County Council's Public Health Prevention and Wellbeing team, who make an annual contribution towards the costs of our 4SIGHT Centres in the form of a Service Level Agreement (SLA). Over the last ten years, this SLA has provided significant core funding, enabling 4SIGHT to deliver high quality sight care services from its Resource Centres. Through this contractual arrangement, the County Council has ensured that the needs of visually impaired people in West Sussex are met and that its statutory obligations to provide such support for them has been fulfilled. However, as a result of further planned reductions in the Public Health Budget announced by WSCC in late 2015, the WSCC will reduce from approximately £94,000 in this financial year to £60,000 next year and the Trustees are working with the Chief Executive to ensure that plans are in place to mitigate for that reduction in income.

In recent years, we have been frustrated in our efforts to secure NHS funding, whether from CCGs for Community Eye Services, and/or NHS Trusts for Sight Care Advisor services. However the Trustees are pleased to note that a £5000 grant was received from the NHS Innovation Fund towards the cost of our Sight Care Advisor service.

The trading subsidiary, 4SIGHT Trading Limited, again remained dormant during the year, but it is being kept under review in the eventuality that the Trustees deem it in the charity's best interests to make use of it for future projects.

Total income for the year was £997,322 (up 93.4% from 2015/16), as shown in the accompanying accounts.

Expenditure for the year was up by 10.2% at £440,811. However, upon closer analysis, the figures reveal an overall drop in our expenditure on raising funds for the year of £5,414 which has been offset by an increase of £50,183 in expenditure on key areas of service delivery; i.e. Outreach (£41,772), Sight Care Advisors (£6,759) and Clubs (£1,652).

Net funds carried forward were £556,511, whilst Total funds carried forward at the end of the financial year were £1,148,009 (up 94% on the previous year), of which £480,100 relates to tangible assets.

**Reserves policy**

It is the policy of the Trustees to establish and maintain free reserves at a level sufficient to enable the Association to continue to deliver its range of services during periods of lower income, and meet all responsibilities in the case of closure. 4SIGHT has maintained this method for the continuous assessment of risk, including a valuation of the level of reserves that we might need, based on the review of each of our current services and the flow of funds, as well as the security of our HQ building, an unrestricted fixed asset. This allows for service delivery to be prioritised, but with due regard to other legal and financial responsibilities.

The view of the Trustees was that the overall position of the charity, and the balance of funds was sufficient to continue to operate charitable services at the levels agreed, and there are sufficient liquid assets to enable restricted and designated funds to be applied as designated.

The Board is empowered to invest monies not required for the immediate purposes of the Association as stated in the charity's investment policy.

## **FUTURE PLANS**

In a post double-dip recession, post-austerity and post-Brexit world, the challenges facing charities like 4SIGHT continue to become more numerous and more complex. Within West Sussex, which is an already elderly county, the proportion of the population over the age of 65 (a key segment of the local demographic for 4SIGHT) is predicted to rise to unprecedented levels, bringing with it ever-greater demands on the public purse. At present, over 35% of the WSCC budget of over £500 million per annum is committed to meet adult & children's social care costs each year; a truly staggering statistic that demonstrates very clearly that the current economic model of social care in the UK is unsustainable and that traditional models of 'top down' state imposed solutions to the 'social care problems' in our communities have been largely unsuccessful.

Within the NHS in West Sussex, the picture is no different and at the time of writing, the three Clinical Commissioning Groups, or CCGs - NHS Coastal West Sussex, NHS Crawley and NHS Horsham and Mid Sussex - are all experiencing unprecedented demand for their services, giving rise to significant budgetary challenges whilst at the same time grappling with the complexity of the new Strategic Transformation Partnerships (STPs) that NHS England has ushered in to reorganise the health service across the country.

It is within this complex and changeable statutory and demographic landscape that 4SIGHT has to navigate a steady course for the future, and within the last 12 months, The Trustees have been working closely with the Chief Executive and the Staff team to determine the best way forward for the charity as it nears its 100th birthday in 2021.

Looking to the short-term, amongst the key challenges for the next financial year is a priority to maintain the delivery of the high-quality services we offer currently, whilst keeping the organisation's finances in balance. As such, the Trustees recognise the importance that our Community Hubs at the 4SIGHT Bradbury Centre, and the Shoreham and Midhurst Centres will play in continuing to promote 4SIGHT services in those local areas. But equally, as well as being aware of the needs of our existing members, the Trustees are very mindful that 4SIGHT must evolve if it is to respond to the challenge of meeting the needs of those visually impaired people whom we do not currently support.

That is why partnership working with other voluntary organisations, social enterprises, and statutory and private organisations is and will continue to be a major part of our future strategy so that 4SIGHT can create the opportunities necessary to reach out through new networks to communicate our Mission, Vision, Values and Aims to a wider audience, some of who may be in need our services now, and some who may need our services in the future.

Throughout the last 12 months, we have taken steps to build on our partnerships within the sight loss sector, helped in particular by our membership of Visionary, the national body that links sight loss organisations across the UK. 4SIGHT plays an active role in the local Visionary south-east regional hub which includes Sight For Surrey, East Sussex Association of Blind & Partially Sighted People, Open Sight, Kent Association for the Blind, Sight Concern Bedfordshire, Berkshire Vision and many others, and we see our participation in that local area growing in the coming months and years.

In addition, we have been active in building links with Visionary family members further afield, with plans having already started this year for 4SIGHT to become part of a national project led by Vista in Leicestershire that is bringing sight loss charities together from across England to work on a 'big data' project whereby all participants will adopt the Charity Log database tool as their primary method for monitoring & evaluating the impact of their services and most importantly, the outcomes achieved for their members through their use of those services. This exciting project, will enable 4SIGHT to not only contribute to a national project that will help to create more accurate information on the impact of sight loss and the prevalence of sight conditions across England, but also, it will enable us to better demonstrate the effectiveness of our services and the improved outcomes for our visually impaired members.

**Report of the Trustees  
for the Year Ended 31st March 2017**

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**FUTURE PLANS**

As last year, we will continue to explore mutually beneficial partnership working with national organisations such as RNIB, Action For Blind People, Guide Dogs UK, Blind Veterans UK, Thomas Pocklington Trusts and The Macular Society for example and we will continue to explore ways to work together with more local like-minded organisations. Already during the last 12 months, we have had fruitful discussions around the Sight Care Advisor service and the joint promotion of our services with Worthing Society for the Blind, we have been able to help the Andean Medical Mission in its work through a large donation of pre-owned magnifiers that will help hundreds if not thousands of sight-impaired people in some of the poorest areas of Bolivia, and we have been in discussions with the East Sussex Association of Blind and Partially Sighted People about working together more closely in the future, especially across the A23/M23 corridor boundary and around projects for younger visually impaired people. We also work in partnership with the local Talking News societies and with that in mind specifically, the Trustees would like to acknowledge the incredible contribution given by the many Trustees and volunteers of Adur Talking News (ATN) over the years, who have recently closed their doors after giving 40 years of fantastic service to local visually impaired people. When taking the sad decision to close the charity, 4SIGHT was able to work with both the Voice of Progress and Chichester Talking News so that they could help support ATN and its listenership through this difficult process. The Trustees would also like to thank ATN for its very generous donation of over £18,000 which will enable 4SIGHT to continue its services in the Adur and Shoreham area.

In last year's Trustee Report, it was noted that a Membership & Stakeholder Survey would take place in summer 2016 to inform strategy and review performance and it took place over July and August 2016 thanks to the kind assistance of the University of Chichester's Graduate On scheme and it was led by Degree Student Georgia Ewins, who did an excellent job in the short time she had available. Georgia was also supported in by Lauren Crichton, Strategic Planner at the digital branding agency AKQA in London, who worked on a pro-bono basis with the Chief Executive and Georgia on the Membership & Stakeholder Survey above, helping to analyse the results and determine strategic outcomes for action based upon them.

In total, the Survey collated the views of 158 people, comprising of 61 members, 9 ex-members, 60 staff, volunteers & trustees, 6 funders & donors and 22 partner organisations and it asked a wide range of questions about people's different experiences of being involved in 'the 4SIGHT community', and here below is a summary of what was found out:-

**POSITIVES:** Members said..

- They love our Clubs!
- 93% rate our staff as excellent or good
- 92% would recommend us to others
- 90% feel supported
- 94% feel welcomed
- 81% say we've helped them

One member said:

"4SIGHT means opportunity, technology, friendship and support"

The survey also discovered that 81% of our Partners feel appreciated, that our staff stay with us on average for almost 11 years, and that our volunteers for almost 9 years. To sum up the positives, the Survey concluded that:

- Loyalty within 4SIGHT is very high
- Members, staff & volunteers are our best advocates
- Volunteers & Partners feel really valued
- What we do best is offer 'excellent help and support'

## **FUTURE PLANS**

Despite the positive findings, there are always two sides to every story and here is what else was found out:

**CHALLENGES:** Of our members:

- 16.7% said they don't feel valued
- 80.7 years is the average age of our members
- 13% access Information, Advice & Guidance
- 39% use our 3 Resource Centres
- 25% heard of us through the Sight Care Advisors
- 5% heard through the County Council's ROVI team
- 71% didn't know we worked with the ROVIs

One member said that 4SIGHT should:

"Raise awareness of 4SIGHT, share the stories of the changes you make to people's lives"

Our Partners said that we don't inform them often enough about what we are doing and 37% would like to receive an e-bulletin. To sum up the challenges, we've concluded that we need to be better at-

- Informing Members about our services,
- Informing Partners about what we're doing
- Offering services across the whole of the County, especially in the North and North East
- Providing support to younger visually impaired people
- Making our members feel valued
- Promoting and valuing the 4SIGHT 'brand'

The Trustees would like to note their thanks all involved in the Survey and particularly those members, volunteers, staff and other stakeholders who took part. It is with the results of the Survey firmly in mind that has informed both the Trustees and the staff team about the strategic developments for 4SIGHT going forward.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association which were updated in 2009. The company number is 3740647.

### **Recruitment and appointment of new trustees**

Trustees are recruited using many methods, including advertisement in the press, networking and web site searches. A Trustee and Honorary Officer job description and person specification is in place against which all candidates are assessed.

An audit of available skills and experience is undertaken across the Trustee base; gaps are noted and these help build up profiles for future recruitment.

An induction plan is drawn up for each new Trustee joining the charity, relevant to their skills and the role undertaken. Trustees are encouraged to update their skills through attendance at appropriate training courses and events. Honorary Officers are selected from the Board of Trustees.



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisational structure**

Operating primarily within West Sussex, 4SIGHT has a small team of only 12 staff (i.e. 9.7 full-time equivalent) and a large number of trained volunteers that provide additional skilled support. Operationally, there are several functions; with the Outreach team working geographically from the 4SIGHT Centres, and our hospital-based Sight Care and Low Vision services operating within hospital settings. The Outreach team are responsible for volunteer coordination, with support for information and advice, finance, fundraising and other specific projects coming from our Headquarters in Bognor Regis. In Bognor Regis, the Shop Manager coordinates our retail activities with an Assistant Shop Manager and a twenty-strong team of volunteers, and in Midhurst, the Shop Manager manages a smaller volunteer team.

At present, there are five Area Committees comprised of volunteers and members. These committees are co-terminus with the local authority boundaries in West Sussex i.e. Arun, Chichester, Crawley, Horsham and Mid Sussex, with the Adur Committee also covering Worthing Borough. Area Chairs and nominees are invited to take up Trusteeship and there are three Board places reserved for these nominations. We also have active Area fundraising committees in Arun & Chichester, Midhurst, Mid Sussex and Adur.

### **Membership**

Membership of the Association is open to subscribers and those who the Trustees admit. This is generally open to anyone with an interest in our work. In practice this has largely been the following;

- people with sight loss, mainly living or working in West Sussex;
- voluntary workers and committee members;
- council and health service staff who are concerned with the health and wellbeing of blind and partially sighted people;
- other individuals or representatives of organisations who are interested in the work of the Association and pay an annual subscription.

### **Volunteers**

The Trustees would like to record their heartfelt thanks and appreciation for the enormous contribution made by the 401 active volunteers that are currently registered with 4SIGHT as at 31st March 2017. Volunteers provide year-round support in our Resource Centres, our Charity shops, in reception & administration roles, by offering home visiting and befriending, transport for members and other volunteers, leading or supporting at 4SIGHT Club activities, attending Committees or Board Meetings or being there at the many fundraising events that take place each year. It is not an exaggeration to say that without their collective efforts, 4SIGHT would not be able to provide the depth, breadth and quality of services that it currently is able to.

To put this into perspective, of the 401 volunteers, the average in-kind donation of time per volunteers is approximately 5 hours per month and, by using the Community Development Foundation's average hourly rate of £11.09 per hour as the basis for assessing the equivalent value of this contribution, in the 2016-17 financial year 4SIGHT volunteers provided an unbelievable £266,825 of added value to our work. Going beyond just financial value, our volunteers bring with them an incredible sense of commitment allied to a wealth of skills, knowledge and life-experience to the organisation, all of which helps to make 4SIGHT the caring, supportive and expert organisation that it is.

### **Chief Executive & Staff Team**

The charity's operational affairs were managed by Chief Executive, Nik Demetriades with the support of the following Staff; Melanie Adams (Finance Manager), Sonia Balshaw (Admin & Finance Assistant), Mandy Whitman (Senior Sight Care Advisor), Annie Taylor (Sight Care Advisor), Dan Batchelor (Outreach Worker, Arun & Chichester and Tech Lead), Kirstie Thomas (Shoreham 4SIGHT Centre Manager and Outreach Worker), Bev Tinson (Outreach Worker, Midhurst & Fundraising & Development Officer), Beau Prince (Assistant Outreach Worker), Sarah Brooks (Bognor Charity Shop Manager), Nicki Chapman (Bognor Charity Shop Assistant Shop Manager), Jill Cobbold (Midhurst Charity Shop Manager - April to December), Susie Brown (Midhurst Charity Shop Manager - December to March). Other key contributions during the period have come from Juliet Stallard of Footprint Funding and website designer Debbie Kennedy of NoRobotsHere.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisational structure**

#### **The Board of Trustees**

The Trustees who served the charity during the period were as follows:

Dr Norman Boyland	(Chairman)
David Whyberd	(Vice Chairman)
Arthur Mayson	(Hon. Treasurer)
Sheilagh Baker	(Elected Member)
Robert Hayes	(Elected Member)
Jan Penn	(Elected Member)
Derek Drake	(Crawley Area Chair)
Velia Hall	(Midhurst Area Chair)
Maureen Jenkins	(Arun & Chichester Area Chair)
Phil Revis	(Mid Sussex Area Chair)

The Board sets the strategic direction for the organisation, and management of the activities is exercised through the Chief Executive and the Management Committee. Trustees are also the Directors of the company. They are also members of the Association.

The Trustees shall consist of:

- the Honorary Officers;
- up to three individuals nominated by local area committees; and
- up to six members elected by the members at the AGM, of which not less than three shall be blind or partially sighted people.

The Board of Trustees:

- meets at least four times per year;
- authorises the appointment of senior staff;
- each calendar year appoints a Management Committee to deal with all financial and general business of the Association; and
- approves a business plan and budget for the coming year.

The Annual General Meeting:

- elects Officers of the Association;
- elects up to six members of the Board of Trustees;
- and approves the annual report and accounts.

The Trustees may also recommend appointment of other honorary officers, Patrons, Vice Patrons, Presidents and Vice Presidents who shall be members of the Association.

### **Strategic Business Planning and Performance Monitoring**

4SIGHT's strategy is consistent with aims of the national UK Vision Strategy aims which are:

- to eliminate avoidable sight loss and deliver excellent support to people who have lost their sight;
- to improve the eye health of the people of the UK; and
- to enhance the inclusion, participation and independence of people with sight loss.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Strategic Business Planning and Performance Monitoring**

As stated above, 4SIGHT aims are also in line with the England Vision Strategy and the ten 'Seeing It My Way' outcomes, which represent the views of almost 2000 blind & partially sighted people who were surveyed by the RNIB in 2011. For the record, the outcomes are as follows:

'Seeing it my Way' Outcomes are equal in value, and are set out under the following conditions:

"That I:

- understand my eye condition and the registration process
- have someone to talk to
- can look after myself, my health, my home and my family
- receive statutory benefits and information and support that I need
- can make the best use of the sight I have
- can access information making the most of the advantages that technology brings
- can get out and about
- have the tools, skills and confidence to communicate
- have equal access to education and lifelong learning
- can work and volunteer. "

For further information: <http://www.rnib.org.uk/about-rnib-what-we-do-uk-vision-strategy/seeing-it-my-way>)

Our focus is particularly on the provision of support and enhancing the independence of people with sight loss.

## **STRATEGIC PLAN & BUSINESS PLAN**

In response to the findings of the Membership & Stakeholder Survey 2016 mentioned above, a Strategy Day was held in January 2017 and was attended by Staff, Volunteers and Trustees and from that a new Strategic Plan for the charity will be presented in the 2017-18 financial year. The Trustees are grateful to Brian Anderson, Chairman of Southampton Sight who facilitated the day and also to Keith Valentine, Deputy CEO of the Thomas Pocklington Trust, who gave an inspiring and informative speech at the start of the day as part of the 'scene-setting' for the day which helped put into context some of the national developments in the sight-loss sector.

In advance of the completion and sharing of the forthcoming Strategic Plan & Business Plan next year, the Trustees would like to state that the following decisions were made as a result of the Strategy Day:

- 4SIGHT would undergo a rebranding and renaming exercise in 2017
- New Vision, Mission, Values, Aims & Objectives for the charity would be drawn up
- A new ethos of working, based upon the Henshaw's 'Pathway to Independence' model of practice would be adopted, and a new post would be created to oversee that work (a Project 360 Liaison Officer)
- All 4SIGHT services would be reviewed in 2017 in light of the change to the Pathway to Independence model of practice
- The Charity Log database and CRM software system would become the new monitoring & evaluation tool of the charity, enabling it to properly document member's progress along the widely acknowledged 'eye health care pathway' (as recognised within the sight-loss sector)
- The annual membership fee of £10 would cease from April 2017, making membership of the Charity free at the point of entry

The Trustees wish to thank Robert Cooper, Director of Community Services at Henshaws, Paul Bott, Chief Executive at Vista for their help and support with these new developments and all the staff and volunteers involved in the strategic planning process.

## **PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty under section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission in deciding what activities the charity should undertake, and the foregoing report has identified these activities, which are in line with our overall objective of promoting the welfare and improving the lives of blind and partially sighted people, particularly in West Sussex. This is done through delivery of services that whilst aimed primarily at those who are blind or partially sighted, are where appropriate, open to all who might benefit throughout the United Kingdom.

Our 4SIGHT Centres and Eye Clinic advice services are universal services with open access and anyone can walk in, call or contact us to receive support and advice. Where we provide specialist services or products for which we charge, and these are supplied directly to blind and partially sighted people, we provide a subsidy for these services from our own charitable funds.

The location of these services is also important as we serve many of the major centres of population in West Sussex, through our facilities in Bognor Regis, Chichester, Midhurst and Shoreham-by-Sea, and through use of other premises in the rest of the county. Through these services we reach approximately 5,000 people every year, with over 12,000 personal contacts, and over 40,000 total interactions with the 4SIGHT team.

At present and according to the most recent RNIB data (which is also used by many other organisations, including the County Council to inform their Joint Strategic Needs Assessment), there are over 31,000 potential beneficiaries of our support and services in West Sussex, a figure which is anticipated to rise to 50,000 by 2020.

Services provided in 2016-17 were:

- Sight Care Advisors
- Outreach Workers
- Low Vision Assessments
- Resource Centres & Drop-In Centres
- Technology advice, information and support
- Telephone Befrienders
- Home Visits
- Equipment retail advice and installation
- 4SIGHT Social, Leisure and Activities Clubs
- Sight Awareness Training and talks
- Open Days
- Audio library
- Newsletters and publications
- Puzzles



## West Sussex Association for the Blind

### Report of the Trustees for the Year Ended 31st March 2017

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#### REFERENCE AND ADMINISTRATIVE DETAILS

**Registered Company number**  
3740647

**Registered Charity number**  
1075447

**Registered office**  
4SIGHT Bradbury Centre  
36 Victoria Drive  
Bognor Regis  
West Sussex  
PO21 2TE

#### Trustees

Dr Norman Boyland FRSC DL	Chairman	
David Whyberd	Vice Chairman	
Arthur Mayson ACIB TEP	Hon. Treasurer	
Sheilagh Baker DBO (D)	Elected Member	- appointed 28.10.16
Robert Hayes	Elected Member	
Jan Penn	Elected Member	
Stephen Joyce	Crawley Area	- resigned 14.9.16
Derek Drake	Crawley Area	- appointed 28.10.16
Maureen Jenkins RN BSc (Hons) ANP	Arun & Chichester Area	- appointed 28.10.16
Velia Hall RGN	Midhurst Area	- appointed 28.10.16
Phil Revis	Mid Sussex Area	

#### Patron

In absentia

#### Vice Patrons

Major-General Tony Boam CB CBE  
David Bowerman CBE JP DL  
Simon Brett OBE  
The Right Hon. the Lord Navnit Dholakia OBE DL  
The Right Hon. the Lord Egremont DL  
Harry Goring DL  
The Right Hon. Sir Peter Hordern PC DL  
Major Mark Scrase-Dickins CMG DL  
Masoud Teimory MD DO FRCOphth  
The Right Hon. Lord Young of Graffham FRPS DL3

**West Sussex Association for the Blind**

**Report of the Trustees  
for the Year Ended 31st March 2017**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Secretary**

N Demetriades

**Independent examiner**

P E H Wright FCA DChA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Bankers**

The Royal Bank of Scotland  
Flint House  
44 South Street  
Chichester  
West Sussex  
PO19 1DS

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
N Demetriades - Secretary

**Independent Examiner's Report to the Trustees of  
West Sussex Association for the Blind**

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I report on the accounts for the year ended 31st March 2017 set out on pages seventeen to thirty one.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

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.

P E H Wright FCA DChA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: .....

**West Sussex Association for the Blind**

**Statement of Financial Activities  
for the Year Ended 31st March 2017**

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	66,140	616,149	682,289	215,111
<b>Charitable activities</b>	5				
Clubs		36,462	-	36,462	34,704
Grants receivable		134,906	-	134,906	145,712
Membership subscriptions		8,450	-	8,450	8,945
Sales of appliances and equipment		21,136	-	21,136	25,406
Braille Service		1,952	-	1,952	457
Other trading activities	3	95,129	-	95,129	79,847
Investment income	4	372	-	372	243
Other income		12,001	4,725	16,726	5,298
<b>Total</b>		376,548	620,874	997,422	515,723
<b>EXPENDITURE ON</b>					
Raising funds	6	100,454	-	100,454	26,683
<b>Charitable activities</b>	7				
Sight Care Advisor Service		78,409	5,820	84,229	106,720
Resource & transcription		46,818	9,447	56,265	68,081
Outreach Service		155,418	7,431	162,849	161,674
Clubs		35,830	1,184	37,014	36,765
<b>Total</b>		416,929	23,882	440,811	399,923
<b>NET INCOME/(EXPENDITURE)</b>		(40,381)	596,992	556,611	115,800
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		578,828	12,670	591,498	475,698
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>538,447</u>	<u>609,662</u>	<u>1,148,109</u>	<u>591,498</u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements



**West Sussex Association for the Blind**

**Balance Sheet  
At 31st March 2017**

	Notes	2017 £	2016 £
<b>FIXED ASSETS</b>			
Tangible assets	12	480,000	490,000
Investments	13	<u>100</u>	<u>100</u>
		480,100	490,100
<b>CURRENT ASSETS</b>			
Stocks	14	5,787	4,325
Debtors	15	588,982	120,946
Cash at bank and in hand		<u>249,762</u>	<u>163,971</u>
		844,531	289,242
<b>CREDITORS</b>			
Amounts falling due within one year	16	<u>(45,017)</u>	<u>(37,921)</u>
<b>NET CURRENT ASSETS</b>		<u>799,514</u>	<u>251,321</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		1,279,614	741,421
<b>CREDITORS</b>			
Amounts falling due after more than one year	17	<u>(131,505)</u>	<u>(149,923)</u>
<b>NET ASSETS</b>		<u>1,148,109</u>	<u>591,498</u>
<b>FUNDS</b>	21		
Unrestricted funds		538,447	578,828
Restricted funds		<u>609,662</u>	<u>12,670</u>
<b>TOTAL FUNDS</b>		<u>1,148,109</u>	<u>591,498</u>

The notes form part of these financial statements

**West Sussex Association for the Blind**

**Balance Sheet - continued**  
**At 31st March 2017**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
Dr N Boyland FRSC DL-Trustee

.....  
A Mayson ACIB TEP-Trustee

**West Sussex Association for the Blind**

**Cash Flow Statement  
for the Year Ended 31st March 2017**

	Notes	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>102,958</u>	<u>101,512</u>
<b>Net cash provided by (used in) operating activities</b>		<u>102,958</u>	<u>101,512</u>
<b>Cash flows from investing activities:</b>			
Interest received		<u>372</u>	<u>243</u>
<b>Net cash provided by (used in) investing activities</b>		<u>372</u>	<u>243</u>
<b>Cash flows from financing activities:</b>			
Loan repayments in year		<u>(17,539)</u>	<u>(16,839)</u>
<b>Net cash provided by (used in) financing activities</b>		<u>(17,539)</u>	<u>(16,839)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>85,791</u>	<u>84,916</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>163,971</u>	<u>79,055</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>249,762</u></u>	<u><u>163,971</u></u>

The notes form part of these financial statements

Notes to the Cash Flow Statement  
for the Year Ended 31st March 2017

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017	2016
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	556,611	115,800
<b>Adjustments for:</b>		
Depreciation charges	10,000	10,000
Interest received	(372)	(243)
Increase in stocks	(1,462)	(134)
Increase in debtors	(468,036)	(16,003)
Increase/(decrease) in creditors	<u>6,217</u>	<u>(7,908)</u>
<b>Net cash provided by (used in) operating activities</b>	<u><u>102,958</u></u>	<u><u>101,512</u></u>



## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

### **Preparation of consolidated financial statements**

The financial statements contain information about West Sussex Association for the Blind as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

### **Income**

All income is recognised on a receivable basis, except voluntary donations, which are brought into the financial statements on a cash received basis.

Following our registration for VAT on 1 April 2008, income from sales is shown net of VAT.

Provision is made for tax recoverable on income received during the period.

Legacy income is recognised on a receivable basis to the extent that it is probable that the legacy will be received and the value of the legacy can be measured with sufficient reliability.

No provision is made in the accounts for any legacy for which there is any doubt over the entitlement, certainty of receipt or measurability.

### **Deferred Income**

Grants received in advance for expenditure in a future accounting period, are deferred when the donor has imposed restrictions that amount to preconditions for use.

### **Expenditure**

All expenditure, including expenditure to be met from grants or other restricted funding, is recognised when the liability is incurred. When funding has been received but the expenditure has not been incurred, the funds are carried forward as restricted reserves.

### **Allocation and apportionment of costs**

Expenditure that does not directly relate to the objects of the charity is analysed as either attributable to costs of generating funds or governance costs. Items that involve more than one cost category are apportioned as appropriate to cost categories involved.

### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property	- 2% on cost
Fixtures and fittings	- 33% on cost
Computer equipment	- 33% on cost

Assets purchased or donated with a cost or value exceeding £2,000 are capitalised.

**1. ACCOUNTING POLICIES - continued**

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

To the extent that restricted funds are expended on capital items, a transfer is made between unrestricted and restricted funds.

The charity has earmarked some of its unrestricted funds as "designated funds". This is for administrative purposes only and does not legally restrict the Trustees' discretion to apply the funds.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight-line basis over the lease period.

**2. DONATIONS AND LEGACIES**

	2017	2016
	£	£
Legacies	578,116	89,554
Grants-local authorities	3,310	14,231
Donations-general	41,590	7,231
Donations-companies	1,500	1,515
Donations-trust funds	47,892	74,430
Donations-standing orders	2,285	21,207
Donations-street & store collections	260	4,720
Donations-static boxes	2,336	2,223
Donations-NHS	5,000	-
	<u>682,289</u>	<u>215,111</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

**3. OTHER TRADING ACTIVITIES**

	2017	2016
	£	£
Fundraising events	17,594	10,310
Fundraising sponsored events	3,460	3,660
Raffles & lotteries	1,863	1,975
Other fundraising income	2,040	2,611
Charity shop income	<u>70,172</u>	<u>61,291</u>
	<u>95,129</u>	<u>79,847</u>

**4. INVESTMENT INCOME**

	2017	2016
	£	£
Deposit account interest	<u>372</u>	<u>243</u>

**5. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	2017	2016
		£	£
Clubs income	Clubs	36,462	34,704
WSSC	Grants receivable	95,197	99,336
Service Level Agreements	Grants receivable	39,709	46,376
Membership subscriptions	Membership subscriptions	8,450	8,945
Sales of appliances and equipment	Sales of appliances and equipment	21,136	25,406
Transcription sales	Braille Service	<u>1,952</u>	<u>457</u>
		<u>202,906</u>	<u>215,224</u>

**6. RAISING FUNDS**

**Raising donations and legacies**

	2017	2016
	£	£
Staff costs	19,308	18,717
Support staff	-	2,852
Finance	8,933	523
Office costs	-	356
Sundry	-	382
Other costs	4,941	19,681
Depreciation	<u>-</u>	<u>210</u>
	<u>33,182</u>	<u>42,721</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

6. RAISING FUNDS - continued

Other trading activities

	2017	2016
	£	£
Staff costs	35,210	(51,514)
Event costs	-	1,411
Support staff	494	5,643
Finance	3,583	1,036
Office costs	26,326	706
Sundry	659	756
Other costs	1,000	25,508
Depreciation	-	416
	<u>67,272</u>	<u>(16,038)</u>
Aggregate amounts	<u>100,454</u>	<u>26,683</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Sight Care Advisor Service	54,114	30,115	84,229
Resource & transcription	39,534	16,731	56,265
Outreach Service	98,158	64,691	162,849
Clubs	<u>37,014</u>	<u>-</u>	<u>37,014</u>
	<u>228,820</u>	<u>111,537</u>	<u>340,357</u>

8. SUPPORT COSTS

	Charitable activity	Governance costs	Totals
	£	£	£
Sight Care Advisor Service	26,958	3,157	30,115
Resource & transcription	14,977	1,754	16,731
Outreach Service	<u>57,910</u>	<u>6,781</u>	<u>64,691</u>
	<u>99,845</u>	<u>11,692</u>	<u>111,537</u>



Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2017	2016
	£	£
Depreciation - owned assets	10,000	10,000
Pension contributions	6,286	3,140
Independent Examiner's fees	<u>4,000</u>	<u>4,240</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2017 nor for the year ended 31st March 2016.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2017 nor for the year ended 31st March 2016.

**11. STAFF COSTS**

	2017	2016
	£	£
Wages and salaries	218,773	203,726
Social security costs	13,531	13,550
Other pension costs	6,286	3,140
Healthcare costs	<u>540</u>	<u>650</u>
	<u>239,130</u>	<u>221,066</u>

The average monthly number of employees during the year was as follows:

	2017	2016
Fundraising & income generation staff	1	1
Charity shop staff	2	2
Direct charitable staff	5	5
Support staff	<u>3</u>	<u>3</u>
	<u>11</u>	<u>11</u>

No employees received emoluments in excess of £60,000.

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017**12. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1st April 2016 and 31st March 2017	<u>500,000</u>	<u>18,578</u>	<u>31,125</u>	<u>5,159</u>	<u>554,862</u>
<b>DEPRECIATION</b>					
At 1st April 2016	10,000	18,578	31,125	5,159	64,862
Charge for year	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>
At 31st March 2017	<u>20,000</u>	<u>18,578</u>	<u>31,125</u>	<u>5,159</u>	<u>74,862</u>
<b>NET BOOK VALUE</b>					
At 31st March 2017	<u>480,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>480,000</u>
At 31st March 2016	<u>490,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>490,000</u>

The freehold property was valued as at 31 March 2015 by Gilbert & Cleveland, an independent lettings agent on an open market value basis. The value was considered to be £500,000 which the Trustees agree is appropriate.

On a historical cost basis the Freehold Property would be shown as:

	2017 £	2016 £
Historical cost	724,584	724,584
Additions	-	-
Depreciation	<u>(139,816)</u>	<u>(126,716)</u>
Net book value	<u>584,768</u>	<u>597,868</u>

**13. FIXED ASSET INVESTMENTS**

	Shares in group undertakings £
<b>MARKET VALUE</b>	
At 1st April 2016 and 31st March 2017	<u>100</u>
<b>NET BOOK VALUE</b>	
At 31st March 2017	<u>100</u>
At 31st March 2016	<u>100</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

**13. FIXED ASSET INVESTMENTS - continued**

**4SIGHT Trading Limited**

Nature of business: Dormant

Class of share:	%
Ordinary	holding 100

	2017	2016
	£	£
Aggregate capital and reserves	<u>100</u>	<u>100</u>

**14. STOCKS**

	2017	2016
	£	£
Stocks of resource goods for resale	3,084	3,084
Stocks of magnifiers for resale	2,511	1,241
Stocks of Christmas cards for resale	<u>192</u>	<u>-</u>
	<u>5,787</u>	<u>4,325</u>

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Trade debtors	102	151
Income tax recoverable	4,127	4,060
VAT	1,163	1,574
Prepayments and accrued income	<u>583,590</u>	<u>115,161</u>
	<u>588,982</u>	<u>120,946</u>

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017	2016
	£	£
Bank loans and overdrafts (see note 18)	18,376	17,497
Trade creditors	8,765	7,825
Social security and other taxes	4,276	4,118
Accruals	<u>13,600</u>	<u>8,481</u>
	<u>45,017</u>	<u>37,921</u>

**17. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2017	2016
	£	£
Bank loans (see note 18)	<u>131,505</u>	<u>149,923</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017**18. LOANS**

An analysis of the maturity of loans is given below:

	2017 £	2016 £
Amounts falling due within one year on demand:		
Flexible business loan	8,470	8,212
Fixed rate loan	<u>9,906</u>	<u>9,285</u>
	<u>18,376</u>	<u>17,497</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>82,107</u>	<u>78,317</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more than 5 years	<u>49,398</u>	<u>71,606</u>

A fixed charge over the property is held as a security on the charity's bank loan.

**19. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2017 £	2016 £
Within one year	2,500	-
Between one and five years	<u>127,333</u>	<u>113,833</u>
	<u>129,833</u>	<u>113,833</u>

**20. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Fixed assets	480,000	-	480,000	490,000
Investments	100	-	100	100
Current assets	234,869	609,662	844,531	289,242
Current liabilities	(45,017)	-	(45,017)	(37,921)
Long term liabilities	<u>(131,505)</u>	<u>-</u>	<u>(131,505)</u>	<u>(149,923)</u>
	<u>538,447</u>	<u>609,662</u>	<u>1,148,109</u>	<u>591,498</u>

The charity holds sufficient liquid assets to enable both restricted and designated funds to be applied in accordance with the restrictions and designations.



Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

## 21. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
<b>Unrestricted funds</b>			
General fund	523,483	(40,585)	482,898
Clubs reserve	55,345	204	55,549
	578,828	(40,381)	538,447
<b>Restricted funds</b>			
Sight Care Advisor service	820	(820)	-
Outreach service	4,608	44,148	48,756
Clubs	1,103	1,616	2,719
Equipment	4,887	(624)	4,263
New premises	416	(127)	289
Training	836	(802)	34
Website	-	1,000	1,000
Shop refit	-	2,000	2,000
Estate of Betty Woodin	-	550,601	550,601
	12,670	596,992	609,662
<b>TOTAL FUNDS</b>	<u>591,498</u>	<u>556,611</u>	<u>1,148,109</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	340,086	(380,671)	(40,585)
Clubs reserve	36,462	(36,258)	204
	376,548	(416,929)	(40,381)
<b>Restricted funds</b>			
Sight Care Advisor service	5,000	(5,820)	(820)
Outreach service	51,452	(7,304)	44,148
Clubs	2,800	(1,184)	1,616
Equipment	7,925	(8,549)	(624)
Training	96	(898)	(802)
Website	1,000	-	1,000
Shop refit	2,000	-	2,000
Estate of Betty Woodin	550,601	-	550,601
New premises	-	(127)	(127)
	620,874	(23,882)	596,992
<b>TOTAL FUNDS</b>	<u>997,422</u>	<u>(440,811)</u>	<u>556,611</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2017

**21. MOVEMENT IN FUNDS - continued**

Restricted funds arise where a donor has placed a specific restriction on the use of the funds. The description applied to each fund describes the purpose.

**Clubs Reserve**

	£	£
Balance brought forward		55,345
Total income during the year	36,462	
HQ funding payments to clubs	<u>-</u>	
		36,462
Less expenses:		
Travel	(8,259)	
Hall hire	(6,523)	
Functions	(16,339)	
Other expenses	<u>(5,137)</u>	
		<u>(36,258)</u>
Balance carried forward		<u><u>55,549</u></u>

Club activities cover a range of social and activity clubs throughout the country.

Club activities are co-ordinated through a number of area committees, many of which have their own financial activities. The number of club and area accounts included above is 46.

**22. PENSION COMMITMENTS**

The pension is a defined contribution scheme.

The pension cost charge represents contributions payable by the company and amounted to £6,286 (2016: £3,140).

**23. RELATED PARTY DISCLOSURES**

The charity owns 100% of the issued share capital of 4Sight Trading Limited (Company 4654280). The company was dormant throughout the current year and accordingly no amounts were receivable during the year or at the balance sheet date.



156  
RECEIVED 22 NOV 2017

### 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, together with a breakdown of Sussex costs. To access the National accounts follow the link

<https://surf.victimsupport.org.uk/aboutus/factfigs/Pages/Corporate%20materials.aspx>.

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 2017

SUSSEX  
VICTIM SUPPORT SERVICE  
Expenditure year-ending 31/3/17

	Actual Costs
<b>Call centre costs</b>	£
Frontline Costs	
Direct and indirect staff costs	
Staff Payroll costs	157,763
Indirect staff costs	3,173
Volunteer Costs	0
Training Costs	1,001
Premises and Office Operating Costs	
Rent & rates	4,080
Other premises costs	1,571
Telephone and communications	7,565
Local IT costs	1,633
Other office operating costs	8,615
Other Costs	
Practical support for victims	
Other Costs	5,162
Indirect Costs	
Shared costs - Local service delivery	12,738
Shared costs - Other management and support	30,849
total costs	234,148
<b>Service Delivery costs</b>	
Frontline Costs	
Direct and indirect staff costs	
Staff Payroll costs	184,006
Indirect staff costs	16,236
Volunteer Costs	25,098
Shared costs - Volunteer management and sup	15,261
Training Costs	16,373
Premises and Office Operating Costs	
Rent & rates	11,128
Other premises costs	2,512
Telephone and communications	5,315
Local IT costs	1,200
Other office operating costs	9,709
Other Costs	
Practical support for victims	1,311
Other Costs	5,200
Indirect Costs	
Shared costs - Local service delivery	19,026
Shared costs - Other management and support	25,666
total costs	338,242
<b>OTHER COSTS</b>	
Indirect Costs	
Contribution to reserves	16,824
Total other costs	16,824
<b>TOTAL COSTS</b>	589,214



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](mailto:rob.martin@angmering-pc.gov.uk)

Website: [www.angmeringparishcouncil.gov.uk](http://www.angmeringparishcouncil.gov.uk)

### APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2017-2018

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)
----------------------	-------------------------

#### Section A

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

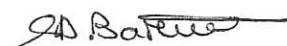
#### Section B

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



## Section E

Name of contact for grant purposes	Sue Bartlett
Position of contact	Volunteer Fundraiser / Admin ass.
Full contact postal address, including postcode.	Victim Support, Unit 11 Riverside Business Centre Brighton Road Shoreham by Sea BN43 5NB.
Email address and website (if applicable)	sue.bartlett@victimsupport.org.uk
Telephone number of contact	01273 456151 (Jo wills esrb).
Total Project Cost	£700 per recruit for 1 year.
Amount of grant applied for	
Where is the remainder to be financed from?	Various Parish council donations and local 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 1 year. All new volunteers have to attend a 4 day core training before working in the community. They can then attend further, specialised training eg Domestic violence, Rape, Homicide.
How many Angmering residents in organisation?	No known from my records but volunteers are allocated to support victims & witnesses in your Parish area should they require it.
How many Angmering residents will benefit from the grant?	
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	16-17. £100 used towards training new volunteers.

Signature	
Date	21.11.17.

Mr R Martin  
Clerk to Angmering Parish Council  
Corner House, The Square  
**ANGMERING**  
BN16 4EA

Victim Support  
Unit 11 Riverside Business Centre  
Brighton Road  
Shoreham By Sea  
West Sussex  
BN43 6RE  
[sue.bartlett@victimsupport.org.uk](mailto:sue.bartlett@victimsupport.org.uk)

14<sup>th</sup> November 2017

Dear Mr Martin

**Supporting people in Sussex affected by crime.**

Once again, I am writing to ask if Angmering Parish Council would consider making a contribution towards our essential work in supporting people in Sussex who have been affected by crime. Your last donation was put towards training new volunteers to work in Sussex, and I confirm there are volunteers allocated to support victims in your Parish.

**The impact of crime**

The impact of crime can be far reaching, not only to the victim but also their family, friends and the wider community. For example a Hate Crime can divide a local community and increase the fear of crime, making people feel unsafe where they live. The impact on a victim and their family can be huge affecting them financially, emotionally, physically and psychologically.

**Victim Support - What we do**

- We offer a free and confidential service to victims of crime, their family, friends and anyone else affected.
- We support people from all communities, whatever crime they have suffered, whenever it happened, even when they have felt unable to report it to the police.
- We give information, emotional support and practical help for as long as it takes for the victim(s) to find the strength to move on with their lives.
- We operate the Young Witness Service in Sussex. Without this service many offenders would not be brought to justice because the young witnesses would not feel able to give evidence without our support.

**The Benefits for Local Communities**

- Our diverse volunteer workforce, live and work locally.
- The high quality of our volunteers' training and the skills with which we equip them develops your communities and has a positive local impact beyond the criminal justice system.
- With their help victims of crime in Sussex are better able to recover and move on with their lives.

[www.victimsupport.org.uk](http://www.victimsupport.org.uk) Supportline: 08 08 16 89 111  VictimSupport  @VictimSupport



COPING WITH THE  
EFFECTS OF CRIME  
TOGETHER



## Parish Council Donations 2016-17 (April to March)

Aldwick	£250.00
Angmering	£100.00
Bersted	£100.00
Billingshurst	£ 50.00
Bosham	£100.00
Brightling	£ 50.00
Cuckfield	£100.00
East Preston	£150.00
Ewehurst	£ 50.00
Fairlight	£ 50.00
Felpham	£150.00
Forest Row	£100.00
Funtington	£ 50.00
Hassocks	£100.00
Heathfield & Waldron	£200.00
Hurst Green	£ 50.00
Hurstpierpoint & Sayers Common	£100.00
Lancing	£
Lindfield	£100.00
Maresfield	£150.00
Normandy, Surrey	£ 30.00
North Horsham	£500.00
Peasmarsh	£ 50.00
Petworth	
Pevensey	£100.00
Pulborough	£150.00
Ringmer	£100.00
Sompting	£100.00
Ticehurst	£100.00
Upper Beeding	£ 50.00
Westfield	£ 50.00
Willingdon & Jevington	£200.00
	£3400.00

## PROPOSED TRAINING PLAN 2016-2017

May 16	June 16	July 16	August 16	Sept 16	October 16
Young Witness Enhanced Training	Sexual Violence Core Training Core Training pt 2	Homicide Young Victims	Young Victims Safeguarding Domestic Violence Core Training	Core Training pt 2	Safeguarding Hate Crime

November 16	December 16	January 17	February 17	March 17
Core Training Core Training Pt 2 Core Training	Core Training pt 2 Young Victims Young Witnesses	Safeguarding	Core Training Core Training pt 2	Sexual Violence Sexual Violence Core Training Core Training pt 2





## REPORT TO COUNCIL

**Date:** 11<sup>th</sup> December 2017  
**Prepared by:** Rob Martin  
**Subject:** General Data Protection Regulation (GDPR)

### GENERAL DATA PROTECTION REGULATION (GDPR)

1. The GDPR comes into effect on 25<sup>th</sup> May 2018 and replaces the requirements under the Data Protection Act. There is an attached Information Commissioners Office (ICO) note identifying the **12 Steps to take now**
2. The implications of this regulation require us to review how data is stored, what data is stored and who can have access to it. The ICO has indicated that once the regulation is implemented a very close eye will be given on compliance by organisations such as parish councils.
3. The areas of change will be many-fold and will necessitate all of us, staff and councillors, to be trained on what we can and cannot do.
4. The areas of concern involve our policies on data protection, storage of information etc, but also include computer records and how they are managed, backed-up etc. The big change is that each of you will have to register with the ICO, because you use data held. We presently pay one annual fee of £35 and this will be now be extended to 16 of us.
5. It was stressed that we should look at this now in case there was a lot to do before implementation day. The Clerk has taken advice from Maureen Chaffe, the consultant working on behalf of SALC for this matter and she is to produce a report that might be attached to this report, but may be to follow. This report will look at the big questions we have to ask ourselves.
6. Mrs Chaffe will be available to help further in carrying out an information audit for the parish council and working with us to full compliance by May 2018.

### Decisions Needed

7. To note the need to change the operations of the parish council to comply with the regulation
8. To allow the Clerk to appoint the consultant to assist with process of compliance.

Rob Martin  
1<sup>st</sup> December 2017



# Preparing for the General Data Protection Regulation (GDPR)

12 steps to take now



# Preparing for the General Data Protection

## Regulation (GDPR) 12 steps to take now

1

### Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2

### Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3

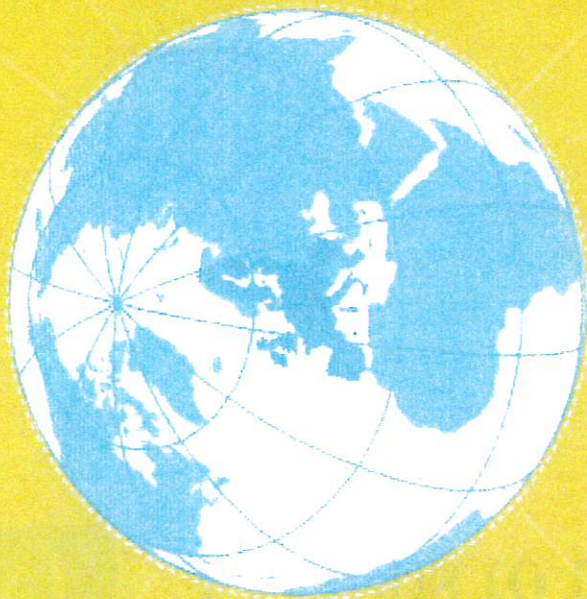
### Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4

### Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



5

### Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6

### Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

7

### Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8

### Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9

### Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10

### Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11

### Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

12

### International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.



## Introduction

This checklist highlights 12 steps you can take now to prepare for the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

It is important to use this checklist and other Information Commissioner's Office (ICO) resources to work out the main differences between the current law and the GDPR. The ICO is producing new guidance and other tools to assist you, as well as contributing to guidance that the Article 29 Working Party is producing at the European level. These are all available via the ICO's [Overview of the General Data Protection Regulation](#). The ICO is also working closely with trade associations and bodies representing the various sectors – you should also work closely with these bodies to share knowledge about implementation in your sector.

It is essential to plan your approach to GDPR compliance now and to gain 'buy in' from key people in your organisation. You may need, for example, to put new procedures in place to deal with the GDPR's new transparency and individuals' rights provisions. In a large or complex business this could have significant budgetary, IT, personnel, governance and communications implications.

The GDPR places greater emphasis on the documentation that data controllers must keep to demonstrate their accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue. One aspect of this might be to review the contracts and other arrangements you have in place when sharing data with other organisations.

Some parts of the GDPR will have more of an impact on some organisations than on others (for example, the provisions relating to profiling or children's data), so it would be useful to map out which parts of the GDPR will have the greatest impact on your business model and give those areas due prominence in your planning process.

## 1

### Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have and identify areas that could cause compliance problems under the GDPR. It would be useful to start by looking at your organisation's risk register, if you have one.

Implementing the GDPR could have significant resource implications, especially for larger and more complex organisations. You may find compliance difficult if you leave your preparations until the last minute.

## 2

### Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit across the organisation or within particular business areas.

The GDPR requires you to maintain records of your processing activities. It updates rights for a networked world. For example, if you have inaccurate personal data and have shared this with another organisation, you will have to tell the other organisation about the inaccuracy so it can correct its own records. You won't be able to do this unless you know what personal data you hold, where it came from and who you share it with. You should document this. Doing this will also help you to comply with the GDPR's accountability principle, which requires organisations to be able to show how they comply with the data protection principles, for example by having effective policies and procedures in place.

## 3

### Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

When you collect personal data you currently have to give people certain information, such as your identity and how you intend to use their information. This is usually done through a privacy notice. Under the GDPR there are some additional things you will have to tell people. For example, you will need to explain your lawful basis for processing the data, your data retention periods and that individuals have a right to



complain to the ICO if they think there is a problem with the way you are handling their data. The GDPR requires the information to be provided in concise, easy to understand and clear language.

The ICO's [Privacy notices code of practice](#) reflects the new requirements of the GDPR.

## 4

## Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.

The GDPR includes the following rights for individuals:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

On the whole, the rights individuals will enjoy under the GDPR are the same as those under the DPA but with some significant enhancements. If you are geared up to give individuals their rights now, then the transition to the GDPR should be relatively easy. This is a good time to check your procedures and to work out how you would react if someone asks to have their personal data deleted, for example. Would your systems help you to locate and delete the data? Who will make the decisions about deletion?

The right to data portability is new. It only applies:

- to personal data an individual has provided to a controller;
- where the processing is based on the individual's consent or for the performance of a contract; and
- when processing is carried out by automated means.

You should consider whether you need to revise your procedures and make any changes. You will need to provide the personal data in a structured commonly used and machine readable form and provide the

information free of charge.

## 5

### Subject access requests

You should update your procedures and plan how you will handle requests to take account of the new rules:

- In most cases you will not be able to charge for complying with a request.
- You will have a month to comply, rather than the current 40 days.
- You can refuse or charge for requests that are manifestly unfounded or excessive.
- If you refuse a request, you must tell the individual why and that they have the right to complain to the supervisory authority and to a judicial remedy. You must do this without undue delay and at the latest, within one month.

If your organisation handles a large number of access requests, consider the logistical implications of having to deal with requests more quickly. You could consider whether it is feasible or desirable to develop systems that allow individuals to access their information easily online.

## 6

### Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

Many organisations will not have thought about their lawful basis for processing personal data. Under the current law this does not have many practical implications. However, this will be different under the GDPR because some individuals' rights will be modified depending on your lawful basis for processing their personal data. The most obvious example is that people will have a stronger right to have their data deleted where you use consent as your lawful basis for processing.

You will also have to explain your lawful basis for processing personal data in your privacy notice and when you answer a subject access request. The lawful bases in the GDPR are broadly the same as the conditions for processing in the DPA. It should be possible to review the types of processing activities you carry out and to identify your lawful basis for doing so. You should document your lawful bases in order to



help you comply with the GDPR's 'accountability' requirements.

## 7

### Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

You should read the [detailed guidance](#) the ICO has published on consent under the GDPR, and use our consent checklist to review your practices. Consent must be freely given, specific, informed and unambiguous. There must be a positive opt-in – consent cannot be inferred from silence, pre-ticked boxes or inactivity. It must also be separate from other terms and conditions, and you will need to have simple ways for people to withdraw consent. Public authorities and employers will need to take particular care. Consent has to be verifiable and individuals generally have more rights where you rely on consent to process their data.

You are not required to automatically 'repaper' or refresh all existing DPA consents in preparation for the GDPR. But if you rely on individuals' consent to process their data, make sure it will meet the GDPR standard on being specific, granular, clear, prominent, opt-in, properly documented and easily withdrawn. If not, alter your consent mechanisms and seek fresh GDPR-compliant consent, or find an alternative to consent.

## 8

### Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

For the first time, the GDPR will bring in special protection for children's personal data, particularly in the context of commercial internet services such as social networking. If your organisation offers online services ('information society services') to children and relies on consent to collect information about them, then you may need a parent or guardian's consent in order to process their personal data lawfully. The GDPR sets the age when a child can give their own consent to this processing at 16 (although this may be lowered to a minimum of 13 in the UK). If a child is younger then you will need to get consent from a person holding 'parental responsibility'.

This could have significant implications if your organisation offers online services to children and collects their personal data. Remember that consent has to be verifiable and that when collecting children's data your privacy notice must be written in language that children will understand.

## 9

### Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

Some organisations are already required to notify the ICO (and possibly some other bodies) when they suffer a personal data breach. The GDPR introduces a duty on all organisations to report certain types of data breach to the ICO, and in some cases, to individuals. You only have to notify the ICO of a breach where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, you will also have to notify those concerned directly in most cases.

You should put procedures in place to effectively detect, report and investigate a personal data breach. You may wish to assess the types of personal data you hold and document where you would be required to notify the ICO or affected individuals if a breach occurred. Larger organisations will need to develop policies and procedures for managing data breaches. Failure to report a breach when required to do so could result in a fine, as well as a fine for the breach itself.

## 10

### Data Protection by Design and Data Protection Impact Assessments

It has always been good practice to adopt a privacy by design approach and to carry out a Privacy Impact Assessment (PIA) as part of this. However, the GDPR makes privacy by design an express legal requirement, under the term 'data protection by design and by default'. It also makes PIAs – referred to as 'Data Protection Impact Assessments' or DPIAs – mandatory in certain circumstances.



A DPIA is required in situations where data processing is likely to result in high risk to individuals, for example:

- where a new technology is being deployed;
- where a profiling operation is likely to significantly affect individuals; or
- where there is processing on a large scale of the special categories of data.

If a DPIA indicates that the data processing is high risk, and you cannot sufficiently address those risks, you will be required to consult the ICO to seek its opinion as to whether the processing operation complies with the GDPR.

You should therefore start to assess the situations where it will be necessary to conduct a DPIA. Who will do it? Who else needs to be involved? Will the process be run centrally or locally?

You should also familiarise yourself now with the [guidance the ICO has produced on PIAs](#) as well as [guidance from the Article 29 Working Party](#), and work out how to implement them in your organisation. This guidance shows how PIAs can link to other organisational processes such as risk management and project management.

## 11

### Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements.

You should consider whether you are required to formally designate a Data Protection Officer (DPO). You must designate a DPO if you are:

- a public authority (except for courts acting in their judicial capacity);
- an organisation that carries out the regular and systematic monitoring of individuals on a large scale; or
- an organisation that carries out the large scale processing of special categories of data, such as health records, or information about criminal convictions. The Article 29 Working Party has [produced guidance for organisations on the designation, position and tasks of DPOs](#).

It is most important that someone in your organisation, or an external data protection advisor, takes proper responsibility for your data protection compliance and has the knowledge, support and authority to carry out their role effectively.

## 12

## International

If your organisation operates in more than one EU member state, you should determine your lead data protection supervisory authority and document this.

The lead authority is the supervisory authority in the state where your main establishment is. Your main establishment is the location where your central administration in the EU is or else the location where decisions about the purposes and means of processing are taken and implemented.

This is only relevant where you carry out cross-border processing – ie you have establishments in more than one EU member state or you have a single establishment in the EU that carries out processing which substantially affects individuals in other EU states.

If this applies to your organisation, you should map out where your organisation makes its most significant decisions about its processing activities. This will help to determine your 'main establishment' and therefore your lead supervisory authority.

The Article 29 Working party has produced [guidance on identifying a controller or processor's lead supervisory authority](#).



**REPORT TO COUNCIL**

**Date:** 11<sup>th</sup> December 2017  
**Prepared by:** Rob Martin  
**Subject:** Angmering Volunteer Bank

**ANGMERING VILLAGE VOLUNTEER BANK**

1. 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 a Angmering Village Volunteer Bank (AVVB).
2. This would not preclude those that already volunteer, but would give a list from which to draw willing people. A database of people that offer their services in this way is needed, but, as the formal information officer for the parish council, the Clerk would be appropriately set up to provide confidentiality confidence.
3. In addition, all volunteers for the parish council are covered by the parish policy, both for public liability and as 'employees'. It would therefore be appropriate for the database to be organised through the office.
4. 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.
5. The availability of people on an ad hoc basis, rather than having a volunteer commitment, should 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.
6. 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.
7. Forms have been drawn up to be completed from the time of the Trader's Evening in order to just identify the potential popularity of such a facility. Care would have to be taken to ensure the information is kept and processed in accordance with GDPR.

**Decisions Needed**

8. To agree with continuing with the proposal.

Rob Martin  
1<sup>st</sup> December 2017



**Danni Mariner**

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**From:** Lesley Wilson <lesley.wilson@cpresussex.org.uk>  
**Sent:** 01 December 2017 13:04  
**To:** lesley@oldoast.com  
**Subject:** CPRE Sussex: Countryside or Concrete? Shape the future of Arun District - THANK YOU and NEXT STEPS ....  
**Attachments:** NEW parishcouncil-organisation S Leaflet.pdf; cpre-become-a-member-direct-debit.pdf

Dear Friends & Colleagues

Thank you for joining us in the wonderful Council Chamber at Littlehampton Town Hall on Monday. We were delighted to see so many people willing to turn out on such a cold night who share our concerns about the mounting threats to Arun's precious countryside, villages and towns.

We were delighted to welcome Tony Whitbread from the Sussex Wildlife Trust and discovered so much about the uniqueness and wonder of the Arun Valley, its flora and fauna.

#### **How can you help? Support the Arun District Group**

We hope you feel encouraged to come forward to help support and develop our new District Group in Arun, led by Michael Warden and Alan Smith. There are a variety of roles that may be of interest including planning specific (monitoring weekly planning lists, responding to applications), fundraising activities and attending local events with the CPRE Sussex stall, communications (drafting articles, letters to press, items for our website). We also welcome volunteers with an interest or specialism such as landscape, biodiversity, heritage, wildlife and so on. If you would like to find out more, please contact Michael and Alan at [arun@cpresussex.org.uk](mailto:arun@cpresussex.org.uk) or contact the Branch Office at [lesley.wilson@cpresussex.org.uk](mailto:lesley.wilson@cpresussex.org.uk).

#### **How can you help? Become a member of CPRE Sussex**

Our members are our strength, **the more we have, the greater our voice** and the more likely we'll be heard. Member subscriptions are essential of course, and there are many member benefits to enjoy, but it is the collective voice that really counts which is why we keep our annual subscription so low starting at just £36 per year. **Please join us** by completing the membership form attached and return it to the address below. Our membership form for Parish Councils and Organisations is also attached for return to the same address. Or join via our website at <http://www.cpresussex.org.uk/how-you-can-help/join-or-donate/join-us/item/2188-you-can-help-save-the-countryside-from-as-little-as-three-pounds-per-month>.

**How can you help? Make a donation at** <http://www.cpresussex.org.uk/donate>.

Thank you for your continued support.

With best wishes,

**Lesley Wilson**  
**For CPRE Sussex Branch and the CPRE Sussex Arun District Group**



## ANGMERING PARISH COUNCIL

Balances Outstanding as at:

30-Nov-17

	£	£
<b>Long Term Investments</b>		
Consolidated Stock		96.00
<b>Bank Accounts</b>		
Lloyds Bank Business Account	115,814.84	
Lloyds Bank Current Account	22,091.66	
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	
	<u>512,906.50</u>	
<b>Petty Cash Imprest Account</b>	<u>139.53</u>	
<b>TOTAL BANK BALANCES AVAILABLE</b>		513,046.03
<b>Public Works Loan Board</b>		
Outstanding Debt - Office		-

## 2017/2018 Budget Monitor

30 November 2017

Comments

Income		Revised Budget £	Actual to Date £	Proportion of Total £	
	Precept	(316,800)	(316,800)	100%	
	Grants & Donations	(12,390)	(12,390)	100%	Operation Watershed work to be done in 2017/2018
	Section 106 & CIL Income	-	-	0%	
	Interest & Investment Income	(10,500)	(5,814)	55%	
	Other Income	(4,977)	(4,989)	100%	
<b>Total Income</b>		<b>(344,667)</b>	<b>(339,992)</b>	<b>99%</b>	
<b>Expenditure</b>					
<b>Employees Direct</b>					
	Salaries, NI & Pensions	165,000	109,750	67%	
<b>Employees Indirect</b>					
	Staff Travel, Subsistence & Training	1,250	789	63%	
<b>Supplies &amp; Services</b>					
	Office Building Running Costs	2,855	1,427	50%	
	Office Maintenance, Improvements & Equipment	1,050	393	37%	
	Office Running Costs	7,920	5,416	68%	
	Newsletter	2,600	108	4%	
	Books Publications & Subscriptions	2,850	2,266	80%	SSALC Subscription is the main one, paid at 1st April for the year.
	Protective Clothing, Tools & Equipment	1,200	426	35%	
	Bank Charges	20	8	38%	
	Room Hire	900	695	77%	
	Event Costs	1,400	1,377	98%	
	Advertising	25	-	0%	
	IT Support, Software and Equipment	4,950	3,255	66%	
	Insurance	12,450	12,425	100%	Increase in Insurance due to additional cover being sought to take into account everything insurable on the Assets Register
	Audit Fees	1,800	1,500	83%	
	Professional & Legal	31,500	30,470	97%	Judicial Review Costs
<b>Councillors</b>					
	Allowances	3,600	3,172	88%	
	Chairman's Allowance	300	300	100%	
	Courses/Conferences	500	55	11%	
	Official Hospitality	700	46	7%	

# 2017/2018 Budget Monitor

30 November 2017

Comments

Other Expenditure	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Election Costs	-	-	0%	
Community Grants	7,300	5,725	78%	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	6,400	5,204	81%	Additional Swing Replacement after vandal damage
Buildings	5,500	5,841	106%	
Christmas Tree & Lights	500	-	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	37,890	18,944	50%	Looks out of step because the payment for the pitch maintenance programme was made in one lump - to be financed from reserves
Vehicles & Equipment	4,050	1,731	43%	
Loan Charges	-	-	0%	
Transfers to Reserves	47,956	-	0%	
Capital Improvements	-	-	0%	
<b>Total Expenditure</b>	<b>359,791</b>	<b>211,023</b>	<b>59%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>15,124</b>	<b>(128,969)</b>	<b>-853%</b>	

## General Reserve

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	15,124	(128,969)	Assumes adjustment agreed to bolster General Reserve
Balance c/f	(77,368)	(221,461)	

## RECEIPTS AND PAYMENTS SCHEDULE

Nov-17

## Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
02/11/2017	CCLA	BGC	4.07	-	4.07 Interest
09/11/2017	Lloyds	BGC	4.84	-	4.84 Interest
06/11/2017	Community Centre	BGC	500.00	-	500.00 Shared cost of Shutter
03/11/2017	United Trust Bank	BGC	185.53	-	185.53 Interest
24/11/2017	Community Centre	BGC	1,827.60	-	1,827.60 Chairs
TOTAL RECEIPTS			2,522.04	-	2,522.04

Nov-17

## Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
01/11/2017	Allstar	DD0809	37.40	6.23	31.17 Van Fuel
01/11/2017	DLL	DD0802	502.52	83.75	418.77 Photocopier Lease
02/11/2017	Councillors	OL311017	1,000.00	-	1,000.00 Half-year allowances
02/11/2017	Arun Mowers	OL301017	139.84	23.31	116.53 Mower Repair
02/11/2017	Benton Weatherstone	OL301017	102.00	17.00	85.00 BMX Track Materials
02/11/2017	Biffa	OL301017	338.39	56.40	281.99 Rubbish Clearance
02/11/2017	Claranet	OL301017	120.00	20.00	100.00 Moving Website Hosting
02/11/2017	DH Group	OL301017	1,554.00	259.00	1,295.00 Skatebowl Lighting Repairs
02/11/2017	Fenland Leisure	OL301017	878.40	146.40	732.00 Playground Repair Equipment
02/11/2017	Flower Bed Maintenance	OL301017	808.90	134.82	674.08 Flower Bed Maintenance Oct 17
02/11/2017	John Oldfield	OL301017	39.50	-	39.50 Travel Costs
02/11/2017	Lora Passfield	OL301017	108.00	-	108.00 Office Cleaning
02/11/2017	Spitfire Shutters	OL301017	1,980.00	330.00	1,650.00 Replacement Safety Shutters
02/11/2017	SSALC	OL301017	66.00	11.00	55.00 Chairman Training
02/11/2017	Travis Perkins	OL301017	27.49	4.58	22.91 Materials
02/11/2017	Xpert Energy	OL301017	144.00	24.00	120.00 Ground Source Heating Repairs
02/11/2017	Conxserv	CARD0801	42.00	7.00	35.00 Website Hosting
02/11/2017	Church Buying Group	CARD0803	1,959.12	326.52	1,632.60 Community Centre Chairs
02/11/2017	Church Buying Group	CARD0804	234.00	39.00	195.00 Chair Truck
08/11/2017	Allstar	DD0808	37.41	6.23	31.18 Van Fuel
13/11/2017	Cash	TRANS	200.00	-	200.00 Imprest Reimbursement
13/11/2017	Sage	DD0812	35.06	5.84	29.22 Payroll
15/11/2017	Allstar	DD0807	39.33	6.55	32.78 Van Fuel
15/11/2017	Amazon	CARD0805	117.25	19.54	97.71 Delivery Bags
16/11/2017	Angmering Village Hall	OL131117	87.50	-	87.50 Room Hire
16/11/2017	J Electrical	OL131117	216.00	36.00	180.00 Skatebowl Lighting Repairs
16/11/2017	Mulholland Trees	OL131117	1,510.00	-	1,510.00 Hedge Trimming
16/11/2017	Newman Business Solutions	OL131117	229.77	38.30	191.47 Photocopies
16/11/2017	Our Lady of the Seas	OL131117	120.00	-	120.00 Xmas Meal Contribution
16/11/2017	SSALC	OL131117	156.00	26.00	130.00 Networking Day
16/11/2017	Stubbs Copse	OL131117	149.40	24.93	124.47 Green Waste
16/11/2017	Travis Perkins	OL131117	57.43	9.57	47.86 Tools & Equipment
16/11/2017	Sage	None	59.40	9.90	49.50 Accounts
16/11/2017	BT	DD0810	158.16	26.36	131.80 Office Broadband
17/11/2017	Arundel Road Garage	CARD0807	194.88	32.48	162.40 Van Tyres
20/11/2017	Employees	OL201117	7,942.20	-	7,942.20 Salaries
20/11/2017	WSCC Pension Fund	OL201117	2,924.11	-	2,924.11 Pension Contributions
20/11/2017	HMRC	OL201117	3,173.15	-	3,173.15 Tax/NI
20/11/2017	Royal British Legion	005934	18.50	-	18.50 Remembrance Wreath
20/11/2017	Vodafone	None	53.11	8.85	44.26 Mobiles
21/11/2017	SCS t/a Sprint	DD0803	90.37	15.06	75.31 Telephones
22/11/2017	Allstar	DD0806	55.56	9.26	46.30 Van Fuel
23/11/2017	Focus IT	DD0804	323.17	53.86	269.31 IT Support
24/11/2017	GiffGaff	CARD0802	5.00	0.83	4.17 Emergency Mobile
24/11/2017	Southern Railway	CARD0806	61.70	-	61.70 Ticket to London
25/11/2017	BT	DD0811	28.44	4.74	23.70 Village Hall Broadband
29/11/2017	Allstar	DD0805	6.00	1.00	5.00 Carwash
30/11/2017	Cash	TRANS	150.00	-	150.00 Imprest Reimbursement
30/11/2017	Utility Warehouse	DD0801	125.16	6.25	118.91 Energy
TOTAL PAYMENTS			28,405.62	1,830.56	26,575.06