



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 9 APRIL 2018

**Present:** Councillors John Oldfield (Chairman); Rhys Evans; Lee Hamilton-Street; Nikki Hamilton-Street; Mike Hill-Smith; Mike Jones; Norma Harris; Steven Mountain; Paul Bicknell; Roger Phelon

**In Attendance:** Rob Martin, Parish Clerk; David Hussey, Deputy Clerk; Dudley Wensley, District Councillor; Andy Cooper, District Councillor; Deborah Urquhart, County Councillor; two members of the public

#### Action

- 17/220 APOLOGIES FOR ABSENCE**  
Apologies for absence had been received from Councillor David Marsh.
- 17/221 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**  
No declarations were made.
- 17/222 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 MARCH 2018**  
The minutes of the Parish Council Meeting held on 12 March 2018 were **AGREED** as a correct record and signed by the Chairman.
- 17/223 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA**  
The Clerk explained that accounts for the 2017/18 financial year had been prepared. The Clerk anticipated further paperwork from accountants, and liaison with internal auditors, before the end of April.
- The Clerk explained that identification and recruitment of appropriate staffing for the Council had become a priority. There had recently been a useful meeting of the Staffing Working Group and another meeting would be held very soon. The Chairman reinforced the importance of this issue. The advert for an Office Manager remained open, with applications due in by the closing date of 13 April.
- The Clerk said that complying with the new General Data Protection Regulation, enforceable from 25 May, would cause additional workload which the Council would need to be properly staffed to deal with.

6

17/224

**CHAIRMAN'S REPORT**

An update would be given at the next meeting.

17/225

**COOPTION OF COUNCILLORS**

The Clerk encouraged members of the public to put their names forward, as the Council had received no further applications. This was an opportunity to positively affect the way the Council operated. Any interested parties were welcome to visit the Parish Council office, or attend a Parish Council meeting, to find out more about the role. The Chairman said he was aware of some expressions of interest.

*The Chairman adjourned the meeting for public consultation.*

17/226

**PUBLIC CONSULTATION**

**New Care Home at Pound Place**

Mr Cole of Hallmark Care Homes referred to a successful presentation of plans, held at Angmering Library on 21 March, of the proposed new care home at Pound Place, Roundstone Lane. Arun District Council would be consulting on the proposal imminently. The Chairman said that he and a number of other representatives from the Council has attended and found the presentation very useful.

**Communications Strategy**

Mr Cross requested an update. The Chairman explained that a number of major issues had been identified but the Strategy had yet to be finalised. The Clerk said that that the issue was linked to the staffing requirement at the Council. Once an appropriate staffing complement was in place the work would be taken forward more rapidly.

Mr Cross offered to draft a communications strategy. The Clerk said that any input would be useful and that Mr Cross was welcome to come in to the Parish Council office and talk to staff about this should he wish to.

**Cow Lane**

Mr Cross requested an update. The Clerk explained that the Council were continuing to chase all outstanding Section 106 Agreements. There were two Agreements in place and several related planning applications. District Councillor Andy Cooper explained that such Agreements have to be clearly set out and agreed with all parties.

The Clerk said that the scheme had yet to be designed (beyond an initial outline design) and the Council had asked for more detail. County Councillor Urquhart said that West Sussex County Council would not wish to waste design fees. The Clerk offered to share all information with Mr Cross should Mr Cross wish to attend the Council office to view.

**Clerk**

County Councillor Urquhart said that Cow Lane was in the works programme for this year. Mr Cross felt that the County Council's Rights of Way Team volunteers had done a good job recently of clearing Cow Lane. The Parish Council wishes to record its thanks to those volunteers.

*The meeting reconvened.*

**17/227**

**REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

County Councillor Urquhart said that, due to underspend, funding was available from the Operation Watershed budget. If the Parish Council wished to apply for funding they should do so.

Councillor Mountain asked if this type of 'Crowd Funding' by County Council grant would be standard practice going forward. County Councillor Urquhart explained that 'Crowd Funding' would not be rolled out for other uses. Currently there is limited funding available for specific use under Operation Watershed; sometimes other funding can be retained and ring-fenced for specific use.

The Clerk stated that he had yet to receive responses from County Council colleagues regarding the new Business Centre, and from the Education Team regarding plans for a new school. County Councillor Urquhart said that she would raise the matters at the County Cabinet Meeting on 10 April.

**17/228**

**REPORTS FROM THE ARUN DISTRICT COUNCILLORS**

District Councillor Cooper gave an update. Arun District Council (ADC) were continuing to receive high numbers of Freedom of Information (FoI) Requests. District Councillor Wensley explained that these were often received from a small number of frequent enquirers, journalists and contractors. District Councillor Cooper requested that, wherever possible, the Parish Council route enquiries through the District Councillors rather than through the formal FoI request channel.

In light of the Grenfell Tower tragedy, ADC Residential Services were taking a proactive approach to Council owned blocks of flats, in particular to eliminate fire risk in communal areas.

ADC car park fees had recently been increased but still offered good value. Councillor Mountain felt that public car parking facilities, in Littlehampton particularly, had been badly affected by recent building and adjacent private car parks.

Councillor Mountain raised a concern with the current poor standard of service offered by ADC Planning Officers. There had recently been serious issues, a lack of clarity, accuracy, and some delays experienced. District Councillor Wensley explained that there was currently a national shortage of public sector Planning Officers as, once trained, they were often offered more lucrative options working for developers. District Councillor Cooper asked that the Parish Council make District Councillors aware as soon as possible, when service problems were experienced.

Mr Cross mentioned a suggestion made at the previous Parish Council meeting, that the Parish Council boundary be altered to exclude land south of the A259. District Councillor Wensley explained that a conversation would need to be held with the Boundary Commission. He felt that if the Parish boundary were changed it would have to also be changed at every other level of government. Councillor Mountain felt that having two wards of the

parish was not helpful. District Councillor Wensley said that he had argued against splitting the single ward into two.

Report From District 9 April 2018

ADC have for the past year 17/18 received approximately 500 formal FOI requests, these requests cost the tax payer around 2% of the precept which could equate to in the region of £120,000; definitive figures will be produced soon. Many hours of officer time are taken providing information for these requests and quite often the requests are from the same individuals; the council will be looking at ways to reduce this in future.

Council owned car park charges are due to change with effect from 1 May 2018. These charges still reflect good value for money compared to other seaside authorities; for up to one hour the charge remains unchanged at £1.50; for up to four hours an increase of twenty pence and for over four hours an increase of forty pence. ADC will introduce the provision for users of the car parks to pay via mobile phones.

Residential Services Communal Areas Policy agreed by ADC Cabinet on 11 December, has now gone live following review of fire risk (heightened by the Grenfell Tower tragedy) on Council owned blocks of flats. The policy provided for a more proactive approach to dealing with items left in communal areas.

The Local Land Charges Team had been awarded a Customer Satisfaction Award for Excellence 2018; a nomination made by their customers.

District Councillor Cooper is happy for the Parish Council, Councillors or residents to contact him with any questions, relating to District matters, through the usual channels. Information can also be sought on the Arun District Council website: [www.arun.gov.uk](http://www.arun.gov.uk)

17/229

**ANNUAL PARISH MEETING**

The next meeting would be the Annual General Meeting of the Parish Council to be held on 14 May 2018. A date had not, however, been set for the Annual Parish Meeting. The Clerk explained that this was an opportunity for members of the public to take part and offer ideas. The Parish Council hoped to have some positive information to impart regarding the Community Land Trust project and the former Chandlers site. There would be an opportunity for public consultation. This meeting would be held in June. A date of the 18 June was suggested by the Clerk as a possibility.

The Chairman suggested we may also bring some information regarding dementia awareness to the AGM. Councillor Bicknell suggested that we consider inviting speakers, perhaps from local schools and the community centre. The Chairman suggested considering inviting representatives from local churches and the Sports & Social Club. We should refer to the Parish Council's definitive list of associations. Councillor Phelan felt we needed to be careful to allow enough time for the public to speak. Councillor Nikki Hamilton-Street suggested that local organisations could have display stands, rather than be required to speak to the AGM. Councillor Nikki Hamilton-Street suggested also that Home Start be invited to attend.

Clerk

Clerk

17/230

**INVESTMENT STRATEGY 2018/2019**

The Clerk advised that due to a recent law change this needed to be acted upon. Sums in the bank would be kept below £85,000. The Clerk asked attendees if they had any questions, whether they were content to leave the issue with him to decide upon; and ought the Parish Council adopt the Strategy. No questions were forthcoming; the Chairman proposed adopting the Strategy; this proposal was unanimously agreed.

17/231

**BUDGET 2018/2019**

The Clerk advised that the precept was set on the basis of a draft budget. There was now a need to accept that budget. The Clerk invited comments and questions from attendees. Councillor Nikki Hamilton-Street wondered whether there was enough funding allocated for the BMX Skatebowl event. The Clerk said he would ensure there was sufficient funding in place. The budget was unanimously agreed.

Clerk

17/232

**RESILIENCE PLAN**

Councillor Lee Hamilton-Street gave some background: eight major risks had been identified for Angmering with actions for how to deal with and the prelude and aftermath of these events, including evacuations and road closures. It was felt that some locations identified were perhaps not the most suitable. Councillor Nikki Hamilton-Street said that we cannot put contact details in the Plan of anyone who has not agreed to have those details included.

Attendees agreed to adopt the latest version of the Resilience Plan, as a living document. The Clerk would circulate the document.

Clerk

17/233

**COMMUNITY GRANT APPLICATIONS**

One application has been received since the last meeting, from Home Start, in the sum of £630.80. Councillor Mountain felt this would be worthwhile.

The 2017/2018 budget for Community Grants was £3,300 and grants allocated to date amounted to £2,275, which leaves a balance available of £1,025 from which to fund further grants. If this grant is given, the balance unspent at the year-end would be £394.20.

Councillor Bicknell proposed approval; this was seconded by Councillor Nikki Hamilton-Street. All attendees agreed.

17/234

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

Councillor Mountain said that the long-anticipated work to the A259 had now been delayed, with a new commencement date of January 2019.

**AVH**

Councillor Hill-Smith had attended the AGM of the Angmering Village Hall Committee. That group would like the Parish Council to nominate a representative to attend future Committee meetings; of which there are

four per year. The representative would be agreed at the Annual General Meeting in May.

**17/235 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING**

**HTP**

The Clerk advised that the anticipated planning application from Gladman Developments had now been submitted for consideration. The Chairman said we would need to speak to the District Council and include this proposal (and the Rydon's proposal) on the agenda for the next Advisory Group meeting. We would need the most appropriate representatives from ADC at the meeting. The Clerk would provide a bullet point style response to the proposal and refer to previous comments.

**Clerk**

The Chairman said that the proposal was due for consideration at the next Housing Transport and Planning Committee meeting on 23 April; but as it was such a major proposal, the Committee would need to refer on the application for greater expert input and advice.

**17/236 2017/2018 FINANCIAL REPORT**

There were no issues discussed.

**17/237 URGENT ISSUES ARISING SINCE THE PREPARATION OF THE AGENDA**

There were no issues discussed.

**17/238 DATE OF NEXT MEETING**

The AGM of the Parish Council is scheduled to take place on 14 May 2018.

**After considering confidential agenda items 22-24 the meeting finished at 21:42.**

Chairman..... Date.....



Established 1894

## ANGMERING PARISH COUNCIL

### NOTES TO THE 2017/2018 FINAL ACCOUNTS

#### General

The Parish Council continued to be extremely active during the year, with the conclusion of two Judicial Reviews of decisions made by Arun District Council

#### Capital Expenditure

The Parish Council did not incur any capital expenditure during 2017/2018.

Land owned by the parish council at Mayflower Way was transferred to the Angmering Community Land Trust during the year at a nominal price of £1. The land was transferred on condition that it was used to provide 12 truly affordable dwellings for people of the parish.

#### Investments

The Parish Council annual Investment Strategy was followed during the year with £200,000 remaining in the CCLA Property Fund, which continued to earn a healthy overall dividend of more than 4%. The investment's book capital value remained below the original investment, but gradually recovered during the year. It is expected that this value will recover further during 2018/2019 eventually resulting in capital growth. It was always considered to be a long-term investment.

In addition, the £150,000 previously deposited with Lloyds Bank returned 1.25% when it matured on 12<sup>th</sup> May 2017. The reinvestment strategy for 2017/2018 was adjusted to focus on the security, in particular to ensure, where possible, no one bank held more than the £85,000 covered by the FSCS. This resulted in £80,000 being deposited in a 100 day deposit account with United Trust Bank and £70,000 in a 90 day deposit account with the Hampshire Trust Bank. Both of these accounts are treated as **short-term deposits** in the accounts.

## Debtors

The debtors to the parish council are HMRC, for VAT reimbursement (£3,433.29) and CCLA Dividend Income for the quarter ended 31<sup>st</sup> March 2018 (£2,146).

## Section 137 Expenditure & Community Grants

Having adopted the Power of Well-Being the Parish Council did not have to use the Section 137 'Free Resource' power to make grants to other organisations.

**Community Grants** awarded during the year were:

Angmering Flower Club	£300.00	War Memorial Flowers
Air Ambulance	£375.00	Grant
St Barnabas Hospice	£250.00	Grant
1 <sup>st</sup> Angmering Guides	£300.00	Grant
ASRA	£500.00	Goalpost Replacement
4Sight	£400.00	Grant
Victim Support	£150.00	Grant
Home Start	£630.80	Grant
Angmering CLT	£4,000.00	Match Funding (10% of £40,000)
<b>TOTAL</b>	<b>£6,275.00</b>	

## Advertising

There was no advertising expenditure during the year.

## Loan Outstanding

There was no loan outstanding during the year.

## Leases with Parish Council as Tenant

Arun District Council	Palmer Road Recreation Field	Peppercorn Rent
Arun District Council	St. Nicholas' Garden	Peppercorn Rent

Castle Goring Farm                      Honey Lane Allotments                      £825 per annum Rent

**Leases with Parish Council as Landlord**

Angmering Sports and Recreation Association  
(ASRA)                      Palmer Road Pavilion                      Peppercorn Rent

Angmering Community Centre Association  
(ACCA)                      Angmering Community Centre                      Peppercorn Rent

**Pensions**

The Clerk was admitted to the Local Government Pension Scheme (LGPS) as from 1<sup>st</sup> April 2010. In addition, the other 5 members of staff were also admitted to LGPS as from 1 July 2015 and the overall pension contributions during the year were £27,793.70. The admission of all members of staff from this point fulfil the Parish Council’s obligations under the Government’s auto-enrolment legislation for which the Parish Council’s compliance date was 1 April 2017.

Rob Martin

Responsible Financial Officer for Angmering Parish Council.

16 April 2018

14a

# Angmering Parish Council

## 2017/2018 Final Accounts

### Income and Expenditure Account for Year-Ended 31st March 2018

31st March 2017		31st March 2018
£		£
	<b>Income</b>	
272,290	Precept Received	316,800.00
5,800	Precept Support Grant	-
130	Interest Received	117.65
210,084	Investment Income	160,172.55
3,042	Grants & Donations Received	-
900	Allotment Rent	900.00
5,964	Insurance & Other Income	4,088.51
498,210	Total Income	482,078.71
	<b>Expenditure</b>	
3,261	Grants	6,905.80
3,261	Sub Total	6,905.80
	<b>Running Costs</b>	
189,153	Administration	199,152.65
-	Loan Repayment	-
45,574	Parish Council Controlled	47,471.63
49,196	Parish Maintenance	54,439.78
	Capital Expenditure	
41,038	Community Centre Car Park	-
-	BMX Track/Skatebowl	-
5,562	Other Capital Expenditure	-
150,000	Investment Purchase	-
483,783	Total Expenditure	307,969.86
	<b>General Fund Analysis</b>	
92,492	Opening Balance	133,252.07
498,210	Plus: Income for year	482,078.71
590,703		615,330.78
(483,783)	Less: Expenditure for year	(307,969.86)
106,920		307,360.92
26,332	Transfers (To)/From Earmarked Reserves	-
	Adjustment	-
	Contributions to Earmarked	(56,322.00)
	Investment Reduction	(150,000.00)
	Funded from Earmarked	13,655.22
133,252	Closing Balance	114,694.14

# Angmering Parish Council

## 2017/2018 Final Accounts

### Balance Sheet at as 31st March 2018

31st March 2017		31st March 2018
£		£
	<b>Long Term Assets</b>	
150,000	Lloyds Deposit	-
200,000	CCLA Property Fund	200,000.00
		200,000.00
	<b>Current Assets</b>	
5,793	Debtors	2,146.00
5,511	Prepayments	5,659.00
7,172	VAT Due	3,433.29
19,142	Lloyds Current/Business	55,546.63
25,000	CCLA Public Sector Deposit	25,000.00
-	Other Deposit Accounts	150,000.00
115	Petty Cash	24.74
	<b>Total Bank &amp; Cash Balances</b>	230,571.37
62,733	<b>Total Current Assets</b>	241,809.66
412,733	<b>Total Assets</b>	441,809.66
	<b>Current Liabilities</b>	
20,948	Creditors & Accruals	25,915.85
20,948	<b>Total Current Liabilities</b>	25,915.85
391,785	<b>Total Net Assets</b>	415,893.81
	<b>Represented By:</b>	
133,252	<b>General Fund</b>	114,694.14
	<b>Earmarked Funds</b>	
	<b>Capital Reserves</b>	
16,954	Community Centre Improvements	26,243.32
72,568	Palmer Road Project	71,923.07
-	Office Improvements	-
	<b>Renewals Reserves</b>	
-	Grounds Maintenance Equipment	-
169,010	Asset Renewal	203,033.28
-	Festive Lights	-
	<b>Revenue Reserves</b>	
-	Flooding	-
391,785		301,199.67
		415,893.81

The above statement represents fairly the financial position of the Authority as at 31 March 2018 and reflects its Income and Expenditure during the year.

**Signed:**

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

RFO: RTMoe Date: 1/5/18

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### ANGMERING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE  
DOMMYY  
dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED  
Clerk SIGNATURE REQUIRED

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

www.angmeringparishcouncil.gov.uk AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

### ANGMERING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	27,357	41,785	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	272,290	316,800	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	225,920	165,279	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	-168,730	-167,740	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	-315,052	-140,230	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	41,785	215,894	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	44,257	230,571	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,008,758	1,858,758	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*R. J. M. J. E.*

Date *17/04/18*

I confirm that these Accounting Statements were approved by this authority on this date:

*D. J. M. J. E.*

and recorded as minute reference:

*MINUTE REFERENCE*

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*SIGNATURE REQUIRED*

**FINAL 2017/2018 Budget Monitor**

31 March 2018

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

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(316,800)	(316,800)	100%	
Grants & Donations	-	-	0%	
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(10,500)	(10,290)	98%	
Other Income	(4,977)	(4,989)	100%	
<b>Total Income</b>	<b>(332,277)</b>	<b>(332,079)</b>	<b>100%</b>	
<b>Expenditure</b>				
<b>Employees Direct</b>				
Salaries, NI & Pensions	165,000	167,739	102%	
<b>Employees Indirect</b>				
Staff Travel, Subsistence & Training	1,250	893	71%	
<b>Supplies &amp; Services</b>				
Office Building Running Costs	2,855	3,271	115%	
Office Maintenance, Improvements & Equipment	1,050	1,693	161%	Lighting Improvement £1,145
Office Running Costs	7,920	8,088	102%	
Newsletter	2,600	1,164	45%	
Books Publications & Subscriptions	2,850	2,708	95%	
Protective Clothing, Tools & Equipment	1,200	1,039	87%	
Bank Charges	20	15	75%	
Room Hire	900	1,028	114%	
Event Costs	1,400	1,627	116%	The Silent Soldier £250 took this over budget
Advertising	25	-	0%	
IT Support, Software and Equipment	4,950	5,298	107%	
Insurance	12,450	12,425	100%	
Audit Fees	1,800	1,500	83%	
Professional & Legal	31,500	33,251	106%	Judicial Review Costs, plus valuation costs for Mayflower Way to be recovered
<b>Councillors</b>				
Allowances	3,600	3,233	90%	
Chairman's Allowance	300	300	100%	
Courses/Conferences	500	185	37%	
Official Hospitality	700	343	49%	

**FINAL 2017/2018 Budget Monitor**

31 March 2018

Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
<b>Other Expenditure</b>				
Election Costs	-	-	0%	
Community Grants	7,300	6,275	86%	
Allotment Rent Paid	825	825	100%	
Christmas Day Event	-	-	0%	
<b>Maintenance Committee</b>				
Play Areas	6,400	6,172	96%	
Buildings	5,500	7,313	133%	
Christmas Tree & Lights	500	470	94%	
Street Lighting	6,000	5,601	93%	
Dog Fouling & Waste Bins	500	461	92%	
Village Maintenance	37,890	30,986	82%	
Vehicles & Equipment	4,050	3,437	85%	
Loan Charges	-	-	0%	
Transfers to Reserves	47,956	42,667	89%	
Capital Improvements	-	-	0%	
<b>Total Expenditure</b>	<b>359,791</b>	<b>350,006</b>	<b>97%</b>	
<b>Total Net Expenditure/(Income)</b>	<b>27,514</b>	<b>17,927</b>	<b>65%</b>	

**General Reserve**

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	27,514	17,927	
Balance c/f	(64,978)	(74,565)	

**ANGMERING PARISH COUNCIL**

**INTERNAL AUDIT REPORT**

**FOR THE YEAR ENDED 31 MARCH 2018**

## INTRODUCTION

An internal audit of the Parish Council's financial records for the year 2017/2018 has recently been completed. The audit included all financial transactions for the period 1 April 2017 to 31 March 2018 inclusive.

The audit was undertaken in compliance with the requirements of the Accounts and Audit (England) Regulations 2015, and in accordance with the agreed and accepted Audit Plan.

Regulation 3 of the Accounts and Audit (England) Regulations states that the Parish Council must ensure that it has a sound system of internal control which—

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk

Regulation 5 of the Accounts and Audit (England) Regulations states that the Parish Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, and any officer or member of the Parish Council, if required to do so for the purposes of the internal audit shall -

- (a) make available such documents and records; and
- (b) supply such information and explanations;

The objective of the internal audit is to determine whether the accounting arrangements, procedural controls, records, and documentary evidence are adequate to ensure the accurate and timely recording of financial transactions, so as to comply with all relevant legislation and best practice.

## SCOPE

The audit included examination of the income and expenditure account for the year, detailed inspection of the trial balance and nominal ledger, review of bank statements and online payment authorisation sheets, review of supplier invoices, review of receipts, review of petty cash, review of agendas and minutes of meetings, review of budgets, review of fixed asset register and insurance policy, review of payroll, and confirmation that bank reconciliations and reports are prepared regularly and reviewed at meetings of the Parish Council.

The Council accounts are prepared using SAGE.

## FINDINGS

- 1) Monies paid and received during the year have been accurately recorded and reconciled to the bank and cash balances.
- 2) I identified a few mispostings in the SAGE nominal ledger

- The payment for the Silent Soldier was posted to Entertainers/Stallholders
- The war memorial flowers grant of £360 was posted to maintenance contract flowers and beds

As these are both grants / donations they do affect the presentation in the accounts, but not on the annual return

- 3) Speed watch equipment was purchased in the year for £442.45 – this has not been included as a fixed asset addition
- 4) The expenditure total on the general fund analysis of the income and expenditure account did not agree to the total expenditure in the year – this was due to incorrect recording of fund transfers during the year as Council running costs
- 5) The Parish Council Governance Framework (incorporating standing orders, financial regulations, risk management and internal controls) were reviewed and updated in the year.
- 6) I reviewed the Parish Council website to confirm that the Transparency Code had been complied with

## SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)  
22 April 2018

# Annual Internal Audit Report 2017/18

## ANGMERING PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
	Trust funds (including charitable) – The council met its responsibilities as a trustee.		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/4/18

Name of person who carried out the internal audit

RACHEL HALL (FACA) AUDITOR

Signature of person who carried out the internal audit

*Rachel Hall* SIGNATURE REQUIRED

Date

22/4/18

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**ANGMERING PARISH COUNCIL**

Balances Outstanding as at:

30-Apr-18

	£	£
<b>Long Term Investments</b>		
Consolidated Stock		<b>96.00</b>
 <b>Bank Accounts</b>		
Lloyds Bank Business Account	150,081.58	
Lloyds Bank Current Account	44,938.64	
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	
	570,020.22	
 <b>Petty Cash Imprest Account</b>	125.56	
 <b>TOTAL BANK BALANCES AVAILABLE</b>		<b>570,145.78</b>
 <b>Public Works Loan Board</b>		
Outstanding Debt - Office		-

## RECEIPTS AND PAYMENTS SCHEDULE

Apr-18

## Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
04/04/2018	CCLA	BGC	8.63	-	8.63 Interest
09/04/2018	Lloyds	BGC	0.77	-	0.77 Interest
12/04/2018	Arun DC	BGC	167,750.00	-	167,750.00 Precept
23/04/2018	HMRC	BGC	3,433.29	3,433.29	- VAT Refund
30/04/2018	CCLA	BGC	2,176.85	-	2,176.85 Dividend Income
TOTAL RECEIPTS			173,369.54	3,433.29	169,936.25

Apr-18

## Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
20/04/2018	Employees	OL200418	8004.68	-	8,004.68 Salaries
20/04/2018	WSCC Pension Fund	OL200418	2964.94	-	2,964.94 Pension Contributions
20/04/2018	HMRC	OL200418	2739.87	-	2,739.87 Tax & National Insurance
20/04/2018	Worthing BC	OL200418	169.68	-	169.68 Deduction
03/04/2018	Arun Mowers	OL230318	36.00	6.00	30.00 Equipment Repair
03/04/2018	Baxter Heat Pumps	OL230318	300.00	-	300.00 Heat Pump Maintenance
03/04/2018	Delta Signs	OL230318	48.00	8.00	40.00 Road Signs
03/04/2018	Online Playgrounds	OL230318	156.00	26.00	130.00 Playground Maintenance
03/04/2018	Mulholland Tree Services	OL230318	1110.00	-	1,110.00 Tree Surgery
03/04/2018	Online Playgrounds	OL230318	250.00	41.67	208.33 Equipment Repair
03/04/2018	SSALC	OL230318	168.00	28.00	140.00 Courses
03/04/2018	Surrey Hills Solicitors	OL230318	331.20	55.20	276.00 Legals
03/04/2018	Travis Perkins	OL230318	31.57	5.26	26.31 Equipment
09/04/2018	A V Hall	OL040418	31.50	-	31.50 Room Hire
09/04/2018	Biffa	OL040418	220.21	36.70	183.51 Refuse Collection
09/04/2018	Ferring Nurseries	OL040418	808.90	134.81	674.09 Flower Bed Miantenance
09/04/2018	Stubbs Copse	OL040418	74.70	12.47	62.23 Green Waste
09/04/2018	Travis Perkins	OL040418	48.00	8.00	40.00 Equipment
09/04/2018	Trax SN Jenks	OL040418	600.00	100.00	500.00 Booking Fee
04/04/2018	Allstar	DD1210	60.49	10.08	50.41 Van Fuel
24/04/2018	Cash	TRANS	200.00	-	200.00 Imprest Reimbursement
05/04/2018	Land Registry	Card0101	15.00	-	15.00 Searches
20/04/2018	Land Registry	Card0102	6.00	-	6.00 Searches
30/04/2018	Land Registry	Card0103	12.00	-	12.00 Searches
25/04/2018	Cooperative	Card0104	7.01	-	7.01 Refreshments
09/04/2018	Business Stream	OL050418	435.67	-	435.67 Water & Sewage
09/04/2018	SSALC	OL050418	34.00	-	34.00 LCR Subscription
30/04/2018	Baxter Heat Pumps	OL260418	300.00	-	300.00 Heat Pump Maintenance
30/04/2018	Biffa	OL260418	22.18	3.70	18.48 Recycling
30/04/2018	Eon	OL260418	11.15	0.53	10.62 Christmas Lights
30/04/2018	Ricara	OL260418	133.87	-	133.87 Resilience Jackets
30/04/2018	RS Hall & Co	OL260418	600.00	100.00	500.00 Internal Audit
30/04/2018	SMC	OL260418	1525.00	-	1,525.00 Gazebo Removal
30/04/2018	SSALC	OL260418	2222.75	-	2,222.75 Subscriptions
30/04/2018	Stubbs Copse	OL260418	83.00	13.85	69.15 Green Waste
30/04/2018	Surrey Hills Solicitors	OL260418	800.40	133.40	667.00 Mayflower Way (Rechargeable)
26/04/2018	CERTAS Energy	Card0107	247.54	11.79	235.75 Mower Fuel
02/04/2018	Conxserv	Card0106	42.00	7.00	35.00 Website \hosting
09/04/2018	EVAQ8	Card0105	75.85	12.64	63.21 1st Aid Equipment
18/04/2018	Vodafone	DD0101	60.78	10.13	50.65 Mobiles
30/04/2018	Utility Warehouse	DD0102	260.44	12.68	247.76 Energy
11/04/2018	Allstar	DD0103	35.27	5.88	29.39 Van Fuel
20/04/2018	SCS t/a Sprint	DD0104	96.86	16.14	80.72 Telephones
24/04/2018	Focus	DD0105	336.35	56.06	280.29 IT Services
13/04/2018	SAGE	DD0106	35.06	5.84	29.22 Payroll
16/04/2018	SAGE	DD0107	71.40	11.90	59.50 Accounts
25/04/2018	Allstar	DD0108	33.11	5.52	27.59 Van Fuel
26/04/2018	BT	DD0109	29.52	4.92	24.60 Village Hall Broadband
24/04/2018	Giffgaff	DD0110	10.00	1.67	8.33 Emergency Mobile
TOTAL			25895.95	885.84	25010.11

**Council/Committee Meetings 2018/2019**

Committees	Clerked by		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Parish Council	Rob/Paul	Mon	14th	11th	9th	13th	10th	8th	12th	10th	14th	11th	11th	8th
HTP Planning	Paul	Tues	15th	26th	17th	7th	18th	9th	20th	11th	29th	19th		2nd
HTP Full Meeting	Paul	Tues		5th		28th		30th			8th		12th	23rd
Highways Sub-committee	Paul	As & When												
Major Developments Sub-committee	Paul	As & When												
Governance	Rob/Paul	Wed	9th			8th		31st				6th		
CLEW	Claire	Wed	30th	27th	25th	29th	26th	31st	28th	19th	30th	27st	27th	24th
Resilience Sub-committee	Claire	Wed												

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

The above meetings will all commence at 7:30 pm