



Established 1894

Angmering Parish Council
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TO: ALL MEMBERS OF THE COUNCIL

YOU ARE SUMMONED TO ATTEND A MEETING OF

ANGMERING PARISH COUNCIL
TO BE HELD IN THE ~~KING SUITE, ANGMERING VILLAGE HALL~~ St Margaret's Church Hall
ON MONDAY 8th OCTOBER 2018 AT 7.30 PM
FOR THE PURPOSES OF TRANSACTING THE FOLLOWING BUSINESS:

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS**
3. **APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10th SEPTEMBER 2018**
4. **THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA, WHICH WILL INCLUDE SPECIFIC UPDATES ON:**
 - a) The attached action list
 - b) Any subsequent matters that have arisen since the agenda was set.
5. **2018/2019 FINANCIAL REPORT**
 - a) Statements of the Bank Account Balances and Loans Outstanding as at 31st August 2018.
 - b) Income and Expenditure compared with the Revised Budget, for the period to 31st August 2018.
 - c) Lists of cheques and other payments for August 2018.
6. **CHAIRMAN'S REPORT**

To hear the report of the activities of the Chairman since the last meeting.
7. **PUBLIC CONSULTATION**

An opportunity for parishioners to seek information or question the Council and its members on any matter in respect of the Parish.
8. **REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR**

9. REPORTS FROM THE ARUN DISTRICT COUNCILLORS

10. PURCHASE OF FLAT ABOVE PARISH OFFICE

To consider the attached report on progress to date and to consider the following:

- a) The principle of the purchase
- b) The appointment of conveyancing solicitors
- c) The method and mix of funding
- d) The proposed Change of Use planning application
- e) The attached Borrowing Approval application
- f) The attached analysis of budget changes needed to show the effect of this.

11. PAYROLL

To consider the outsourcing of the payroll duties for the future. WSCC have indicated that they would undertake this for an initial cost of £4,000 with minimal ongoing costs.

12. ACCOUNTANCY & BOOKKEEPING

To consider the outsourcing of the bookkeeping and accountancy functions for the future.

13. BUDGET & PRECEPT 2019/2020

The 2019/2020 Precept requirement has to be notified to Arun District Council by the end of January 2019, but there is considerable work to be done in the meantime. It was envisaged that a draft budget would be presented to the Governance & Oversight Committee at its scheduled meeting on 31st October 2018. Guidance is required to direct the Clerk/RFO on what is to be included in the budget for the coming year. Once the budgetary requirements are known, decisions can be made about what is needed from the Precept alongside the management of the Reserves.

14. MINUTE TAKING ASSISTANCE

Following the decision at the last meeting a potential candidate has been located to test the viability of employing someone to provide this assistance, with the initial period of the trial to be two months.

15. GARAGE STORAGE FOR MAINTENANCE STAFF

An opportunity has arisen for the parish council to rent a facility off of Roundstone Lane to store the Maintenance Equipment. This is an industrial unit with a rent of £500 per month and it would solve a long-term problem once and for all.

16. PARISH COUNCIL INSURANCE POLICY

Following the submission from Came & Co offering three potential insurers, to confirm 'Ecclesiastical' as the Parish Council's insurers with effect from 1st October 2018 on a 3-year Long Term Agreement with the first year's premium set at £7,409.99.

17. COMMUNITY GRANT APPLICATIONS

Applications for grant have been received from 4Sight Vision Support for £400; Peggy's Walk £500; Chatsmore High School for £300 and Angmering Sports & Leisure Association for £1,063.80 (copies attached)

The 2018/2019 budget for Community Grants is £3,300 and no grant applications have been received to date. Payment of these grants would leave £1,036.20 for the remainder of the year.

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

- a) JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group (ADALC dates: 19 September; 12 December 2018)

19. QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

An opportunity to ask questions resulting from the attached minutes of the meetings of the following committees:-

- a) The Housing, Transport & Planning Committee meeting held on 18th September 2018.
- b) CLEW Committee meeting held on 26th September 2018.
- c) Governance & Oversight Committee – n/a.

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

21. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is Monday 12th November 2018 at 7.30pm in the King Suite of Angmering Village Hall.



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Katie Herr – Clerk to the Council

Date. 01/10/18