



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 10 SEPTEMBER 2018

Present: Councillors John Oldfield (Chairman); Rhys Evans; Norma Harris; Steven Mountain, Paul Bicknell; David Marsh; Roger Phelon

In Attendance: Rob Martin, former Parish Clerk; David Hussey, Assistant Clerk; Tracy Lees, Office Manager; District Councillor Andy Cooper; County Councillor Deborah Urquhart; one member of the public

Action

18/078 APOLOGIES FOR ABSENCE
Apologies for absence had been received from District Councillor Dudley Wensley, Councillors Mike Hill-Smith, Lee Hamilton-Street, and Nikki Hamilton-Street.

The Chairman mentioned that Rob Martin, the former Parish Clerk, was in attendance, but would not be speaking in the formal capacity of Parish Clerk. The Chairman welcomed Tracy Lees, the newly appointed Office Manager.

18/079 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN AGENDA ITEMS
No declarations were made.

18/080 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 AUGUST 2018
The minutes of the Parish Council Meeting held on 13 August 2018 were agreed as a correct record and signed by the Chairman.

18/081 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA
Mr Martin gave an update. Historic papers were being sent to archive file store (administered by West Sussex County Council). Tracy Lees had joined the parish council on 20 August as Office Manager. The new Parish Clerk,

Katie Herr, would be starting in post on 1 October. Mr Martin would attend the parish council office during the last two weeks of September.

18/082

2018/2019 FINANCIAL REPORT

Mr Martin will circulate and publish a financial report.

**Former
Parish Clerk**

18/083

CHAIRMAN'S REPORT

The Chairman reported that he had attended the final day of the recent visit organised by the Angmering Twinning Association. This had been a very pleasant day and a positive experience for all concerned. The visitors had been very complementary and had greatly enjoyed their visit. The Chairman would consider joining Councillor Harris in attending future meetings of the Twinning Association.

Chairman

The Chairman adjourned the meeting for public consultation.

18/084

PUBLIC CONSULTATION

An Expression of Interest

A member of the public came along to listen to parish business, and to express a tentative interest in becoming a councillor or helping the parish council in some way. The gentleman would consider the matter further and come into the parish office to find out more. The Chairman thanked the member of the public for his interest.

The meeting reconvened.

18/085

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart provided an update. She had met today with a delegation of government officials and a Chief Executive of a major mining company from China, to discuss issues of solar power and renewable energy. There were no official meetings held at the County Council during August.

County Councillor Urquhart said that West Sussex County Council (WSSC), East Sussex County Council, and Surrey County Council were all in serious financial difficulty due to drastic cuts to funding (particularly in the field of social care) imposed by central government. This was exacerbated by the additional budget pressures caused by the significantly increased numbers of children going in to care.

A permit system for users of the local household waste amenity tip would operate from 1 October. Trailers were no longer accepted, on health and safety grounds. Certain access passes would be available on the West Sussex County Council website.

With regard to the proposed site for a new school, County Councillor Urquhart mentioned that this remained subject to agreement by WSSC Legal, and their Estates Management Board. She would mention the issue to the relevant senior official.

18/086

REPORT FROM THE ARUN DISTRICT COUNCILLOR

District Councillor Cooper gave an update. As Arun District Council had not met in August, there was less than usual to report:

District Councillor Cooper had attended the unveiling of the Angmering in Bloom and Angmering Heritage new village map which he felt was a fantastic new asset. District Councillor Cooper thanked all those involved.

District Council Cooper reported that the local plan was adopted at the most recent full council meeting. He felt this was a positive step in the right direction for helping to control developments throughout Arun.

Arun District Council were clamping down on dog fouling, with thoughtless owners being subject to a maximum fine of £1,000. The scheme is operated by EH Commercial Services Ltd. Anyone witnessing an owner not picking up after their pet is urged to call the reporting hotline on 01903 737755.

Information about important changes to the law for houses of multiple occupancy can be found on the Arun District Council website. The next full council meeting for Arun District Council would be held on 12 September. Members of the public are welcome to attend.

18/087

PARISH COUNCIL WARD CHANGES

A discussion took place with regard to minute 17/208 of the Parish Council meeting of 12 March 2018. There had been confusion over ward and parish boundaries. The intention was to request that the ward south of the A259 should be included in the village area north of the A259 and not shown as a separate ward.

In a subsequent conversation with Arun District Council, the Clerk ascertained that some District Councillors wished to take the boundary with East Preston northwards to the A259 which would mean that Angmering South ward residents would become East Preston parish rather than Angmering parish.

Councillor Mountain stated that we did not wish to see a boundary change. He suggested that, as there was no need to make a decision at this meeting, the item should be put on a future parish council meeting agenda for June or July 2019, after the local elections.

Clerk

District Councillor Cooper agreed with Councillor Mountain and stated that Arun District Council did not want boundaries changed and urged the parish council to keep himself and Angmering Ward members informed.

18/088

CHANDLERS SITE DEVELOPMENT – PUBLIC CONSULTATION

Mr Martin advised that, following consultation, the majority of the public had reacted favourably to the plans, so there was no 'public reaction' reason not to proceed. However, there were useful things to learn from the public responses. The parish council would proceed to build a viable plan and contract.

The Chairman advised that the parish council was awaiting a more detailed plan from Landspeed. He felt that it might be useful for the project team to meet again. Councillor Mountain felt that we needed to consider in detail what was required in the envisaged new building housing the parish council offices, community hub and business centre; and what contractual work should come first.

18/089

GOVERNANCE COMMITTEE MEMBERSHIP

There was a general consensus that historically it had proven difficult to motivate interest in the work of this committee. Councillor Marsh felt that it might be useful to include the Standing Committee Chairmen as automatically being members of this committee. Councillor Marsh formally proposed this, which was seconded by the Chairman, and agreed by all present.

18/090

ARUNDEL ROAD HIGHWAY SAFETY

The group discussed a recent letter from a resident of Arundel Road regarding a proposed speed reduction scheme. The group felt that the letter raised some good points. Councillor Mountain felt that signs did not make drivers slow down; only speed humps were effective and suggested that the proposal should be put before the County Councillor. Councillor Harris felt that the twenty-miles-per-hour speed roundels were effective.

Mr Martin felt that the resident may have already discussed the proposal with West Sussex County Council. He felt that a speed table might be useful at the location of concern.

Councillor Marsh mentioned that within approved Operation Speedwatch zones, drivers of vehicles being driven at over 24mph would receive letters from police. In his experience many speeding vehicles also had no current road tax.

The Chairman said that the parish council broadly supported the contents of the letter and would discuss it further at the meeting of the Housing Transport and Planning Committee on 9 October.

18/091

COMMUNITY GRANT APPLICATIONS

The 2018/2019 budget for community grants is £3,300. Mr Martin advised that two applications had been received (from ASRA and 4Sight) since the agenda was drafted.

18/092

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

Councillor Mountain referred to the note of the Angmering Sports & Recreation Association (ASRA) meeting of 4 September circulated by

Councillor Phelon. Concerns about the renewal of the lease, and better signage to the recreation grounds were raised. These concerns would be discussed fully at the Angmering Advisory Group on 13 September. Mr Martin mentioned there were hopes to expand the facility for greater use.

18/093 QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING
No issues were discussed under this agenda item.

18/094 URGENT REPAIRS AND IMPROVEMENTS TO THE PARISH COUNCIL FRONT OFFICE

The Chairman advised that a list of requirements had been produced, quotations for which were being sought. The current lack of insulation needed to be rectified before winter. Screening off the front window area using double glazing and / or patio-type doors was discussed as a possible remedy to prevent drafts. Improvements to the reception area were badly needed. Councillor Phelon felt that getting the windows done was the priority. The Chairman estimated the total cost to be in the region of £7,000, including a budget for desk improvements.

Consideration needed to be made for the building being in the conservation area. The Chairman stated that the Conservation Officer from Arun District Council would be asked to visit the parish council office to give his advice. Councillor Marsh would ask a local acquaintance who works in the field of shop design (and who employs local tradesmen) to take a look at the office and quote accordingly.

Mr Martin said that the improvements would increase the value of the property. Estimates for the work would be circulated for consideration. He stated that the parish council had a duty to meet all staffing and disability access considerations.

Councillor Harris proposed that the work be commenced. Councillor Evans seconded the proposal which was agreed by all present.

18/095 URGENT MATTERS ARISING SINCE THE PREPARATION OF THE AGENDA

Community Centre

Councillor Mountain confirmed that the heat pump installation work would complete on 12 September. Mr Martin confirmed that the parish council would contribute to costs as agreed, with additional work being funded by the Community Centre. The planned gates / barriers had yet to be installed, though plans were progressing.

18/096 DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on 8 October 2018.

After considering confidential agenda items 20-23 the meeting finished at 21:50.

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

CONFIDENTIAL

**ANGMERING PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING, 10 SEPTEMBER 2018
CONFIDENTIAL AGENDA ITEMS 20-23**

18/097

CORNER HOUSE FLAT

Mr Martin advised that the parish council would apply formally to Arun District Council for a Change of Use in regard to the intended purchase of the flat above its office. We may limit the length of time (to perhaps three years) for the Change of Use. The value of the flat would first be determined. Mr Martin noted that the flat had a 930 year lease. Mr Martin would discuss figures with the owner of the flat.

**Former
Clerk**

Councillor Harris felt that it was a quality property which represented good value. The Chairman mentioned that the room at the front of the flat could be used as the office for the Clerk.

18/098

PR CONSULTANCY

The Chairman had recently spoken to Ms Kelly, the PR consultant for the Parish Council, and had agreed that she proceed with the press release for the BMX event. He requested opinions from councillors on how best (if at all) to use the PR consultancy service going forward, given the expense of the service.

Councillor Mountain wondered whether the parish council could justify the continued expense, particularly as the service provided was not a core operation. The Chairman felt that the Facebook page had not proved successful. Councillor Evans countered that the parish council was now visible in a way it had not been before. The Office Manager mentioned that parish council staff had very little time to devote to council social media matters.

The Chairman felt that the parish council should not pass any more work to Ms Kelly for the time being. The matter would be discussed further with the new Parish Clerk.

Councillor Marsh and the Chairman thanked staff and volunteers who gave their time to help with the recent BMX event. Councillors Evans and Phelon felt there were not enough people to help with the physical work.

18/099

OUTGOING CLERKS CONSULTANCY

The Chairman stated that the intention was for there to be no need to retain the services of Mr Martin, the outgoing Parish Clerk, beyond 28 September 2018. Only in extremis would Mr Martin's services be called upon beyond that date. Any such services would be paid at a rate of £60 per hour, with a limit of such expenditure applicable. An appropriate limit would be discussed with the new Clerk, but an initial proposed maximum of £240 a month was made by Councillor Marsh. This was seconded by Councillor Phelon and agreed by all present.

Mr Martin said that he would clear the ground ready for the arrival of the new Clerk on 1 October. He stated that his available time beyond September may be limited as his intention was to take up alternative employment. Mr Martin stated that his services would not be available at all beyond 31 December 2018.

Mr Martin reported that the new Clerk and Office Manager were keen to identify an outside supplier to provide payroll services to the parish council. The new Clerk would discuss the matter with the Parish Clerk of East Preston Parish Council.

18/100

APPOINTMENT OF MINUTE CLERK

The Chairman said that a significant amount of time was spent writing up minutes. The Staffing Group had suggested the appointment of a Minute Clerk on a casual contract, working approximately two hundred hours per year, receiving payment of between £10 and £15 per hour. This would cost more if we sought a suitable person through a recruitment agency.

The Assistant Clerk and Councillor Evans felt it would be best not to employ, but instead seek freelance provision, similar to the arrangement with our PR consultant. Councillor Phelon proposed we seek a local individual, this was seconded by Councillor Mountain, and agreed by all present.

ANGMERING PARISH COUNCIL

Balances Outstanding as at:	31-Aug-18
	£ £
Long Term Investments	
Consolidated Stock	96.00
 Bank Accounts	
Lloyds Bank Business Account	60,372.95
Lloyds Bank Current Account	22,749.20
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
	458,122.15
 Petty Cash Imprest Account	143.98
 TOTAL BANK BALANCES AVAILABLE	 458,266.13
 Public Works Loan Board	
Outstanding Debt - Office	-

2017/2018 Budget Monitor

30 August 2018

Revised Budget Actual to Date Known Commitments Budget Left Proportion of Total Comments

	£	£	£	£	£	
Play Areas	6,900	2,112	-	4,788	31%	
Buildings	5,500	14,538	-	(9,038)	264%	
Christmas Tree & Lights	500	4,496	-	(3,996)	899%	
Street Lighting	6,000	255	5,900	(155)	4%	
Dog Fouling & Waste Bins	500	-	-	500	0%	
Village Maintenance	19,900	13,270	12,390	(5,760)	67%	
Vehicles & Equipment	4,050	1,034	-	3,016	26%	
Loan Charges	-	-	-	-	0%	
Transfers to Reserves	49,570	-	(30,040)	79,610	0%	Some of village maintenance costs (football pitch drainage work to be financed from reserves)
Capital Improvements	-	-	-	-	0%	
Total Expenditure	335,130	138,072	(11,119)	208,177	41%	
Total Net Expenditure/(Income)	(12,300)	(45,651)	(11,119)	44,471	371%	

General Reserve

Balance b/f	(92,492)				
Less: Net Expenditure/(Income)	(12,300)	(45,651)			
Balance c/f	(104,792)	(138,144)			

RECEIPTS AND PAYMENTS SCHEDULE

Aug-18

Receipts

Date	Payee Name	Reference	Total £	VAT £	Net £
02/08/2018	CCLA	BGC	11.94	-	11.94 Interest
09/08/2018	Lloyds	BGC	4.62	-	4.62 Interest
TOTAL RECEIPTS			16.56	-	16.56

Aug-18

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
01/08/2018	Allstar	DD0506	42.53	7.09	35.44 Van Fuel
01/08/2018	DLL	DD0508	562.52	93.75	468.77 Photocopier Lease
01/08/2018	Adobe	DD0513	21.14	3.52	17.62 Conversion Software
02/08/2018	CXS	CARD0501	42.00	7.00	35.00 Website Hosting
07/08/2018	Blachere Illuminations	OL010818	5,382.00	897.00	4,485.00 Replacement Festive Lights
07/08/2018	Catherine Kelly	OL010818	1,562.25	-	1,562.25 Publicity for Chandlers and BMX
07/08/2018	Indigostring	OL010818	75.00	-	75.00 BMX Artwork
07/08/2018	Newman Business Supplies	OL010818	394.76	65.79	328.97 Photocopies
07/08/2018	Play Inspection Company	OL010818	420.00	70.00	350.00 Play Area Inspections
07/08/2018	Sonic Solutions	OL010818	568.80	94.80	474.00 PA Hire
07/08/2018	Stubbs Copse	OL010818	224.10	37.39	186.71 Green Waste Disposal
07/08/2018	Surrey Hills Solicitors	OL010818	220.80	36.80	184.00 Mayflower Park Easement
07/08/2018	Travis Perkins	OL010818	19.80	3.30	16.50 Equipment
07/08/2018	Viking	OL010818	188.99	16.58	172.41 Stationery
07/08/2018	WSCC	OL010818	7,385.57	1,230.93	6,154.64 Street Lighting Maintenance & Energy 2017/18
13/08/2018	SAGE	DD0502	35.06	5.84	29.22 Payroll
15/08/2018	Allstar	DD0505	41.44	6.91	34.53 Van Fuel
15/08/2018	BT	DD0510	154.44	25.74	128.70 Broadband
16/08/2018	SAGE	DD0501	71.40	11.90	59.50 Accounts
19/08/2018	Vodafone	DD0503	55.93	9.32	46.61 Mobile Phones
20/08/2018	Employees	OL200818	8,323.03	-	8,323.03 Salaries
20/08/2018	WSCC Pension Fund	OL200818	3,032.72	-	3,032.72 Pension Contributions
20/08/2018	HMRC	OL200818	2,852.15	-	2,852.15 Tax/NI
20/08/2018	Grasstex	OL160818	780.00	130.00	650.00 Extra Grass Cut
20/08/2018	Source Heating	OL160818	15,173.79	722.56	14,451.23 Ground Source ump Replacement
21/08/2018	SCS t/a Sprint	DD0507	102.12	17.02	85.10 Telephones
22/08/2018	Arun Mowers	OL150818	74.34	12.39	61.95 Generator Service
22/08/2018	Angmering Village Hall	OL150818	94.50	-	94.50 Room Hire
22/08/2018	Biffa	OL150818	37.26	6.21	31.05 Recycling
22/08/2018	Coastal Drains	OL150818	438.00	73.00	365.00 SUDs Clearance
22/08/2018	Delta Signs	OL150818	84.00	14.00	70.00 Play Area and BMX Signs
22/08/2018	Home-Start Arun	OL150818	630.80	-	630.80 Community Grant
22/08/2018	Making Faces	OL150818	100.00	-	100.00 Face Painting Annual Fair
22/08/2018	Stubbs Copse	OL150818	224.10	37.39	186.71 Green Waste Disposal
22/08/2018	Wizziprint	OL150818	156.00	15.00	141.00 BMX Event Publicity
23/08/2018	Cash	Transfer	200.00	-	200.00 Imprest Reimbursement
23/08/2018		DD0514	336.35	56.06	280.29 IT Support
24/08/2018	GiffGaff	DD0512	10.00	1.66	8.34 Emergency Mobile
26/08/2018	BT	DD0509	29.52	4.92	24.60 Village Hall Broadband
29/08/2018	Allstar	DD0504	45.17	7.53	37.64 Van Fuel
29/08/2018	Environment Agency	CARD0502	170.00	-	170.00 Black Ditch Licence
31/08/2018	Utility Warehouse	DD0511	110.23	5.53	104.70 Energy
TOTAL			50,430.08	3,719.84	46,710.24



REPORT TO COUNCIL

Date: 8th October 2018
Prepared by: Rob Martin
Subject: Corner House Flat Purchase

Introduction

1. Councillors are aware that the Chandlers project would provide a fit-for-purpose Parish Council office, designed to accommodate the required staff going forward. It was frustrating, however, that the ability to strengthen the team would not be possible until that was built, unless alternative temporary accommodation was available. The new facility would take around 3 years to come to fruition.

Flat Purchase

2. The Clerk became aware that the leaseholder of the flat above the current office was looking to put it on the market in the near future, with an asking price of £220,000. The parish council is the freeholder of the building and the flat is the subject of a 999 year lease, issued in 1973, with a ground rent of just £4 per annum. Buying the lease back would put the Parish Council in a strong position when it came to selling the office as the building could be offered as a single unit, probably enhancing its value. It would therefore make a very good investment.
3. Considering this to be the perfect solution to this temporary problem, he consulted with councillors to see if this was believed to be a viable option, and the answer was a unanimous 'yes'. He then requested a valuation of the flat from a local estate agent with the answer that it was worth £210,000. After consulting with councillors, the Parish Council made a tentative offer of £210,000, increased to £220,000 which has been accepted by the leaseholder, giving it exclusive rights to buy. So, the parish council has reached the position where it has a potential extension to the office for an acceptable price.

Legal Arrangements

4. The first thing to be done, once the principle is agreed, is to instruct solicitors to undertake the legal work for the sale. Three solicitors have been approached and the quotations for conveyance services received can be summarised as:-
 - a) Bennett-Griffin; Worthing – quotation of £1,800 plus disbursements and £8,500 for stamp duty.
 - b) Green, Charlton, Wright & Annis; Steyning - £1,100 plus the same disbursements and tax
5. The recommendation is that Green, Charlton, Wright & Annis be instructed as solicitors for the parish council for this purchase.

Financing Arrangements

6. The purchase of the flat will have with it a number of elements of cost, such as legal fees and stamp duty, which will all have to be financed. In addition, there will be some works

AGENDA ITEM 10

necessary to make the project joined-up, such as the opening-up of the internal doorway and the remodelling of the reception area. It would be a case of this could cost anything, so the best idea would be to set an overall budget to work within. If the expenses are evaluated, £5,000 would appear to be ample and a further overall maximum of £25,000 would give the project an overall maximum of £250,000 to work within.

7. The sale of the office was always seen as part of the financing mechanism for the Chandlers project, this would be replaced by the sale of the whole building. Some of the potential overall costs of the Chandlers scheme were to be financed by a contribution from the Council's reserves, and it would now seem to be appropriate to use this element towards this purchase. £100,000 was going to come from this source.
8. The proposed financing mechanism is as follows:-

COSTS		
Purchase Price	£220,000	
Legal & Other Expenses	£5,000	
Remodelling (Maximum)	£25,000	
OVERALL MAXIMUM COST		£250,000
FINANCING		
PWLB Loan	£150,000	
Reserves Use (Maximum)	£100,000	
OVERALL FINANCING		£250,000

9. The Public Works Loan Board (PWLB) will offer an annuity loan at 2.77% at today's rates (20/9/18) over 25 years. The annual cost of such a loan is £8,355. The loan is secured on future parish council precepts and not the building, so will not need to be re-financed if the building is re-sold at the time that the move to the Chandlers site comes to be.

Change of Use

10. The use of the flat will necessitate making a planning application for **Change of Use** from Residential (C3) to Office (A2) and this has been submitted prior to this meeting, as any planning application to ADC is taking far longer than it should.
11. The need to get permission for this change, at least on a temporary basis is obviously important. Attempts have been made to see whether this is even necessary, without being able to obtain an answer from the planners. Because of this, an application has been sent in and the answer will be known shortly. It is unlikely that this will be an obstacle. If, for some reason, the planners do not agree the parish council could let the flat itself, earning more than the capital charges shown above.

Loan Approval

12. The attached application for loan approval reflects the assumptions laid down above and is to allow the parish council to borrow £150,000 to enable the purchase of the flat. There are a number of things that need to accompany the application, one of which is this report and the attached budget report. This application goes to SSALC where it is accompanied by a report from this body before going on to the Ministry for Housing, Communities and Local Government for approval. Below £500,000 this approval is easier to get than above that threshold.

Budgetary Considerations

13. The annual cost of the capital financing can be accommodated within the natural growth in precept for the coming year, caused by the increase in properties occupied within the new

AGENDA ITEM 10

developments. It is reasonable to assume that a further 150 band D's were created during the year (as in 2018), so moving to 3,500 from 3,353 seems reasonable. At the current £100 per band D, this means that a budgeted precept of £350,000 is likely for 2019/2020. This is just under £15,000 extra. An analysis of the budgetary effects attached shows that the 2018/2019 and 2019/2020 & onward budgets can accommodate the debt charges and extra running costs, and still be showing a net credit position.

Decisions

14. Councillors are asked 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.



Department for
Communities and
Local Government



APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

Name of Council	ANGMERING PARISH COUNCIL
Name of Clerk	Kathryn Herr
Working Address (inc. Postcode)	The Corner House, The Square, Angmering, Littlehampton, West Sussex. BN16 4EA
Email address	Katie.Herr@angmering-pc.gov.uk
Telephone	01903 772124
Name of Chair	John Oldfield
Home Address (inc. Postcode)	The Beeches, West Drive, Angmering, Littlehampton, West Sussex. BN16 4NL
Email address	John.oldfield@angmering-pc.gov.uk
Telephone	01903 783181
District/Unitary Council area	Arun District Council
Purpose of Borrowing Please give a brief description of the purpose for which funds are required. Example of Capital projects : Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital expenditure	The parish council needs to expand its facilities and to employ additional staff to meet the challenges of a fast-changing future. In order to do so the accommodation available has to be expanded and the availability of the flat above its current office needs to be taken on. The flat has been rented out by a landlord for residential purposes since 1973, the parish council being the freeholder. There is currently 954 years left on the lease and it makes sense to take this opportunity to expand. The loan would be to finance the purchase and adaption of the flat for business use.
Total Contract/Project Value	£ 250,000
Funding from Council's own resources	£ 100,000
Funding from other sources	£ 0
Amount to be borrowed	£ 150,000

Deadline for approval (if applicable) If borrowing is required by a specific date – eg an auction date, or to meet match funding requirements - give details here.	asap
Is funding from other sources confirmed?	Yes ✓ No
Proposed Borrowing Source	PWLB
Intended Borrowing Term (please specify the number of years)	25 years
Details of Existing Loans Date Taken Out Amount Outstanding Unexpired Term	None
Are you increasing Precept to fund this borrowing? What will be the amount and percentage of the planned increase per annum? What will cost band D per annum?	Yes No ✓ n/a
If applicable, have you assessed the extent of public support to increase precept for this loan? If yes, what were the results of the assessment to increase precept for this loan?	n/a
Precept for previous year: Precept for Current year: Precept for next year:	£ 316,800 for Band D: £98.02 £ 335,500 for Band D: £100.00 £ 350,000 for Band D: £100.00 (assumed, not set yet. Increase in total due to development progress)
Number of Electorate	6,259

<p>Value and purpose of all funds, capital/revenue reserves and balances currently held</p>	<p>Reserve Balance 1st April 2018 £415,893; made up as:</p> <p>General Reserve £114,694; for use to cover unplanned matters.</p> <p>Community Centre Capital Reserve £26,243; to enhance the facility over time.</p> <p>Palmer Road Project Capital Reserve £71,923; to prepare for the planned Sports Hub</p> <p>Asset Renewal Reserve £203,033; to provide for the replacement and enhancement of assets over time.</p>
<p>Have you provided the following supporting evidence?</p> <p>a) Full Council minutes with resolution to apply to DCLG for borrowing approval</p> <p>b) Report to the Council</p> <p>c) Council Budget for current year and next year if available</p> <p>d) Consultation and outcome of consultation</p>	<p>Please tick the appropriate box</p> <p>a) Yes ✓</p> <p>b) Yes ✓</p> <p>c) Yes ✓</p> <p>d) No X</p>
<p>Approval of Full Council</p> <p>The above application was agreed by resolution of the full council on..... (date), the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.</p> <p>The Council undertakes to notify the Department for Communities and Local Government (DCLG), as soon as reasonably practicable, in the event:-</p> <ul style="list-style-type: none"> • of not exercising the approval, or, • it finds that the original amount requested is greater than the actual borrowing need. <p>SIGNED..... DATE..... (Chair of the Council)</p> <p>NAME.....</p> <p>SIGNED..... DATE..... (Responsible Financial Officer)</p> <p>NAME.....</p>	

Please send signed, completed forms and all supporting information to your county association of local councils.

Failure to submit all required information will delay your borrowing approval

PURCHASE OF FLAT - OCTOBER/NOVEMBER 2018	2018/2019 Budget	2018/2019 Changes	2018/2019 Revised Budget	2019/2020 Changes	20119/2020 Budget
	£	£	£	£	£
<u>INCOME</u>					
Precept	(335,500)	-	(335,500)	(14,500)	(350,000)
Grants Received - General	-	-	-	-	-
Grants Received - Lottery	-	-	-	-	-
Grants Received - Arun DC	-	-	-	-	-
Grants Received - WSCC	-	-	-	-	-
Grants Received - Government	-	-	-	-	-
Donations Received	-	-	-	-	-
Fundraising	-	-	-	-	-
Section 106 Income	-	-	-	-	-
Community Infrastructure Levy Income	-	-	-	-	-
Interest Received	(1,800)	-	(1,800)	-	(1,800)
Investment Income	(8,800)	-	(8,800)	-	(8,800)
Allotment Rent Received	(900)	-	(900)	-	(900)
Insurance Claims	-	-	-	-	-
Ground Rent & Insurance Contribution from Flat	(430)	-	(430)	430	-
Use of Reserves	-	(100,000)	(100,000)	-	-
Use of Capital Receipts	-	-	-	-	-
PWLB Loan	-	(150,000)	(150,000)	-	-
Business Hub Lettings	-	-	-	-	-
Other Income	-	-	-	-	-
Total Income	(347,430)	(250,000)	(597,430)	(14,070)	(361,500)
<u>EXPENDITURE</u>					
Employees Direct					
Salary - Clerk	41,400	-	41,400	-	41,400
Salary - Other Clerical Staff	68,800	-	68,800	-	68,800
Salary - Groundstaff	29,600	-	29,600	-	29,600
Employer's National insurance	12,700	-	12,700	-	12,700
Pension - LGPS	30,400	-	30,400	-	30,400
Employees Indirect					
Travel	300	-	300	-	300
Subsistence	-	-	-	-	-
Staff Training	1,000	-	1,000	-	1,000
Supplies & Services					
Electricity	1,100	-	1,100	500	1,600
Gas	750	-	750	300	1,050
Water/Sewage	420	-	420	200	620
Business Rates	-	-	-	3,000	3,000
Office Cleaning	700	-	700	700	1,400
Office Maintenance	550	-	550	200	750
Office Improvements	-	-	-	-	-
Office Equipment	500	-	500	-	500
Stationery & Consumables	2,000	-	2,000	-	2,000
Postage	120	-	120	-	120
Telephones	1,000	-	1,000	-	1,000
Broadband	1,200	-	1,200	-	1,200
Mobile Telephones	550	-	550	-	550
Photocopying	3,000	-	3,000	-	3,000
Printing	350	-	350	-	350
Newsletter Production	3,000	-	3,000	-	3,000
Newsletter Delivery	2,000	-	2,000	-	2,000
Books & Publications	200	-	200	-	200
Professional Subscriptions	2,600	-	2,600	-	2,600
Other Subscriptions	150	-	150	-	150
Land Registry	150	-	150	-	150
Protective Clothing	500	-	500	-	500
Tools & Equipment	700	-	700	-	700
Bank Charges	20	-	20	-	20
Room Hire	900	-	900	-	900
Entertainers/Stallholders	4,500	-	4,500	-	4,500
Advertising	25	-	25	-	25
IT Support	3,300	-	3,300	-	3,300
IT Software	1,500	-	1,500	-	1,500
IT Equipment	300	-	300	-	300

PURCHASE OF FLAT - OCTOBER/NOVEMBER 2018	2018/2019	2018/2019	2018/2019	2019/2020	2019/2020
	Budget	Changes	Revised Budget	Changes	Budget
	£	£	£	£	£
Insurance - Parish Policy	11,400	-	11,400	-	11,400
Insurance - Vehicles & Equipment	1,500	-	1,500	-	1,500
Internal Audit Fees	800	-	800	-	800
External Audit Fees	1,000	-	1,000	-	1,000
Professional Expenses	-	-	-	-	-
Legal Fees	1,000	-	1,000	-	1,000
Councillors					
Councillor's Basic Allowance	3,600	-	3,600	-	3,600
Member's Travel Expenses	500	-	500	-	500
Chairman's Allowance	300	-	300	-	300
Hospitality & Team Building	700	-	700	-	700
Courses/Conferences	1,000	-	1,000	-	1,000
Other Expenditure					
Election Costs	-	-	-	-	-
Community Grants	3,300	-	3,300	-	3,300
ACLT Match-Funding	-	-	-	-	-
Allotment Rent Paid	825	-	825	-	825
CLEW Committee					
Play Area Inspections	900	-	900	-	900
Play Area Maintenance	6,000	-	6,000	-	6,000
Play Amenities Maintenance	-	-	-	-	-
Buildings - Routine Maintenance	5,000	-	5,000	-	5,000
Buildings - Insurance Work	500	-	500	-	500
Buildings - Improvements	-	-	-	-	-
Christmas Tree	500	-	500	-	500
Festive Lights	-	-	-	-	-
Street Lighting - New Columns	-	-	-	-	-
Street Lighting - Electricity	1,500	-	1,500	-	1,500
Street Lighting - Maintenance	4,500	-	4,500	-	4,500
Dog Fouling Bin Collections	500	-	500	-	500
Dog Fouling New Bins	-	-	-	-	-
Maintenance - Direct Labour	-	-	-	-	-
Maintenance - Contractor - General	4,000	-	4,000	-	4,000
Maintenance - Contractor - Grass	800	-	800	-	800
Maintenance - Contractor - Trees & Hedges	3,000	-	3,000	-	3,000
Maintenance - Contractor - Flowers & Beds	8,500	-	8,500	-	8,500
Rubbish Collection Green Waste	1,800	-	1,800	-	1,800
Rubbish Collection Recycling	300	-	300	-	300
Rubbish Collection General Waste	1,500	-	1,500	-	1,500
Mowers/Strimmers - Purchase	-	-	-	-	-
Mowers/Strimmers - Fuel	600	-	600	-	600
Mowers/Strimmers - Maintenance	1,500	-	1,500	-	1,500
Mowers/Strimmers - Movements	-	-	-	-	-
Vehicles - Purchase	-	-	-	-	-
Vehicles - Fuel	1,000	-	1,000	-	1,000
Vehicles - Licence	250	-	250	-	250
Vehicles - Maintenance	700	-	700	-	700
Equipment Storage	-	-	-	-	-
Loan Charges	-	4,177	4,177	8,355	8,355
Transfers to Reserves	49,570	-	49,570	-	49,570
Capital Expenditure	-	250,000	250,000	-	-
Total Expenditure	335,130	254,177	589,307	13,255	348,385
Total Net Expenditure/(Income)	(12,300)	4,177	(8,123)	(815)	(13,115)

Reserves	Apr-18	2018/2019	Capital	Apr-19	2019/2020	2019/2020
	£	£	£	£	£	Balance
General	114,694	8,123	-	122,817	13,115	258,749
Community Centre Improvements	26,243	10,000	-	36,243	10,000	44,243
Palmer Road Pavilion	71,923	8,000	-	79,923	8,000	87,173
Asset Renewal Programme	203,033	31,570	(100,000)	134,603	31,570	148,923
TOTAL RESERVES	415,893	57,693	(100,000)	373,586	62,685	539,088

PWLB

FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 150,000.00

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	1.79	38,342.80	153,371.20	1.79	38,842.50	335.63	153,356.25
Over 2 not over 2½	1.81	30,819.39	154,096.95	1.81	31,357.50	271.50	154,072.50
Over 2½ not over 3	1.84	25,811.14	154,866.84	1.84	26,380.00	230.00	154,830.00
Over 3 not over 3½	1.86	22,233.09	155,631.63	1.86	22,823.57	199.29	155,580.00
Over 3½ not over 4	1.89	19,556.09	156,448.72	1.89	20,167.50	177.19	156,378.75
Over 4 not over 4½	1.91	17,472.58	157,253.22	1.91	18,099.17	159.17	157,162.50
Over 4½ not over 5	1.94	15,811.84	158,118.40	1.94	16,455.00	145.50	158,002.50
Over 5 not over 5½	1.96	14,451.21	158,963.31	1.96	15,106.36	133.64	158,820.00
Over 5½ not over 6	1.99	13,323.11	159,877.32	1.99	13,992.50	124.38	159,701.25
Over 6 not over 6½	2.02	12,370.62	160,818.06	2.01	13,045.96	115.96	160,552.50
Over 6½ not over 7	2.04	11,551.94	161,727.16	2.04	12,244.29	109.29	161,475.00
Over 7 not over 7½	2.07	10,847.89	162,718.35	2.06	11,545.00	103.00	162,360.00
Over 7½ not over 8	2.10	10,233.56	163,736.96	2.09	10,942.50	97.97	163,323.75
Over 8 not over 8½	2.12	9,688.95	164,712.15	2.12	10,413.53	93.53	164,310.00
Over 8½ not over 9	2.15	9,210.14	165,782.52	2.14	9,938.33	89.17	165,247.50
Over 9 not over 9½	2.17	8,779.03	166,801.57	2.17	9,522.24	85.66	166,275.00
Over 9½ not over 10	2.20	8,396.24	167,924.80	2.19	9,142.50	82.13	167,246.25
Over 10 not over 10½	2.22	8,047.06	168,988.26	2.21	8,800.36	78.93	168,232.50
Over 10½ not over 11	2.25	7,734.79	170,165.38	2.24	8,498.18	76.36	169,320.00
Over 11 not over 11½	2.27	7,446.72	171,274.56	2.26	8,216.74	73.70	170,340.00
Over 11½ not over 12	2.30	7,187.77	172,506.48	2.28	7,960.00	71.25	171,375.00
Over 12 not over 12½	2.32	6,946.48	173,662.00	2.31	7,732.50	69.30	172,522.50
Over 12½ not over 13	2.34	6,724.58	174,839.08	2.33	7,516.73	67.21	173,591.25
Over 13 not over 13½	2.37	6,524.19	176,153.13	2.35	7,318.06	65.28	174,675.00
Over 13½ not over 14	2.39	6,334.93	177,378.04	2.37	7,134.64	63.48	175,773.75
Over 14 not over 14½	2.41	6,159.48	178,624.92	2.39	6,964.91	61.81	176,887.50
Over 14½ not over 15	2.43	5,996.47	179,894.10	2.41	6,807.50	60.25	178,016.25
Over 15 not over 15½	2.45	5,844.70	181,185.70	2.43	6,661.21	58.79	179,160.00
Over 15½ not over 16	2.47	5,703.12	182,499.84	2.45	6,525.00	57.42	180,318.75
Over 16 not over 16½	2.49	5,570.81	183,836.73	2.47	6,397.95	56.14	181,492.50
Over 16½ not over 17	2.51	5,446.96	185,196.64	2.49	6,279.26	54.93	182,681.25
Over 17 not over 17½	2.53	5,330.86	186,580.10	2.51	6,168.21	53.79	183,885.00
Over 17½ not over 18	2.55	5,221.86	187,986.96	2.52	6,056.67	52.50	184,965.00
Over 18 not over 18½	2.57	5,119.40	189,417.80	2.54	5,959.05	51.49	186,195.00
Over 18½ not over 19	2.59	5,022.96	190,872.48	2.56	5,867.37	50.53	187,440.00
Over 19 not over 19½	2.61	4,932.08	192,351.12	2.58	5,781.15	49.62	188,700.00
Over 19½ not over 20	2.63	4,846.36	193,854.40	2.59	5,692.50	48.56	189,821.25

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 20 not over 20½	2.64	4,760.92	195,197.72	2.61	5,616.04	47.74	191,107.50
Over 20½ not over 21	2.66	4,684.41	196,745.22	2.62	5,536.43	46.79	192,247.50
Over 21 not over 21½	2.68	4,612.05	198,318.15	2.64	5,468.37	46.05	193,560.00
Over 21½ not over 22	2.69	4,538.98	199,715.12	2.65	5,396.59	45.17	194,718.75
Over 22 not over 22½	2.71	4,474.08	201,333.60	2.67	5,335.83	44.50	196,057.50
Over 22½ not over 23	2.72	4,407.96	202,766.16	2.68	5,270.87	43.70	197,235.00
Over 23 not over 23½	2.73	4,344.97	204,213.59	2.69	5,208.99	42.93	198,420.00
Over 23½ not over 24	2.75	4,289.55	205,898.40	2.71	5,157.50	42.34	199,796.25
Over 24 not over 24½	2.76	4,232.28	207,381.72	2.72	5,101.22	41.63	201,000.00
Over 24½ not over 25	2.77	4,177.62	208,881.00	2.73	5,047.50	40.95	202,211.25
Over 25 not over 25½	2.79	4,130.08	210,634.08	2.74	4,996.18	40.29	203,430.00
Over 25½ not over 26	2.80	4,080.19	212,169.88	2.76	4,954.62	39.81	204,855.00
Over 26 not over 26½	2.81	4,032.48	213,721.44	2.77	4,907.69	39.20	206,092.50
Over 26½ not over 27	2.82	3,986.82	215,288.28	2.78	4,862.78	38.61	207,337.50
Over 27 not over 27½	2.83	3,943.12	216,871.60	2.79	4,819.77	38.05	208,590.00
Over 27½ not over 28	2.84	3,901.26	218,470.56	2.80	4,778.57	37.50	209,850.00
Over 28 not over 28½	2.85	3,861.16	220,086.12	2.81	4,739.08	36.97	211,117.50
Over 28½ not over 29	2.86	3,822.72	221,717.76	2.82	4,701.21	36.47	212,392.50
Over 29 not over 29½	2.87	3,785.86	223,365.74	2.83	4,664.87	35.97	213,675.00
Over 29½ not over 30	2.88	3,750.51	225,030.60	2.84	4,630.00	35.50	214,965.00
Over 30 not over 30½	2.89	3,716.58	226,711.38	2.84	4,589.02	34.92	216,030.00
Over 30½ not over 31	2.90	3,684.02	228,409.24	2.85	4,556.85	34.48	217,331.25
Over 31 not over 31½	2.90	3,647.85	229,814.55	2.86	4,525.95	34.05	218,640.00
Over 31½ not over 32	2.91	3,617.80	231,539.20	2.87	4,496.25	33.63	219,956.25
Over 32 not over 32½	2.92	3,588.95	233,281.75	2.88	4,467.69	33.23	221,280.00
Over 32½ not over 33	2.92	3,556.26	234,713.16	2.88	4,432.73	32.73	222,360.00
Over 33 not over 33½	2.93	3,529.60	236,483.20	2.89	4,406.31	32.35	223,695.00
Over 33½ not over 34	2.94	3,503.97	238,269.96	2.90	4,380.88	31.99	225,037.50
Over 34 not over 34½	2.94	3,474.32	239,728.08	2.90	4,348.91	31.52	226,125.00
Over 34½ not over 35	2.95	3,450.62	241,543.40	2.91	4,325.36	31.18	227,478.75
Over 35 not over 35½	2.95	3,422.78	243,017.38	2.91	4,295.18	30.74	228,570.00
Over 35½ not over 36	2.96	3,400.85	244,861.20	2.92	4,273.33	30.42	229,935.00
Over 36 not over 36½	2.96	3,374.67	246,350.91	2.92	4,244.79	30.00	231,030.00
Over 36½ not over 37	2.96	3,349.26	247,845.24	2.93	4,224.53	29.70	232,406.25
Over 37 not over 37½	2.97	3,329.72	249,729.00	2.93	4,197.50	29.30	233,505.00
Over 37½ not over 38	2.97	3,305.78	251,239.28	2.94	4,178.68	29.01	234,892.50
Over 38 not over 38½	2.97	3,282.53	252,754.81	2.94	4,153.05	28.64	235,995.00
Over 38½ not over 39	2.98	3,265.11	254,678.58	2.95	4,135.58	28.37	237,393.75
Over 39 not over 39½	2.98	3,243.17	256,210.43	2.95	4,111.23	28.01	238,500.00
Over 39½ not over 40	2.98	3,221.83	257,746.40	2.95	4,087.50	27.66	239,606.25
Over 40 not over 40½	2.98	3,201.08	259,287.48	2.96	4,071.85	27.41	241,020.00
Over 40½ not over 41	2.98	3,180.89	260,832.98	2.96	4,049.27	27.07	242,130.00
Over 41 not over 41½	2.98	3,161.25	262,383.75	2.96	4,027.23	26.75	243,240.00
Over 41½ not over 42	2.98	3,142.13	263,938.92	2.97	4,013.21	26.52	244,668.75
Over 42 not over 42½	2.99	3,128.81	265,948.85	2.97	3,992.21	26.21	245,782.50

Period (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 42½ not over 43	2.99	3,110.70	267,520.20	2.97	3,971.69	25.90	246,896.25
Over 43 not over 43½	2.99	3,093.06	269,096.22	2.97	3,951.64	25.60	248,010.00
Over 43½ not over 44	2.99	3,075.87	270,676.56	2.98	3,939.55	25.40	249,457.50
Over 44 not over 44½	2.98	3,053.78	271,786.42	2.98	3,920.39	25.11	250,575.00
Over 44½ not over 45	2.98	3,037.45	273,370.50	2.98	3,901.67	24.83	251,692.50
Over 45 not over 45½	2.98	3,021.52	274,958.32	2.98	3,883.35	24.56	252,810.00
Over 45½ not over 46	2.98	3,005.99	276,551.08	2.98	3,865.43	24.29	253,927.50
Over 46 not over 46½	2.98	2,990.84	278,148.12	2.98	3,847.90	24.03	255,045.00
Over 46½ not over 47	2.98	2,976.07	279,750.58	2.98	3,830.74	23.78	256,162.50
Over 47 not over 47½	2.98	2,961.65	281,356.75	2.98	3,813.95	23.53	257,280.00
Over 47½ not over 48	2.98	2,947.58	282,967.68	2.98	3,797.50	23.28	258,397.50
Over 48 not over 48½	2.97	2,928.39	284,053.83	2.99	3,788.89	23.12	259,882.50
Over 48½ not over 49	2.97	2,914.97	285,667.06	2.99	3,773.11	22.88	261,003.75
Over 49 not over 49½	2.97	2,901.86	287,284.14	2.99	3,757.65	22.65	262,125.00
Over 49½ not over 50	2.97	2,889.06	288,906.00	2.99	3,742.50	22.43	263,246.25

Note: 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



Established 1894

REPORT TO COUNCIL

Date: 8th October 2018
Prepared by: Tracy Lees
Subject: Garage Storage for Maintenance Staff.

Introduction.

- We are desperately in need of a new storage unit for all our ground work equipment i.e. hand tools and ride on mowers, resilience kit, event equipment and fuel and after searching the local we have found what we believe to be the perfect option.
- The location is within the Apple Storage facility located on Roundstone Lane

Why do we need a new storage unit?

- We currently we have 3 units in different areas of the Parish which is not working and not time efficient
- Present units are old and not fit for purpose i.e. no ventilation so the condensation builds up which results in expensive equipment rusting which in turn means high repair costs and downtime for that piece of equipment
- We have outgrown the units we have as everything is piled high and you need to remove many items before you can get to what you need
- Taking into account the above points this is also becoming a Health & Safety issue

What the new unit would give us

- Very easy access i.e. no need for ramps to get in or out of the unit
- The location of the site is secure and locked at night, however we can gain access outside of opening hours if required
- Space to store everything safely and for everything to be seen i.e. would allow Roy to access anything needed quickly for example the resilience equipment
- Would give us the space to safely repair and maintain our equipment rather than sending it out to be repaired
- The new unit has a parking space for the van which would allow Roy to drive the ride on mowers directly out of the until without the need to move the van

Points to note

We would be renting on a monthly basis so not tied into a contract

Electricity is included in the rental fee so no other bills to pay

Some of the cost of unit will be offset by not having to pay for repairs due to the unit being well ventilated

Would allow Roy to action jobs quicker than he can do now

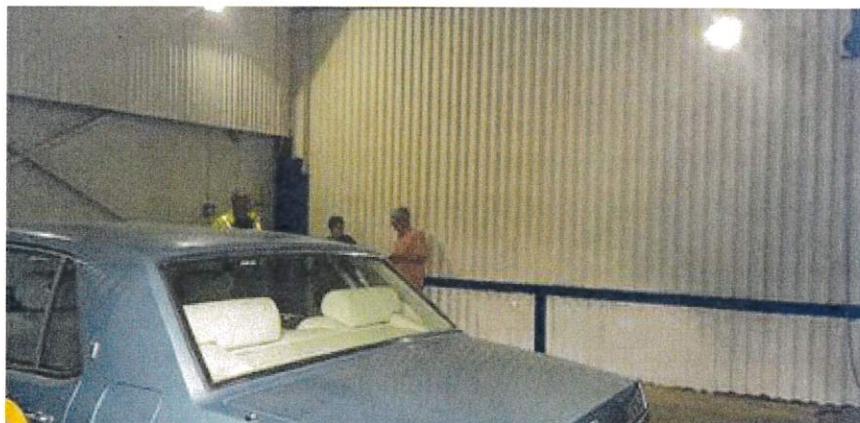
Equipment presently stored at Councillors houses i.e. the Gazebo could be stored here

The move would allow for a thorough sort out of all our equipment which would enable us to easily update our asset register for insurance purposes – to do this now would be near on impossible

If this is not approved we will need to invest in the units we presently have

The rental cost is £500 per month

Mike Rose (owner of Apple Storage) has agreed to hold the unit for us until October 15th however I believe we need to secure this as soon as possible if agreed by the Parish Council as there really is nothing else suitable in the local area





Established 1894

Angmering Parish Council

The Corner House
The Square
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West Sussex BN16 4EA

Telephone: 01903 772124

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

Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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NAME OF ORGANISATION	Angmering Sports & Recreation Association
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Section A

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

Section B

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

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

Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	X
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	X
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	X
C4	Charity Number, if applicable	1005156

Section D

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

Section E

Name of contact for grant purposes	Mr Ron Hanmore
Position of contact	Chairman
Full contact postal address, including postcode.	27 the Hooe Littelhampton Bn17 6PS
Email address and website (if applicable)	Ronhanmore64@tiscali.co.uk
Telephone number of contact	01903721088
Total Project Cost	£1063.80
Amount of grant applied for	£1063.80 If Possible but would be prepared to contribute
Where is the remainder to be financed from?	Our funds
Cheque to be made payable to	Angmering Sports & recreation Association
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	To purchase a replacement set of goals, The existing ones are now in excess of 30 years old, and are showing signs of serious corrosion , at the base of the posts, last year our other set, which were the same age, had to be replaced due to vandalism , but on inspection these were shown to have corroded in the same way , which had weakened them considerably
How many Angmering residents in organisation?	We are running 7 adult football teams and 14 youth teams both boys and girls
How many Angmering residents will benefit from the grant?	Approx 80
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	No grant recieved
Signature	Ron Hanmore
Date	5.9.2018

13/08/2018



www.pitchworks.co.uk
stephen@pitchworks.co.uk

Tel: 01614270857

Fax: 01614273291

Company Registration: 3961972

Angmering Sports
Ronhanmore64@tiscali.co.uk

QUOTE 2280

Code	Qty Rqd	Description	Price (£)	Total (£)
fbl-046	1 set (2)	Senior 76mm round super heavyweight steel posts c/w sockets	645.00	645.00
Fbl-053	1 set (4)	Elbow brackets to suit	105.00	105.00
Mnt-001	1 each	Steel maintenance kit white	26.50	26.50
		Carriage	110.00	110.00
		Total		886.50
		Total inc VAT		1,063.80

CARRIAGE	£as above
V.A.T	20.0%
DELIVERY	Approx. 1-2 week from order
TERMS	Card/cheque/bacs

NB* All Prices Are Exclusive of VAT and prices valid till Dec 31st 2018 and if ordered in its entirety

I trust this meets with your approval, should you have any queries please do not hesitate in contacting me on the number above.

Kind Regards

Andrew Hall

enquiries@pitchworks.co.uk

PitchWorks Ltd

01614270857

PitchWorks Ltd
Unit 6b, Chadkirk Business Park, Romiley, Stockport SK6 3NE

ASRA ACCOUNTS 2017

		2017	2016
<u>Income</u>			
	Membership by direct debit	£0.00	0.00
All teams	Pitch Hire	£3,185.00	2535.00
All teams	Member Club Subscriptions	£80.00	80.00
	Sports and Social Club Contributions & dues	£0.00	500.00
	Miscellaneous	£0.00	0.00
	Grants	£0.00	0.00
From Cricket club towards Tiles	Donations	£0.00	105.78
	Fundraising	£0.00	0.00
Bank interest	Interest	£1.02	1.04
From Cricket Club	Gold Bond Lottery	£156.00	156.00
	Outstanding Invoices From Clubs		
	TOTAL (less Transfers)	<u>£3,422.02</u>	<u>3377.82</u>
<u>Expenditure</u>			
Mower repair, new 11 aside goals	Ground Maintenance	£1,021.14	96.00
Various works on building/Lights/electrical	Building Maintenance	£364.00	1437.66
Business	Rates	£168.00	157.20
	Water	£362.40	529.22
	Donations	£0.00	0.00
Buildings and directors	Insurance	£1,338.00	1673.00
Line paint	Capital Purchases	£317.00	253.00
Door handles	Miscellaneous	£80.68	56.40
	Post Stationary and Sundries	£29.43	38.00
	New Build Project	£0.00	0.00
	Cleaning Expenses (Changing Rooms)	£150.00	180.00
	Total (less Transfers)	<u>£3,830.65</u>	<u>4420.48</u>
	Net Surplus(defecit)for Year Ending 2017	<u>-£408.63</u>	<u>-1042.66</u>
<u>Financial Statement at 31st December 2017</u>			
	CASH AT THE BANK-Current Account	£10.00	10.00
	CASH AT THE BANK-Reserve Account	£1,372.41	1057.34
	CASH AT THE BANK-Building Reserve Account	£5,656.68	5656.68
	CASH AT THE BANK-Gold Bond Account	£0.00	0.00
	CASH IN HAND	£0.00	130.00
<u>Represented by.</u>		<u>£7,039.09</u>	<u>6854.02</u>
	Balance Brought Forward	£6,334.87	7377.53
	Net Surplus/Deficit For Year	-£408.63	-1042.66
	Sundry Creditor	£0.00	0.00
	Balance To Carry Forwards	<u>£5,926.24</u>	<u>6334.87</u>



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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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NAME OF ORGANISATION	PEGGY'S WALK.
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Section A

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

Section B

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

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

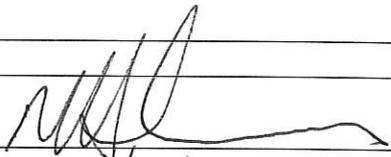
Section C

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

Section D

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

Section E

Name of contact for grant purposes	MARU WILLIAMS
Position of contact	FOUNDER.
Full contact postal address, including postcode.	12 CUMBERLAND RESORT ANGMERING BN16 4BL.
Email address and website (if applicable)	MARU.WILLIAMS@OUTLOOK.COM
Telephone number of contact	07789197811
Total Project Cost	TO DATE APPROX 2K.
Amount of grant applied for	£3000.00 £1500.00
Where is the remainder to be financed from?	DONATIONS. PREVIOUS GRANTS.
Cheque to be made payable to	ANGMERING PARISH COUNCIL
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	TO IMPROVE PLANTING, TREES. ADDING MORE PLANTS.
How many Angmering residents in organisation?	10.
How many Angmering residents will benefit from the grant?	ALL THOSE USING PEGGY'S WALK.
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	
Signature	
Date	18/9/18.



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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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NAME OF ORGANISATION	Chatsmore Catholic High School, Goring, West Sussex BN12 5AF
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Section A

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

Section B

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

Name of contact for grant purposes	Abigail Whitehead
Position of contact	Teacher of English, Chatsmore Catholic High School
Full contact postal address, including postcode.	Goring Street, Goring, Worthing, Sussex BN12 5AF
Email address and website (if applicable)	awhitehead@chathigh.co.uk www.chathigh.co.uk – school website
Telephone number of contact	01903 241368
Total Project Cost	£300
Amount of grant applied for	£300
Where is the remainder to be financed from?	Unknown
Cheque to be made payable to	Chatsmore Catholic High School
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	I am an Angmering resident and local English teacher at Chatsmore Catholic High School where many students from the Angmering area attend. Like some of my colleagues in the English department, I do not have a single dictionary or thesaurus in my classroom. Due to funding cuts in West Sussex, there is no money in the pot to purchase any new ones. We desperately need at least 50 of each to spread across 6 English classrooms.
How many Angmering residents in organisation?	Approx. 100 students aged 11-16
How many Angmering residents will benefit from the grant?	As above
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	N/A

Signature	<i>A. Whitehead</i>
Date	<i>26/9/18</i>



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The Square
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APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2018 - 2019

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
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Section A

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

Section B

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

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

Section C

	<u>Supporting information required</u>	Tick relevant box(es)
C1	The last year's certified accounts or, for new organisations, the current business plan, or equivalent.	x
C2	Information on the membership, or proposed membership of your organisation. How many current members, in total, and how many live in the village.	We have 1787 members, 9 of which live in Angmering.
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	x
C4	Charity Number, if applicable	1075447

Section D

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

Section E

Name of contact for grant purposes	Jessica Benson
Position of contact	Marketing and Communications Officer / Community Fundraising
Full contact postal address, including postcode.	36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE
Email address and website (if applicable)	Jessica.benson@4sight.org.uk www.4sight.org.uk
Telephone number of contact	01243 838001
Total Project Cost	It costs £80 for a Low Vision Assessment home visit, with 9 members within Angmering the total cost of this project in your area is £720.
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	4Sight Vision Support
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	See attached letter for our Low Vision Assessment and outreach worker project.
How many Angmering residents in organisation?	9
How many Angmering residents will benefit from the grant?	9, this project will enable us to reach more people affected by sight loss in the area.
If you received a grant from the Parish Council during 2017-2018 please outline how the grant was spent	The previous grant was spent on our general vital services. We provide many different mediums of support for those who are facing or already live with visual impairment. We do this by

	<p>meeting face to face with individuals, talking to them over the phone and connect with them via our newsletter. We listen to people's personal problems and concerns, whether that be mental or physical needs, and tailor our support to their needs.</p> <p>Your grant from last year enabled us to:</p> <ul style="list-style-type: none"> • Reduce the risk of mental health problems such as depression • Participate actively with 21st Century technology and improves access and opportunity of employment or education • Reduces the risk of further sight loss deterioration • Them adjust to sight loss in positive and proactive ways • Develops self-esteem, maintains and increases wellbeing after sight loss • Safe mobility and increased independence • Give confidence and independence to participate actively in their community and family lives
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Signature	
Date	7/9/18