

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
11 July 2016	16/057 a)	Angmering Traffic Management Scheme	Further Discussion with WSCC	Meeting arranged	Advertise formal consultation process.	Awaiting results of consultation
11 July 2016	16/057 e)	Telephone Box	Continue to pressurise BT to replace	Emails sent to BT, no response	Keep in contact	Apparently, this is in the hands of BT's contractor and they cannot say when it will be replaced
11 July 2016	16/063	Twinning	Contact new Head Teacher at Angmering School	Await new Head Teacher		To promote school involvement
11 July 2016	16/065	Annual Fair planning team	Set up meetings to plan for next year	Yet to be set up	Set up meeting, arrange for feedback	
8 August 2016	16/082	Community Land Trust	Continue with work on West End Nursery and Mayflower Way		The CLT is applying for support funding, from the Community Housing Funds held by ADC	The CLT has received an offer for access to the site opposite and towards the capital costs. This is still subject to clarification and negotiation.

ANGMERING PARISH COUNCIL ACTION LIST

Meeting Date	Minute No(s)	Title	Action Required	Action Taken	Further Action	Comments
10 October 2016	16/114	Bus Shelters	To review the possibility of siting bus shelters	Cllr Thompson has subsequently volunteered to carry out a review on possible sites	Cllr Thompson presented a report to the Community Facilities Sub-Committee in which he has suggested 9 possible sites for bus shelters	Grant sources are still being investigated
16 January 2017	16/170	Judicial Review	To continue supporting the Parish Solicitor and Barrister in information gathering	This has continued	Oral Hearing on 26 April concluded that ????????	
16 January 2017	16/171	Future Development Proposals	To set up the Working Party	Small sites letter sent to ADC	The working party is working to respond to the Local Plan by the due date of 30 May 2017.	
13 February 2017	16/211	Transfer of Land	To transfer the Mayflower Way site to the CLT for the affordable housing scheme	The legal processes were still being undertaken.		
10 April 2017	16/245	Investment Strategy	To undertake a review of the proposed strategy to see if the deposits can be contained within the £85,000 support limit.	None yet		



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 APRIL 2017

Present: Councillors Paul Bicknell; Bill Evans; Susan Francis (Chairman); Lee Hamilton-Street; Nikki Hamilton-Street; Norma Harris; Mike Hill-Smith; Mike Jones; David Marsh; John Oldfield (Vice-Chairman); Roger Phelon; Peter Thompson.

In Attendance: Rob Martin, Parish Clerk; County Councillor Deborah Urquhart; District Councillor Andy Cooper & a member of the public

Action

16/233 APOLOGIES FOR ABSENCE
Apologies for absence had been received from Steven Mountain (personal), and District Councillor Dudley Wensley.

16/234 DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA
All Councillors who held office in the Angmering Community Land Trust declared a non-pecuniary interest in agenda item 11.

16/235 APPROVAL OF THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13 MARCH 2017
The minutes of the Parish Council Meeting held on 13 March 2017 were **AGREED** as a correct record and signed by the Chairman.

16/236 THE CLERK'S REPORT ON MATTERS OUTSTANDING FROM PREVIOUS MEETINGS, BUT NOT INCLUDED ON THIS AGENDA
The Clerk referred to the updated action list previously circulated to members of the Council. There were no further matters that were not on the agenda.

16/237 CHAIRMAN'S REPORT

The Chairman reported that:

'Station Road and A259 tidy up

A big thank you to the Angmering In Bloom team and Councillors Jones, Evans and Phelon for the brilliant job undertaken on 15th March, in clearing up the mess left by WSCC contractors when building the cycle path to the Sainsbury traffic light. It looks a hundred times better, thank you.

ADALC

I attended the ADALC meeting on 22nd March. There were to be two presentations but unfortunately the one I had particularly gone to listen to on Setting Up and Organising Youth Facilities, both speakers had been unable to attend!

The one presentation given was on Health and Wellbeing, which was generally encouraging councils to replace the services no longer being

provided. Apparently every Health Centre now has a PPG (Patient Participation Group) and the council may consider whether to approach our local practice about whether we should have a representative on this group. The next meeting is on 21st June.

Angmering Chorale

Angmering Chorale very kindly once again invited me to attend their concert in Arundel cathedral on 25th March. This time they sung Jazz, I have to say that the choir very obviously really enjoyed singing, they did an excellent job and the soloist was brilliant. I would like to take this opportunity to thank them for their invitations this year, it has been delightful and I have enjoyed their beautiful singing.

Angmering Twinning Association

As the Parish Council representative I attended the committee meeting on 28th March. There is nothing new to report but if anyone is interested in joining the Association and going to Ouistreham in August please let us know.

The Library

It is with sadness that we have said goodbye to Jane Chilton, the Libraries Manager, who retired at the end of March. We have had a very successful working relationship with Jane for nearly three years but we wish her every success in her new relaxed life.

The Volunteers library is working well, with reliable and hardworking librarians. We now have enough to cover both the Saturday afternoon and Wednesday evening, which personally I am pleased about as I no longer have to cover the gaps. Thank you to all the volunteers for all that they do.

Finally

Finally, I would like to thank the members of the council and members of the public who have been on the working party for the neighbourhood plan, this is being updated elsewhere.'

The Chairman adjourned the meeting for public consultation.

16/238

PUBLIC CONSULTATION

There were no questions from the public present.

The meeting reconvened.

16/239

REPORT FROM THE WEST SUSSEX COUNTY COUNCILLOR

County Councillor Urquhart reported that since the County Council elections were to be held on 4 May 2017, she would not be able to discuss much business.

There had been a significant number of objections to the Angmering Traffic Management scheme consultation and the results would be the subject of an officer's report for consideration by JEAAC in July before the final go-ahead could be given.

The Clerk undertook to contact the highway officers to see if there was any further information available.

As far as the provision of schooling was concerned in relation to the new housing on Roundstone Lane, she indicated that both the specific sums secured for a new Angmering Primary School in the south of a village and the general Section 106 formula based sums had been ring-fenced for Angmering.

16/240

REPORTS FROM THE ARUN DISTRICT COUNCILLORS

District Councillor Wensley had presented his apologies for the meeting.

District Councillor Cooper reported that the latest version of the Local Plan was now out for consultation, prior to being taken to the Inspector. He believed that the process before adoption could take as long as a further year.

16/241

JUDICIAL REVIEW

The Clerk updated members by saying that the next process was underway and that the oral presentation of the case would take place on 26 April 2017, following which it would become clear whether or not the Review would take place.

He also stated that the first stage payment had been made for the action and that this had been charged to the 2016/2017 financial year accounts.

16/242

FUTURE DEVELOPMENT PROPOSALS

The Clerk reported that the 'small sites' letter had been sent to Arun District Council and that councillors were aware that it went further than just the expected non-strategic sites within the parish. He had circulated an Executive Summary of the main points made and it was agreed by all that the summary and full letter would be available on the Parish Council website.

The next stage for the Working Party was to look at the Local Plan from the Angmering point of view and to devise an appropriate response within the consultation period. This work has already started and councillors would be advised of progress accordingly. Following that, the intention was to convert the current thought processes into a revision of the Neighbourhood Plan in order to protect its weight in the planning process having regard to the emerging Local Plan policies.

16/243

COMMUNITY LAND TRUST – MAYFLOWER WAY

The Clerk summarised the current position the CLT finds itself in as follows:-

Exhibition 2 March 2017

The exhibition was an unqualified success, with the attached report from Tom Warder outlining the results of the feedback we got. The concept was universally accepted, the only questions being when will they be available and how do I apply? This was a necessary step in the process of obtaining planning permission where developers have to be able to demonstrate that they have consulted with the community. It was an important step leading up to the pre-planning application.

Land Transfer

The Parish Council agreed to transfer the land for a nominal consideration of £1, plus reimbursement of its legal expenses of around £3,500-£4,000. It also agreed that, because of the current cash flow situation for the CLT, the payment of this amount would be put off a maximum of 9 months, or until December 2017.

Scheme Design

The architects, Rabble Place Ltd, have drawn up the scheme and have now prepared the necessary drawings for the pre-application planning submission. The design of the scheme has been revised slightly and the final version will only be brought forward once the planners have considered them.

Pre-Planning

At the time of writing, 6 April 2017, the pre-app had not been submitted, but this was due in a day or two. Rob Martin has negotiated a zero charge for this with ADC, normally £700.

The first stage of this is for ADC planners to carry out a site visit and to draw up a list of requirements before the detailed design stage is reached. The aim would then be for the Agent and Architects to work on the detailed plans in order to get full planning permission.

In order to do the necessary work, the various reports needed to obtain full permission would be identified by this process and these need to be ordered, organised by the agent.

Planning Permission

The CLT will be going for full planning permission for the 12 properties, which will be given, hopefully, on a conditional basis. Once granted, the permission will allow us to look for a suitable contractor, the plans are being prepared so that they can be used for this purpose as well.

Employer's Agent

A proposal has been received the Agent for the CLT for which he has quoted a figure of £41,500 plus VAT (£49,800 in total) to cover all aspects and stages through to the eventual handover, currently expected to be in May 2019.

Following the pre-application feedback for ADC, the agent will be obtaining quotations from survey companies to carry out the necessary studies that result (eg ecological survey) which will have to accompany the full application.

Rabble Place Architects

The process of designing the project has to move from the pre-planning stage to detailed planning and then on to the build phase. At this point no contract exists for anything beyond the pre-planning stage.

Locality £40,000

The Government Fund form which the work to date has been funded (at least some of it has) is distributed through 'Locality'. There is a fund available of £40,000 to get the project to full planning permission stage and this requires at least 10% 'match funding' from other organisations. This will be applied for as soon as it can be.

ADC Funding

There are currently two possibilities of funding from ADC, the first being the Community Housing Fund allocation from Government, which has been given to achieve some positive outputs for community-led projects such as ours. A request has been made to access some of this grant for the work we have to do up-front, and this has been positively received and will be considered for the May ADC Cabinet meeting.

In addition, it has been indicated that, provided the project can match a low rent level, up to £20,000 will be made available from the ADC capital funds, held for such purposes.

Crayfern

After many months of talks, it looks like Crayfern have finally come to agreement with the landowner on the other side of Mayflower Way. As a result, an offer has been made by Crayfern for an amount of money to gain access to their site and to discharge their affordable homes responsibility by contributing to the CLT scheme. The negotiations on this are still proceeding – ADC will need to agree the viability of the proposal.

Timetable

The pre-application submission has been made, and a response is awaited. The aim is for the main application to be in and agreed by the end of the

summer, following which the tendering procedure would be started. It is expected that building work could start by the beginning of 2018 and properties ready for occupation by Spring 2019.

Funding & Angmering Parish Council

The subject of the report in front of councillors.

The report from the Clerk attached to these minutes was also considered and points of clarification were questioned. After much discussion, the following **RESOLUTIONS** were passed:-

- a) On a proposal from Cllr. Marsh, seconded by Cllr. Bicknell, the parish council would act as the match-funder for the £40,000 Locality grant application, raising the support budget from £2,000 to £4,000. This would only become payable if the Locality bid was successful. This was passed by 10 votes for and two abstentions.
- b) On a proposal by Cllr. Mrs Hamilton-Street, seconded by Cllr. Bicknell, a business plan should be produced which highlights any future potential outgoings for the parish council. This was agreed unanimously.
- c) On a proposal by Cllr. Thompson, seconded by Cllr. Hamilton-Street, the consideration of assisting further with the cash-flow issues faced by the CLT be deferred until there was more certainty about other possible sources of finance. This was agreed on a vote of 11 for and one against.

16/244

COMMUNITY GRANT APPLICATIONS

On a proposal by Cllr. Bicknell, seconded by Cllr. Phelon, it was unanimously **RESOLVED** to pay a grant of £250 to St Barnabas House.

The 2016/2017 budget for Community Grants was £3,300 and grants allocated to date amounted to £250, leaving a balance available of £3,050 from which to fund further grants.

16/245

INVESTMENT STRATEGY

The Clerk had circulated a report with a suggested strategy for the coming year. Cllr. Thompson raised the question of the level of cover available to the parish council in the event of another banking crash and the Clerk confirmed that it was £85,000 per bank. In this event it was considered appropriate to look for alternative potential banking facilities to limit the potential loss should the worst happen.

The Clerk undertook to make some enquiries and bring the matter back to the council at the next meeting, which would still be in time for the Lloyds fixed term deposit to be placed elsewhere immediately it matured.

16/246

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

- a) The ASRA Joint; Library; and St Nicholas' Working Parties, and
- b) JDAC; JEAAC; ADALC; ASRA; JEAAC H&T; Twinning Association; Angmering Village Hall Committees & Littlehampton Health Services Advisory Group

Cllr. Oldfield updated councillors on the latest meeting of the Littlehampton Health Services Advisory Group. In it he advised that the CCG finances were in a desperate state which could result in a deficit in excess of £600+m within 5 years if unchecked. It had effectively been put into the equivalent to 'special measures'.

Cllrs. Phelon and Harris had attended the ASRA AGM and reported that both Ron Hanmore and Russell Storey had been re-elected. He reported that the parish council was working with ASRA, but that there was mutual concern about the status of the adjoining land in the current housing climate. The Clerk said that the 'small sites' letter to ADC had identified this as a problem and indicated that none of the land should be used for building, unless and until the suggested **Sports Hub** was provided.

16/247

QUESTIONS FROM COMMITTEES HELD SINCE THE LAST MEETING

An opportunity to ask questions resulting from the already circulated minutes of the meetings of the following Committees:-

- a) The Housing, Transport & Planning Committee meetings held on 14th March 2017.

There were no questions.

16/248

2016/2017 FINANCIAL REPORT

The reports were noted.

16/249

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

None.

16/250

DATE OF NEXT MEETING

- a) The Annual Meeting of the Parish Council was on Monday 8 May 2017, at 7.30pm in the Village Hall.
- b) **The Annual Parish Meeting would take place on Monday 24th April 2017, at 7pm. The main matter to be discussed would be the proposed revision to the Neighbourhood Plan.**

The meeting finished at 21:20.

.....
Chairman

Date.....

Angmering Parish Council

2016/2017 Final Accounts

Income and Expenditure Account for Year-Ended 31st March 2017

31st March 2016		31st March 2017
£		£
	Income	
253,600	Precept Received	272,290.00
11,600	Precept Support Grant	5,800.00
151	Interest Received	129.86
10,338	Investment Income	10,084.36
17,718	Grants & Donations Received	3,042.00
900	Allotment Rent	900.00
400	Insurance & Other Income	5,964.07
294,708	Total Income	298,210.29
	Expenditure	
2,096	Grants	3,261.00
2,096	Sub Total	3,261.00
	Running Costs	
158,312	Administration	189,152.65
-	Loan Repayment	-
98,576	Parish Council Controlled	45,573.82
34,864	Parish Maintenance	49,195.67
	Capital Expenditure	
97	Community Centre Car Park	41,037.61
48,385	BMX Track/Skatebowl	-
12,730	Other Capital Expenditure	5,561.75
355,059	Total Expenditure	333,782.50
	General Fund Analysis	
95,961	Opening Balance	92,492.22
294,708	Plus: Income for year	298,210.29
390,669		390,702.51
(355,059)	Less: Expenditure for year	(333,782.50)
35,610		56,920.01
56,883	Transfers (To)/From Earmarked Reserves	54,248.00
	Adjustment	54,248.00
	Contributions to Earmarked	(26,980.00)
	Funded from Earmarked	49,064.06
92,492	Closing Balance	133,252.07

Angmering Parish Council

2016/2017 Final Accounts

Balance Sheet at as 31st March 2017

31st March 2016 £			31st March 2017 £
	Long Term Assets		
200,000	Lloyds Deposit	150,000.00	
200,000	CCLA Property Fund	200,000.00	
			350,000.00
	Current Assets		
4,084	Debtors		5,792.92
7,850	Prepayments		5,510.92
5,174	VAT Due		7,172.31
20,369	Lloyds Current/Business	19,141.91	
25,000	CCLA Public Sector Deposit	25,000.00	
53	Petty Cash	114.64	
	Total Bank & Cash Balances		44,256.55
462,530	Total Current Assets		62,732.70
<u>462,530</u>	Total Assets		<u>412,732.70</u>
	Current Liabilities		
35,173	Creditors & Accruals	20,947.74	
<u>35,173</u>	Total Current Liabilities		<u>20,947.74</u>
<u>427,357</u>	Total Net Assets		<u>391,784.96</u>
	Represented By:		
92,492	General Fund		133,252.07
	Earmarked Funds		
	Capital Reserves		
47,992	Community Centre Improvements	16,954.34	
66,518	Palmer Road Project	72,568.07	
5,000	Office Improvements	-	
	Renewals Reserves		
3,230	Grounds Maintenance Equipment	-	
206,541	Asset Renewal	169,010.48	
1,000	Festive Lights	-	
	Revenue Reserves		
4,583	Flooding	-	258,532.89
<u>427,357</u>			<u>391,784.96</u>

The above statement represents fairly the financial position of the Authority as at 31 March 2017 and reflects its Income and Expenditure during the year.

Signed:

Chairman: _____ Date: _____

RFO: RSMJL Date: 2/5/17

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

ANGMERING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

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

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

ANCMERINC PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	487,709	27357	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.
2. (+) Precept or Rates and Levies	253,600	272,290	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,107	225,920	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(148,865)	(168,730)	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.
5. (-) Loan interest/capital repayments	-	-	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	(606,194)	(315,052)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	27,357	41,785	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	45422	44257	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.
9. Total fixed assets plus long term investments and assets	2012,158	2,008,758	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	-	-	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

RECEIPTS AND PAYMENTS SCHEDULE

Mar-17

Receipts

Date	Payes Name	Reference	Total £	VAT £	Net £
02/03/2017	CCLA	BGC	5.03	-	5.03 Interest
09/03/2017	Lloyds	BGC	0.16	-	0.16 Interest
07/03/2017	West Sussex County Council	500060	12,390.00	-	12,390.00 Operation Watershed Grant
24/03/2017	Angmering Community Land Trust	500062	2,015.90	-	2,015.90 Refund Architects Fees
TOTAL RECEIPTS			14,411.09	-	14,411.09

Mar-17

Payments

Date	Payee Name	Reference	Total £	VAT £	Net £
20/03/2017	Employees	OL200317	7,655.76	-	7,655.76 Salaries
20/03/2017	WSCC Pension Fund	OL200317	2,845.14	-	2,845.14 Pension Contributions
20/03/2017	HMRC	OL200317	2,814.30	-	2,814.30 Tax/NI
02/03/2017	Michael Collier	005940	200.00	-	200.00 Community Centre Plumbing
06/03/2017	Victim Support	005941	100.00	-	100.00 Community Grant
06/03/2017	Homestart Arun	005942	790.00	-	790.00 Community Grant
13/03/2017	SAGE	DD1201	36.65	6.11	30.54 Payroll
01/03/2017	Allstar	DD1202	36.17	6.03	30.14 Van Fuel
15/03/2017	Allstar	DD1203	32.91	5.48	27.43 Van Fuel
22/03/2017	Allstar	DD1204	32.58	5.43	27.15 Van Fuel
29/03/2017	Allstar	DD1205	63.80	10.63	53.17 Van Fuel
02/03/2017	Conxserv	DD1206	42.00	7.00	35.00 Website Hosting
21/03/2017	Sprint t/a SCS	DD1207	83.15	13.86	69.29 Telephones
23/03/2017	BT	DD1206	27.00	4.50	22.50 Village Hall Broadband Line
21/03/2017	BT	DD1208	84.00	14.00	70.00 Village Hall Broadband Service
20/03/2017	Vodafone	DD1207	44.05	7.34	36.71 Mobiles
20/03/2017	BNP Paribas	DD1210	515.22	85.87	429.35 Photocopier Lease
24/03/2017	Focus IT	DD1212	323.17	53.86	269.31 IT Support
31/03/2017	Utility Warehouse	DD1213	168.58	8.30	160.28 Energy Costs
24/03/2017	GiffGaff	DD1214	5.00	0.83	4.17 Emergency Mobile
16/03/2017	SAGE	DD1215	54.00	9.00	45.00 Accountancy
06/03/2017	DVLA	DD1216	230.00	-	230.00 Van Licence
03/03/2017	Fargro	Card1201	40.50	-	40.50 Grass Seed
02/03/2017	Coop	Card1203	18.49	-	18.49 Refreshments
06/03/2017	Rabble Place Limited	Faster1202	2015.09	-	2,015.09 CLT Architects Fees
14/03/2017	SAGE	Card1204	34.80	5.80	29.00 P60s
17/03/2017	Littlehampton Tyres	Card 1205	97.93	16.32	81.61 Van Tyre Repair
15/03/2017	DMH Stallard	Faster1201	385.00	-	385.00 Judicial Review Court Fees
07/03/2017	Arun Mowers	OL020317	680.45	113.41	567.04 Mower Service
07/03/2017	Angmering Village Hall	OL020317	35.00	-	35.00 Room Hire
07/03/2017	Biffa	OL020317	203.85	33.98	169.87 Waste Collection
07/03/2017	Castle Goring Farm	OL020317	2062.50	-	2,062.50 Rent for Allotments
07/03/2017	Curtis Fullman	OL020317	270.00	-	270.00 Newsletter Delivery
07/03/2017	DMH Stallard	OL020317	17078.56	2,842.92	14,235.64 Judicial Review Payment on Account
07/03/2017	Sarah Heaver	OL020317	48.00	-	48.00 Newsletter Delivery
07/03/2017	Source Fire Risk	OL020317	180.00	30.00	150.00 Office Risk Assessment
07/03/2017	Travis Perkins	OL020317	95.95	15.99	79.96 Paint & Posts
07/03/2017	Viking	OL020317	99.68	16.69	82.99 Stationery
07/03/2017	Admor Ltd	OL020317	1113.00	-	1,113.00 Newsletters
29/03/2017	Arun District Council	OL240317	1354.66	225.78	1,128.88 Dog Waste Collection
29/03/2017	Coastal Drains	OL240317	354.00	59.00	295.00 SUD Maintenance
29/03/2017	Eon	OL240317	10.20	0.49	9.71 Christmas Light energy
29/03/2017	HAGS-SMP	OL240317	3135.06	522.51	2,612.55 New Swings
29/03/2017	Fenland Leisure	OL240317	80.04	13.34	66.70 Playground Repairs
29/03/2017	South Coast Skips	OL240317	276.00	46.00	230.00 Skip Hire
29/03/2017	Sovereign Alarms	OL240317	56.22	9.37	46.85 Community Centre Fire Alarm
29/03/2017	Travis Perkins	OL240317	60.32	4.22	56.10 Protective Clothing
29/03/2017	WEL Medical	OL240317	780.00	130.00	650.00 Defibrillator Replacement
29/03/2017	Xpert Energy	OL240317	180.00	30.00	150.00 Community Centre Heating
10/03/2017	Lloyds Bank	SO	7.50	-	7.50 Storage Charge
31/03/2017	Arun Mowers	Faster 310317	30.10	5.02	25.08 Mower Repairs
31/03/2017	Biffa	Faster 310317	290.52	48.42	242.10 Waste Collection
31/03/2017	Ferring Nurseries	Faster 310317	761.78	126.96	634.82 Flower Bed Maintenance
31/03/2017	Ricara	Faster 310317	78.58	13.10	65.48 Protective Clothing
31/03/2017	Surrey Hills Solicitors	Faster 310317	855.60	142.60	713.00 Mayflower Land Legals
31/03/2017	Travis Perkins	Faster 310317	10.34	1.72	8.62 Padlock
TOTAL PAYMENTS			48,963.20	4,691.88	44,271.32

2016/2017 Budget Monitor

31 March 2017

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

Income	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Precept	(272,290)	(272,290)	100%	
Grants & Donations	(5,800)	(8,422)	145%	
Section 106 & CIL Income	-	-	0%	
Interest & Investment Income	(11,300)	(10,214)	90%	
Other Income	(3,300)	(7,284)	221%	Items in expenditure heads, covered by insurance income here
Total Income	(292,690)	(298,210)	102%	
Expenditure				
Employees Direct				
Salaries, NI & Pensions	170,200	168,730	99%	
Employees Indirect				
Staff Travel, Subsistence & Training	1,250	1,708	137%	Additional H&S Training agreed after budget set
Supplies & Services				
Office Building Running Costs	2,850	2,627	92%	
Office Maintenance, Improvements & Equipment	6,050	871	14%	
Office Running Costs	8,800	8,781	100%	
Newsletter	2,800	2,465	88%	
Books Publications & Subscriptions	2,700	3,238	120%	
Protective Clothing, Tools & Equipment	2,350	1,511	64%	
Bank Charges	20	15	75%	
Room Hire	700	1,025	146%	Using the library and holding more meetings has increased costs.
Event Costs	3,800	2,691	71%	
Advertising	25	-	0%	
IT Support, Software and Equipment	7,800	7,536	97%	
Insurance	11,350	11,366	100%	
Audit Fees	1,600	1,300	81%	
Professional & Legal	2,850	20,812	730%	Legal Costs for CLT Land Sale (£2,422); Judicial Review (£14,775)
Councillors				
Allowances	3,500	3,265	93%	
Chairman's Allowance	500	300	60%	
Courses/Conferences	1,000	175	18%	
Official Hospitality	700	487	70%	
Other Expenditure				

2016/2017 Budget Monitor

31 March 2017

Comments

	Revised Budget £	Actual to Date £	Proportion of Total £	Comments
Election Costs	-	-	0%	
Community Grants	3,300	3,261	99%	
Allotment Rent Paid	825	825	100%	
Christmas Day Event	-	-	0%	
Maintenance Committee				
Play Areas	11,700	9,758	83%	
Buildings	4,500	7,387	164%	Includes replacement sliding door mechanism for Community Centre & Flooring Replacement
Christmas Tree & Lights	400	498	124%	
Street Lighting	5,800	1,003	17%	Still awaiting invoice for £5,000 to cover Downs Way light replacement from 2014 - assume not being charged.
Dog Fouling & Waste Bins	500	461	92%	
Village Maintenance	16,000	19,810	124%	Includes Palmer Road pitch repairs as agreed
Vehicles & Equipment	5,350	5,280	99%	
Loan Charges	-	-	0%	
Transfers to Reserves	(16,478)	(76,332)	463%	The areas with additional expenditure shown above such as Palmer Road and Community Centre will be taken from reserves
Capital Improvements	37,058	46,599	126%	
Total Expenditure	299,800	257,450	86%	
Total Net Expenditure/(Income)	7,110	(40,760)	-573%	

General Reserve

Balance b/f	(92,492)	(92,492)	
Less: Net Expenditure/(Income)	7,110	(40,760)	Assumes adjustment agreed to bolster General Reserve
Balance c/f	(85,382)	(133,252)	

	Gross Expend Use of Reser Net Charge		Budget	Over/(Under)	
0 Administration	(114,221.83)	2,422.00	(111,799.83)	(108,745)	(3,055) Additional income, mostly insurance reflected in expenditure below
1 Groundstaff	48,005.97	7,980.00	55,985.97	55,030	956 Mainly equipment maintenance
2 Councillors	3,355.98	-	3,355.98	5,700	(2,344)
3 Parish Wide	-	-	-	-	
4 Winter Maintenance	-	-	-	-	
5 Emergency	-	-	-	1,150	(1,150) No specific expenditure
9 CLT	2,089.07	-	2,089.07	2,000	89
10 Community Centre	6,576.98	10,000.00	16,576.98	14,000	2,577 Repairs to Floor additional to budget
12 Allotments	(75.00)	-	(75.00)	(75)	
13 Palmer Pavilion	2,595.28	8,000.00	10,595.28	8,500	2,095
14 Palmer Road Field	2,317.64	-	2,317.64	900	1,418 Pitch reinstatement
15 Village Hall	566.49	-	566.49	500	66
16 CLT Land Sale	3,327.62	(2,422.00)	905.62	-	906 To be charged to CLT
17 Judicial Review	14,774.64	-	14,774.64	-	14,775 Part payment of costs to date
20 Village Centre	7,375.73	-	7,375.73	7,900	(524) Savings made possible because of better maintenance team work
21 Village Green	-	1,000.00	1,000.00	1,450	(450) Savings made possible because of better maintenance team work
22 War Memorial	159.33	-	159.33	500	(341)
23 St Nicholas	-	-	-	1,300	(1,300) Savings made possible because of better maintenance team work
24 Fletcher's Field	220.00	-	220.00	500	(500) Savings made possible because of better maintenance team work
25 Water Lane	-	-	-	500	(380) Savings made possible because of better maintenance team work
26 Twittens	-	-	-	500	(500) Savings made possible because of better maintenance team work
28 Street Lighting	1,002.57	-	1,002.57	5,800	(4,797) £5,000 previously allowed for lighting bill not received from 2014
29 Annual Fair	1,538.66	-	1,538.66	2,600	(1,061)
30 Xmas Meal	-	-	-	1,000	(1,000) Self-financing
31 BMX/Skatebowl Event	1,657.15	-	1,657.15	2,000	(343)
40 Bramley Green	-	-	-	300	(300)
45 Mayflower Park	620.00	-	620.00	500	120 Additional SUD clearance work.
47 Community entre Open	248.82	-	248.82	-	249
50 Bleinheim	50.00	-	50.00	400	(350)
51 Braeburn	2,662.55	(2,612.55)	50.00	100	(50) Swings funded from reserve
52 Discovery	50.00	-	50.00	400	(350)
53 Pippin	50.00	-	50.00	400	(350)
54 Russet PA	3,981.09	(3,463.90)	517.19	600	(83) Net funded from reserve
55 Russet Trail	50.00	-	50.00	400	(350)
60 Skatebowl	(116.89)	-	(116.89)	400	(517)
61 BMX	-	-	-	100	(100)
62 Gym	111.00	-	111.00	400	(289)
63 Play Amenities	-	-	-	-	-
Capital					
71 Community Centre	41,037.61	(41,037.61)	-	-	-
72 Defibrillators	2,291.75	-	2,291.75	-	2,292 This covers both, although we have insurance income for the other (see above)
73 Post Boxes	1,320.00	-	1,320.00	-	1,320 Additional to budget
74 Storage Unit	1,950.00	(1,950.00)	-	-	-
75 Bus Shelters	-	-	-	-	-
	35,572.21	(22,084.06)	13,488.15	7,110	6,378
	35,572.21	-	-	-	-

RECEIVED 27 APR 2017

Kent Surrey Sussex Air Ambulance



Our Ref: 41684
24 April 2017

Mr Rob Martin
Angmering Parish Council
The Corner House
The Square
Angmering
West Sussex
BN16 4EA

Dear Mr Martin

Thank you for the grant application form sent by Danni Mariner in response to our letter dated 9th February 2017 requesting funding from Angmering Parish Council.

The Kent, Surrey and Sussex Air Ambulance Trust (KSSAAT) provides advanced pre-hospital life-saving care to ill and injured people in the South East of England.

We previously wrote to you for funding towards our ongoing running costs but I understand that Angmering Parish Council gives grants towards specific items so we are writing to apply for a grant of £250 (or any other amount you deem appropriate) towards the purchase of a Laerdal Compact Suction Unit 4 (costing £375 each). This is a vital life-saving piece of equipment needed to ensure that the patient's airway remains clear to prevent choking and allow the individual to have an uninterrupted supply of oxygen.

Our completed application form for this grant is enclosed with a copy of our latest accounts (more detailed accounts can be found on the Charity Commission website – our Charity Number is 1021367).

Thank you very much for considering our proposal and I hope that you find the work of the Kent, Surrey and Sussex Air Ambulance worthy of a grant from Angmering Parish Council.

Yours sincerely

A handwritten signature in black ink, appearing to read 'LHarris', written over a white background.

Lynne Harris
Director of Income Generation



Established 1894

Angmering Parish Council

The Corner House
The Square
Angmering
West Sussex BN16 4EA

Telephone: 01903 772124

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

Website: www.angmeringparishcouncil.gov.uk

APPLICATION FOR A GRANT FROM ANGMERING PARISH COUNCIL 2017-2018

In order to be eligible for a Parish Council Grant you or your organisation must fulfil at least one of the criteria in Section A and the application must fulfil at least one of the criteria in Section B. In addition, all applications must be supported by the information in Section C, and have regard to the exclusions in Section D. The details of the application must be completed in Section E.

NAME OF ORGANISATION	Kent, Surrey and Sussex Air Ambulance Trust
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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

Although, our application does not fit the criteria given in Section B, the Kent, Surrey and Sussex Air Ambulance provides an essential life-saving service to the residents of Angmering and the surrounding area.

	<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	
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.	N/A
C3	A project plan, if applicable, showing total costs and other sources of income already secured.	N/A
C4	Charity Number, if applicable	1021367

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	Laura Weller
Position of contact	Fundraising Support Manager
Full contact postal address, including postcode.	Kent, Surrey & Sussex Air Ambulance Trust Unit 14, Wheelbarrow Park Estate Pattenden Lane Marden Kent, TN12 9QJ
Email address and website (if applicable)	lauraw@kssairambulance.org.uk www.kssairambulance.org.uk
Telephone number of contact	01622 833833
Total Project Cost	£1,500 (4 x Laerdal Compact Suction Unit 4)
Amount of grant applied for	£250
Where is the remainder to be financed from?	We will be making grant applications to other Parish Councils and Grant Making Charitable Trusts for the remaining funds.
Cheque to be made payable to	Kent, Surrey & Sussex Air Ambulance Trust
Purpose for which the grant is needed (Supporting evidence may be provided on a separate sheet, if necessary)	<p>The Kent, Surrey and Sussex Air Ambulance provides advanced pre-hospital life-saving care to patients at the scene and our medical crews can perform clinical procedures, including blood transfusions, which are normally only available in a hospital emergency department, increasing the patient's chance of survival and recovery.</p> <p>The grant will be put towards the purchase of a Laerdal Compact Suction Unit 4 (LCSU4), costing £375 each. This is a piece of equipment used to protect the patient's airway which is essential when the patient is unconscious as they are unable to clear the obstruction themselves. A blockage in the airway would prevent the body getting enough oxygen which could lead to brain damage and a heart attack. Also, if an unconscious or weakened individual were to vomit they would choke to death as they cannot clear the blockage without the help of a suction device.</p> <p>The LCSU4 is compact, lightweight, efficient and self contained so takes up little space in</p>



	<p>the helicopter and the medical crews' kit bags and can easily be held in a hand. The suction power of the unit can be altered so that it is suitable for patients of any age.</p> <p>The Laerdal Compact Suction Unit 4 is an essential piece of equipment needed to help save lives.</p>
How many Angmering residents in organisation?	N/A – unable to quantify but we have attended a number of patients in Angmering and the surrounding area.
How many Angmering residents will benefit from the grant?	Unable to quantify, but any Angmering resident may be attended by the air ambulance if the need arose.
If you received a grant from the Parish Council during 2014-2015 please outline how the grant was spent	N/A – we have not received a grant before

Signature	<i>Laura Welles</i>
Date	24-04-2017

KENT, SURREY & SUSSEX AIR AMBULANCE TRUST
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
		£	£	£	£
Income from:					
Donations and legacies	3	3,619,984	2,311,295	5,931,279	3,449,209
Charity activities	3	1,111,691	144,662	1,256,353	1,118,027
Trading activity	3	5,874,394	125,223	5,999,617	5,076,995
Investment income	3	75,038	-	75,038	59,721
Other income	3	928,735	13,813	942,548	989,406
Total income		11,609,842	2,594,993	14,204,835	10,693,358
Expenditure on:					
Raising funds	5	1,258,845	-	1,258,845	963,100
Charitable activities	5	6,545,043	179,541	6,724,584	6,272,256
Cost of sales trading subsidiary	5	1,376,322	-	1,376,322	1,115,817
Total expenditure		9,180,210	179,541	9,359,751	8,351,173
Operating surplus		2,429,632	2,415,452	4,845,084	2,342,185
Unrealised gains/(losses) on investments	8	(202,984)	-	(202,984)	494,383
Net income		2,226,648	2,415,452	4,642,100	2,836,568
Transfer between funds		1,524,082	(1,524,082)	-	-
Net movement in funds		3,750,730	891,370	4,642,100	2,836,568
Reconciliation of funds:					
Fund balances brought forward	14	13,168,874	28,508	13,197,382	10,360,814
Fund balances carried forward	14	16,919,604	919,878	17,839,482	13,197,382

The above statement contains all the gains and losses recognised in the current and preceding year.

All operations are continuing.

The notes on pages 20 to 38 form part of these financial statements.

ANGMERING PARISH COUNCIL

Balances Outstanding as at:

30-Apr-17

	£	£
Long Term Investments		
Consolidated Stock		96.00
 Bank Accounts		
Lloyds Bank Business Account	50,033.58	
Lloyds Bank 12-month Deposit Account	150,000.00	
Lloyds Bank Current Account	110,652.59	
CCLA Local Authorities' Property Fund	200,000.00	
CCLA Public Sector Deposit Account	25,000.00	
	535,686.17	
 Petty Cash Imprest Account	97.24	
 TOTAL BANK BALANCES AVAILABLE		535,783.41
 Public Works Loan Board		
Outstanding Debt - Office		-

Council/Committee Meetings 2017/2018

Committees	Clerked by		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Parish Council	Rob/Paul	Mon	8th	12th	10th	14th	11th	9th	13th	11th	15th	12th	12th	9th
HTP Planning	Paul	Tues		5th & 27th		8th & 29th		10th & 31st		12th	9th	20th	13th	24th
HTP Full Meeting	Paul	Tues	16th		18th		19th		21st		30th			3rd
Highways Sub-committee	Paul	As & When												
Major Developments Sub-committee	Paul	As & When												
Governance	Rob/Paul	Wed	10th			9th			1st			7th		
CLEW	Claire	Wed		28th		30th		25th		13th		21st		25th
Community Facilities Sub-committee	Claire	Wed	31st		26th		27th		29th		24th		28th	
Resilience Sub-committee	Claire	Wed	24th		19th		20th		22nd		17th		21st	

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